



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

Agenda

Monday, February 11, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

- [2.](#) Approval of Minutes - January 14, 2019 Regular Meeting
- [3.](#) Approval of Minutes - January 14, 2019 Executive Session

Financials

- [4.](#) Approval of Financials - January 2019

Reports

- [5.](#) Economic Development Director Report - February 2019

Regular Business

6. Discuss covenants for South Industrial Park property
- [7.](#) Discuss revising PDA By-Laws
- [8.](#) Coordinate the SIP project with other agencies
9. Sign SIP construction contract

Other Business

10. Other Business

Next Meeting Items

11. Next Meeting Items

Executive Session

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

Closing

15. 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 - January 14, 2019 Regular Meeting

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Minutes

Monday, January 14, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, January 14, 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 Joshua Daniel
Member Walt Rocker III
Member Eugene Smith

OTHERS PRESENT

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

Opening

1. Call to Order

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

2. Economic Development Grant Award from Tri-County EMC

Mr. Greg Mullis with Tri-County EMC presented a grant award for \$9200.00.

3. SIP Grading Project Contract Discussion and Vote to Award Contract
Mr. Paul Simonton advised that six bids were received and his recommendation is to award the project to Taylor & Sons for \$699,097.50.

Member Walt Rocker arrived at approximately 9:19 a.m.
Attorney Kevin Brown arrived at approximately 9:21 a.m.

Motion to award the SIP Grading Project Contract to Taylor & Sons in the amount of 699,097.50.

Motion made by Member Smith, Seconded by Member Daniel.

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

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

4. Introduce New PDA Board Member

Vice Chairman Waggoner introduced new board member Walt Rocker III.

Minutes

- 5. Approval of Minutes - December 10, 2018 Regular Meeting
- 6. Approval of Minutes - December 10, 2018 Executive Session
- 7. Approval of Minutes - December 11, 2018 Called Meeting
- 8. Approval of Minutes - December 11, 2018 Executive Session

Motion to approve the minutes of the December 10, 2018 Regular Meeting, December 10, 2018 Executive Session, December 11, 2018 Called Meeting, and December 11, 2018 Executive Session.

Motion made by Member Smith, Seconded by Member Daniel.

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

Financials

- 9. Approval of Financials - November 2018
- 10. Approval of Financials - December 2018

Motion to approve Financials of November 2018 and December 2018

Motion made by Member Daniel, Seconded by Member Smith.

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

Voting Abstaining: Member Rocker

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

Reports

11. Economic Development Director Report - January 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 - 4 projects added
- Projects by Industry - 2 commercial/retail, 1 manufacturing, 1 energy
- Project source – 3 direct, 1 existing industry
- Company located – The Listening Ear Counseling Center
- Company located – Putnam Dialysis
- Company expanded – Stair South
- Business & Industry contacts - 27 MTD, 274 YTD
- Social media - 344 likes on Facebook, 45 followers on LinkedIn, 153 followers on Instagram, 21 followers on Twitter
- Events attended and upcoming events
- Global Trade & Investment Symposium
- Putnam County College and Career Night – February 6th

Regular Business

12. Elect 2019 Officers

Attorney Brown took over chairing this portion of the meeting and asked for nominations for 2019 officers.

Vice Chairman Waggoner nominated Gene Smith for Chairman. Member Smith declined to serve.

Member Smith nominated Ed Waggoner for Chairman.

No other nominations were made. Attorney Brown closed the nominations.

Voting Yea for Ed Waggoner: Member Burns, Member Daniel, Member Rocker, Member Smith

Voting Abstaining: Vice Chairman Waggoner

Attorney Brown turned the meeting over to Chairman Waggoner.

Chairman Waggoner called for nominations for Vice Chairman.

Member Daniel nominated Gene Smith for Vice Chairman.

Member Smith nominated Patty Burns for Vice Chairman.

No other nominations were made.

Voting Yea for Gene Smith: Member Burns, Member Daniel, Member Rocker

Voting Abstaining: Member Smith

Chairman Waggoner called for nominations for Secretary/Treasurer.
Member Daniel nominated Patty Burns for Secretary/Treasurer.
No other nominations were made.

Voting Yea for Patty Burns: Member Burns, Member Daniel, Member Rocker, Member Smith

Attorney Brown recommended the need for an Assistant Secretary but advised that the By-laws would need to be changed first.

13. Discuss Covenants for South Industrial Park Property
EDD Schwindler explained that these covenants are just for the 120 acres in the South Industrial Park owned by the PDA.
No action was taken.

14. Sign new OneGeorgia Signature Card
EDD Schwindler explained that new signatures were needed due to the change in board members and officers. A new signature form was signed by all members.

15. Discuss Georgia B.A.S.S. Nation Fishing Tournament
EDD Schwindler went over the letter from Georgia B.A.S.S. Nation asking if we are interested in hosting the 2019 Georgia B.A.S.S. Nation State Classic and Georgia B.A.S.S. Nation College Qualifier tournaments on Lake Oconee. After discussion, the Board didn't feel like we have the facilities to host these tournaments. EDD Schwindler will respond and politely decline.

16. Discuss Scheduling Annual Review in July
Chairman Waggoner recommended moving the Director's annual review to be in alignment with the county budget process. The Director's review will now be completed in July rather than December.

17. Review Goals/Objectives for January 2019-July 2019
Chairman Waggoner explained that these are goals and objectives for the Director and went over some highlights from her December review.

