

ECONOMIC DEVELOPMENT AUTHORITY  
OF THE  
CITY OF MANASSAS  
November 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

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

**MEMBERS ABSENT:** 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.

**MINUTES**

Chairman Mark Olsen presented the Minutes of the September 17 meeting in the absence of Secretary Pires and asked if there were any comments. Gary Jones made a motion to approve the August 20 minutes which was seconded by Denise Harrover. There being no further discussion Chairman Olsen asked the Vice-Chairman to call the roll.

Mark T. Olsen - AYE  
Gary Jones – AYE  
Scott Hepburn – AYE  
Denise Harrover – AYE  
Holmes Steele Smith – AYE

The motion passed 5-0. Miguel Pires was absent.

**FINANCIAL REPORTS**

Treasurer Scott Hepburn presented the City Treasurer's Reports and bank statement for September. He noted that the deposits included an interest payment in the amount of \$246.57 and a quarterly payment from Buchanan for \$376,773.33 while the debits reflected the transfer of \$376,758.33 to the City.

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

Mark T. Olsen - AYE  
Gary Jones – AYE  
Scott Hepburn – AYE  
Denise Harrover – AYE  
Holmes Steele Smith – AYE

The motion passed 5-0. Miguel Pires was absent.

Treasurer Scott Hepburn presented the City Treasurer's Reports and bank statement for October. He noted that the deposits included an interest payment in the amount of \$281.42 and a payment from Buchanan for the purchase of commercial property in the Landing for \$395,547.89 while the debits reflected the transfer of the property sale proceeds in the amount of \$395,532.89 to the City.

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

Mark T. Olsen - AYE  
Gary Jones – AYE  
Scott Hepburn – AYE  
Denise Harrover – AYE  
Holmes Steele Smith – AYE

The motion passed 5-0. Miguel Pires was absent.

Patrick Small presented an invoice from the City for \$180,833.30. He noted the large balance was primarily due to the City having paid the \$150,000 EOF Grant awarded to HPS by the EDA. Holmes Smith questioned the EDA being billed for expenses associated with City staff and Councilwoman Coates-Ellis having attended the VIDA conference. Mr. Small stated the EDA had paid some of those expenses in the past but that he would research exactly which expenses had been paid and for whom. After brief discussion among the members, Gary Jones moved the EDA pay the City invoice which was seconded by Denise Harrover. There being no further discussion, Chairman Olsen asked the Vice Chairman to call the roll.

Mark T. Olsen - AYE

Gary Jones – AYE  
Scott Hepburn – AYE  
Denise Harrover – AYE  
Holmes Steele Smith – ABSTAIN

The motion passed 4-0. Miguel Pires was absent.

## **NEW BUSINESS**

Miguel Pires arrived.

Patrick Small stated that the Planning Commission held a public hearing on the 2040 Comprehensive Plan and that Chairman Olsen had spoken on behalf of EDA in opposition to amending the Draft plan to include any further restrictions on building height in Historic Downtown. Mr. Small noted that the Chair of the Manassas Business Council made similar comments. He also stated that the Planning Commission made some changes to the plan and recommended it for approval to City Council but that none of the changes dealt with either building heights or the Economic Development Chapter. Mr. Small also stated that the MBC had requested he draft a resolution opposing further restrictions on building heights to formally oppose such changes for their review. He noted that while EDA had previously expressed unanimous consent in opposition they had not adopted a Resolution. Miguel Pires made a motion requesting staff draft a similar resolution for action by EDA at its next meeting which was seconded by Holmes Smith. There being no further discussion, Chairman Olsen asked the Vice Chairman to call the roll.

Mark T. Olsen - AYE  
Gary Jones – AYE  
Scott Hepburn – AYE  
Denise Harrover – AYE  
Holmes Steele Smith – AYE  
Miguel Pires - AYE

The motion passed 6-0.

## **OLD BUSINESS**

City Council Liaison Theresa Coates-Ellis provided a brief update on the recent Land Use Committee meeting and on community and economic development related issues being addressed by City Council.

Chairman Olsen updated the EDA on the Land Use Committee decision to relegate review and approval of EOF projects under \$10,000 to EDA. On behalf of EDA the Chairman and Vice-Chairman attended the LUC meeting and requested that all ED projects qualifying for an EOF award be directed first to EDA for action. In the event

EDA approves such applications and intends to use its own funds then the incentive would be awarded and no action by LUC would be required. The EDA request was supported by the Council Liaison and City staff. LUC agreed to remove itself from the review process but stipulated they be informed of such actions. The policy change will apply only to EOF projects with awards under \$10,000. Major projects requiring larger grants, projects utilizing state incentive programs with or without local matches, and all other ED incentives which would be awarded under the various programs over which City Council has purview would still go to LUC.

Chairman Olsen introduced the DRAFT Strategic Plan and asked the members for comments. There was considerable discussion about the format and nature of the Strategic Plan such that no substantive discussion on the contents was had. Chairman Olsen requested that the members each thoroughly review the content and come prepared at the next meeting to have a working discussion so that everyone's input could be incorporated and the plan can be finalized. He noted the December meeting would be cancelled due to the holidays and that everyone would have two full months to thoroughly review the plan. He advised anyone who had questions about the format or content to use Patrick Small as a resource. Mr. Small suggested that in addition to questions that anyone who was suggesting changes should submit those so he could aggregate them in advance of the meeting. Mr. Olsen stated the body would go through the plan from beginning to end and make whatever changes the group agreed on to come to a final DRAFT. He stated his hope that the group could complete that process in January.

Patrick Small updated the EDA on upcoming events and activities he suggested the members consider attending in accordance with their Draft Strategic Planning objectives of raising awareness about EDA and developing better linkages with City Council and other Boards, committees and Commissions. He promised to send calendar invites to each.

### **CLOSED SESSION**

None

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:30PM.