



**MINUTES  
WATAUGA CIVIL SERVICE COMMISSION MEETING  
TUESDAY, OCTOBER 07, 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 |
| Authur Miner    | Mayor                                  |
| Alan Thomas     | Asst. Fire Chief                       |
| Randy Barkley   | Fire Chief                             |
| James Lewis     | Police Chief                           |
| Kevin Mead      | Asst. Police Chief                     |
| Dwayne Letart   | Sergeant                               |
| James Varellans | Lieutenant                             |

**ANNOUNCEMENTS**

Julie Rodriguez:

1. Renni Burt resignation effective 12/31/2025

**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 June 10, 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 September 19, 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

**3. Discuss and Consider action to approve and certify the Watauga Fire Department Entrance Exam List created on September 24, 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

**ADJOURNMENT**

Chairperson Downey adjourned the meeting at 6:04 pm.

Approved: this 25 day of November, 2025

Signed: this 25 day of November, 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.