



City of  
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104  
(517) 849-9037 Fax

[www.jonesville.org](http://www.jonesville.org)  
[manager@jonesville.org](mailto:manager@jonesville.org)

**CITY OF JONESVILLE  
PLANNING COMMISSION AGENDA  
WEDNESDAY, AUGUST 12, 2020, 7:00 p.m.  
WRIGHT STREET PARK, 416 WRIGHT STREET**

The Planning Commission intends to meet at Wright Street Park, 416 Wright Street, Jonesville, MI 49250 and the public is welcome to attend. Please bring a lawn chair and plan to practice appropriate social distancing. Masks are required where distance cannot be maintained.

In the event of inclement weather, participation in the meeting will be held by Zoom Meeting pursuant to Governor Whitmer's Executive Order 2020-154. The Board, staff and public wishing to participate may do so by visiting the web address on a computer or electronic device or by calling the following telephone number. When prompted enter the Meeting ID and Password.

**WEB ADDRESS:** [www.zoom.us](http://www.zoom.us)  
**CALL-IN TELEPHONE NUMBERS:**  
1-312-626-6799 or  
1-929-205-6099

**MEETING ID: 893 5115 1825  
PASSWORD: 720820**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
  - A. July 8, 2020 Meeting
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
  - A. None
- 6. NEW BUSINESS**
  - A. Consider Applications for Planning Commission Vacancy
    1. Olivia Stemen (7:05 p.m.)
    2. Kayla Thompson (7:20 p.m.)
    3. Recommendation to City Council
- 7. OTHER BUSINESS**
  - A. Project Updates
- 8. ADJOURNMENT - Next meeting Wednesday, September 9, 2020 at 7:00 pm**

**CITY OF JONESVILLE  
PLANNING COMMISSION  
Minutes of July 8, 2020**

**Pursuant to Governor Whitmer's Executive Order 2020-129, participation in this meeting was by Zoom Meeting. The Board, staff and public were allowed to participate.**

A City of Jonesville Planning Commission meeting was held on Tuesday, July 8, 2020 via Zoom Meeting. Chairman Bowman called the meeting to order at 7:05 p.m.

Present via Zoom Meeting: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus.

Absent: None. (One Vacancy)

Also Present via Zoom Meeting: Jeff Gray, Mike Kyser and Zach Bigelow (Ramshackle Brewing Company).

The Pledge of Allegiance was led by Jim Ackerson followed by a moment of silence.

There were no public comments.

A motion was made by Jerry Drake and supported by Annette Sands to approve the agenda as presented. Roll Call Vote: Ayes: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus. Nays: None. Absent: None. One Vacancy. Motion carried.

Jerry Drake made a motion and was supported by Jim Taipalus to approve the minutes from May 12, 2020. Roll Call Vote: Ayes: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus. Nays: None. Absent: None. One Vacancy. Motion carried.

A brief discussion was held regarding the Site Plan Review Request from Ramshackle Brewing Company's proposal for an outdoor patio for service of patrons on the sidewalk in front of their building at 209 E. Chicago Street. The sidewalk is in the right-of-way of Chicago Street/US-12, which is under the jurisdiction of the Michigan Department of Treasury. Mr. Bigelow is proposing to place 6 chairs and 3 tables in the outdoor service area which will be portioned off with theatre style rope and poles. Access to the fenced in area will have to be from the inside the building, allowing entrance only from the rear building door.

Jim Ackerson made a motion and was supported by Jim Taipalus to approve the Site Plan Review request from Ramshackle Brewing Company for an outdoor patio in the Chicago Street/US-12 right-of-way in front of the building at 209 E. Chicago Street as shown on the site plan submitted with the request. Approval is subject to the following conditions:

1. A clear travel way with a minimum width of 3-feet shall be maintained on the public sidewalk outside of the service area; the service area may extend a maximum of 6-feet, 6-inches from the front of the building.
2. Approval is subject to issuance of a resolution by the Jonesville City Council.
3. The applicant shall comply with the requirements of the Michigan Department of Transportation and the Michigan Liquor Control Commission.

4. By operating the outdoor service area, the applicant assumes responsibility for compliance with State Law and /or Orders of the Governor of the State of Michigan to mitigate the spread of COVID-19.
5. The applicant shall provide written approval from the Hillsdale County Building Inspection Department for the proposed ingress and egress to the service area and building prior to operating.

Roll Call Vote: Ayes: Jim Ackerson, Christine Bowman, Annette Sands, Jim Taipalus and Charles Crouch. Nays: None. Abstain: Jerry Drake. One Vacancy. Motion carried.

Manager Gray provided updates on the MDOT Signal Project, Water Plant Project, and Smart Meter Project.

The next scheduled Planning Commission meeting is August 12, 2020 at 7:00 p.m.

A motion was made by Jerry Drake and supported by Jim Ackerson to adjourn the PC meeting at 7:33 p.m. Roll Call Vote: Ayes: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus. Nays: None. Absent: None. One Vacancy. Motion carried.

Submitted by;

Cynthia D. Means  
Clerk



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[www.jonesville.org](http://www.jonesville.org)  
[manager@jonesville.org](mailto:manager@jonesville.org)

To: Jonesville Planning Commission  
From: Jeffrey M. Gray, City Manager  
Date: August 7, 2020  
Re: Manager Report and Recommendations – August 12, 2020 Planning Commission Meeting

**PLEASE NOTE** that we intend to meet at **Wright Street Park**. Staff will provide tables and chairs for Planning Commissioners and the Planning Commission candidates. The public is welcome to attend and is encouraged to bring a lawn chair. Social distancing will be observed and masks are required where distancing cannot be maintained.

In the event of inclement weather, the meeting will be held by Zoom meeting. If a Zoom meeting is necessary, we intend to provide notice around 3:00 p.m. on the afternoon of August 19<sup>th</sup>.

#### **6. A. Consider Applications for Planning Commission Vacancy**

Staff received two applications to fill one vacancy on the Planning Commission. The remainder of the unexpired term runs through November of 2022. The selected candidate would be eligible for reappointment.

A copy of the press release advertising the vacancy, and the application materials from Olivia Stemen and Kayla Thompson are attached.

We intend to have a brief question and answer session with each candidate. Ms. Stemen is confirmed to join the Commission at 7:05. Staff is working to confirm Ms. Thompson's availability at 7:20. After the question and answer session, the Planning Commission will deliberate toward a recommendation to City Council to fill the vacancy.

City Council is expected to consider the vacancy at their August 19<sup>th</sup> regular meeting. *Please refer to the attached press release, application materials for Olivia Stemen, and application materials for Kayla Thompson.*

#### **7. A. Project Updates**

This section of the agenda is reserved for an update on current and pending projects in the City.



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**NEWS RELEASE  
CITY OF JONESVILLE**

**FOR IMMEDIATE RELEASE**

**PUBLIC SERVICE OPPORTUNITY**

The Jonesville City Council is currently accepting applications from individuals with a desire to serve their community on the Planning Commission.

One seat is open on the Planning Commission, with the selected candidate to serve remainder of a three-year term until November of 2022 and will then be eligible for reappointment.

The Planning Commission is an advisory committee appointed by the City Council and serves citizens by providing a vision for improving the quality of life in the City of Jonesville. The Planning Commission promotes and coordinates comprehensive long-range planning and growth-management, as it makes recommendations to the City Council. The Planning Commission also reviews all building site plans, special land use permits, and makes recommendations to the City Council. The Commission consists of seven members and includes one member of the City Council and City residents.

If you are a Jonesville City resident and are interested in guiding the future of the City, please consider submitting an application for appointment, letter of interest, resume, and references to:

City of Jonesville  
265 E Chicago Street  
Jonesville, MI 49250

Applications are available in City Hall or on the City's website, [www.jonesville.org](http://www.jonesville.org) and will be received until 4:30 p.m. on Thursday, August 6, 2020. If you have any questions about this position, please contact City Hall at 849-2104.

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Contact Information:  
Jeff Gray, City Manager  
265 E. Chicago Street  
Jonesville, MI 49250  
(517) 849-2104  
(517) 849-9037 fax  
[jgray@jonesville.org](mailto:jgray@jonesville.org)

**JONESVILLE CITY BOARDS & COMMITTEE  
APPLICATION FOR APPOINTMENT**

RECEIVED  
JUL 21 2020

BY: \_\_\_\_\_

Board or Committee to which appointment is desired. (If more than one, please list in order of preference.)

Planning Commission

1. Name Olivia A. Stamen 2. Occupation Community Relations Officer

3. Employer Hillsdale County Comm. Foundation 4. Email address o.stamen@aboutthccf.org

5. Home Address 206 Oville St. Jonesville 49250  
Street City Zip

6. Home Telephone (517) 877-0500 7. Business Phone (517) 439-5101

8. Length of residency in Jonesville 19 years

9. List other community organizations/commissions that you are a member.

The Great Start Collaborative  
MACES (Multi Agency Collaborative for Emergency Services)  
Census-Complete Count Committee

10. Please indicate below the background or experience you have that will be of value if you are appointed. Also, indicate any reasons for desiring to serve on the requested board or committee.

(Please continue on reverse side if needed and be sure to sign and date. Please attach resume or other pertinent information if so desired.)

Please see attached letter of interest.  
Thank you!

July 16, 2020  
Date of Application

Olivia Stamen  
Signature

**PLEASE RETURN THIS APPLICATION TO:** City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250  
Phone: 517-849-2104  
Fax: 517-849-9037



July 16, 2020

Dear City of Jonesville:

I am interested in being a member of the City of Jonesville Planning Commission and ask that you consider me for your current open seat. I am no stranger to the town having been born and raised in Jonesville my whole life and recently returned after a six-year stint of being away at school.

As an interested member of our community, I would like to volunteer my time, skills, and talents to assist in planning the future of our town. I am the chairman of the Multi Agency Collaborative in Emergency Services (MACES), a member of the Census-Complete Count Committee, and I attend many of the Great Start Collaborative meetings. Equally as solid is my background higher education with under a year left to obtain my Master of Business Administration and I also have a Bachelor of Science in Organizational Administration.

What has piqued my interest in seeking appointment to the Planning Commission is my deep desire to serve the town. It is my home. My recent experience with working at the Hillsdale County Community Foundation and the knowledge of the town that I have gained being a resident of the community for almost 20 years has cemented my resolve to be an active participant. These experiences have provided me the opportunity to better understand the challenges of managing our growth, improving our infrastructure, and further developing our community.

I respectfully request your support in being appointed to the Jonesville Planning Commission.

Thank you for your consideration.

Sincerely,



Olivia A. Stemen

Planning Commission References for Olivia Stemen:

Sharon Bisher: Hillsdale County Community Foundation CEO/President

Email: [s.bisher@abouthccf.org](mailto:s.bisher@abouthccf.org)

Phone: 517-439-5101

Susan Stout: Hillsdale County Community Foundation Director of Community Programs

Email: [s.stout@abouthccf.org](mailto:s.stout@abouthccf.org)

Phone: 517-439-5101

Hannah Jordan: Domestic Harmony Executive Director

Email: [Hannah.g.jordan10@gmail.com](mailto:Hannah.g.jordan10@gmail.com)

Phone: 517-240-1214



# OLIVIA STEMEN

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Jonesville, MI • (517)877-0500 • olivia\_n@hotmail.com

## Education

**-Hillsdale County Leadership: Current**, Expected Graduation Date: 10/20  
HCCF/Spring Arbor University/EDP – Michindoh Conference Center

- Concentration: Leadership

**-Master of Business Administration: Current**, Expected Graduation Date: 04/21  
Central Michigan University – Global Campus

- Concentration: Marketing

**-Bachelor of Science:**

Central Michigan University - Mount Pleasant, MI

- Concentration: Organizational Administration and Psychology

## Work History

**Community Relations Officer**

10/2019- Current

**Hillsdale County Community Foundation – Hillsdale, MI**

- Create authentic relationships with non-profit organizations and community members to ensure the community's engagement in network and partner activity
- Implementing community outreach programs
- Organizing events for awareness and fundraising
- Work with our board members and staff leaders to coordinate and execute long-term fundraising initiatives.
- Carry an assigned portfolio of priority grants
- Respond to inquiries from nonprofit organizations regarding the Foundations' grant-making guidelines and Requests for Proposals
- Consult with nonprofit organizations regarding specific grant proposals to ensure that the proposal meets Foundation guidelines and/or initiative requirements, and is a well-formulated request
- Provide assistance to grant seekers and grant recipients organizations, as necessary, to direct them to other resources for organizational development, funding, program ideas, etc. including making general presentations to groups of nonprofit organizations

**Social Media Manager**

08/2019- Current

**The Olde Farmhouse Barn & Pistachios Catering – Marshall, MI**

- Work closely with the marketing team to develop social media campaigns that help to achieve corporate marketing goals

**Finance and Marketing Intern**

1/2019-2/2019

**Oaklawn Hospital, Director of Finance: Dough Martin – Marshall, MI**

- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Research and evaluate competitor marketing and digital content
- Contribute to the creation of mock-ups, email campaigns, and social media content
- Attend budget meetings
- Updating Performance Dashboards – Profitability, wRVUs, Patient Satisfaction, Time to Third Next Available, Time of Service Collection Rate, Denials, Days in Accounts Receivable, Denials Per Gross Charges
- Expense Reporting
- Assist recruiter in going through eligible applicants for open positions
- Provide general administrative and clerical support including data entry, mailing, scanning and faxing

**Ophthalmic Technician**

10/2016 to 05/2018

**South Michigan Ophthalmology: Shannon Martin, MD – Marshall , MI**

- Operated ophthalmic equipment for patient eye examinations and prepared patients for examinations and surgeries.
- Explained pre- and post-operative procedures to patients and carefully reviewed surgical plans.
- Measured and recorded visual acuity and color vision testing.
- Performed lensometry and slit-lamp examinations.
- Instilled anesthetic drops and assisted in laser treatments and minor procedures.
- Took and recorded patients' temperature, pulse and blood pressure.
- Experience with Electronic Medical Records

**Volunteer Community Organization Involvement**

- The Great Start Collaborative
- MACES (Multi Agency Collaborative for Emergency Services)
- Census-Complete Count Committee

**JONESVILLE CITY BOARDS & COMMITTEE**  
**APPLICATION FOR APPOINTMENT**

**Board or Committee to which appointment is desired. (If more than one, please list in order of preference.)**

Planning Commission

**1. Name** Kayla Thompson **2. Occupation** Attorney

**3. Employer** Hillsdale College **4. Email address** kaylamthompson1@gmail.com

**5. Home Address** 730 Wright Street, Jonesville, MI 49250

Street	City	Zip
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**6. Home Telephone** 517-610-3897 **7. Business Phone** 517-607-2302

**8. Length of residency in Jonesville** 8 months

**9. List other community organizations/commissions that you are a member.**

University of Michigan Club of Hillsdale County, Board Member

**10. Please indicate below the background or experience you have that will be of value if you are appointed. Also, indicate any reasons for desiring to serve on the requested board or committee.**

**(Please continue on reverse side if needed and be sure to sign and date. Please attach resume or other pertinent information if so desired.)**

As a new resident of Jonesville with prior residential history in similar community sizes,

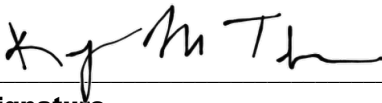
I believe my experience and vision could be beneficial to the growth and success of

the City of Jonesville. I was formerly a member of Rotary for 3 years and take pride in

giving back to my community.

08/01/2020

**Date of Application**

  
**Signature**

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