

ECONOMIC DEVELOPMENT AUTHORITY
OF THE
CITY OF MANASSAS
ANNUAL MEETING MINUTES
February 19, 2019

DETERMINATION OF QUORUM

MEMBERS PRESENT:

Mark T. Olsen, Chairman
Gary Jones, II, Vice-Chairman
Scott Hepburn, Treasurer
Denise Harrover
Holmes Steele Smith
Miguel Pires, Secretary
Thomas O. Murphy

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

MEMBERS ABSENT:

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.

MINUTES

Secretary Miguel Pires presented the Minutes of the January 15 meeting and asked if there were any comments. Scott Hepburn made a motion to approve the January minutes which was seconded by Gary Jones. There being no further discussion Chairman Olsen asked the Secretary to call the roll.

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

The motion passed 6-0.

Denise Harrover was absent.

Patrick Small noted that the member's packets included a Conflict of Interests Act Declaration regarding the disclosure by Member Gary Jones as it regards the Hotel transaction at The Landing. He stated Mr. Jones had previously disclosed his potential involvement in the project and that the EDA Attorney had prepared the attached disclosure form. The EDA attorney advised Mr. Jones to disclose his interest in every case when the project is discussed. Mr. Small requested the Secretary countersign the Declaration and that it be entered into the Minutes.

FINANCIAL REPORTS

Treasurer Scott Hepburn presented the City Treasurer's Report and bank statement for January. He noted there were no debits and two deposits in the amount of \$154.81 for interest and \$3,696.63 that represented an annual Administrative fee for an outstanding revenue bond to Richmond ARC, which had been renamed SOAR365.

Gary Jones made a motion to accept the January City Treasurer's Report which was seconded by Miguel Pires. There being no further discussion Chairman Olsen asked the Secretary to call the roll.

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

The motion passed 6-0.

Denise Harrover was absent.

Denise Harrover arrived.

Chairman Olsen noted the agenda package included the proposed FY20 EDA Budget. He asked if there were any questions. There were several requests for clarification on specific line items and Mr. Small addressed each. On the question regarding the \$25,000 line item for Small Business Development he noted that staff was requesting EDA continue to fund the SBDC counselor one day per week in the upcoming fiscal year. He noted that cost was roughly \$25,000. There being no concerns or recommended changes to the budget, Gary Jones made a motion to approve the FY20 EDA Budget as presented which was seconded by Tom Murphy. There being no further discussion Chairman Olsen asked the Secretary to call the roll.

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

Murphy – AYE
Harrover – AYE

The motion passed 7-0.

NEW BUSINESS

Patrick Small presented his 2018 Annual Report that had been delivered to City Council in January.

Mr. Olsen noted that Mr. Small had emailed a link to the upcoming VIDA Conference in May and requested that only members who had not attended previously try to do so.

OLD BUSINESS

Patrick Small presented a letter from Buchanan Partners requesting an extension of the construction start date. Due to the project phasing Buchanan noted construction had not yet begun on the parcel containing Lots 28 through 106. The company requested EDA grant a six month extension as allowed for in the Agreement of Purchase and Sale. Miguel Pires made a motion to grant the extension which was seconded by Gary Jones. There being no further discussion Chairman Olsen asked the Secretary to call the roll.

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

The motion passed 7-0.

CLOSED SESSION

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:45PM.