



**URBANA CIVIL SERVICE COMMISSION
MEETING MINUTES**

DATE: Wednesday, December 3, 2025

TIME: 4:00 P.M.

PLACE: Urbana City Council Chambers, 400 S. Vine St., Urbana, IL 61801

The Urbana Civil Service Commission met in a regular session on December 3, 2025.

Commissioners present: Traci Nally, William Gray, Thomas Betz

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Vince Gustafson, Interim Public Works Director

Olivia Jovine, Community Development Services Director

Proceedings

Commissioner Nally called the meeting to order at 4:01 p.m., and Molly Lynch recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Approval of Minutes

Staff presented to the Commission the minutes of the September 24, 2025, meeting of the Commission for approval. Commissioner Betz moved to approve the minutes. Commissioner Gray seconded, and the minutes were approved.

Public Participation

None.

Action Items

A. Request to modify classification: Principal Planner

Human Resources staff presented this item to the Commission and explained that the modifications were in anticipation of filling a recent vacancy and would separate the Economic Development and Planning functions into two, separate divisions. Staff explained that a previous classification approved by the Commission had combined these functions, but that position had never been filled, and a staff restructure was believed to be in the best interest of the Community Development Services Department after collaboration with the new Director. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion carried.

B. Request to modify classification: Grants Manager

Human Resources staff presented this item to the Commission and explained the modifications were in anticipation of filling a recent vacancy and would clarify responsibilities throughout the Grants Division. Staff explained that these modifications differentiated the roles of the Grants Manager position from a previous iteration, where the position also served as a back-up to the Department Director; the changes presented

narrowed the scope of the role to the grants management function. Betz moved adoption; Commissioner Gray seconded. Motion carried with two ayes and one abstention.

C. Request to add classification: Economic Development Manager

Human Resources staff presented this item to the Commission and explained the classification was also part of the staff restructure to separate the Economic Development and Planning functions, and that the Economic Development Manager position existed previously as a mayoral appointed position, however this restructure would help to create alignment among the various division management staff positions and placed each one into the classified service. Staff explained that this class would replace the Economic Development Supervisor class Commissioner Gray moved adoption; Commissioner Nally seconded. Motion carried with two ayes and one abstention.

D. Request to add classification: City Arborist

Human Resources staff presented this item to the Commission and explained that the request represented the last phase of a staff restructure that separated duties between historically combined Arbor administrative management and Arbor operations management roles and responsibilities. Staff explained that previously, City Arborist was a mayoral appointed position, but that the duties had been combined and absorbed over time into one position in the classified service; the introduction of the City Arborist into the classified service would effectively separate those responsibilities to aid in effective and efficient department operations. Commissioner Nally moved adoption; Commissioner Betz seconded. Motion carried.

E. Request to expand register of eligibles: Parking Enforcement Officer I

Human Resources staff presented this item to the Commission and explained that this request was a preemptive measure in anticipation of filling a recent vacancy by expanding the register of eligibles if necessary. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion carried.

F. Request to establish meeting dates for 2026

Human Resources staff presented this item to the Commission and explained that under the Open Meetings Act the Commission is required to establish a calendar of regular meetings each year. The current schedule of meeting dates sets Civil Service Commission meetings for the last Wednesday that is a business day each month, and Human Resources staff recommended keeping with this schedule. Commissioner Nally moved adoption; Commissioner Betz seconded. Motion carried.

Informational Items

City of Urbana staff provided the following updates in Civil Service positions:

- New Hires: Police Services Representative, Financial Services Coordinator, Planner II
- Promotions: Fire Battalion Chief (2), Fire Lieutenant (2), Police Sergeant (3), Arbor Technician II

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- Separations: Fire Battalion Chief (2), Principal Planner, Parking Enforcement Officer I, Police Officer, Crew Leader – Landscaping/Arbor

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:24 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant