

**Convention Facilities Authority (CFA)  
Meeting Minutes March 19, 2021**

To: CFA Board Members

From: Holly Christmann, CFA Secretary

Subject: March 19, 2021 Meeting Minutes Via Zoom Conference Call

---

**CFA Members Present:** Paul Brehm, Kevin Hardman, Dan Unger, Pete Witte, Bimal Patel, Lee Czerwonka, Adam Gelter, Lawrence Hawkins III and Brendon Cull

**Others present:** Holly Christmann, Lisa Anderson, Roger Friedmann, Cindy Fazio, John Bruggen, Brad Ruwe, Ric Booth, James Downton, Karen Adler, Julie Calvert, Laura Brunner, Becca Costello, Samantha Brandenburg, Christopher Wetterich, Lisa Daria, Bridget Doherty, Monica Morton, and Chris Bigham

**1. Call to Order**

Paul Brehm called the meeting of the Hamilton County Convention Facilities Authority at 12:03 pm. Mr. Friedmann conducted the roll call and indicated there is a quorum. Mr. Brehm thanked the members for joining. He also thanked Gwen McFarlin for her service as Chair.

**2. Review and approval of the minutes from November 13, 2020**

Mr. Brehm accepted a motion to approve the minutes from Mr. Czerwonka and seconded by Mr. Hardman. Mr. Brehm asked for discussion, hearing none he asked for a vote. The minutes were approved unanimously.

**3. Election of Officers**

a. Chairperson: Mr. Brehm accepted a motion from Mr. Czerwonka to appoint Paul Brehm as Chair for 2021, seconded by Mr. Unger. Mr. Brehm asked for discussion and asked for a vote. The motion was approved unanimously.

b. Vice Chairperson: Mr. Brehm accepted a motion to appoint Lee Czerwonka as Vice Chair for 2021 from Mr. Hardman, seconded by Mr. Unger. Mr. Brehm asked for discussion, hearing none he asked for a vote. The motion was approved unanimously.

c. Treasurer: Mr. Brehm accepted a motion to appoint Kevin Hardman as Treasurer for 2021 from Mr. Czerwonka, seconded by Mr. Cull. Mr. Brehm asked for discussion, hearing none he asked for a vote. The motion was approved unanimously.

**4. Resolutions**

a. Appointment of Holly Christmann as Secretary; Appointment of Chris Bigham Assistant Secretary; and Appointment of Monica Morton as Assistant Treasurer. Mr. Brehm accepted a motion appointing members from Mr. Czerwonka, seconded by Mr. Patel. Mr. Brehm asked for a vote. The resolutions were approved unanimously.

b. Appropriating Service Payments and Authorizing the Expenditure of Such Funds: Mr. Brehm accepted a motion to approve the resolution from Mr. Hardman, seconded by Mr. Czerwonka. Mr. Brehm asked for discussion, hearing none the resolution was approved unanimously.

c. Appropriating Taxes and Authorizing the Expenditure of Such Funds: Mr. Brehm accepted a motion to approve the resolution from Mr. Unger, seconded by Mr. Czerwonka. Mr. Brehm asked for discussion, hearing none the resolution was approved unanimously.

#### **5. Review of Financial Report**

Ms. Morton provided an update on 4<sup>th</sup> Quarter hotel tax collections for the City and the County. The City collected \$273,697.00 and the County collected \$736,282.00. Ms. Morton shared report on the disposition of funds held with trustee for debt service. The actual expenses for 2020 amounted to \$34,767.00. The authorized amount for 2020 was \$65,000.00, so the excess amount will be applied to the next debt service payment.

#### **6. Update on Headquarter Hotel**

Ms. Brunner provided an update of the headquarter hotel. They will receive the demolition permit from the City of Cincinnati either today or tomorrow. Remediation and abatement may take up to three months. The demolition will start as floors are cleared. The mass demolition of the north tower is expected to commence the first week of June 2021 and the south tower the following week. Last phase will be commencing next summer with the demolition of the Annex Building (old Nautilus Building) and the Skywalk. They are actively engaged with the City, Turner, Port Authority and Convention Center to accommodate the needs happening at the Convention Center. Mr. Booth commended Ms. Brunner and the Port for their work on this project.

#### **7. Convention and Visitors Bureau Update**

Ms. Calvert provided a brief update on the occupancy rates in Hamilton County and the status of booking at the Convention Center. Downtown weekend bookings at hotels are rising while weekdays are still lagging due to the pandemic.

