

**Minutes of the Meeting
of the
Downtown Committee
of
Buffalo Urban Development Corporation**

901 City Hall
Buffalo, New York 14202
September 18, 2019
12:00 p.m.

Committee Members Present:

Trina Burruss
James W. Comerford
Michael Finn
Brendan R. Mehaffy (Committee Chair)
Kimberley Minkel

Committee Members Absent:

Darby Fishkin
Dottie Gallagher
Thomas R. Hersey, Jr.
Darius G. Pridgen

Officers Present:

Brandye Merriweather, Vice President
Kevin Zanner, Secretary
Mollie M. Profic, Treasurer
Atiqa Abidi, Assistant Treasurer

Guests Present: Michael Schmand, Buffalo Place.

Roll Call: The roll of Committee members was called at 12:06 p.m. A quorum of the Committee was not present. Items 3.0 and 4.0 were presented first. Mr. Finn joined the meeting during the presentation of item 4.0, at which time a quorum of the Committee was present.

- 1.0 Approval of Minutes of the May 23, 2019 Meeting** – The minutes of the May 23, 2019 meeting of the Downtown Committee were presented. Mr. Comerford made a motion to approve the meeting minutes. The motion was seconded by Ms. Minkel and unanimously carried.

- 2.0 Waterfront Development – Wendel Due Diligence Contract Change Order** – Ms. Merriweather presented a proposal to amend the due diligence contract with Wendel Companies for the Ralph C. Wilson, Jr. Centennial Park project. Ms. Merriweather noted that the Board had previously approved a contract with Wendel in the amount of \$135,000. After further review of the project site, it was determined that additional due diligence work in the amount of \$30,000 is needed. In response to a question from Mr. Comerford, Ms. Merriweather indicated that the need for the additional work was not due to an oversight by the consultant, but is the result of the work being more complex than originally anticipated. Ms. Merriweather also noted that additional geotechnical investigation work will likely be needed, but that approval for that work is not being sought at this time. This work will be paid for with grant funding previously awarded by the Ralph C. Wilson, Jr. Foundation. Ms. Minkel made a motion to recommend that the Board of Directors authorize an amendment to the agreement with Wendel Companies for Due Diligence Services to increase the contract amount by \$30,000 for the additional work. The motion was seconded by Ms. Burruss and unanimously carried.

- 3.0 Waterfront Development – General Update** –Ms. Merriweather reported that a request for proposals was issued on August 19th for project management services for the Ralph C. Wilson, Jr. Centennial Park project. Proposals are due September 25th and the goal is to have the project manager under contract by November 1st. Ms. Merriweather also reported on a waterfront coordination meeting that is scheduled for September 27th. Multiple waterfront stakeholders have been invited to participate.
- 4.0 Downtown Infrastructure Overview** – Ms. Merriweather presented an update regarding downtown infrastructure matters. The lower Main Street construction work continues to progress from Scott Street to Exchange Street. Construction bids are expected to be sought in January for the infrastructure work for the Chippewa Street entertainment district. Ms. Merriweather also reported on the first working group meeting to discuss the possible expansion of the Buffalo Place business improvement district to Chippewa Street.
- 5.0 BBRP Loan Program – General Update** – Ms. Merriweather reported that proposals for BBRP loan program funding are due at the end of this month. She then presented and reviewed with the Committee the September 18, 2019 Loan Status Report. Ms. Merriweather reported that letters were sent to the prospective borrowers that are listed in the report as “loans in the pipeline” to inquire as to their continued interest in BBRP loan funding. She noted that one project (810 Main Street) has been removed from the list. Ms. Merriweather also reported on a request from the Phoenix Brewery Apartments to pay off the balance of its loan by February 29, 2020.
- 6.0 Queen City Pop Up** – Ms. Merriweather reported on efforts to identify space for the holiday version of Queen City Pop Up. She also updated the Committee on new ideas that may be incorporated into the program, including the use of outdoor kiosks.
- 7.0 Partner Updates** – Mr. Schmand presented a brief report regarding Buffalo Place matters.
- 8.0 Adjournment** – There being no further business to come before the Downtown Committee, upon motion made by Mr. Comerford, seconded by Mr. Finn and unanimously carried, the September 18, 2019 meeting of the Downtown Committee was adjourned at 12:35 p.m.

Respectfully submitted,



Kevin J. Zanner
Secretary