

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

**95 Perry Street, 4<sup>th</sup> Floor  
Buffalo, New York 14203  
August 20, 2025  
12:00 p.m.**

Committee Members Present:

Catherine Amdur  
Daniel Castle  
Nadine Marrero (Chair)  
Kimberley A. Minkel  
Karen Utz

Committee Members Absent:

Bryan J. Bollman  
Dottie Gallagher  
Darby Fishkin

Officers Present:

Brandye Merriweather, President  
Rebecca Gandour, Executive Vice President  
Kevin J. Zanner, Secretary

Guests Present: James Bernard, BUDC Project Manager; Alexis M. Florczak, Hurwitz Fine P.C.; and Brian Krygier, Director of IT, ECIDA.

**Roll Call:** The meeting was called to order by Ms. Marrero at 12:05 p.m. A quorum of the Committee was not present. Agenda items 3 and 4 were presented for informational purposes only. Ms. Amdur joined the meeting during the presentation of item 4, at which time a quorum was present.

- 1.0 Approval of Minutes of the July 16, 2025 Meeting** – The minutes of the July 16, 2025 meeting of the Downtown Committee were presented. Ms. Utz made a motion to approve the July 16, 2025 meeting minutes. The motion was seconded by Ms. Minkel and unanimously carried (5-0-0).
- 2.0 Ralph Wilson Park – 13<sup>th</sup> Amendment to BUDC-City of Buffalo Subgrant Agreement** –Mr. Bernard presented his August 20, 2025 memorandum regarding the 13<sup>th</sup> amendment to the BUDC-City of Buffalo subgrant agreement for Wilson Foundation funding. Following the presentation, Ms. Amdur made a motion to recommend that the BUDC Board of Directors: (i) approve the 13<sup>th</sup> amendment to the Subgrant Agreement between BUDC and the City of Buffalo to transfer up to \$250,000 from the Memorial Garden Grant to support the construction of the entryway garden and dog park at Ralph Wilson Park upon the terms and conditions set forth in the memorandum; and (ii) authorize the BUDC President or Executive Vice President to execute the 13<sup>th</sup> amendment to the Subgrant Agreement and take such other actions as are necessary to implement this authorization. The motion was seconded by Mr. Castle and unanimously carried (5-0-0).
- 3.0 Ralph Wilson Park – General Update** – Mr. Bernard provided an update regarding the Ralph Wilson Park construction project. General shoreline work is expected to be completed by the end of the week. Fencing installation at the baseball diamonds and grading work at the soccer fields is ongoing. The sledding hill is projected to be completed by the end of the week, which will complete the earthwork

for Phase 1 construction. Mr. Bernard noted that BUDC and ESD staff recently toured the Park and are excited about the progress of construction.

**4.0 Buffalo's Race for Place – General Update** – Ms. Merriweather presented the following updates regarding Buffalo's Race for Place.

- a. Queen City Pop Up– Outdoor Holiday Market– Outdoor Holiday Market Consultant RFP: BUDC received three proposals in response to its request for proposals issued for consulting services for the outdoor holiday market concept at Fountain Plaza. BUDC, with the City of Buffalo, Buffalo Place, and Ciminelli Real Estate are in the process of reviewing the proposals. BUDC is coordinating with Buffalo Place to time the holiday programming with the tree lighting and ice skating activities at Fountain Plaza. It is anticipated that the holiday programming will highlight six small businesses to occupy stalls in the market, with collaboration from surrounding restaurants and retail spaces.
- b. Queen City Pop Up– Downtown Business Promotional Support BUDC recently partnered with The Bricks Collaborative for its Brick-by-Brick graduation ceremony. The Bricks Collaborative offers small business support and mentoring programming for emerging food service entrepreneurs. The ceremony recognized three small businesses that graduated from the mentorship program. Further collaboration is anticipated with the Taste of Downtown, which will promote black-owned businesses in downtown Buffalo.
- c. Downtown Project & Cost Management Selection: BUDC continues to collaborate with the City of Buffalo to finalize and execute the Memorandum of Understanding regarding the use of the Accelerator Fund for project and cost management services to be performed by Buffalo Construction Consultants. Ms. Merriweather noted some challenges had arisen regarding the issuance of bonds by the City and was hopeful for movement on the MOU moving forward, which will allow BUDC to execute its agreement with Buffalo Construction Consultants.
- d. Waterfront Coordination Updates: A request for proposals for short-term placemaking and wayfinding improvements near the Explore & More Children's Museum, Naval Park and Heritage Point and other projects is under review by the City of Buffalo Department of Public Works. BUDC and the City of Buffalo anticipate issuing the RFP once City comments are received. Completion of the improvements is targeted for Spring 2026.
- e. WUFO Partnership: Ms. Merriweather reported that BUDC is launching its third episode for its weekly radio show with WUFO. The programming has highlighted the Northland Corridor and featured guests with the Buffalo Urban League Young Professionals, Black Restaurant Week, and The Bricks Collaborative.

**5.0 Queen City Hub Revisited – Project Update** – Ms. Merriweather presented an update regarding Queen City Hub Revisited. Work on this initiative continues. BUDC and Buffalo Place Foundation have executed the funding agreement in connection with this initiative. BUDC continues to coordinate with the City of Buffalo and partners regarding the preparation of the final document.

**6.0 Partner Updates** – None.

**7.0 Adjournment** – There being no further business to come before the Downtown Committee, upon motion made by Ms. Minkel, seconded by Ms. Amdur and unanimously carried, the August 20, 2025 meeting of the Downtown Committee was adjourned at 12:22 p.m.

Respectfully submitted,



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Kevin J. Zanner  
Secretary