#### **8. Other Business**

Mr. Downton commented that Sharonville Convention Center is struggling like everybody else to attract business as they can. Mr. Booth stated that other than some weekend sporting events, the Convention Center is waiting for a ruling from the City Health Department to allow for designation of retail for trade shows and hopes to have some by late April/early May. Mr. Brehm thanked both facilities for their assistance in hosting vaccine sites.

#### **9. Adjournment**

Next Meeting: Not determined but everyone agreed early summer possibly a date in June 2021. Mr. Cull made a motion to adjourn, seconded by Mr. Unger. All were in favor; meeting adjourned at approximately 12:38 pm.

The foregoing is a summary of the activity taking place at the March 19, 2021 meeting of the Convention Facilities Authority. The foregoing is not an exact transcription of all conversations or discussions taking place in this meeting.

**RESOLUTION APPOINTING SECRETARY, ASSISTANT SECRETARY, AND ASSISTANT TREASURER**

BY THE BOARD:

**WHEREAS**, the Hamilton County Convention Facilities Authority (CFA) has adopted the By-Laws for the operation of the CFA and that provide that the Board of Directors shall appoint the Secretary, Assistant Secretary and Assistant Treasurer of the CFA; and

**WHEREAS**, it is consistent with the understanding between the City of Cincinnati and the Hamilton County Board of Commissioners that the Secretary, Assistant Secretary, and Assistant Treasurer be appointed from the City and County staff; and

**NOW THEREFORE BE IT RESOLVED**, that Holly Christmann of the County Administrator's office shall be appointed Secretary of the CFA; that Chris Bigham of the City of Cincinnati staff shall be appointed Assistant Secretary of the CFA; that Monica Morton of the City of Cincinnati staff shall be appointed Assistant Treasurer of the CFA.

ADOPTED at a regularly adjourned meeting of the Hamilton County Convention Facilities Authority the 19<sup>th</sup> day of March, 2021.

Ms. Jones Baker \_\_\_\_\_  
Mr. Czerwonka ✓  
Mr. Hawkins ✓  
Mr. Unger ✓

Mr. Brehm ✓  
Mr. Gelter \_\_\_\_\_  
Mr. Michael \_\_\_\_\_  
Mr. Witte ✓

Mr. Cull ✓  
Mr. Hardman ✓  
Mr. Patel ✓

**CERTIFICATE OF SECRETARY**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct copy of a transcript of a resolution adopted by the Board of Directors of the Hamilton County Convention Facilities Authority in session this 19<sup>th</sup> day of March, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Hamilton County Convention Facilities Authority this 19<sup>th</sup> day of March, 2021.

  
Secretary  
Hamilton County Convention  
Facilities Authority

**RESOLUTION APPROPRIATING SERVICE PAYMENTS AND AUTHORIZING  
THE EXPENDITURE OF SUCH FUNDS IN 2021**

BY THE BOARD:

**WHEREAS**, pursuant to Chapter 351 of the Ohio Revised Code, in a resolution adopted by the Board of County Commissioners of Hamilton County, Ohio on May 15, 2002, the Convention Facilities Authority for Hamilton County, Ohio (CFA) was created and exists as a body corporate and politic performing central government functions and is authorized to acquire, purchase, construct, reconstruct, enlarge, furnish, equip, maintain, repair, sell, exchange, lease or rent to others, lease or rent from others, operate, and contract for the operation by others of, certain convention center facilities; and

**WHEREAS**, the CFA is entered into a "Project Service Agreement: with the City of Cincinnati to provide for the acquisition, construction, improvement, equipment and furnishing of the convention facilities project and the operation and maintenance thereof pursuant to a "Project Service Agreement"; and

**WHEREAS**, Article III of the Project Service Agreement provides for the City to make Service Payments to the authority to pay, or reimburse the Authority for, the costs of the Authority's annual audit, directors and officers insurance, costs of calculating payments required to be made to the Rebate Fund pursuant tot the Prior Lien Bonds Indenture and other costs payable by the Authority pursuant to the Bond Documents and other operating expenses of the Authority; and

**WHEREAS**, it is necessary the CFA Board approve the expenditures of funds from the proceeds of the Service Payments.

**NOW THEREFORE BE IT RESOLVED**, the Hamilton County Convention Facilities Authority (CFA) hereby appropriates Service Payments for the year 2021 by the City of Cincinnati to a CFA account with the City of Cincinnati as fiscal agent of the CFA:

City of Cincinnati

\$65,000

**BE IT FURTHER RESOLVED**, the proper CFA officials and its agents are hereby authorized to do all things necessary to carry out this Resolution.