- Monthly reports on SIP and RETP and Interfor
- Build relationship to high school and LabelSource, UFP, and Interfor
- Work more on Industrial than retail
- Connect businesses with the schools
- Help businesses find employees
- Stay on top of the OneGeorgia grant
- Concentrate on major businesses: Interfor, Legacy, BluStem, UFP, Aalto Scientific, School System

Other Business

18. Other Business

Member Rocker questioned the board about the greatest challenge to being successful on this authority. Some of the replies were water and sewer and lack of inventory (pad ready sites and buildings).

Member Burns asked for a report on the recent visit to Georgia Power to tour the ash ponds. Shannon Sneed from The Eatonton Messenger advised that it will take 10-15 years to dewater the ponds and Georgia Power will give updates and there is no schedule of when the water will be released into the lake.

Next Meeting Items

19. Next Meeting Items

Items for the February meeting agenda:

- Update of PDA By-laws
- SIP covenants

Executive Session

20. 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 and Personnel.

Motion made by Member Rocker, Seconded by Member Daniel.

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

Meeting closed at approximately 11:12 a.m.

21. 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 Smith.

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

Meeting reconvened at approximately at 11:41 a.m.

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

No action was taken.

23. Sign updated Interfor Letter of Intent

EDD Schwindler obtained signatures for the updated letter of intent for Interfor.

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

Closing

24. Adjournment

Motion to adjourn the meeting.

Motion made by Member Rocker, Seconded by Member Daniel.

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

Meeting adjourned at approximately 11:44 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Ed Waggoner
Chairman

Backup material for agenda item:

3. Approval of Minutes - January 14, 2019 Executive Session

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Putnam Development Authority

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The draft minutes of the January 14, 2019 Executive Session are available for Board Member review in the Clerk's office.

Backup material for agenda item:

4. Approval of Financials - January 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 12

Account Summary

For Fiscal: 2019 Period Ending: 01/31/2019

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 101 - GENERAL FUND						
Expense						
101-75201-511100	Full-time Staff	67221	67221	7756.89	23270.67	43950.33
101-75201-512101	Insurance Benefits	7686	7686	637.83	2551.32	5134.68
101-75201-512201	Social Security	5143	5143	587.76	1757.64	3385.36
101-75201-512401	Retirement Contributions	9005	9005	750	3000	6005
101-75201-512701	Workers Compensation	210	210	0	0	210
101-75201-512901	Payroll Accrual	300	300	0	0	300
101-75201-521203	Legal Services	15600	15600	1250	5050.14	10549.86
101-75201-521206	Accounting/Auditing	6500	6500	100	100	6400
101-75201-521220	Professional Services	40000	40000	0	0	40000
101-75201-521301	Computer Services	3200	3200	67.75	1967.75	1232.25
101-75201-522201	Building & Ground Services	5000	5000	0	0	5000
101-75201-522205	Equipment Services	600	600	10.78	82.23	517.77
101-75201-522321	Rental Expense	3000	3000	28	28	2972
101-75201-523101	General Insurance	6550	6550	0	2029	4521
101-75201-523201	Telecommunications	1320	1320	87.13	348.31	971.69
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	867.21	7032.79
101-75201-523601	Dues & Fees	2750	2750	0	420	2330
101-75201-523701	Education	1400	1400	0	0	1400
101-75201-523920	Miscellaneous Services	55000	55000	0	0	55000
101-75201-531101	Office & General Supplies	1000	1000	0	177.4	822.6
101-75201-531110	Building & Ground Supplies	3000	3000	0	0	3000
101-75201-531231	Electricity	700	700	46.96	179.98	520.02
101-75201-531301	Meals For Special Events	3500	3500	0	207.13	3292.87
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	255760	11323.1	42311.01	213,448.99
	Fund: 101 - GENERAL FUND Total:	255760	255760	11323.1	42311.01	
	Total Surplus (Deficit):	-255760	-255760	-11323.1	-42311.01	

Balance Sheet

As of January 31, 2019

	<u>Jan 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	340,775.41
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	109,560.13
10600 · Certificate of Deposit-24251	82,174.43
Total Checking/Savings	<u>532,559.97</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>561,813.47</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	-53,536.07
12005 · Note Rec-Aaron	330,083.48
Total Other Assets	<u>276,547.41</u>
TOTAL ASSETS	<u><u>4,872,098.08</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	720,091.70
Net Income	81,332.18
Total Equity	<u>4,169,348.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,872,098.08</u></u>

Putnam Development Authority
Reconciliation Detail
10001 · Checking-FMB, Period Ending 01/17/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						330,977.72
Cleared Transactions						
Checks and Payments - 1 item						
Check	01/07/2019	1052	Farmers & Merchant...	X	-327.00	-327.00
Total Checks and Payments					-327.00	-327.00
Deposits and Credits - 2 items						
Deposit	01/10/2019			X	924.69	924.69
Deposit	01/16/2019			X	9,200.00	10,124.69
Total Deposits and Credits					10,124.69	10,124.69
Total Cleared Transactions					9,797.69	9,797.69
Cleared Balance					9,797.69	340,775.41
Register Balance as of 01/17/2019					9,797.69	340,775.41
Ending Balance					9,797.69	340,775.41

Putnam Development Authority
Deposit Detail
 January 2019

Type	Num	Date	Name	Account	Amount
Deposit		01/10/2019		10001 · Checking-FMB	924.69
				45000 · Interest	-924.69
TOTAL					-924.69
Deposit		01/16/2019		10001 · Checking-FMB	9,200.00
			Tri-County EMC	44530 · Tri County	-9,200.00
TOTAL					-9,200.00
General Journal	cd int	01/21/2019		10300 · Certificate of Depo...	344.11
				45000 · Interest	-344.11
TOTAL					-344.11

Putnam Development Authority Reconciliation Detail

10050 · One Georgia Funds, Period Ending 01/15/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50.00
Cleared Balance						50.00
Register Balance as of 01/15/2019						50.00
Ending Balance						50.00

Putnam Development Authority
Transaction List by Vendor
January 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>
Farmers & Merchants Bank							
Check	01/07/2019	1052	mc payment-tra...	10001 · Checking-FMB	X	65135 · Lodging	-327.00

Putnam Development Authority
Profit & Loss YTD Comparison
 January 2019

	<u>Jan 19</u>	<u>Oct '18 - Jan 19</u>
Income		
44500 · Grants		
44530 · Tri County	9,200.00	9,200.00
Total 44500 · Grants	9,200.00	9,200.00
45000 · Interest	1,268.80	7,232.18
47000 · Sale of Property	0.00	64,900.00
Total Income	10,468.80	81,332.18
Expense		
65100 · Other Types of Expenses		
65135 · Lodging	327.00	327.00
65137 · Authority Members Training	0.00	-327.00
Total 65100 · Other Types of Expenses	327.00	0.00
Total Expense	327.00	0.00
Net Income	<u>10,141.80</u>	<u>81,332.18</u>

Backup material for agenda item:

5. Economic Development Director Report - February 2019

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Economic Development Director December Report

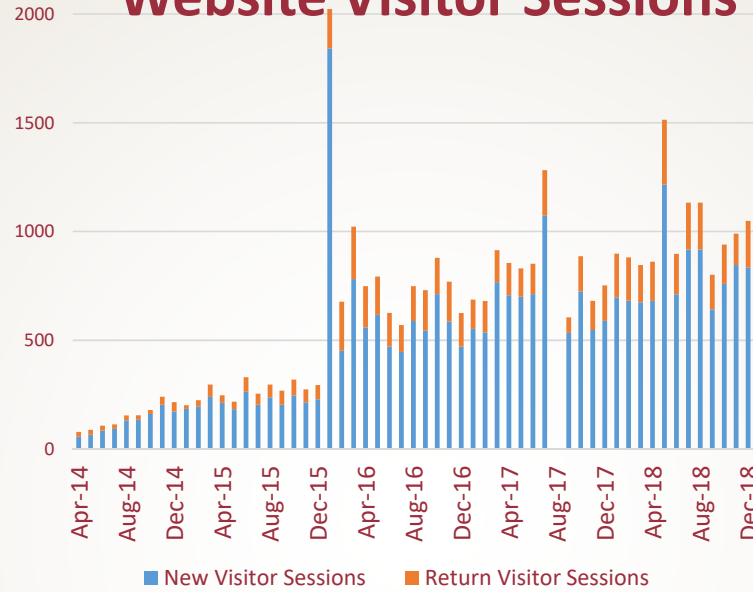
February 11, 2019



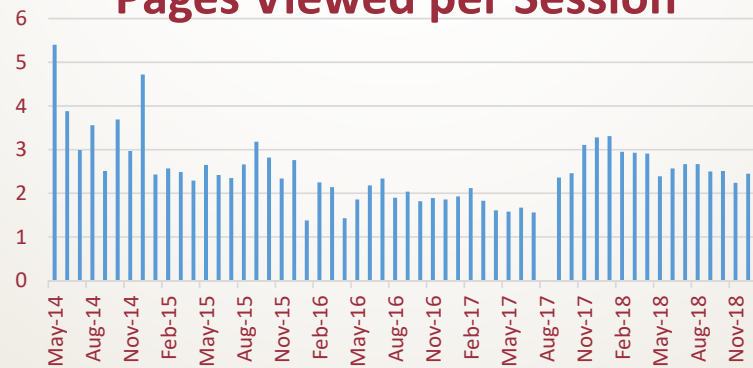
Putnam Development Authority

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Website Visitor Sessions



Pages Viewed per Session

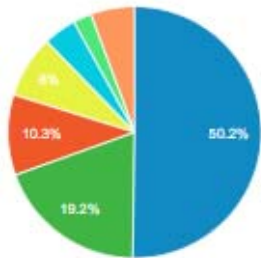


Jan Summary

Sessions	954
Users	772
New Visitor Sessions	734
Return Visitor Sessions	96
% New Sessions	88.4%
Page views	2540
US Pages per session	2.68
US Avg Session Duration	1:46
US Bounce Rate	40.26%

