

# MINUTES

## PUTNAM DEVELOPMENT AUTHORITY

August 13, 2012

The meeting was called to Order by Chairman Lindsey and introductions were made

Members Present: Nolan, Lindsey, Sharp, Stevens, Smith

Others Present: Paul Simonton, L. Gailey, R. Blackwell, Wes Lewis, Heather Kennedy, Ron Bridgeman, and Barbara Tyrer

Minutes: A motion was made by Sharp and seconded by Smith to accept the minutes with one revision-deleting the sentence regarding Schmidt and working with the community. Motion passed and carried unanimously.

Financials: After some discussion concerning the format and quick books, the motion was made by Sharp and seconded by Stevens to adopt this new format and to pay R. Coker, a bookkeeper, \$90.00 per quarter to do all the work. Lindsey said he thought contract between PDA and Chamber already covered bookkeeping. Motion died. A new motion was made by Nolan and seconded by Smith to accept the financials in the new format and requested that a vendor transaction sheet be added. Motion passed unanimously.

### Old Business

Sharp project- Sub committees report.

1. It was reported that Barbara Tyrer is present at the meeting to see if she is willing to volunteer and help with the website revisions.
2. No additional report from Dr. Tucker on his ministerial group.
3. Sharp stressed that we needed minority representation on these committees
4. Sharp & Stevens reported on their meeting and tour of Horton industries. Horton is in the process of diversifying his products. Sharp wants to set up tour of facilities for PDA. Horton needs forklift operators now. Blackwell will contact CGTC. Horton also wants to know if there is a wood tariff on wood going into or coming out of China. Blackwell will check with state and see.
5. Sharp feels that PDA members need to reach out and get to know local plant manager better

Caterpillar Update-Sharp reported that he has made personal contact with Caterpillar representative and that he and Mark smith were paying them a visit. Blackwell stated that she is following instructions from the state in trying to go after the spin offs. May have fewer than expected due to relocation cost of some of China manufacturers.

114/118 N. Jefferson update-skipped to be discussed in closed session

Plats of property owned by PDA-Smith reported that he had tax assessor office pull plats of all property owned by PDA and gave copy to Blackwell. She will scan and send to all members.

Haband-Nolan and Sharp will contact Plant Manager (Dean Periguard) and go visit. Smith and Lindsey will go visit Rayonier manager, Sharp and Stevens will go visit Gro Tec manager.

Ribbon Cutting: It was decided to wait until cooler weather and to see if we are going to add onto the road and take advantage of the left over grant money.

Rock Eagle Tech Park-

1. Covenants: Gailey reported that she had contact Schmidt and that she had not heard back from him. She suggested that Blackwell scan a copy of the signed MOU and send to all the new authority members so that they would have a better understanding of the project.
2. After a short presentation from Paul Simonton the authority decided they did not want to close the grant and return funds. A motion was made by Sharp and seconded by Smith to request that the RDC prepare the necessary paperwork to change the scope of work covered by the grant. And add additional road way and a water retention pond. Motion passed unanimously.

Blackwell report that a Thank You note from Mayor Reid had been received.

### New Business

Heather Huff, a marketing consultant, made a presentation on the possibilities that exist to enhance the web presence of the authority. Recommended expanding the Chambers site which covers them, while applying for own URL. Site could be in multiple languages, add audio tours, QR code, u tube and analytical capabilities. She will make proposal.

Wes Lewis, Chamber Board Chairman stated that he was there to get to know the authority members and to foster team work between the Chamber and Authority.

Gene Smith reported on his meeting with Jim Lovett and some the commissioners. Doesn't believe that there will be any funding from them this year but that we do need to create a reliable yearly income from the commission. Everyone needs to be prepared to give away sites complete with utilities and probably some tax abatements. Sharp reported that authority needs to focus on one area and that Foster thinks it should be tourism. Nolan reported that he felt that we would not get any spin offs from caterpillar because they would be going to sites on the interstate. Also the quality of precision work produced by our local manufacturers was not acceptable by caterpillar

Open records/meeting seminar—RDC in Macon, Aug. 22, 2 to 4 pm-Blackwell, Lindsey and Gailey will be attend this seminar.

Bookkeeping-Quick books system-Rebekah Coker A motion was made by Sharp and seconded by Smith to have the financials sent to Stevens before the meeting to review and then to have them sent to the board by email (which is already done). Want a P & L, transaction/vendor list, and a balance sheet. This should not be a problem since Coker has enter the last 3 years into quick books. Motion carried

Meeting time change to mornings: A motion was made by Stevens and seconded by Sharp to change meeting times to 9am. Motion passed. Gailey said that she may not be able to attend some meetings due to court schedule.

Authority invited to next Tourism, Arts & Heritage Board meeting on August 22, 9am, at Plaza Board Room—share vision At least 2 members will try to attend.

A motion was made by Nolan and seconded by Smith to go into CLOSED SESSION-DISCUSSIONS REGARDING THE POSSIBLE FUTURE ACQUISITION OF REAL ESTATE BY OR FROM THE AUTHORITY. Motion passed unanimously.

A motion was made to come out of closed session by Nolan and seconded by Smith. Motion carried unanimously.

A motion was made by Smith and seconded by Nolan to terminate the contract between the authority and Stew Aaron on the Jefferson St. building. Motion carried, Sharp abstained. Blackwell will contact.

A motion was made by Smith and seconded by Stevens to adjourn. Motion carried unanimously.

New meeting time is 9AM  
**Meeting Schedule for 2012**

**PLEASE MARK YOUR CALENDAR NOW**

Sept. 10

Oct. 8

Nov. 12

Dec. 10