

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

January 27, 2025 | 1:30 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 11/15/2024 & 12/16/2024

3.0 NEW BUSINESS

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

3.2.2 Audit and Finance

3.2.3 Operations, Tenant leasing and Programs

3.2.4 Development and Construction

3.2.5 Fundraising

3.3 SPONSORSHIP OPPORTUNITY

4.0 MONTHLY FINANCIAL REPORTS

5.0 TABLED ITEMS

6.0 PUBLIC PARTICIPATION

7.0 EXECUTIVE SESSION

8.0 ADJOURNMENT (*Action*)

2.0 READING OF THE MINUTES

2.0 MEETING MINUTES



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING MINUTES

November 15, 2024 | 1:30 pm | In Person at 999 Broadway

Members and Officers Present

Peter Cammarata
Chris Del Prince
Lisa Hicks
Raymour Nosworthy
Jim Rykowski
Johanna Walczyk

Guests

Kathleen Peterson

3.0 Call to Order

Peter Cammarata called the meeting to order at 1:38p.m. and called roll for the purpose of attendance.

4.0 READING OF THE MINUTES

Peter Cammarata requested the Board review and approve the minutes from the October and November meetings at the December meeting.

3.0 NEW BUSINESS

3.2 Broadway Market Project Update

Kathy Peterson provided an update on the lease between the City of Buffalo and BMMI and stated that the City is waiting for the Cost Estimates from the A&E team, which would provide some of the specifics requested by the Commissioners at the Department of Public Works and Finance Administration. Per the request of the City, consultants from the JLP+D team came up with three scenarios for lease and/or ownership options for BMMI to support justification during lease negotiations. Lisa Hicks stated that our challenges are still stemming from information sharing and negotiations with the commissioners and the original commitments that were originally outlined in the term sheet. Additionally, the fiscal challenges at the city as well as the mayoral administration turnover have made negotiations more complicated. Its hopeful that the cost estimates for the project scope from the A&E team will better inform the negotiations. Lisa stated that she has also included Brendan

Mehaffy, the Executive Director of the Office of Strategic Planning, into the discussions. Lisa stated that her and the ESD team will be working on a presentation for the commissioners and that background conversations are still happening.

Kathy shared that the kickoff meeting with Kirisits & Associates had to be rescheduled again as there were scheduling conflicts. Kathy will reschedule.

NYS Agriculture and Markets grant will be submitted next week with the help of the JLP+D consultant team. The consultants requested that the Board comment on the application be shared as soon as possible. Discussion ensued about the content of the application. Board discussed a NYS procurement requirement for new vendors at 10% of products. Conversation continued about the administrative burden of complying with this requirement and ultimately agreed that BMMI should rather establish a goal/good faith effort for new vendors to aim to achieve this goal. As BMMI seeks to build and strengthen economic ties with NYS farms, Peter suggested a resolution by the board to include this language: that “whereas BMMI seeks to build and strengthen economic ties with NYS farms, BMMI should have a goal for new tenants to purchase a minimum of 10% of supplies through NYS farms and NYS products.” Peter made a motion for the board to include the resolution, Chris Del Prince seconded, and all were in favor. The resolution will not be included in the application for NYS Agriculture and Markets Food Access and Expansion funding.

Prior to submitting the grant, Kathy stated that BMMI needed to submit a pre-application to the NYS Statewide Financial System regarding organizational policies applicable to anti-nepotism, staff code of conduct, diversity and EEO; policies shared included what was completed during BMMI’s work with CJAM consultants. Kathy has also been requesting letters of support for the grant application including from local elected officials and community partners and by Congressman Kennedy. Vendors will also submit letters. Once the consultants have the final comments from the board and the letters of support, the grant application should be ready to submit.

Johanna Walczyk provided an update on the draft cost estimate that the parking structure is much more significant than expected and that the A&E team will need to have conversations with NYS SHPO about the possibility of removing some of the parking and how this could impact the project’s eligibility for tax credits. Peter suggested that the A&E team explore and share with SHPO the point in time during the 1950s when the Broadway market only had one story and no decked parking.

Kathy was commended for her work on the application for Ags and Mkts grants.

3.3 Board Committee Reports

3.3.1 Governance

Tuona Batchelor was absent. Lisa Hicks reported that no significant updates from the last meeting.