Website Analytics

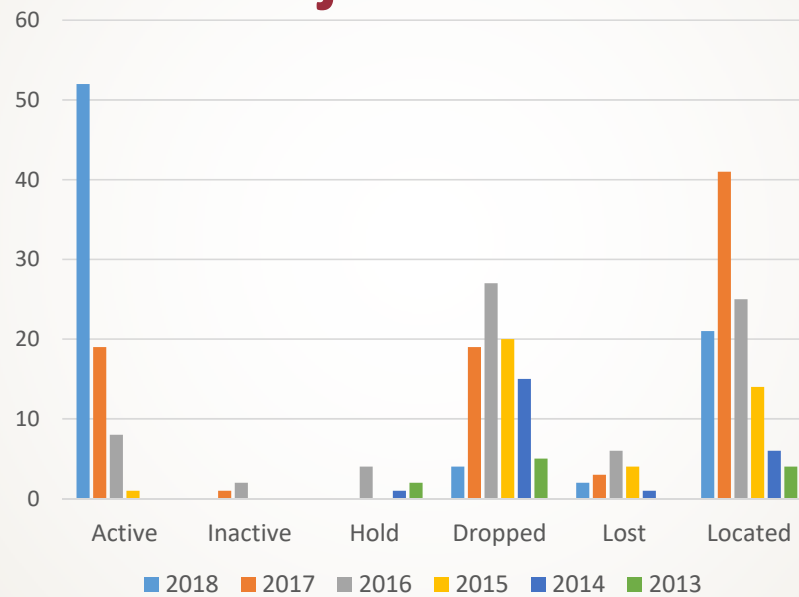
Sessions by Source



Source	Sessions
google	534
(direct)	212
l.facebook.com	60
eatonton.com	34
m.facebook.com	28
facebook.com	15
bing	14
yahoo	14
autosolutions.com.ng	9
putnamcountyga.us	7

Page	Pageviews
/ home	324
/index.php/employment-opportunities/	275
/index.php/2016/01/14/legacy-housing-ltd-now-hiring-employees-in-eatonton-ga/	101
/index.php/3078-2/	95
/index.php/3078-2/?current_page=2	54
/index.php/contact2/	42
/index.php/2018/04/20/cosmo-cabineets-has-grand-opening/	41
/index.php/estate/rock-eagle-technology-park/	38
/index.php/2018/11/27/tytan-announces-release-of-eatonton-filmed-movie/	33
/index.php/2018/06/14/83-days-pilot-filmed-in-eatonton/	32

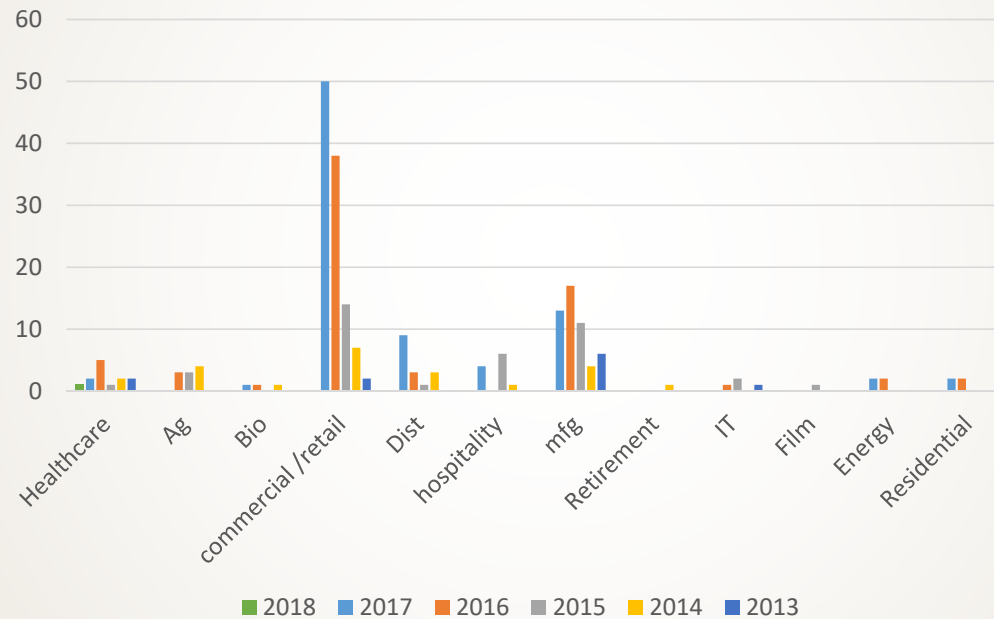
Project Status



Active	84
Inactive	3
Hold	7
Dropped	90
Lost	16
Located	111
Open Projects	94
TOTAL Projects	311

