

ECONOMIC DEVELOPMENT AUTHORITY
OF THE
CITY OF MANASSAS
October 20, 2020

DETERMINATION OF QUORUM

MEMBERS PRESENT: Mark T. Olsen, Chairman
Gary Jones, II, Vice-Chairman
Scott Hepburn, Treasurer
Denise Harrover, Secretary
Sheryl Bass
Thomas Murphy

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

MEMBERS ABSENT: Larry Naylor

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.

INTRODUCTION OF NEW MEMBER

Chairman Olsen noted that Mr. Larry Naylor had been appointed to the EDA but was unable to attend the meeting due to a family commitment.

MINUTES

Secretary Harrover presented the Minutes of the September 15th meeting and asked if there were any comments. Gary Jones made a motion to approve the September 15 Minutes which was seconded by Denise Harrover. There being no discussion Chairman Olsen asked the Secretary to call the roll.

Mark T. Olsen - AYE
Gary Jones – AYE
Scott Hepburn – AYE
Denise Harrover – AYE
Sheryl Bass – AYE
Thomas Murphy – AYE

The motion passed 6-0.

FINANCIAL REPORTS

Scott Hepburn presented the City Treasurer's Reports and bank statement for June. He asked Mr. Small to detail the transition of the bank accounts between BB&T and TD Bank. Patrick Small noted the emails in the member's packets from the Chief Deputy Treasurer. The emails stated that the accounts at BB&T were being migrated to TD Bank. The TD account was opened in EDA's name with a \$500 deposit in late July. The deposit was the application fee from APP Jet for its IRB. There was no interest or additional activity so the ending balance was \$500. The BB&T balance was not transferred until October so EDA received a statement from BB&T in August. The statement reflected an interest payment of \$28.53 and no additional activity. The ending balance was \$673,660.90. EDA also received a TD statement in August which reflected Buchanan paying off the note at the Landing in the amount of \$714,970.00 which was subsequently wired to the City of Manassas. There was no interest posted to the TD account so the ending balance was \$500.00. The September BB&T bank statement showed an interest payment of \$27.61 and an ending balance of \$673,688.51 and the TD Bank statement showed no activity with an ending balance of \$500.

Sheryl Bass made a motion to accept all the City Treasurer's Reports which was seconded by Denise Harrover. There being no further discussion Secretary Harrover called the roll.

Mark T. Olsen - AYE
Gary Jones – AYE
Scott Hepburn – AYE
Denise Harrover – AYE
Sheryl Bass – AYE
Thomas Murphy—AYE

The motion passed 6-0.

Chairman Olsen stated EDA should have been notified in advance that the EDA accounts were being migrated from one bank to another. City Manager Pat Pate noted that all the accounts managed by the City Treasurer were being moved by her and that the transition had been underway for almost a year but acknowledged the EDA should have been notified.

NEW BUSINESS

None

OLD BUSINESS

Patrick Small presented redlined and clean copies of amended bylaws. The amendments change the regularly scheduled meeting date and time to the second

Tuesday of each month at 6pm and the Annual Meeting to the second Tuesday in January at 6pm. Mr. Small noted that the amendments had been properly advertised and that he and Chairman Olsen had presented the amendments to City Council in accordance with the Guidelines for Boards, Committees and Commissions the evening prior at which there were no comments. There being no further discussion Gary Jones made a motion to approve the changes which was seconded by Ms. Bass. Secretary Harrover called the roll.

Mark T. Olsen - AYE
Gary Jones – AYE
Scott Hepburn – AYE
Denise Harrover – AYE
Sheryl Bass – AYE
Thomas Murphy—AYE

The motion passed 6-0.

Chairman Olsen presented a flyer for an upcoming VIDA training session which would be held online Tuesday, November 17th. Most of the members expressed interest and Mr. Small stated he would work with everyone to register people and provide breakfast and lunch. He stated that the 2nd floor conference room was reserved for the session but members would also have the option of participating remotely.

Chairman Olsen noted that the City would be celebrating the unveiling of a statue commemorating the work and contributions of Jennie Dean to the community on Saturday, October 24th. He requested the EDA consider donating \$2500 to provide gift cards to Historic Downtown for the approximately 250 invited guests, many of whom would be traveling from out of town. There was a great deal of discussion about EDA making donations of its funds to charitable causes following which Gary Jones made a motion to purchase up to 250 \$10 gift cards for the event which was seconded by Sheryl Bass. Secretary Harrover called the roll.

Mark T. Olsen - AYE
Gary Jones – AYE
Scott Hepburn – NAY
Denise Harrover – NAY
Sheryl Bass – AYE
Thomas Murphy - NAY

The motion failed 3-3.

Patrick Small provided a brief overview of the City's and his Department's efforts to support businesses during the pandemic and recounted the various uses of CARES Act funds appropriated by City Council to relief efforts. Mr. Small noted that Council had approved spending an additional \$300,000 of these funds for two programs which would bestow cash grants and marketing funds on small businesses. After discussion the members agreed to approve the basic parameters of both programs as follows:

- Businesses must have COVID related expenses or business losses
- Must have been open prior to March 1, 2020
- Cash grants of \$2500 and Marketing grants of \$3000 with a \$1500 match
- Priority for cash grants given to those who had not previously received them
- A lottery would be used for cash grant awards
- Marketing grants would be first-come, first-served
- Must have 50 employees or less
- Active business license and no outstanding local tax liability
- \$150,000 to each program with adjustments made if needed

Gary Jones moved to approve the two programs which was seconded by Scott Hepburn. The Chairman asked the Secretary to call the roll.

Mark T. Olsen - AYE
Gary Jones – AYE
Scott Hepburn – AYE
Denise Harrover – AYE
Sheryl Bass – AYE
Thomas Murphy—AYE

The motion passed 6-0.

CLOSED SESSION

I, Gary Jones, move that the Economic Development Authority of the City of Manassas convene in closed session for discussion concerning a prospective business since no previous announcement has been made of the business' interest in locating or expanding in the City as permitted by Virginia Code 2.2-3711 Paragraph A (5) for which the Virginia Freedom of Information Act permits discussion in closed session which was seconded by Denise Harrover. There being no further discussion Secretary Harrover called the roll.

Mark T. Olsen - AYE
Gary Jones – AYE
Scott Hepburn – AYE
Denise Harrover – AYE
Sheryl Bass – AYE
Thomas Murphy—AYE

The motion passed 6-0.

After reconvening in Public Session Denise Harrover moved that the Economic Development Authority of the City of Manassas certify that, in the closed session just concluded, nothing was discussed except the matters (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 which was

seconded by Sheryl Bass. There being no further discussion Secretary Harrover called the roll.

Mark T. Olsen - AYE
Gary Jones – AYE
Scott Hepburn – AYE
Denise Harrover – AYE
Sheryl Bass – AYE
Thomas Murphy—AYE

The motion passed 6-0.

Scott Hepburn made a motion to approve an EOF grant to Manassas Olive Oil Company in the amount of \$5,000 which was seconded by Sheryl Bass. There being no further discussion Secretary Harrover called the roll.

Mark T. Olsen - AYE
Gary Jones – AYE
Scott Hepburn – AYE
Denise Harrover – AYE
Sheryl Bass – AYE
Thomas Murphy—AYE

The motion passed 6-0.

ADJOURNMENT

Chairman Olsen adjourned the meeting at 9:00.