ADOPTED at a regularly adjourned meeting of the Hamilton County Convention Facilities Authority the 19<sup>th</sup> day of March, 2021.

Ms. Jones Baker \_\_\_\_\_  
Mr. Czerwonka \_\_\_\_\_  
Mr. Hawkins \_\_\_\_\_  
Mr. Unger \_\_\_\_\_

Mr. Brehm \_\_\_\_\_  
Mr. Gelter \_\_\_\_\_  
Mr. Michael \_\_\_\_\_  
Mr. Witte \_\_\_\_\_

Mr. Cull \_\_\_\_\_  
Mr. Hardman \_\_\_\_\_  
Mr. Patel \_\_\_\_\_

**CERTIFICATE OF SECRETARY**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct copy of a transcript of a resolution adopted by the Board of Directors of the Hamilton County Convention Facilities Authority in session this 19<sup>th</sup> day of March, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Hamilton County Convention Facilities Authority this 19<sup>th</sup> day of March, 2021.



Secretary  
Hamilton County Convention  
Facilities Authority

**RESOLUTION APPROPRIATING TAXES AND AUTHORIZING  
THE EXPENDITURE OF SUCH FUNDS IN 2021**

BY THE BOARD:

**WHEREAS**, pursuant to Section 5739.09 of the Ohio Revised Code, as amended Sub. House Bill No. 518, effective September 6, 2002, the Board of County Commissioners of Hamilton County, Ohio by Resolution, dated September 25, 2002, amended the rate of excise tax on lodging by an additional three and one-half percent; and

**WHEREAS**, Section 5739.09 of the Ohio Revised Code, as amended Sub. House Bill No. 518, effective September 6, 2002 permits the City of Cincinnati, after the adoption of such a Resolution by Board of County Commissioners of Hamilton County, Ohio, to amend the rate of the excise tax on lodging by an additional one percent on or before September 30, 2002; and

**WHEREAS**, the usage of the excise taxes on lodging are defined in the Cooperative Agreement among the Convention Facilities Authority, County of Hamilton and City of Cincinnati relating to the Cincinnati Convention Center; and

**WHEREAS**, it is necessary the CFA Board approve the expenditure of funds in existence or in the process of collection.

**NOW THEREFORE BE IT RESOLVED**, the Hamilton County Convention Facilities Authority (CFA) hereby appropriates the excise taxes on lodging collected or in the process of collection for the year 2021 by Hamilton County, Ohio and the City of Cincinnati to a CFA account with the City of Cincinnati as fiscal agent for the CFA:

Hamilton County	\$10,500,000
City of Cincinnati	<u>5,500,000</u>
Total	\$16,000,000

**BE IT FURTHER RESOLVED**, the proper CFA officials and its agents are hereby authorized to expend such funds as indicated in the Cooperative Agreement among the CFA, County and City relating to the Cincinnati Convention Center and the Project Service Agreement between the City and CFA.

**BE IT FURTHER RESOLVED**, the proper CFA officials and its agents are hereby authorized to do all things necessary to carry out this Resolution.

ADOPTED at a regularly adjourned meeting of the Hamilton County Convention Facilities Authority the 19<sup>th</sup> day of March, 2021.

Ms. Jones Baker \_\_\_\_\_  
 Mr. Czerwonka ✓  
 Mr. Hawkins ✓  
 Mr. Unger ✓

Mr. Brehm ✓  
 Mr. Gelter \_\_\_\_\_  
 Mr. Michael ✓  
 Mr. Witte ✓

Mr. Cull ✓  
 Mr. Hardman ✓  
 Mr. Patel ✓

CERTIFICATE OF SECRETARY

IT IS HEREBY CERTIFIED that the foregoing is a true and correct copy of a transcript of a resolution adopted by the Board of Directors of the Hamilton County Convention Facilities Authority in session this 19<sup>th</sup> day of March, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Hamilton County Convention Facilities Authority this 19<sup>th</sup> day of March, 2021.

  
 Secretary  
 Hamilton County Convention Facilities Authority