4 Projects Added

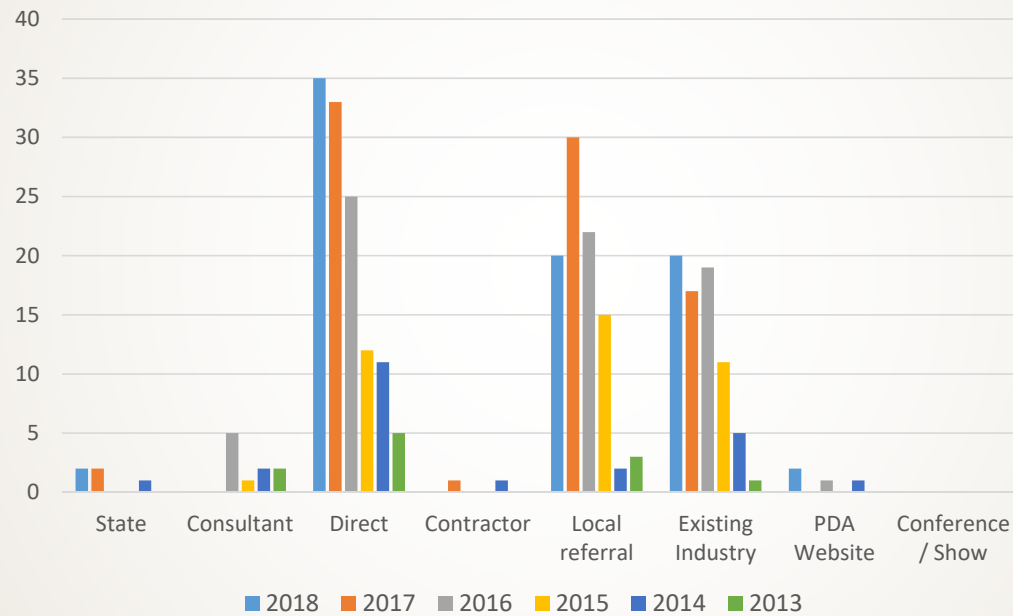
Projects by Industry



Healthcare	13
Ag	11
Bio	3
Commercial /Retail	162
Dist	21
Hospitality	12
Mfg	69
Retirement	1
IT	4
Film	3
Energy	5
Residential	7
Total	311

New (2 manufacturing, 1 distribution, 1 commercial/retail)

Project Source



State	5
Consultant	11
Direct	122
Contractor	2
Local referral	92
Existing Industry	74
PDA Website	5
Conference /Trade Show	0
Total	311

New (1 direct, 1 existing industry, 1 consultant, 1 PDA website)

Business & Industry: 21 Company Contacts, 21 YTD

Name		Company	Topic
Lowell	White III	Lights of Oconee	discussed projects
JR	Whitfield	Harbin Lumber	discussed workforce
Stew	Aaron	Cotton Warehouse	discussed property sale
Joel	Bacon	PCHS	PCHS/Label Source partnership
Chris	Geeslin	Label Source	PCHS/Label Source partnership
Tim	Lowrimore	Interfor	discussed LOI
Umaesh	Khaitan	Cosmo Cabinets	discuss leasing space
Damon	Darson	repurposed MATERIALS	discuss leasing space
Chadwick	Lord	Breco Benton Auction	discussed market conditions
Jennifer	Carawan	Lake Country Physical Therapy	looking for larger space
Paula	Benjamin	Georgia Writers Museum	discussed improvements
Lisa	Carson	Cosmo Cabinets	discussed hiring
Ashley	Holton	UFP	discussed hiring
Bill	Rainey	Rossee Oil	discussed project
Ryan	Wells	Alps Spas	discussed project
Michael	Parnell	Sherman and Hemstreet Real Estate Co	discussed market conditions
David	Moretz	Sherman and Hemstreet Real Estate Co	discussed market conditions
Matt	Forshee	Georgia Power	discussed sign project
Greg	Tyson	Georgia EMC	discussed sign project
Tim	Lowrimore	Interfor	discussed moving forward
Charlie	Eisele	Lake Country Physical Therapy	discussed project



Social Media

- 351 Likes on Facebook
- 45 Followers on Linked-In
- 162 Followers on Instagram
- 25 Followers on Twitter



Events Attended

Jan 16	EPTAH Meeting
Jan 17	Global Trade & Investment Symposium
Feb 1	BOC Meeting
Feb 4	LOADA Meeting
Feb 5	LOABA Meeting

Economic Development Grants Awarded

Tri-County EMC \$9,200



Georgia Power \$15,000





Upcoming Events

Feb 13	Leadership Putnam (Economic Development) @ Aalto
Feb 18	GEDA Luncheon
Feb 21	EPTAH Meeting
Mar 1	BOC Meeting
Mar 5	LOABA Meeting
Mar 14	MGEA Meeting
Mar 15	Georgia Power Conversation on Housing
Mar 18	GEDA Rock Star Awards Luncheon

Backup material for agenda item:

7. Discuss revising PDA By-Laws

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.

**BY-LAWS OF THE
PUTNAM DEVELOPMENT AUTHORITY**

Originally Adopted - October 9, 1989

As Revised - May 11, 2009

As Further Revised - March 8, 2010

As Further Revised - August 12, 2013

As Further Revised, Amended, and Restated - March __, 2018

PUTNAM DEVELOPMENT AUTHORITY BY-LAWS

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**BY-LAWS OF THE
PUTNAM DEVELOPMENT AUTHORITY**

**ARTICLE I
GENERAL**

Section 1. Name and Purpose

This organization is created under the laws of the State of Georgia and shall be known as the Putnam Development Authority: **(the “Development Authority”), as the same was created by a local amendment to the Georgia Constitution, passed upon by the General Assembly and ratified by the voters of Putnam County, Georgia, as the same is codified at 1968 Ga. Laws p. 1860, et seq., and as continued by 1985 Ga. Laws p. 3955 (the “Act”). At all times relevant to the Act and these Bylaws, any reference therein or otherwise to the “Putnam County Development Authority” shall be included to mean the Development Authority.**

The purpose of the Development Authority is **as set forth in the Act, and specified** to develop, promote and expand for the public good and general welfare, industry and trade within Putnam County, Georgia.

Section 2. Corporate Seal

The authority shall have the power to adopt and amend a corporate seal. The corporate seal shall be used to authenticate official actions of the Development Authority’s governing body.

