



Holly Gray, Board Member  
David Brundage, Board Member  
VACANT, Board Member

Carl E. Gierisch, Jr., President

Brian Darby, Board Member  
David Thompson, Board Member  
VACANT, Board Member

**MINUTES**  
**ROANOKE CONVENTION CENTER HOTEL LOCAL DEVELOPMENT CORPORATION**  
**APRIL 28, 2026**  
**CITY HALL COUNCIL CHAMBERS**  
**500 S. OAK STREET**  
**7:30 P.M.**

**PRESENT:** President Carl E. "Scooter" Gierisch, Jr., Board Members Holly Gray, Brian Darby, David Brundage, and David Thompson; City Manager Cody Petree, Assistant City Manager Jeriahme Miller, City Secretary Lindsay Rawlinson, and City Attorney Jeff Moore.

**DEPT. STAFF:** Chief of Police Jeff Williams, Finance Director Kyle Lester, Information Technology Manager Blake Gore, and Public Engagement Manager Sandra Pettigrew.

**ABSENT:** None.

**A. CALL TO ORDER**

President Gierisch called the meeting to order at 7:59 p.m.

**B. PUBLIC INPUT**

None.

**C. NEW BUSINESS**

1. Discussion and action on approval of the Roanoke Convention Center Hotel Local Development Corporation Bylaws.

Motion made by Board Member Gray and seconded by Board Member Thompson to approve the Roanoke Convention Center Hotel Local Development Corporation Bylaws.

Motion carried unanimously.

2. Consideration and action to nominate and elect a Vice President of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion made by Board Member Thompson and seconded by Board Member Darby to nominate and elect Holly Gray as Vice President of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.



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Motion carried unanimously.

3. Consideration and action to nominate and elect a Secretary of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion made by Vice President Gray and seconded by Board Member Darby to nominate and elect City Secretary Lindsay Rawlinson as Secretary of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion carried unanimously.

4. Consideration and action to nominate and elect a Treasurer of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion made by Board Member Thompson and seconded by Vice President Gray to nominate and elect Finance Director Kyle Lester as Treasurer of the Roanoke Convention Center Hotel Local Development Corporation Board of Directors, to serve for a term of one year.

Motion carried unanimously.

5. Consideration and action on approval of a Municipal Advisory Agreement by and between Roanoke Convention Center Hotel Local Development Corporation and Hilltop Securities, Inc.

Motion made by Board Member Thompson and seconded by Vice President Gray to approve a Municipal Advisory Agreement by and between Roanoke Convention Center Hotel Local Development Corporation and Hilltop Securities, Inc.

Motion carried unanimously.

6. Consideration and action on approval of a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie.

Motion made by Vice President Gray and seconded by Board Member Thompson to approve a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie.

Motion carried unanimously.



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7. Consideration and action on approval of Amendment #01 to a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie to start procurement and construction on the Model Room in the amount of \$349,527.

Motion made by Board Member Thompson and seconded by Vice President Gray to approve Amendment #01 to a Design Building Agreement (DBA) by and between Roanoke Convention Center Hotel Local Development Corporation and Brasfield & Gorrie to start procurement and construction on the Model Room in the amount of \$349,527.

Motion carried unanimously.

8. Consideration and action on approval of a Construction Monitor Agreement by and between Roanoke Convention Center Hotel Local Development Corporation and Cronin Construction in the amount of \$320,676.

Motion made by Vice President Gray and seconded by Board Member Thompson to approve a Construction Monitor Agreement by and between Roanoke Convention Center Hotel Local Development Corporation and Cronin Construction in the amount of \$320,676.

Motion carried unanimously.

9. Consideration and action on approval of a Lease Agreement for a Model Room and Construction Jobsite Office by and between Roanoke Convention Center Hotel Local Development Corporation and the City of Roanoke.

Motion made by Vice President Gray and seconded by Board Member Thompson to approve a Lease Agreement for a Model Room and Construction Jobsite Office by and between Roanoke Convention Center Hotel Local Development Corporation and the City of Roanoke.

Motion carried unanimously.

**D. ADJOURNMENT**

Motion made by Vice President Gray and seconded by Board Member Darby to adjourn the meeting at 8:07 p.m.

Motion carried unanimously.

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Carl E. "Scooter" Gierisch, Jr., President

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Lindsay Rawlinson, City Secretary