

AN ORDINANCE APPROVING TWO CONSULTING AGREEMENTS

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: That certain agreement between the Village of Chatham and the Board of Regents, acting for Sangamon State University for work by the Illinois Institute for Training and Development, with a not-to-exceed price of \$1200.00, a copy of which is attached hereto as Exhibit A, is hereby approved.

SECTION 2: That certain agreement for consulting services between the Village of Chatham and Bradford J. Townsend, with a not-to-exceed price of \$7200.00, a copy of which is attached hereto as Exhibit B, is hereby approved.

SECTION 3: The President is authorized and directed to execute Exhibits A and B on behalf of the Village, and the proper officers of the Village are authorized and directed to carry out the terms of said contracts.

SECTION 4: This Ordinance is effective immediately.

PASSED this 14 day of APRIL, 1992.

Carl Oblinger
CARL OBLINGER, VILLAGE PRESIDENT

ATTEST:

[Signature]
Village Clerk

AYES: 6
NAYS: 0

PASSED: 0
APPROVED: 4-14-92

ABSENT: 0

ORDINANCE CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF SANGAMON)

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Pawnee, Sangamon County, Illinois.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 92-06, adopted by the President and Board of Trustees of said Village on the 14 day of APRIL, 1992, said Ordinance being entitled:

AN ORDINANCE APPROVING TWO CONSULTING AGREEMENTS

I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this 14 day of APRIL, 1992.



Village Clerk

ILLINOIS INSTITUTE FOR TRAINING AND DEVELOPMENT
Sangamon State University
Springfield, Illinois 62794-9243 • 217/786-6069 • Fax 217/786-6542

March 16, 1992

Mr. David A. Joswiak
Manager
Office of Administrative Services
Illinois Department of Nuclear Safety
1035 Outer Park Drive
Springfield, IL 62704

Dear Dave:

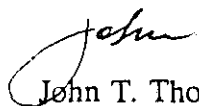
Thank you for thinking of the Illinois Institute for Training and Development to assist the Village Board of Chatham with developing its comprehensive plan.

A review of the material you gave me indicates that the Board has a good start on the process of operationalizing its collective strategic vision for the future of Chatham. My proposed work with the Board is intended to help the Board members to focus on the vision statements in order to translate them into concrete, attainable goals for the village. The Board will examine their work from differing perspectives so that, among other things, the members can relate village services to anticipated growth, link similar policies and objectives, and perhaps prioritize the goals. As facilitator, my role is one of generating discussion, guiding discussion, and managing discussion. The written report will be a reflection of the comments of the Board members during the meetings.

To confirm our telephone conversation, our price to assist the Village Board is \$1,200. This inclusive cost includes my fee as the facilitator for two meetings of the Board, a written report (based on the two Board meetings), and a presentation of the report to the Board. Your anticipated time frame of April/May is fine with my schedule.

I can be reached at (217) 786-6069. I look forward to talking with you further regarding your decision to use the resources of the Illinois Institute for Training and Development.

Sincerely yours,


John T. Thompson
Executive Director

enc

EXHIBIT

EXHIBIT NO. 8118

A

JOHN THOMPSON, executive director of the Illinois Institute for Training and Development at Sangamon State University, has over 20 years experience in business, education and training settings. His previous positions include being president of his own educational direct marketing company, senior executive with a multinational direct mail company, and director of a corporate training center for a major university. A skilled instructor, he has a knack of presenting information in a very effective and genuinely down-to-earth conversational manner.

John received his B.A. from the State University of New York at Binghamton and his M.A. from The University of Rochester. He is working on his Ph.D. dissertation in education administration at the State University of New York at Buffalo.

BRADFORD J. TOWNSEND

3309 Blueberry Lane
Springfield, Illinois
62707
217/698-8661

March 3, 1992

Carl Oblinger
Mayor and Board President
Village of Chatham
116 E. Mullberry
Chatham, Illinois

Dear Mr. Oblinger:

I write as a follow-up to our recent discussions concerning the Village of Chatham.

You will find enclosed a preliminary scope of services for a possible evaluation of the Chatham village government. The overall approach would be to study, analyze, and develop recommendations for improvement.

Chatham and the surrounding area are viable and will have capacity for managed growth into the foreseeable future. I consider the possibility of assisting the Village Board to be a natural extension of my municipal management experience and training. I have worked in several local government formats including Commission, County Board, Council/Manager, and Mayor/Council. A copy of my vita is enclosed.

I look forward to talking with you further and to meeting with the Trustees. Thank you.

Sincerely,



Bradford J. Townsend



SCOPE OF SERVICES

VILLAGE OF CHATHAM

1) Concerns or needs expressed:-

- a) Coordinate various functions of Village government.
- b) Address development pressures in a more consistent and full time manner.
- c) Professionalize and establish specific city departments including planning, enforcement of codes, and financial management.
- d) Provide additional staff support to the Village Board.
- e) Enhance the ability of the Board and staff to handle a steadily increasing workload.
- f) Initiate long range land use planning and budgeting.

2) Evaluation components:

a) Fact finding--

- *1) Identify current organizational structure, procedures, workflow, workload, funding resources, personnel, equipment, facilities, and services provided.
- *2) Identify policy and service priorities of the Village President and Board of Trustees.
- *3) Conduct necessary research including documents and interviews to develop an accurate understanding of the Village situation.

b) Options and recommendations--

- *1) Develop options for organizational structure and procedures to meet policy and service priorities. Alternatives could consist of reassignments, new positions, new or revised procedures, and reorganization.
- *2) Prioritize alternatives. Provide a report and meet with Mayor and Trustees to discuss. Recommendations will focus on possible changes and desirable existing situations.


Scope of Services
Village of Chatham
3/3/92, P. 2

3) Component characteristics:

- a) Ten business days on site to conduct research and interviews.
- b) Compile a preliminary findings report.
- c) Prepare draft report with findings, alternatives, and recommendations.
- d) Submit final report with findings, alternatives, and recommendations.
- e) Meet with the full Board, designated committees, and individuals as needed. No meeting limitations.
- f) Preliminary findings report due within 60 days of start date. Draft report due within 80 days of authorized start date. Final report due within 90 days of start date. Deadline extensions only by mutual consent.

4) Fee structure:

- a) Lump sum \$7,200
- b) Payment schedule
 - 33.3% paid upon submission of preliminary findings
 - 33.3% paid upon submission of draft report
 - 33.3% paid upon completion of final report



Bradford J. Townsend

March 3, 1992

BRADFORD J. TOWNSEND

3309 Blueberry Lane, Springfield, IL 62707, (217) 698-8661

SKILLS:

Manager, Communicator, Planner, and Problem Solver. Interpersonal skills promote teamwork. Credible communications are established. Organizational priorities are identified. Research and analysis supports follow-up action.

EXPERIENCE:

City Director Springfield, IL 1989-Present

Direct municipal operations for the Mayor and City Council of Aldermen in this state capitol with a population over 105,000. This has included 20 departments, a \$37 M budget, and 550 employees. Emphasis has been on community development, human services, public works, civic relations, and comprehensive planning.

City Manager Romeoville, IL 1987-1989

Managed municipal operations for the Mayor and Board of Trustees for this rapidly growing community with a population of 16,000. This included 8 departments, a \$12 M budget, and 200 employees. Responsibilities encompassed public safety, public works, utilities, development, human services, and comprehensive planning.

County Administrator Boone County, IL 1983-1987

Coordinated county government operations and committee system for the Chairman and County Board Members in this community of 30,000. This included 15 departments, an \$11 M budget, and 200 employees. Budgetary responsibility for all departments and managerial responsibility for appointed administrators.

Program Manager/Advisor Springfield, IL 1980-1983

Managed self-insured workers' compensation program and directed first city code recodification in 30 years.

EDUCATION:

MPA	Northern Illinois University (with honors)	1987
BPA	Western Illinois University (with honors)	1977
AA	Lincoln Land Community College (with honors)	1975