**ARTICLE II
ORGANIZATION.**

Section 1. Appointment of Members

The Development Authority shall consist of five (5) members. Development Authority members shall be appointed by the Putnam County Board of Commissioners. Members shall serve for a five (5) year term and or until their successors are appointed and qualified.

Section 2. Oath of Office

Prior to taking office the members of the Development Authority shall subscribe to the following oath:

“I do solemnly swear that I will fully and fairly perform the duties as a member of the Putnam Development Authority, so help me God.”

Section 3. Eligibility

All members of the Authority shall be citizens of the United States, ~~shall be at least twenty-one (21) years of age, shall have been a resident of Georgia for two (2) years, and shall have been~~

~~a resident of Putnam County for one (1) year~~ and be otherwise qualified to serve as set forth under the Act.

Section 4. Officers

At the first meeting of the Authority in January each year, the members of the Authority shall select a ~~chairman, a vice chairman, a secretary/treasurer.~~ **Chairman, a Vice-Chairman, a Secretary/Treasurer, and an Assistant Secretary/Treasurer. The Chairman and the Vice-Chairman must be members of the Development Authority; the Secretary/Treasurer and/or Assistant Secretary/Treasurer may also be members, but are not so required to be members of the Development Authority, as the board may so choose upon each such annual election.** All officers will serve a one (1) year term. No member shall serve more than three (3), one (1) year terms consecutively as the same officer-, **except the assistant secretary/treasurer, so long as he or she is not a member of the board.** However once ~~they~~ **a** members have served the ~~maximum-allowable term, stepped down as an officer, and not so served in the same office~~ for a minimum of one (1) year, ~~they are~~ **such member shall be** eligible to serve again **in the same office** if elected by the other members.

Section 5. Duties of Officers

Chairman: The Chairman shall preside at all meetings of the authority and shall discharge the duties ordinarily pertaining to that office. The Chairman shall sign all contracts on behalf of the authority and shall execute with the Secretary attesting contracts, deeds, and other instruments when authorized by a majority of the members. The Chairman shall vote only in the case of a tie.

Vice Chairman: The Vice Chairman shall act in the absence or disability of the Chairman and shall be fully empowered to perform all **of** the duties of the chairman when so acting.

Secretary/Treasurer: The Secretary/Treasurer shall be one in the same office holder. The Secretary/Treasurer shall be the custodian of the documents of the authority as well as being the custodian for their funds.

Assistant Secretary/Treasurer: The Assistant Secretary/Treasurer shall act in the absence or disability of the Secretary/Treasurer and shall be fully empowered to perform all of the duties of the Secretary Treasurer when so acting.

Section 6. Vacancies

If a vacancy shall occur on the Authority for any reason, Putnam County Board Commissioners shall appoint a member to fill such vacancy- **as provided under the Act.** The member so appointed shall serve for the unexpired term.

Section 7. Staff

The policy-making body of the Development Authority shall be authorized to appoint and hire agents and employees and to provide for their duties and compensation. However, when staff positions are jointly funded by the Development Authority and the Board of Commissioners, then questions of initial employment and final discharge may be jointly entertained by both agencies.

All full-time employees shall have an appropriate job description prepared for the respective position to be approved by the Development Authority.

The personnel policies of the Putnam County Board of Commissioners pertaining to equal employment opportunity, affirmative action and other related areas not in conflict with these by-laws or other related law shall be used by the Development Authority.

ARTICLE III MEETINGS

Section 1. Parliamentary Authority

The rules contained in the current 1981 edition of Robert's Rules of Order shall govern the conduct of the Development Authority meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order adopted by the Development Authority.

Section 2. Quorum

Three (3) members of the Development Authority shall constitute a quorum for conducting business; however, no action shall be taken by the Authority unless approved by a majority of these members present. **Notwithstanding the foregoing, as provided under the Act, in no event shall vacancies in membership prevent the Development Authority from acting, and majority of the members then appointed shall constitute a quorum.**

Section 3. Special Called Meetings

Special called meetings shall be made at the request of the Chairman or by three (3) members of the Authority. Notice of said meetings shall be made in accordance with all laws.

Section 4. Regular Meetings

Regular meetings of the Authority will be held monthly unless there is no business to conduct. In that case the **regular** meeting may be cancelled **at the discretion of the Chairman.**

ARTICLE IV FISCAL AND PROGRAM MANAGEMENT

Section 1. Fiscal Year

The Development Authority's fiscal year shall be from October 1st of each year to September 30th, of that year.

Section 2. Intergovernmental Relations and Fiscal Cooperation

The Development Authority fully recognizes the importance of continued intergovernmental cooperation and financial support from the Putnam County Board of Commissioners and will continually strive to maintain the same whenever possible. The ~~Putnam~~

~~County~~ Development Authority will strive to promote intergovernmental relations between all related county agencies, departments, and authorities.

Section 3. Program of Work/Annual Budget

The Executive Director, or **in the absence of an Executive Director, such** contracted **person or** agency, shall prepare and present a Program of Work and Annual Budget to the governing body of the Development Authority no later than the first regularly scheduled meeting in June each year.

Section 4. Audit

All appropriate books and records of the Development Authority ~~may~~**shall** be audited **as required** by ~~their discretion at law~~ least **EVERY ~~THREE~~ (2) YEARS, so long as funding is provided by and** at the expense of the ~~COMMISSIONERS~~**Board of Commissioner of Putnam County**, by a competent, independent auditor. The audit and a summary of the audit shall be filed with the clerk of the ~~Putnam County~~**Board of Commissioners Putnam County** and shall be available for Public inspection during regular office hours.

