



**MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
TUESDAY, JUNE 10, 2025
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:00 PM**

CALL TO ORDER

Chairperson called the meeting to order at 6:00 p.m.

ROLL CALL

The meeting convened with the following members present:

Brian Downey	Place 1
Kimberly Martinez	Place 2
Renni Burt	Place 3

and

Julie Rodriguez	Civil Service Director/Human Resources
Lovie Downey	Councilmember, Place 3
Authur Miner	Mayor
James Parham	Lieutenant

ANNOUNCEMENTS

Julie Rodriguez:

1. Chief James Lewis started 02/11/2025
2. Kevin Mead – Promoted to Asst Chief – 03/08/2025
3. James Varelans - Promoted to Lieutenant – 03/08/2025
4. Kacee Honardar – Promoted to Sergeant – 03/28/2025
5. Daniel Arend – Promoted to Corporal – 03/08/2025

PUBLIC COMMENT

No requests for public testimony were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

REPORTS FROM STAFF

There were no reports from staff.

ACTION ITEMS

1. Discuss and consider approval of the minutes for the Civil Service Commission Meeting held on January 28, 2025.

Member Kimberly Martinez made a motion to approve and certify the Civil Service Commission Meeting minutes. Member Renni Burt seconded the motion. Chairperson Downey called for a vote.

Motion carried 3-0-0-0.

Ayes, Downey, Burt, Martinez

Nays: None

Abstain: None

Absent: None

2. Discuss and Consider action to approve and certify the Watauga Police Department Entrance Exam List created on May 30, 2025.

Member Renni Burt made a motion to approve and certify the Civil Service Commission Meeting minutes. Member Kimberly Martinez seconded the motion. Chairperson Downey called for a vote.

Motion carried 3-0-0-0.

Ayes, Downey, Burt, Martinez

Nays: None

Abstain: None

Absent: None

ADJOURNMENT

Chairperson Downey adjourned the meeting at 6:03 pm.

Approved: this 7 day of October, 2025

Signed: this 7 day of October, 2025

APPROVED:

/s/ Brian Downey

Brian Downey, Chairperson

ATTEST:

/s/ Julie Rodriguez

Julie Rodriguez,
HR/Civil Service Director

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office.