

ECONOMIC DEVELOPMENT AUTHORITY  
OF THE  
CITY OF MANASSAS  
ANNUAL MEETING MINUTES  
January 15, 2019

**DETERMINATION OF QUORUM**

**MEMBERS PRESENT:**

Mark T. Olsen, Chairman  
Gary Jones, II, Vice-Chairman  
Scott Hepburn, Treasurer  
Denise Harrover  
Holmes Steele Smith

Martin Crim, EDA Attorney

Theresa Coates Ellis, Council Liaison  
W. Patrick Pate, City Manager, *ex-officio*  
Patrick J. Small, ED Director, *ex-officio*

**MEMBERS ABSENT:**

Miguel Pires, Secretary  
Thomas O. Murphy

**OTHERS PRESENT:**

None

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

**ELECTION OF OFFICERS**

Chairman Mark Olsen announced the Economic Development Authority was holding its Annual Meeting and that the agenda included Election of Officers. He requested nominations. Vice-Chairman Gary Jones moved that the current slate of officers be nominated for the upcoming year which was seconded by Denise Harrover.

Olsen: Chairman  
Jones: Vice-Chairman  
Pires: Secretary  
Hepburn: Treasurer

There being no further nominations, Chairman Olsen asked if there was further discussion. Holmes Smith requested that each officer be voted on individually as opposed to as a slate. Gary Jones accepted the amendment and the Chairman called for the vote.

On the question of Mark Olsen for Chairman:

Smith – NO  
Jones – AYE  
Olsen – AYE  
Hepburn – AYE  
Harrover – AYE

The motion passed 4-1.

On the question of Gary Jones for Vice-Chairman:

Smith – NO  
Jones – AYE  
Olsen – AYE  
Hepburn – AYE  
Harrover – AYE

The motion passed 4-1.

On the question of Miguel Pires for Secretary:

Smith – AYE  
Jones – AYE  
Olsen – AYE  
Hepburn – AYE  
Harrover – AYE

The motion passed 5-0.

On the question of Scott Hepburn for Treasurer:

Smith – AYE  
Jones – AYE  
Olsen – AYE  
Hepburn – AYE  
Harrover – AYE

The motion passed 5-0.

## **MINUTES**

Chairman Olsen presented the Minutes of the November 20 meeting in the absence of Secretary Pires and asked if there were any comments. Scott Hepburn made a motion to approve the November Minutes which was seconded by Denise Harrover. There being no further discussion Chairman Olsen called the roll.

Smith – AYE  
Jones – AYE  
Olsen – AYE  
Hepburn – AYE  
Harrover – AYE

The motion passed 5-0.

Chairman Olsen presented the Minutes of the December 18 meeting and asked if there were any comments. Scott Hepburn made a motion to approve the December Minutes which was seconded by Gary Jones. There being no further discussion Chairman Olsen called the roll.

Smith – AYE  
Jones – AYE  
Olsen – AYE  
Hepburn – AYE  
Harrover – AYE

The motion passed 5-0.

Patrick Small noted that he had neglected to add the Appointment of Legal Counsel to the agenda under the previous item. The Chairman noted the agenda package included a letter from VF&N expressing the firm's interest in continuing as legal counsel and that the letter included the proposed hourly rates. Vice-Chairman Jones made a motion to reappoint VF&N as legal counsel to the EDA which was seconded by Denise Harrover. Holmes Smith requested the EDA ask the City of Manassas to provide its City Attorney as legal counsel to save money. City Manager Pat Pate advised the members that the City continued to supplement the work of the City Attorney by using VF&N, that the City Attorney had more work than could possibly be done without support from outside counsel, and that allowing EDA to use the City Attorney would cause the City Attorney to shift additional work to VF&N and that this would not save the tax payers any money. There being no further discussion Chairman Olsen called the roll.

Smith – ABSTAIN  
Jones – AYE  
Olsen – AYE  
Hepburn – AYE  
Harrover – AYE

The motion passed 4-0.

Chairman Olsen noted that the EDA attorney had previously recommended that the body appoint a FOIA Officer. Patrick Small stated that the City Manager had offered that he be appointed as FOIA Officer with appropriate support from other City employees. Chairman Olsen moved that Patrick Small be appointed FOIA Officer which

was seconded by Gary Jones. There being no further discussion Chairman Olsen called the roll.

Smith – AYE  
Jones – AYE  
Olsen – AYE  
Hepburn – AYE  
Harrover – AYE

The motion passed 5-0.

Chairman Olsen further noted that City staff and the City Treasurer would continue to provide staff support to the EDA.

### **FINANCIAL REPORTS**

Treasurer Scott Hepburn presented the City Treasurer's Report and bank statement for November. He noted the only debit was a wire transfer fee of \$17,387.90 to the City of Manassas to reimburse the City for expenses incurred on behalf of EDA. Mr. Hepburn reported a deposit of \$151.92 for an interest payment and a deposit \$1,642.60 from APP Jet Center reimbursing the EDA for legal costs incurred from the recent IRB issue.

Gary Jones made a motion to accept the November City Treasurer's Report which was seconded by Denise Harrover. There being no further discussion Chairman Olsen called the roll.

Smith – AYE  
Hepburn – AYE  
Jones – AYE  
Olsen – AYE  
Harrover – AYE

The motion passed 5-0.

Scott Hepburn presented the City Treasurer's Report and bank statement for December. He noted no debits and one deposit of \$153.91 for an interest payment. Gary Jones made a motion to accept the November City Treasurer's Report which was seconded by Denise Harrover. There being no further discussion Chairman Olsen called the roll.

Smith – AYE  
Hepburn – AYE  
Jones – AYE  
Olsen – AYE  
Harrover – AYE

The motion passed 5-0.

Patrick Small noted that it was budget season and the agenda package included a spreadsheet showing the prior year's budget, prior year's actuals, current year's budget and current YTD actuals. He stated he would work with the Treasurer to present a draft budget to EDA at the next meeting.

**ADMINISTRATIVE AGENDA**

None

**NEW BUSINESS**

None

**OLD BUSINESS**

None

**CLOSED SESSION**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:40PM.