

ECONOMIC DEVELOPMENT AUTHORITY
OF THE
CITY OF MANASSAS
April 13, 2021

MEMBERS PRESENT: Mark T. Olsen, Chairman
Denise Harrover, Secretary
Gary Jones, II, Vice-Chairman
Sheryl Bass
Larry Naylor
Scott Hepburn, Treasurer
Andrea Morisi

W. Patrick Pate, City Manager, *ex-officio*
Patrick J. Small, ED Director, *ex-officio*
Olaun Simmons, EDA Attorney

MEMBERS ABSENT: None

OTHERS PRESENT: Pam Sebesky, Vice-Mayor, Council Liaison

DETERMINATION OF QUORUM

Chairman Mark Olsen called the Annual Meeting to order at 6:00PM. A quorum was present.

MINUTES

Sheryl Bass moved to approve the Minutes of the January 12 meeting which was seconded by Scott Hepburn. There being no discussion the Secretary called the roll.

Mark T. Olsen – AYE
Gary Jones – AYE
Denise Harrover – AYE
Scott Hepburn – AYE
Sheryl Bass – AYE
Larry Naylor – AYE
Andrea Morisi – AYE

The motion passed 7-0.

FINANCIAL REPORTS

Scott Hepburn presented the December City Treasurer's Report and bank statement. He noted an interest credit of \$79.34, no additional activity and an ending balance of

\$674,334.34. He presented the January Report and noted an interest payment of \$125.95, an \$8,400.00 administrative payment for an outstanding bond issued by APP, and an ending balance of \$682,860.29. He next presented the February report and noted interest of \$105.27, a \$3,380.07 administrative payment for the second outstanding bond issued by APP and several deposits totaling \$6,113.28 and a subsequent withdraw of that same amount related to the Tourism Development Finance award to Tru by Hilton. He declared an ending balance of \$686,345.63. Mr. Small gave a brief recap of the TDFP program and the monies involved. There being no further discussion, Gary Jones made a motion to approve all three City Treasurer's Reports which was seconded by Sheryl Bass. There being no further discussion the Chairman asked the Secretary to call the roll.

Mark T. Olsen – AYE
Gary Jones – AYE
Denise Harrover – AYE
Scott Hepburn – AYE
Sheryl Bass – AYE
Larry Naylor – AYE
Andrea Morisi – AYE

The motion passed 7-0.

NEW BUSINESS

Patrick Small presented an invoice from the City for \$70,266.86. He explained for the newer members the process by which the EDA's expenses are handled and noted that the current bill represented nearly a year's worth of financial activity. He pointed out several expenses related to the incentives for the Tru by Hilton. In addition to the \$10,000 EOF Grant he noted the \$40,520.71 Tax Grant and reminded the members that this was a payment that, when reflected on the bank statement, would decrease the \$350,000 reserve the EDA was carrying and which was noted on the bottom of each EOBS report in the Treasurer's Reports. There being no further discussion, Scott Hepburn made a motion to authorize payment of the City invoice which was seconded by Denise Harrover. There being no further discussion the Chairman asked the Secretary to call the roll.

Mark T. Olsen – AYE
Gary Jones – AYE
Denise Harrover – AYE
Scott Hepburn – AYE
Sheryl Bass – AYE
Larry Naylor – AYE
Andrea Morisi – AYE

The motion passed 7-0.

Mr. Small requested the Chairman postpone the ED Annual Report to the end of the meeting so any members who had previously received it and had other pressing business could leave. The Chairman, without objection, amended the agenda.

OLD BUSINESS

The Chairman requested that Olaun Simmons read the Bylaws Amendment regarding electronic meetings during a state of emergency. Following the recitation, the Chairman pointed out that in the intervening time since the body had requested the Amendment the risks associated with the pandemic had lessened and asked if the members felt the Amendment was still necessary. The majority did. There was some discussion surrounding the types of emergency that would trigger an electronic meeting and it was pointed out that the Amendment was designed for those instances where an emergency was protracted and the meetings could not be delayed or relocated. Patrick Small also noted the Amendment had been included in City Council's Consent Agenda the evening prior. There being no further discussion, Scott Hepburn made a motion to adopt the bylaws amendment which was seconded by Sheryl Bass. During further discussion, Ms. Morisi requested several formatting and one phrasing change be made by the EDA Attorney. The amendment was accepted as friendly. There being no further discussion the Chairman requested the Secretary call the roll on the Bylaws Amendment as amended.

Mark T. Olsen – AYE
Gary Jones – AYE
Denise Harrover – AYE
Scott Hepburn – AYE
Sheryl Bass – AYE
Larry Naylor – AYE
Andrea Morisi – AYE

The motion passed 7-0.

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

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

Larry Naylor – AYE
Andrea Morisi – AYE

The motion passed 7-0.

Gary Jones left Closed Session.

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
Denise Harrover – AYE
Scott Hepburn – AYE
Sheryl Bass – AYE
Larry Naylor – AYE
Andrea Morisi – AYE

The motion passed 7-0.

Gary Jones announced for the record he had a potential conflict of interest due to a possible banking relationship with the project discussed in Closed Session and that he had recused himself immediately when the topic was revealed and before any discussion took place.

Mr. Small noted that no action regarding the business discussed in Closed Session was necessary and that the matter would be placed on the regular agenda of the Authority's next meeting.

NEW BUSINESS

The Chairman recalled the previously deferred matter regarding the ED Annual Report. Mr. Small presented a power point report noting he prepares it annually for City Council. During the presentation there was discussion on some of the items in the report by the members.

ADJOURNMENT

Chairman Olsen adjourned the meeting at 7:30pm.