



City of  
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104  
(517) 849-9037 Fax  
www.jonesville.org

**CITY OF JONESVILLE  
PLANNING COMMISSION AGENDA  
WEDNESDAY, MARCH 8, 2023, 7:00 p.m.  
JONESVILLE CITY HALL, 265 E. CHICAGO STREET**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
  - A. January 11, 2023 Meeting
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
- 6. NEW BUSINESS**
  - A. Planning Commission Vacancy
  - B. Recreation Master Plan Update
- 7. OTHER BUSINESS**
  - A. Project Updates
- 8. ADJOURNMENT - Next meeting Wednesday, April 12, 2023 at 7:00 pm**

**[Action Item]**  
**[Information Item]**

**CITY OF JONESVILLE  
PLANNING COMMISSION  
Minutes of January 11, 2023**

A City of Jonesville Planning Commission meeting was held on Wednesday, January 11, 2023 at the Jonesville City Hall, 265 E Chicago Street, Jonesville, MI. Chair Christine Bowman called the meeting to order at 7:10 p.m.

Present: Jim Ackerson, Christine Bowman, Brenda Guyse, Charles Crouch, and Annette Sands.

Absent: Marty Ethridge and one vacancy.

Also Present: Jeff Gray, Mike Kyser, Matt Taylor, Georgia Mason, Mike Miller and Julie Boyce.

Jim Ackerson led the Pledge of Allegiance and the moment of silence.

A motion was made by Brenda Guyse and supported by Annette Sands to approve the agenda as presented. All in favor. Absent: Marty Ethridge and one vacancy. Motion carried.

Charles Crouch made a motion and was supported by Brenda Guyse to approve the minutes from December 14, 2022. All in favor. Absent: Marty Ethridge and one vacancy. Motion carried.

The Public Hearing for the Rezoning request of 439 Beck Street from Single Family Residential (R-2) to Planned Unit Development (PUD) was opened at 7:12 p.m. Key Opportunities representatives spoke briefly on the project advising that the purpose of the rezoning is to create housing for the clients that they serve. The Public Hearing closed at 7:24 p.m.

A motion was made by Brenda Guyse and supported by Jim Ackerson to recommend that the City Council approve the request from Key Opportunities, Inc. to rezone the property located at 439 Beck Street for a Planned Unit Development (PUD). The recommendation is made on the basis that the development will result in a recognizable benefit to the community that would not be possible under the conventional terms of the zoning ordinance. These benefits include maximizing the potential of an underutilized parcel with existing infrastructure; providing a mix of housing types and densities; and facilitating support services and skills training to identified populations. Approval is recommended with the following conditions:

1. The Applicant shall develop a Planned Unit Development (PUD) agreement that meets the requirements of Section 13.08 (F) and (G) of the Zoning Ordinance.
2. The PUD Agreement shall include terms acceptable to the City Attorney to assure that the housing will be available to serve persons with disabilities, senior citizens and veterans.
3. In accordance with the Zoning Ordinance, the PUD plan shall be effective for two years from the date of approval, during which time a final plan for at least the first phase of construction, must be submitted for Planning Commission approval.
4. Water, sanitary sewer, and storm sewer design and layout shall be subject to further review and approval with the design of the final development plan.

All in favor. Absent: Marty Ethridge and vacancy. Motion carried.

A motion was made by Charles Crouch and supported by Brenda Guyse to adopt the 2022 Planning Commission Annual Report. The Planning Commission is required to submit an annual report of its activities to the City Council, pursuant to the State Enabling Act (Public Act 33 of 2008). All in favor. Absent: Marty Ethridge and vacancy. Motion carried.

Annette Sands made a motion and was supported by Brenda Guyse to adopt the 2023 Work plan. The work plan distinguishes between priority goals and those to pursue as time permits. All in favor. Absent: Marty Ethridge and vacancy. Motion carried.

Manager Gray provided an update advising that the Downtown Development Authority (DDA) and City Council approved a development concept from DH Roberts Construction for the former Klein Tool building which will include utilization of a portion of the existing building for retail space, as well as development of market-rate housing. The City is currently negotiating a development and purchase agreement to be executed with the applicant in the next 30 to 60 days.

A motion was made by Brenda Guyse and supported by Jim Ackerson to nominate the following for the 2023 Election of Officers: Christine Bowman - Chair; Annette Sands – Vice Chair; and Jim Ackerson – Secretary. All in favor. Absent: Marty Ethridge and vacancy. Motion carried.

Manager Gray provided updates.

The next meeting is scheduled for February 8, 2023 at 7:00 p.m.

The meeting was adjourned at 8:19 p.m.

Submitted by,

Cynthia D. Means  
Clerk



To: Jonesville Planning Commission  
From: Jeffrey M. Gray, City Manager *JMG*  
Date: March 3, 2023  
Re: Manager Report and Recommendations – March 8, 2023 Planning Commission Meeting

**6. A. Planning Commission Vacancy**

**[Action]**

Per State statute, appointments to the Planning Commission are made by the Mayor, subject to the approval of the City Council. Mayor Arno has asked the Planning Commission to review the six applications that were recently received for the vacancy on the Planning Commission and is requesting a recommendation for the appointment.

Chair Christine Bowman has spoken to the six candidates and will be prepared to share those conversations with the Planning Commission at the meeting. Staff would note that four of the candidates are qualified electors in the City and two reside outside of the City limits. Per the State law, up to two members of the Planning Commission may reside outside of the City. The recommendation for appointment should be made by motion and vote of the Planning Commission. *Please refer to the applications for appointment from Hannah Duffany, Ryan Scholfield, Michael Sweeney, Kayla Thompson, Wanda White, and David Windle.*

**6. B. Recreation Master Plan Update**

**[Information]**

Please see the attached correspondence from the Region 2 Planning Commission regarding the next step in restarting the update to the Recreation Plan. Staff has requested a revised calendar for the remainder of the project and will provide it if it is received prior to the meeting. *Please refer to the attached email correspondence from the Region 2 Planning Commission.*

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

**RECEIVED**  
FEB 01 2023

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

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

Planning Commission, Zoning Board of Appeals

1. Name Hannah Duffany 2. Occupation Event Planner  
3. Employer Hillsdale College 4. Email address haduffany@gmail.com  
5. Home Address 321 North St. Jonesville 49250  
Street City Zip  
6. Home Telephone 517-610-3506 7. Business Phone 517-607-2527  
8. Length of residency in Jonesville 2 mo.  
9. List other community organizations/commissions that you are a 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.)

I have 12+ years in planning and I am a very detail-oriented and organized individuals. I grew up in Jonesville and desire to be involved within the community that I was raised, and in which I am now raising my family.

1/31/2023  
Date of Application

H. Duffany  
Signature

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

Hannah Duffany

321 North St.  
Jonesville, MI 49250  
(517) 610-3566  
haduffany@gmail.com

January 31, 2023

City of Jonesville  
265 E. Chicago St.  
Jonesville, MI 49250

Dear Mr./Ms.,

With a professional background in hospitality and finance, along with success in customer service, I am looking to turn my focus to serving the community in which my family and I reside.

Growing up in rural Jonesville, I always dreamed of raising my children in the same atmosphere. When we started a family and moved back to the area after military obligations, we did not hesitate to move into the city. I hope to help create a community where others will have that same desire and passion for Jonesville that I have always carried with me.

In my previous experiences, I have worked with people from all walks of life, which has allowed me to become a well-rounded individual. I am passionate about education and economic growth of Jonesville, and I am eager to be a part of that development.

I am confident that my expertise in planning and hospitality will be an asset to the committees and the City of Jonesville as a whole. I greatly appreciate your consideration and look forward to speaking with you soon.

Sincerely,



Hannah Duffany

# HANNAH DUFFANY

## EXPERIENCE

### SPECIAL EVENTS PLANNER

Hillsdale College

June 2022 – Present  
Hillsdale, MI 49242

- Manage on and off-campus events for Presidential receptions and luncheons from conception to reconciliation.
- Contract event venues and hotels to reserve rooms, book catering and audiovisual, and discuss event specifications.
- Compile demographics, create sorts, and manage hotel room blocks and waitlists.
- Attend and coordinate the set up and execution of each event, and serve as the on-site contact for guests and event venue contacts.

### DIRECTOR OF CATERING SALES

Bon Appetit Management Company

July 2021 – June 2022  
Hillsdale, MI 49242

- Head of catering sales with 3M in annual catering sales
- Coordinate all weddings, tastings, and work closely with clients on the day of their wedding.
- Oversee daily operations and maintain communications with chefs and operations managers to successfully execute all catering events from start to finish
- Inventory and P&L management for catering events on a weekly basis

### CATERING MANAGER III/OFFICE MANAGER

Sodexo

June 2018 – July 2021  
Belton, TX 76513

- Head of catering department with 0.5M in annual sales
- Contact and communicate with all clients on all catering needs from initial contact through final billing
- Oversee all administrative and clerical duties of the unit including cash flow, labor reporting, P&L review, and unit budget and finance management
- Assist general manager with annual budget
- Manage new hire process including postings, interviews, onboarding, and orientation
- Oversee promotional marketing ventures, maintain social media accounts, and manage unit website
- Maintain all unit safety files and assist with hosting monthly safety committee meetings
- Oversee the student worker program including initial placement, schedules, and labor reporting with the client's financial aid office
- Assist with residential dining and retail operations as needed

## CONTACT



517-610-3566



haduffany@gmail.com



321 North Street  
Jonesville, MI 49250

## SUMMARY

Experienced events and hospitality professional with a background in event planning and finance administration. Demonstrated ability to improve communication and efficiency in the workplace.

## ACCOMPLISHMENTS

- Spearheaded re-branding of company through logos and marketing management
- Increased annual revenue by 10% in catering department
- Successfully restructured catering department in the first year of management
- Implemented new cash flow procedures for more accuracy in reporting

## COMPETENCIES

- Servsafe Manager Certified
- Knowledge and experience with many event planning software and online programs
- Exceptional with accounts payable/receivable and budget management
- Detail-oriented with expert organization
- Highly skilled in Microsoft Office Suite
- CPR/First Aid Certified

## EDUCATION

CENTRAL MICHIGAN UNIVERSITY

Bachelor of Science in Biomedical Sciences  
Chemistry Minor  
2011 – 2016

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JAN 30 2023

JONESVILLE CITY BOARDS & COMMITTEE  
APPLICATION FOR APPOINTMENT

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

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

Planning Commission Board

- 1. Name Ryan Schults 2. Occupation Business Owner
- 3. Employer Self 4. Email address m.s. construction @att.net
- 5. Home Address 6286 Sweet Clover Hills Dr., Jonesville, MI, 49250  
Street City Zip
- 6. Home Telephone — 7. Business Phone 517-425-2751
- 8. Length of residency in Jonesville 20 plus
- 9. List other community organizations/commissions that you are a member.

None

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.

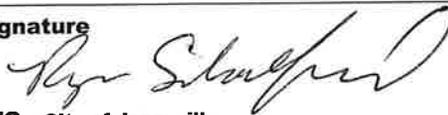
(Please continue on reverse side if needed and be sure to sign and date. Please attach resume or other pertinent information if so desired.)

I have worked in the construction trades my whole life. Jonesville has been my hometown most of my life. I want to serve and help my community, and I believe the skillset I have achieved from a worker to a business owner is of great value to the Board.

Date of Application

1-30-23

Signature



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

## Ryan M. Scholfield

6286 Sweet Clover Hills Dr.  
Jonesville, Mi 49250  
Cell: 517-425-2751  
Scholfield86@att.net

### Objective     **Jonesville Planning Commission Board Member**

Enthusiastically pursuing a position on the Jonesville Planning Commission. To apply my skills and years of experience to improving the quality of life in the City of Jonesville.

### Experience     **Skilled in Carpentry,** Job Responsibilities include

- Operation of heavy equipment such as
  - Back Hoes
  - Cranes
  - Sky Track lifts
  - Scissor and Boom lifts
  - Bobcat
  - Bull dozer
- Experienced with electrical work, plumbing, brick-laying, roofing, concrete forming, and excavation
- Customer quoting and communication
- Vendor communication and material ordering
- New building projects, renovation and repair
- General Maintenance work
- Supervisor over projects
- Trained work crews in commercial/residential remodeling and new construction projects; coordinate schedules and all trades.

### Employment

*Owner and Operator of M&S Construction and Concrete Leveling*  
January 2009- Present

- Manage daily activities of employees and job site
- Manage all aspect of the business regarding finances, budgeting, quoting, customer and vendor communication

*M&S Construction*

1998-November 2008

#### **Journeyman Carpenter**

- Responsible for all types of carpentry, including framing and final trim work for commercial and residential remodeling and new construction projects throughout the area.
- Order materials and blueprint updates; consistently meet strict time constraints.
- Completed hundreds of projects, including:
  - Pole Barns
  - Construction of several homes
  - All forms of masonry construction
  - Residential and commercial remodeling

*Gibson Electric*

1996-1998

***Apprentice Electrician***

- Worked as an apprentice under a Master Electrician.
- Was involved with numerous commercial and residential projects including but not limited to the electrical work for the newest water tower for the City of Hillsdale, Hi-Lex Controls expansion and a 2000 amp service for SKD manufacturing
- Reason for this job ending was owner retired.

**Personal** Self-motivated, dependable and professional

I enjoy coaching, the outdoors and anything that requires a challenge and a proud family man.

**Education/Endorsements-**

- CDL class B license with air break endorsement, passenger and school bus and medical card
- *Jackson Community College* – Associates Degree
- Dean's List Fall 2009
- *Jonesville High School Graduate 1996*

**References**

Aaron Scrivens, Business Owner Beckers & Scrivens. Cell# 517-425-4644

Abe Graves, Business Owner Jonesville Lumber. Business # 517-849-2181

Travis Berlin, Community Member, School Board President and Business Owner. Cell #517-610-1814

*Other community Organizations member of  
Jonesville School Bus Driver  
Coached Jonesville Football at all levels 2010-2022*

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JAN 27 2023

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

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

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

Planning Commission

Zoning Board of Appeals

1. Name Michael "Doc" Sweeney 2. Occupation \_\_\_\_\_

3. Employer \_\_\_\_\_ 4. Email address \_\_\_\_\_

5. Home Address 640 CRAIG ST  
Street City Zip  
CELL 517 610-4354

6. Home Telephone \_\_\_\_\_ 7. Business Phone \_\_\_\_\_

8. Length of residency in Jonesville 26 years

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

See Community Service on Resume

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.)

See resume and letter of application

1-26-2023  
Date of Application

M. P. Sweeney  
Signature

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

RECEIVED  
JAN 27 2023

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

January 26, 2023

To the Jonesville City Council:

Please accept my application for the Planning Commission (my first choice) or the Zoning Board of Appeals. A Professor Emeritus of Hillsdale College, I taught Accounting classes there for twenty-five years. While I am certainly no expert, I do have some knowledge of governmental accounting as my doctoral dissertation dealt with municipal governmental financial statements.

Jonesville has been a great place to live for me and my family and I simply want to volunteer some of my time to give back to the community.

Feel free to contact me if you have any questions or would like to meet.

Regards,



Michael "Doc" Sweeney

640 Craig St

Cell: (517) 610-4354

## References for Michael "Doc" Sweeney

Charles Steele, PhD, Chair of Economics, Business and Accounting

Hillsdale College

33 E. College St

Hillsdale, MI 49250

csteele@hillsdale.edu

(517) 607-2428

David Holcomb

Hillsdale County Director of Information Technology

33 McCollum

Hillsdale, MI 49242

(517) 437-3158

dholcomb@dmcibb.net

Bruce Ikawa, Ph.D.

Professor Emeritus, Hillsdale College

218 Barber Drive, Hillsdale MI 49242

(517) 392-3063

bikawa@hillsdale.edu

## **VITA**

### **Michael P. "Doc" Sweeney**

640 Craig St  
Jonesville, MI 49250  
517-610-4354  
msweeney@hillsdale.edu

#### **Selected Experience (and highest rank achieved)**

2022 – Now    Professorsor Emeritus, Hillsdale College  
1996 – 2021   Hillsdale College, Hillsdale, MI., McCabe/UPS Memorial Endowed Chair,  
                  Professor and Director of Accounting.  
2001 – 2016:   University of Maryland University College, Adjunct Graduate Professor.  
1994 – 1996:   Bellarmine University, Louisville, KY, Assistant Professor, 1994 - 1996.  
1988 – 1993:   University of Kentucky, PhD Candidate, Teaching and Research Assistant  
1979 – 1988:   Lawrence Technological University, Southfield, MI., Associate Professor.  
1977 – 1979:   Nemes & Company, CPA's, Birmingham, MI., staff accountant.

#### **Education**

University of Kentucky: Ph.D., 1994, Major: Accounting, Minor: Statistics.  
University of Detroit, M.B.A., 1977.  
Aquinas College, Grand Rapids, MI., B.S. Business Administration, 1974.

#### **Certifications and Awards**

2016 Michigan Association of CPA's Accounting Teaching Excellence Award  
2006 Stanley J. Drazek Teaching Excellence Award  
Certified Public Accountant (MI, inactive)  
Certified Management Accountant (inactive)

#### **Selected College Service Contributions (current and past)**

Educational Policies Committee, Tenure and Promotion Committee (three terms, once as chair),  
Summer Leave / Sabbatical Committee (three terms), President's Special Committee on Sports and  
Academics, Library Committee (chair), Academic Computing Committee (currently serving second  
term), Nominating Committee, Academic Honesty Committee.

#### **Intellectual Contributions**

"CPA Licensing: Interstate Variability in Barriers to Occupational Entry, an Update", with Bruce Ikawa.  
Presented at the Academy for Business Research spring meeting in New Orleans, March 2017

"CPA Licensing: Interstate Variability in Barriers to Occupational Entry", with Bruce Ikawa. Presented at  
the American Society of Business and Behavioral Sciences annual meeting in February, 2011.

"Risk Management of Michigan's College and University Endowment Funds", with David Basterfield  
and Thomas Bundt. Presented at the Michigan Academy of Science Arts and Letters annual meeting,  
April, 2005.

"An Output-based Ranking of Business Programs", with Bruce Ikawa. Presented at the Academy of  
Business Administration annual meeting in April 2002.

"Enhancing the Atmosphere of Your Online Classroom - Part II", DE Oracle, March-April 2002.

"Enhancing the Atmosphere of Your Online Classroom - Part I", DE Oracle, January-February 2002.

"The Use of Management Accounting Techniques by City Governments", with Relmond VanDaniker and Gerry Miller, Journal of Business and Public Affairs, fall 1998.

"Management Accounting in Municipal Governments", with Gerry Miller, presented at the 1998 Ohio Regional American Accounting Association Conference.

"The Effect of Market Value Accounting on Commercial Bank Financial Statements", with Daniel Bauer, presented at the 1996 Ohio Regional American Accounting Association Conference.

Book review of Get Rich Slow, by Tama McAleese. Louisville Currier-Journal, June 4, 1995

Book review of The Closet Entrepreneur, 337 Ways to Start Your Successful Business With Little or no Money, by Balter and Shook. Louisville Currier-Journal, March 5, 1995.

Auditing in the States: A Summary, research associate, copyright 1989, National Association of State Auditors, Comptrollers and Treasurers, Lexington, KY

### **Community Service**

Volunteer Assistant Coach, Hillsdale College Action Shooting Team (2017 to Now)

Volunteer Assistant Track Coach, Jonesville Middle School and High School (2005 to 2017 and starting again in the spring of 2023)

Hillsdale Community Hospital Finance Committee, Chair (2014 – 2020)

Volunteer income tax preparer and Hillsdale College volunteer liaison for VITA; the Volunteer Income Tax Assistance Program. (2011 – 2017).

RECEIVED  
FEB 01 2023

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

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

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

Planning Commission

1. **Name** Kayla M. 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**

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

8. **Length of residency in Jonesville** 4 years

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

Board Member, City of Jonesville Zoning Board; Board Member, University of Michigan

Alumni Club of Hillsdale County; Volunteer, Hillsdale UB Church

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.)**

I am seeking appointment on the Planning Commission Board as I am passionate about the success of the City of Jonesville. As a local homeowner and member of the community, I want to help make our city vibrant and attractive to new families. I believe my prior residential history will be a great asset to this Board, as I have lived in many other areas and can offer new ideas for future projects. Additionally, I was born and raised in Hillsdale County so I have a great understanding of our community, its values, and the needs of our residents.

2/1/2023

**Date of Application**



**Signature**

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

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

RECEIVED  
JAN 31 2023

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

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

Planning Commission

1. Name Wanda White 2. Occupation Office Manager  
3. Employer White Machine Automation 4. Email address Wanda.white@whitemachine.net  
5. Home Address 4931 Chadam Lane Jonesville MI 49250  
Street City Zip  
6. ~~Home~~ <sup>Cell</sup> Telephone 517-740-6283 7. Business Phone 517-563-8850  
8. Length of residency in Jonesville 8 yrs.  
9. List other community organizations/commissions that you are a member of.

