

ECONOMIC DEVELOPMENT AUTHORITY
OF THE
CITY OF MANASSAS
REGULAR MEETING MINUTES
May 15, 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: Veronica Musie, Business Owner

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 April 17 Meeting and asked if there were any comments. Mark Olsen made a motion to approve the minutes of April 17 which was seconded by Gary Jones. There being no further discussion Chairman Intihar asked the Secretary to call the roll.

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

The motion passed 6-0 with Tom Murphy being absent for the vote.

FINANCIAL REPORTS

Scott Hepburn presented the City Treasurer's Report and bank statement for April. He noted the only activity was an interest credit for \$154.24 and \$15.00 wire transfer fee. Mark Olsen made a motion to accept the January City Treasurer's Report which was seconded by Gary Jones.

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

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

The motion passed 6-0 with Tom Murphy being absent for the vote.

ADMISTRATIVE AGENDA

Mr. Small reminded the members of the upcoming VIDA conference and the procedures for travel expenses and reimbursements and noted he would be attending the conference as a presenter.

Vice-Mayor Bass updated the members on the purchase of audiometers by the Lions Club in honor of John Gregory. She noted the final bill was \$2,081.00. Mark Olsen made a motion to approve paying the bill in full which was seconded by Gary Jones.

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

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

The motion passed 6-0 with Tom Murphy being absent for the vote.

NEW BUSINESS

None

OLD BUSINESS

None

EXECUTIVE SESSION

Patrick Small advised the EDA that he had one Closed Session item regarding a prospective business expansion in Historic Downtown.

The following motion was introduced.

I, Mark Olsen, 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.

Miguel Pires seconded the motion and the Secretary called the roll;

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

The motion passed 6-0.

Tom Murphy arrived during Closed Session.

Following closed session the following motion was introduced;

I, John Intihar, 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.

Miguel Pires 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.

Mark Olsen moved that EDA authorize the Chairman to execute a grant agreement with Vera's Kitchen providing \$10,000.00 to assist the company in relocating and expanding to 9225 Center Street. Mr. Olsen stipulated that EDA would use its own funds to pay the grant and, as discussed in Closed Session, \$5,000.00 would be disbursed initially and the remaining \$5,000.00 would be disbursed after the first six months of operations. Scott Hepburn seconded the motion and the Secretary called the roll;

Smith – NO

Murphy – AYE

Intihar – AYE

Jones – AYE

Olsen – AYE

Pires – AYE

The motion passed 6-1

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15PM.