

ECONOMIC DEVELOPMENT AUTHORITY  
OF THE  
CITY OF MANASSAS  
September 15, 2020

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**DETERMINATION OF QUORUM**

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

Martin Crim, EDA Attorney  
Theresa Coates Ellis, Council Liaison  
W. Patrick Pate, City Manager, *ex-officio*

**MEMBERS ABSENT:** Patrick J. Small, ED Director, *ex-officio*

**OTHERS PRESENT:** Nicole Smith, Assistant ED Director

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 Harrover presented the Minutes of the August 4<sup>th</sup> meeting and asked if there were any comments. Sheryl Bass made a motion to approve the August 4 Minutes which was seconded by Gary Jones. 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

The motion passed 5-0. (Mr. Murphy had not yet arrived)

**FINANCIAL REPORTS**

Scott Hepburn presented the City Treasurer's Reports and bank statement for June. He noted that the deposits included an interest payment of \$46.93. The ending balance was \$673,632.37.

Mr. Jones made a motion to accept the July City Treasurer's Report which was seconded by Ms. 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.

### **NEW BUSINESS**

None

### **OLD BUSINESS**

Chairman Olsen opened discussion on moving the regularly scheduled meeting dates and times. After a brief discussion and several questions members agreed that an early start-time of 6pm is preferable. In order for staff to accommodate that time the meeting date will move to the 2<sup>nd</sup> Tuesday of the month. Nicole Smith indicated that if changes were approved, an amendment to the Bylaws is required. Secretary Harrover made a motion to approve the changes which was seconded by Ms. 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.

### **CLOSED SESSION**

I, Denise Harrover, 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 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.

After reconvening in Public Session Chairman Olsen 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.

Secretary Harrover motioned to approve the \$10,000 EOF Grant for Foster's contingent upon lease confirmation which was seconded by Ms. 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.

Upon completion of the regular agenda members viewed a video prepared by the NextMove Group titled "ED101: Training for Newly Elected Officials and Board".

### **ADJOURNMENT**

Chairman Olsen adjourned the meeting at 9:20.