ARTICLE V AGENCY OPERATIONAL PROCEDURES

Section 1. Publicity and Press Releases

Directors and staff of the Development Authority will always strive to portray the activities of their agency and the economic potential of Putnam County in a positive manner to members of the general public.

Official press releases will be developed by staff for review and approval by a majority of the governing body. Individual quotations within such press releases will at all times have the approval of those being quoted.

Section 2. Procurement and Showing of Industrial Sites

All Development Authority personnel will continually strive to increase the amount of industrial property.

It should be realized that the confidence and trust of the prospect is of paramount importance in the initial meeting. Therefore, staff should provide the prospect the appropriate level of professional services in order to facilitate the location decision.

Section 3. Real Estate Commission Fees

The ~~Putnam County~~ Development Authority will cooperate with any Real Estate Agent or Broker in regard to any real estate commission fee in an amount no more than 10% when the real estate company is the sole originator of the prospective lead. The Development Authority will notify the property owner that the industrial prospect was originated by a real estate agent/broker. The owner, not the Development Authority, will then be responsible for the commission.

Section 4. Prospect/Project Confidentially

To the extent permitted under Georgia Law, all information furnished by other agencies, developers or prospects in confidence will be held in confidence until such information is public knowledge unless approval for disclosure has been obtained from the source.

**ARTICLE VI
MISCELLANEOUS PROVISIONS**

Section 1. Member Code of Ethics

Notwithstanding any provisions of law to the contrary, each member of the Development Authority shall:

- 1) Uphold the Constitution, laws and regulations of the United States, the State of Georgia, and all the governments therein and never be a party to their evasion;
- 2) Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;
- 3) Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties;
- 4) Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit;
- 5) Expose corruption wherever discovered;
- 6) Never solicit, accept or agree to accept gifts, loans, gratuities, discounts, favor, hospitality or services from any person, association or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member’s official duties;
- 7) Never accept any economic opportunity under circumstances where he knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his duties;
- 8) Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust; and,
- 9) Never take any official action with regard to any matter under circumstances in which he knows or should know that he has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action.¹

¹ Note: Sections 1. (1) thru Sections 1. (9) are taken verbatim from the [Official Code of Georgia Annotated, 45-10-3.](#)

10) Complete disclosure shall be required when the Development Authority's counsel represents more than one client in any transaction to which the Development Authority is a party.

~~Note: Sections 1. (1) thru Sections 1. (9) are taken verbatim from the Official Code of Georgia Annotated, 45-10-3.~~

Section 2. Safe Harbor for Potential Conflicts of Interest.

The provisions of paragraph (9) of Code Section 45-10-3 and Section 1 of this Article shall be deemed to have been complied with and the Development Authority may purchase from, sell to, borrow from, loan to, contract with, or otherwise deal with any director or member or any organization or person with which any director or member of the Development Authority is in any way interested or involved, provided (1) that any interest or involvement by such director or member is disclosed in advance to the directors or members of the Development Authority and is recorded in the minutes of the Development Authority, (2) that any interest or involvement by such director with a value in excess of \$200.00 per calendar quarter is published by the Development Authority one time in the legal organ in which notices of sheriffs' sales are published in each county affected by such interest, at least 30 days in advance of consummating such transaction, (3) that no director having a substantial interest or involvement may be present at that portion of a Development Authority meeting during which discussion of any matter is conducted involving any such organization or person, and (4) that no director having a substantial interest or involvement may participate in any decision of the Development Authority relating to any matter involving such organization or person. As used in this subsection, a "substantial interest or involvement" means any interest or involvement which reasonably may be expected to result in a direct financial benefit to such director or member as determined by the Development Authority, which determination shall be final and not subject to review.²

Section 3. Staff Code of Ethics

In the practice of the industrial development profession staff has numerous significant responsibilities which by their nature and complexity indicate a need for the recognition and acceptance of certain standards of ethical conduct. Therefore, staff shall:

- 1) Observe the highest standards of integrity, confidence and objectivity in serving the needs of industrial prospects and other agencies.
- 2) Fairly and impartially represent the interests of the communities and areas served and advance their best civic and economic interests.
- 3) Advance the profession through their cooperation with fellow members in the free interchange of information, ideas, techniques and experiences where such practice does not conflict with normal ethical practice.

² The Safe Harbor provisions are adapted for the Development Authority by verbatim compliance with O.C.G.A. § 36-62A-1(a)(2), which was made applicable to the Development Authority by O.C.G.A. § 36-62A-1(a)(1).

- 4) Provide opportunity and encouragement for the professional development and advancement of persons under their employ or supervision.
- 5) Actively seek the opportunity to exercise and develop professional leadership through self-improvement, innovation and service to their fellow members, their employers and the communities of the state.
- 6) Not maliciously harm or degrade the professional reputation or standing of fellow developers or agencies.
- 7) Hold all information furnished by other agencies, developers or prospects in confidence until such information is public knowledge unless approval for disclosure has been obtained from the source.
- 8) Inform all parties concerned if they have financial interests in actions to which they are a part.
- 9) Present themselves in a professional manner and fulfill those responsibilities designated within this code.³

~~Note: Sections 2. (1) thru 2. (9) are taken verbatim from the Georgia Industrial Developers Association's Code of Ethics.~~

Section 4. By-Law Amendments

Amendments to the By-Laws may be made by a majority of the full Board at any regular or special meeting. Proposed amendments shall be submitted to the Board members in writing ~~at least ten (10) days~~ **with regular meeting materials** prior to the meeting date at which they are to be ~~acted upon.~~ **initially read for consideration.** Amendments to the By-Laws will be effective only upon their second reading ~~in which thirty (30) days shall have passed after~~ **at the next regular meeting of the Development Authority following** the initial first reading of said amendments.

