

ECONOMIC DEVELOPMENT AUTHORITY  
OF THE  
CITY OF MANASSAS  
ANNUAL MEETING MINUTES  
March 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

W. Patrick Pate, City Manager, *ex-officio*  
Patrick J. Small, ED Director, *ex-officio*

**MEMBERS ABSENT:** Theresa Coates Ellis, Council Liaison

**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 February 19 meeting and asked if there were any comments. Gary Jones made a motion to approve the February minutes 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  
Harrover - AYE

The motion passed 7-0.

## **FINANCIAL REPORTS**

Treasurer Scott Hepburn presented the City Treasurer's Report and bank statement for February. He noted there were no debits and a single deposit representing an interest payment in the amount of \$140.09.

Gary Jones made a motion to accept the February City Treasurer's Report which was seconded by Denise Harrover. 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.

Patrick Small presented an invoice from the City of Manassas in the amount of \$18,849.30. He noted the charges included legal fees, a table EDA had hosted at a Chamber event, an incentive to Vera's Kitchen, the annual audit fee and the first payment by EDA to the Mason Small Business Development Center. Tom Murphy moved the EDA approve the invoice and authorize payment to the City 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.

## **NEW BUSINESS**

Chairman Olsen noted the regularly scheduled April EDA meeting conflicted with the City's Annual Volunteer Appreciation Dinner and suggested moving the EDA meeting. After some discussion, Scott Hepburn moved the EDA move its regularly scheduled April 16 meeting to Wednesday, April 17<sup>th</sup> 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  
Harrover – AYE

The motion passed 7-0.

Mr. Olsen noted that Ms. Harrover and Councilwoman Coates-Ellis had signed up for VIDA and asked if any other members wished to attend. There were none.

Mr. Olsen stated that the City was currently in the process of updating its Comprehensive Plan and that he had heard concern regarding discussion about building height limitations being proposed in Historic Downtown. Miguel Pires noted that this was alarming to some members of the business community and that many people were not aware of the proposals. Generally he said that some residents of the surrounding neighborhoods were proposing to limit building height for new construction to 2-3 stories. He stated this would prevent future development of some of the larger lots. The EDA had general discussion about their role in the planning process and Mr. Small suggested a number of ways they could be involved. It was agreed that Mr. Pires would track the building height issue; Mr. Hepburn, who chairs the Manassas Business Council, would report on the economic development chapter; Mr. Small would keep the members informed about general issues of concern; and that each member could individually participate in the planning process as they saw fit.

## **OLD BUSINESS**

Patrick Small presented a Performance Agreement for an Economic Opportunity Fund Grant in the amount of \$10,000 between EDA and Manassas Gateway Hotel, LLC. He stated the grant was designed to offset permitting fees and that EDA had the option of paying the grant using its own funds or accepting a credit from the City.

Mr. Jones reminded the members that he had previously advised them of his potential role in the commercial lending as an agent of Fauquier Bank. He noted he had filed a Declaration which was included in the February minutes and that he would be recusing himself from any further discussion on the matter of the hotel.

There was a great deal of discussion about the necessity of the grant and whether or not the members should approve it. Mr. Small reminded EDA that the grant had previously been agreed to as part of contract negotiations and was spelled out in the Purchase and Sale Agreement as a condition of the hotel locating in Manassas. After additional discussion, Scott Hepburn moved the EDA approve the grant and pay it using EDA funds which was seconded by Miguel Pires. There being no further discussion Chairman Olsen asked the Secretary to call the roll.

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

The motion passed 5-1.

Patrick Small presented a Tourism Development finance program (TDFP) Performance Agreement between the City of Manassas, Manassas Gateway Hotel, LLC and the EDA. He noted City Council had already acted on the agreement and so had the hotel developer. He reminded EDA of the purpose of the TDFP and the specifics of the current project. After some discussion Scott Hepburn moved the EDA approve the TDFP Performance Agreement which was seconded by Denise Harrover. 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 6-0.

### **CLOSED SESSION**

None

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:00PM.