

**MINUTES OF THE  
September 28, 2016  
URBANA CIVIL SERVICE COMMISSION SPECIAL MEETING  
Called by the Commission**

A special meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on September 7, 2016 in the Executive Conference Room of the Urbana City Building.

**Commission Members:** Present: Thomas Betz, Tracy Nally and Marion Knight

**Staff Present:** Elizabeth Borman, Assistant Human Resources Manager

**Proceedings**

Commissioner Knight called the meeting to order at 4:00 p.m. and Ms. Borman recorded the minutes. A quorum of commissioners were 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 July 27 and Sept. 7, 2016 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Knight and unanimously adopted, the minutes for both meetings were approved as presented.

**Additions to the Agenda**

None

**Public Participation**

None

**Action Items**

**A. Request to establish passing score for Housing Inspector**

Staff requested the passing score for Housing Inspector to be established based on the minimum qualifications of the position, specifically of two years in building construction or related experience. Staff noted that a total of 33 individuals would be on the eligibility list, an increase of one from the originally distributed memo. Ms. Nally motioned approval and Mr. Knight seconded. Motion carried 2-1 with Mr. Betz voting no.

**Informational and Discussion Items**

None

**Adjournment**

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

Respectfully submitted,  
Elizabeth Borman, Recording Secretary