



**MINUTES**  
**WATAUGA ECONOMIC DEVELOPMENT CORPORATION**  
**REGULAR MEETING**  
**TUESDAY, NOVEMBER 18, 2025**  
**7105 WHITLEY ROAD, WATAUGA, TEXAS 76148**  
**6:30 PM**

**CALL TO ORDER**

President Miner called the meeting to order at 6:30 p.m.

**ROLL CALL**

Arthur L. Miner	Place 1, President
Calvin Lewis	Place 2, Director
Jan Hill	Place 3, Director
Vacant	Place 4, Director
Stephen Welch	Place 5, Vice President
Brian Downey	Place 6, Secretary
Macy Forrester	Place 7, Director

Others present include:

Sandra Gibson	City Manager
Lorenza Zavala	Economic Development Specialist
Jennifer Calvert	Finance Director

**ANNOUNCEMENTS**

President Miner mentioned the virtual Sales Tax Webinar the Board can attend. Open Meeting Act Certification also needed to be completed.

**PRESENTATIONS**

1. Presentation of a proclamation to Papa John's in recognition of their 30 year milestone anniversary.
2. Presentation of a proclamation to Burger King in recognition of their 25 year milestone anniversary.
3. Presentation of a proclamation to Dr. Kim Nelson Dentistry in recognition of their 20 year milestone anniversary.
4. Presentation of a proclamation to Kindercare Learning Center in recognition of their 20 year anniversary.

milestone anniversary.

5. Presentation of a proclamation to Albertson's in recognition of their 15 year milestone anniversary.
6. Presentation of a proclamation to AT&T in recognition of their 15 year milestone anniversary.
7. Presentation of a proclamation to Panera Bread in recognition of their 15 year milestone anniversary

## **PUBLIC COMMENT**

No requests to speak were received.

## **PUBLIC TESTIMONY FOR ACTION ITEMS**

No requests to speak were received.

## **REPORTS FROM STAFF**

None at this time.

## **CONSENT AGENDA**

- 1. Consider action on approval of the September 16, 2025, WEDC meeting minutes.**
- 2. Consider action to approve the Monthly Financial Report for the period ending September 30, 2025.**

Director Jan Hill made a motion to approve the consent agenda as presented. The motion was seconded by Secretary Brian Downey.

Motion Passed 5-0-0

Ayes: Jan Hill, Calvin Lewis, Stephen Welch, Brian Downey, Macy Forrester

Nays: None

Absent: None

Abstain: None

## **PUBLIC HEARINGS**

None at this time.

## **ACTION ITEMS**

- 1. Consider action on the approval of a budget amendment for the FY2025-2026 WEDC Budget.**

Finance Director Jennifer Calvert presented the budget amendment for the transfer of

funds within the WEDC budget.

Secretary Downey made a motion to approve item one as presented. The motion was seconded by Vice President Welch.

Motion Passed 5-0-0

Ayes: Calvin Lewis, Jan Hill, Stephen Welch, Brian Downey, Macy Forrester

Nays: None

Absent: None

Abstain: None

- 2. Consider approval and authorize the Executive Director to execute the professional services agreement between the Watauga Economic Development Corporation and The Retail Coach, LLC for the completion of a Comprehensive Retail Recruitment and Development Plan. This will be the seventh term of the contractual engagement with the Retail Coach, LLC.**

City Manager Sandra Gibson presented on the partnership that Retail Coach provides to the City. This will be a six-month assessment, followed by a review to determine whether to extend the contract.

Director Hill made a motion to approve item one as presented. The motion was seconded by Director Lewis.

Motion Passed 5-0-0

Ayes: Calvin Lewis, Jan Hill, Stephen Welch, Brian Downey, Macy Forrester

Nays: None

Absent: None

Abstain: None

## **EXECUTIVE SESSION**

There was no executive session.

## **ITEMS FOR FUTURE AGENDAS**

1. Vice President Welch suggested offering some form of thank-you to businesses that have donated food to the Police and Fire Departments, possibly by providing a free digital sign advertisement. This will be discussed at the next meeting.

Director Jan Hill seconded.

2. President Miner suggested changing the WEDC Meeting time from 6:30 pm to 6:00 pm.

**ADJOURNMENT**

President Miner adjourned the meeting at 6:47 p.m.

APPROVED: this 16 day of December, 2025.

SIGNED: this 16 day of December, 2025.

APPROVED:

/s/ Arthur L. Miner

Arthur L. Miner, President

ATTEST:

/s/ Brian Downey  
Brian Downey, Secretary

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