3.3.2 Audit and Finance
Meeting was cancelled because the Kirisits & Associates meeting was cancelled.

3.3.3 Operations, Tenant Leasing and Programs
Kathy provided a brief update in Pearl Omphalius' absence including that the permanent tenant Easter Vendor fee will be reinstated for vendors requesting a second space during the Easter season. This policy was eliminated during COVID, but it has been determined by the committee that it should come back.

3.3.4 Development and Construction
No meeting. No update to report.

3.3.5 Fundraising
No meeting. No update to report.

3.4 Sponsorship Opportunity
Chris Del Prince and Kathy provided an update on the sponsorship proposals for M&T and Tops that would support the \$6,500 required to purchase the vendor kiosks. Two vendors are currently using them and are very happy with them. Kathy will contact the two sponsors.

5.0 Monthly Financial Reports

No report.

6.0 Tabled Items

Peter Cammarata stated there were no tabled items to discuss.

6.0 Public Participation

No public was present.

7.0 EXECUTIVE SESSION

Peter Cammarata stated that there was no need for Executive session.

8.0 ADJOURNMENT (*Action*)

Peter reviewed the upcoming December Committee and Board meetings. The schedule is as follows: Monday, December 2 at 1:30 for Operations, Tenants and Leasing; Tuesday, December 3 at 11:00AM for Audit and Finance; Wednesday, December 4 at 11:30 for Governance. The next Board meeting will be Monday, December 16th at 1:30PM in the Community Room at the Market.

Jim Rykowski motioned for the meeting to adjourn. Chris Del Prince seconded the motion and all members were in favor to adjourn at 2:23 p.m.

Respectfully submitted by,



Johanna R. Walczyk, Broadway Market Management Inc, November 15th, 2024



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING MINUTES

December 16, 2024 | 1:30 pm | In Person at 999 Broadway

Members and Officers Present

Tuona Batchelor
Peter Cammarata
Chris Del Prince
Raymour Nosworthy
Pearl Omphalius
Jim Rykowski
Johanna Walczyk

Guests

Kathleen Peterson
Linda Lund

5.0 Call to Order

Peter Cammarata called the meeting to order at 1:47p.m. and called roll for the purpose of attendance. Peter congratulated Ray Nosworthy on his new position as Acting Finance Commissioner.

6.0 READING OF THE MINUTES

Peter Cammarata requested the Board review and approve the minutes from the October 21st, 2024 meeting. Jim Rykowski suggested to amend the agenda to not include the review of November's meeting minutes. All members were in favor of accepting the minutes the October Minutes.

4.0 NEW BUSINESS

3.5 Broadway Market Project Update

Kathy Peterson provided a general project update. Kathy stated that the lease meetings are back in motion in follow up with a meeting with Acting Mayor Scanlon. The Mayor is supportive of moving forward with a lease, starting with 5-year term during renovation and then ground lease for 50 years. The team met with Kevin Zanner to begin to update the

lease. The next step will be to meet with DPW Commissioner Marton the week of January 13th. The next lease meeting will be after the meeting with the Commissioner.

Kathy stated that the kickoff meeting with Kirisits & Associates financial management team will happen in the new year. Kathy reiterated that moving forward with much of the associated work is dependent on securing the lease to release the funding from Wilson.

Jim Rykowski asked about the lease and timing of execution. Peter responded that the Mayor was supportive of the waiving of the water, sewer, and accepting other baseline suggestions and that the City remains responsible for the structure of the building. Peter also highlighted the insurance requirements from the City. Peter noted that there were mayoral staff who participated in the meeting that should relay the details to the Commissioners that need to make the decisions prior to the January 13th meeting.

Kathy shared that the Construction Manager RFP was released by ESD and that prospective respondents did a walkthrough of the building last week. Kathy and Peter shared that there was an interesting mix of contractor representatives, with over 20 people in attendance.

Kathy noted that the NYS Agriculture and Markets Food Access and Expansion grant deadline was extended by a month and is now due on December 20th. The consultant team at JLP+D is putting the finishing touches on it for submittal well in advance of the due date. The total request is for \$3 million to specifically support the build out the vendors stalls of the butchers, seafood, fresh produce along with some food production enhancements.

Johanna Walczyk provided an update on the latest work by the A&E team led by Flynn Battaglia. Johanna shared that the structural condition of the building and the required repairs have drastically increased the cost of the project. Because of this, the A&E team is working on a revised cost estimate that explores more cost-effective solutions including the elimination of some of the parking. The second cost estimate revisions should be completed in early January in advance of the meeting with the Commissioners.

3.6 Board Committee Reports

3.6.1 Governance

Tuona Batchelor stated that there is nothing to report. Kathy discussed the possibility of a new board member that was recommended by Councilmember Nowakowski. Peter suggested that the Board discuss the confirmation of new board members in 2025.

Peter shared that the committee meetings will be cancelled in early January and that the Board meeting will be moved to Monday, January 27th to accommodate the Martin Luther King Jr. Holiday on Monday, January 20th.

3.6.2 Audit and Finance

Jim Rykowski stated that there was nothing to report.

3.6.3 Operations, Tenant Leasing and Programs

Pearl shared that the holiday season is upon us including events like the upcoming Train Show on Saturday, December 21 and Sunday, December 22. Kathy shared that this past Saturday, the market hosted Santa Claus and the BPD passed out toys and other vendors will be opening over the weekend with specific hours for Christmas including wine vendors that will be here this weekend including a polka band and a soloist. Kathy shared that Mayor Scanlon was here last Saturday with Mike Reed, his representative and that he spent a lot of time meeting the vendors and talking with customers.

Kathy requested to discuss the Save-A-Lot space to come up with a plan to reactivate the walk-in coolers and freezers so that existing vendors can use them. Kathy received a quote from TDN Refrigeration and requested Mesmer Refrigeration to provide a quote. Kathy would like to remove the side refrigerators and registers so that the space could be cleaned and potentially used for Easter overflow pop up vendors and current vendors. Kathy also shared that O'Bannon cleaning cleaned out the former Margie's Soul Food restaurant space. Rafiq, the new owner, plans to be open by Easter.

3.6.4 Development and Construction

No meeting. No update to report.

3.6.5 Fundraising

No meeting. No update to report.

3.7 Sponsorship Opportunity

Nothing new to report on the Sponsorship Opportunity. Kathy stated that she will conduct outreach to M&T and Tops.

6.0 Monthly Financial Reports

No financial report.

7.0 Tabled Items

Peter Cammarata stated there were no tabled items to discuss.

6.0 Public Participation

No public participation.

7.0 EXECUTIVE SESSION

Peter Cammarata stated that there was no need for Executive session.

8.0 ADJOURNMENT (*Action*)

Chris DelPrince motioned for adjournment. Pearl Omphalius seconded. All were in favor to adjourn at 2:25 p.m.

Respectfully submitted by,



Johanna R. Walczyk, Broadway Market Management Inc, December 16th, 2024



3.0

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF AUGUST 9, 2024)

Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	In progress	Kevin Zanner and Lisa Hicks have continued to work on the BMMI Lease Term sheet with City attorney. Meeting with Commissioner of Public Works, Nate Marton, was held on Tuesday, 1/14. Conversation involved mainly the parking structure. Next lease meeting is tentatively schedule for 1/22 or 1/24.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	Kirisits & Associates has been hired for general accounting and bookkeeping. Meet & Greet is scheduled for January 24, 2025.
S	Launch Search for Deputy Director and Facilities Manager	Pending	Job descriptions have been completed by JLP&D. They will be circulated to board members for review.
4	Begin Short-Term Improvements Designs	TBD	
5	Procure Business Plan Implementation Support and Architecture and Engineering	In progress	Deadline to respond to RFP for Construction Manager is mid-January. A&E team finalizing draft of schematic for cost estimation. Discussion around parking garage structure continue.



Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q2 2025 hire.
2	Short-Term Capital Improvements	TBD	Pending
3	Kick-off Long-Term Renovations Design Process	TBD	Aiming for Q2 2025
4	Hire Website & Marketing/Communications Support	TBD	Aiming for Q3 2025
5	Develop a Fundraising Plan and Capital Campaign for Additional Operations and Capital needs	In progress	BMMI has submitted a grant to NYS Agriculture & Markets for \$3 million in capital needs. Grant deadline was 12/20/24. Money will be used to build out Meat, Fish, Pierogi, and Produce stands. JLPD took the lead on the submission of this grant.

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

3.2.2 Audit and Finance

3.2.3 Operations, Tenant leasing and Programs

3.2.4 Development and Construction - no update

3.2.5 Fundraising - no update



4.0 MONTHLY FINANCIAL REPORTS

5.0 TABLED ITEMS

6.0 PUBLIC PARTICIPATION

7.0 EXECUTIVE SESSION

8.0 ADJOURNMENT (*Action*)