

DATE: Wednesday, May 28, 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 May 28, 2025.

Commissioners present: Traci Nally, William Gray, Thomas Betz

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Proceedings

Commissioner Nally called the meeting to order at 4:00 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 April 30, 2025, meeting of the Commission for approval. Commissioner Gray moved to approve the minutes. Commissioner Betz seconded, and the minutes were approved.

Public Participation

None.

Action Items

A. Request to expand register of eligibles: Code Compliance Inspector II

Staff presented this item and explained that expanding the register of eligibles would, allow for the addition of qualified candidates to register and that this request was being sought in anticipation of filling a new vacancy in the position. Commissioner Gray inquired about the areas of inspection this position was responsible for; staff explained that this position is responsible for general inspections of properties, and that specific areas such as plumbing and electrical were broken out into separate classifications.

Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

B. Request to void register of eligibles: Police Services Representative

Staff presented this item and explained that due to new and anticipated vacancies, the current register, which was created less than two years ago, had been exhausted and that the request would allow a new register to be created. Discussion ensued as to the rate and reasons for turnover in the position as well as the responsibilities of the position. Commissioner Betz moved adoption. Commissioner Gray seconded, and the motion was approved.

Informational Items

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

- New Hires: Civil Engineer I
- Separations: Police Services Representative, Code Compliance Inspector II

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:10 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant