

ECONOMIC DEVELOPMENT AUTHORITY
OF THE
CITY OF MANASSAS
REGULAR MEETING MINUTES
February 20, 2018

DETERMINATION OF QUORUM

MEMBERS PRESENT: John T. Intihar, II, Chairman
Miguel Pires, Vice-Chairman
Scott Hepburn, Secretary/Treasurer
Gary Jones, II
Thomas O. Murphy
Mark T. Olsen
Holmes Steele Smith

Sheryl Bass, Vice-Mayor, *ex-officio*
W. Patrick Pate, City Manager, *ex-officio*
Patrick J. Small, ED Director, *ex-officio*

Martin Crim, EDA Attorney

MEMBERS ABSENT: None

OTHERS PRESENT: None

Chairman Intihar called the meeting to order at 7:30PM. The meeting opened with an Invocation and the Pledge of Allegiance. A quorum was present.

MINUTES

Secretary/Treasurer Hepburn presented the Minutes of the January 16 Annual Meeting and asked if there were any comments. Gary Jones noted that he had not been given the opportunity to abstain from the voting for the Election of Officers during the meeting because a roll call vote had not been held and that he had not voiced an affirmative vote on the matter. He stated that he would be voting NO against the minutes for that reason and requested the current minutes reflect the reason for his vote. Mark Olsen stated he would vote similarly for the same reason. Miguel Pires made a motion to approve the minutes of January 16 which was seconded by Scott Hepburn. There being no further discussion Chairman Intihar asked the Secretary to call the roll.

Smith – AYE
Murphy – AYE
Intihar – AYE

Jones – NO
Olsen – NO
Pires – AYE
Hepburn - AYE

The motion passed 5-2.

FINANCIAL REPORTS

Scott Hepburn presented the City Treasurer's Report and bank statement for January. He noted the only activity was an interest credit for \$165.95. Gary Jones made a motion to accept the January City Treasurer's Report which was seconded by Miguel Pires.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith – AYE
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn - AYE

The motion passed 7-0.

Patrick Small presented an invoice from the City of Manassas reimbursing the City for EDA expenses that had been incurred over the past several months in the amount of \$22,574.80. Miguel Pires made a motion to pay the invoice and authorize the Chairman to sign it which was seconded by Gary Jones.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith – ABSTAIN
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn – AYE

The motion passed 6-0.

Patrick Small presented the FY19 EDA Budget. He noted all changes requested by the members at the January meeting had been made and that he had received no

comments in the interim. Gary Jones made a motion to adopt the FY19 Budget as presented which was seconded by Miguel Pires.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith – AYE
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn - AYE

The motion passed 7-0.

ADMISTRATIVE AGENDA

None

NEW BUSINESS

Chairman Intihar noted he had requested an agenda item to discuss communications by and between the members. He stated that members should not be sending official communications that appeared to represent a position of the EDA to anyone outside the body and that all official external communication should be passed through him. He stated that when members of the EDA communicated with one another electronically they should not selectively leave off others but should include all members in the email unless it was specifically a matter between the two people. He reminded the members that all electronic communication was subject to FOIA. Vice-Mayor Bass stated that when individual members wanted to talk to each other they should best do so by phone. Mark Olsen stated he had been copied on a reply by the City Manager to an email that had been sent by Holmes Smith to Mr. Pate regarding legal counsel that did not include all the members. He asked if the Chairman had addressed that matter. When Chairman Intihar replied that he had, Mr. Olsen requested copies of all emails sent by and between individual members regarding the email sent by Mr. Smith. Mr. Intihar said he would provide copies and instructed all other members to do so as well.

Patrick Small called the member's attention to a flier regarding VIDA that was included in the agenda package. Vice-Mayor Bass urged all members to attend. Mr. Small stated that the members should let him know if they intended to participate and that his office would make all reservations for the hotel and registration fees. He reminded them that after the conference each member would be provided a completed travel form for their signature and that any receipts needed to be turned in to him before that could be done.

Chairman Intihar reminded the members that EDA would be scheduling a planning retreat focused on three primary areas; economic development best practices, existing

City economic development planning and future EDA economic development activity. He noted that the retreat would include an Emergenetics exercise that each member would complete individually prior to the retreat that would be used to help them understand one another better and foster increased teamwork and collaboration. Mr. Small stated that his office would coordinate scheduling and the date would be after the VIDA conference.

OLD BUSINESS

None

EXECUTIVE SESSION

Patrick Small advised the EDA that he had two Closed Session items regarding a prospective business expansion and a prospective business location in Historic Downtown.

The following motion was introduced.

I, Miguel Pires, move that the Economic Development Authority of the City of Manassas convene in closed session for discussion concerning a prospective business or industry or the expansion of an existing business or industry, since no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the City as permitted by Virginia Code Section 2.2-3711 Paragraph A (5) for which the Virginia Freedom of Information Act permits discussion in Closed Session.

Scott Hepburn seconded the motion and the Secretary called the roll;

Smith – AYE
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn - AYE

The motion passed 7-0.

Following closed session the following motion was introduced;

I, Miguel Pires, move that the Economic Development Authority of the City of Manassas certify that, in the closed session just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion.

Scott Hepburn seconded the motion and the Secretary called the roll;

Smith – AYE
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn - AYE

The motion passed 7-0.

Gary Jones moved that EDA authorize the Chairman to execute a grant agreement with Dorn Enterprises providing \$10,000.00 to assist the company in expanding at 9413 Main Street and that EDA use its own funds to pay the grant. Miguel Pires seconded the motion and the Secretary called the roll;

Smith – ABSTAIN
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn - NO

The motion passed 5-1.

Scott Hepburn moved that EDA authorize the Chairman to execute a grant agreement with Holy Grail Games providing \$10,000.00 to assist the company in locating at 9329 Main Street and that EDA use its own funds to pay the grant. Miguel Pires seconded the motion and the Secretary called the roll;

Smith – NO
Murphy – AYE
Intihar – AYE
Jones – AYE
Olsen – AYE
Pires – AYE
Hepburn - AYE

The motion passed 6-1.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 pm.