Be it resolved that the By-Laws of the Putnam Development Authority were ~~approved on first reading~~ **read for consideration** at the ~~July 8, 2013~~ **February 11, 2019** regular meeting, and adopted **by vote** on second reading at the ~~August 12, 2013~~ **March 11, 2019** regular meeting, **and became effective upon such date according to the provisions set forth above.**

SAID AMENDED BYLAWS AS ARE SET FORTH ABOVE AS READ AND ADOPTED INTO THE MINUTES OF THE PUTNAM DEVELOPMENT AUTHORITY ON MARCH 11, 2019.

³ Note: Sections 2. (1) thru 2. (9) are taken verbatim from the Georgia Industrial Developers Association's Code of Ethics.

Secretary/Treasurer

[SEAL]

Backup material for agenda item:

8. Coordinate the SIP project with other agencies

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.

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

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

1050 Parkside Commons
Suite 101
Greensboro, GA 30642

Memo

Date: January 30, 2019
Re: South Industrial Park Construction
To: Putnam Dev. Authority
From: Paul Simonton

- The Putnam South Industrial Park bids were opened on December 11, 2018.
- Recommendation of award was made for Taylor & sons with the low bid of \$699,097.50.
- Contract was awarded to Taylor & Sons by the Putnam Development Authority on January 14, 2019.
- The first report was semi-annual progress report submitted and we will work with the grant Administrator in performing this task to coordinate in the future.
- Notice of Award and contracts were sent to Taylor & Sons on January 15, 2019. Based on experience, It will take about two weeks to obtain bonds and insurance certificates then execute and return the contracts to us.
- Once I receive signed contracts complete with bonds and insurance certificates, we will forward to the Authorities attorney for review and approval. This usually takes about a week if there is no trouble with the bonds. We anticipate getting contracts back from the contractor around Feb. 6, 2019 and will forward them to the attorney as soon as we receive.
- After concurrence from the Authority attorney, we will schedule a time to get the contracts signed by the Authority and coordinate a time for the preconstruction conference with the Authority, the RC Grant Administrator and the contractor.
- After the contracts are signed by the Authority a package including the bid specifications, bid tabulation and the Contract document will be submitted to One Georgia to satisfy Item 1 of the "Statement of Special Conditions". This will be submitted through the RC grant administrator. This along with cost documentation is required prior to drawdown of funds.
- The Notice to Proceed will be issued at the Preconstruction Conference. Based on the above information we anticipate that to be around February 15-20, 2019. Time of construction on the project is 270 days so completion date based on this schedule will be November 15, 2019.
- Work should start on site within 10 days (weather permitting) so around March 1, 2019 clearing should begin.

- Shop drawing submittal on the materials to build the project will be submitted by the contractor to the engineer for review and approval during the clearing activity.
- Erosion and sediment initial measures will be installed at this time. This will include silt fence and sediment ponds installed concurrent with the clearing.
- Clearing should take about 10 to 15 days.
- Once clearing is done a topographic survey will be conducted to adjust field topo to the aerial topographic information used for design. If necessary, grades will be adjusted to the new topographic data and new plans issued to the contractor and grading can begin. This will be the most notable activity. It is anticipated this will start around April 15, 2019, which should coincide with more favorable Spring weather.
- Grading of the site is the most notable change to the site. Grading will take about 4 to 6 weeks depending on the weather so the site should be well shaped by May 15-30, 2019. We will be inspecting the activity as it occurs.
- After the mass grading is complete then the site will be grassed and stabilized to meet erosion and sediment control requirements.
- Once the site is graded then utility installation will begin. Water, sewer, power, cable, gas and conduit for the future will be installed likely mid-summer. Our inspector will be on site and coordinating installation of water and sewer extensions with the Water and Sewer Authority.
- Water and sewer testing will be completed before the lines are accepted.
- Once all utilities are installed roadway construction can begin. We want all of this activity to be complete by September to insure we can get a stand of grass on the final roadway before the growing season passes.
 - First step is fine grading and testing for compaction. A proof roll of the roadway bed will be conducted as part of the project.
 - Second step is installation of the base material (8" of graded aggregate base). Material will be graded then compaction testing and proof rolling to confirm it is ready for pavement.
 - Final stage is the asphalt topping and pavement striping.
- After the roadway is complete final grading of the shoulders will take place and the area will be grassed with permanent grass.
- A final inspection of the site will be performed and the 12 month warranty period will be established in the final inspection letter to the contractor.
- Attached is a construction schedule received from the contractor on February 1, 2019. As you can see his schedule is a little different than mine but generally follows the same track. I have incorporated a little more delay time for weather.

Taylor & Sons Inc		Schedule for South Industrial Park																								
ID	Project Duration	Duration	Feb				March				April				May				June				July			
			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
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																							