Member of EDP of Hillsdale County

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 small business owner/operator I would appreciate the opportunity to contribute with planning & strategies to help the community grow and prosper.

1-31-2023  
Date of Application

Wanda White  
Signature

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

**Wanda L. White  
4931 Chadam Lane  
Jonesville, MI 49250  
517-563-8850 Work  
517-740-6283 Mobile**

**General:**

**DOB: June 6, 1963  
Marital Status: Married 37 years  
Children: 2 Boys**

**Education:**

**Livingston Academy High School - Graduated 1981  
Computer Class - Career Center, Jackson 2001  
Microsoft Office Class - July 2008  
Certified Nurses Aide - October 2009  
Medical Billing & Coding - April 2011**

**Job Experience:**

**6/1979 - 6/1980 Seamstress - Osk Kosh B'Gosh**

**6/1980 - 9/1984 Seamstress - Lynn's Sportswear**

**9/1984 - 3/1986 Inspector, Assembly Line Employee, Loader for  
Brazing Furnace, Loader for Welder - Livingston Tubular Products**

**6/1986 - 5/1988 Seamstress, Customer Service - Nimble Needle**

**5/1988 - 3/1990 Wire Electrical Boxes for Crimp Machines, Assemble  
Crimp Machines, Assemble Air Conditioner Louvers - Lomar Machine  
and Tool Company**

**3/1990 - 10/2001 24 Hour Stay At Home Mom**

**6/1995 - 10/2008 Part-Time Housekeeping Residential**

**10/2001 - 6/2015 Title 1 Aide - Concord Community Schools**

**10/2010 - 12/2010 CNA - Allegiance Health**

**10/2008 - To Present: Office Manager, Accounts Receivable,  
Accounts Payable, Payroll, Receptionist, Customer Service,  
Everything else required to operate a small business - White Machine  
& Automation, LLC**

RECEIVED  
JAN 10 2023

JONESVILLE CITY BOARDS & COMMITTEE  
APPLICATION FOR APPOINTMENT

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

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

ALL

PLANNING COMMISSION, LOCAL DEVELOPMENT  
FINANCE AUTHORITY, ZONING BOARD OF APPEALS

1. Name DAVID E. WINDLE 2. Occupation TEACHER

3. Employer RETIRED 4. Email address DAVID.WINDLE@COMCAST.NET

5. Home Address 402 E. CHICAGO ST. JONESVILLE MI 49250  
Street City Zip

6. Home Telephone 517 3208955 7. Business Phone —

8. Length of residency in Jonesville 6 YEARS

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

TEACHER OF ALL BUSINESS RELATED SUBJECTS.  
ACCOUNTING, BUSINESS LAW, MARKETING, MANAGEMENT,  
PERSONAL FINANCE AND OTHERS. I HAVE ALSO OWNED  
AND OPERATED MY OWN BUSINESS (SERVS) IN HILLSDALE.

1/10/2023  
Date of Application

David E. Windle  
Signature

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

# DAVID WINDLE

P.O. Box 151, Jonesville, MI 49250 • (517) 320-8955 • david.windle@comcast.net

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## INSTRUCTOR

*Student oriented Accounting/Management Instructor and Chairperson with over 10 years of experience at the college level teaching and computer software sales and trainer. Well-versed in computer-based systems including Blackboard. Extensive background in B2B and retail sales.*

- Cost Accounting
- Tax for Corporations Accounting
- Managerial Accounting
- QuickBooks
- Management
- Beginning and Advanced Accounting

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## PROFESSIONAL EXPERIENCE

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### **INSTRUCTOR-CHAIRPERSON MGT/HRM Sept. 2000 – Sept. 2013**

BAKER COLLEGE – Jackson, Michigan  
*Managed Departments and Instructed Classes*

Full-time Instructor and Department Chairperson for Management and Human Resources. Hired adjunct instructors, advised students and performed all duties required as Department Chair. Taught 4 classes per term in Accounting, Management, Computer Software, etc. Started as adjunct instructor in Fall of 2000. Moved to full-time in September 2008.

### **AUTO CLAIMS SPECIALIST April 2007 August 2008**

FARMER'S INSURANCE

*Inspection and estimating of auto claims*

Worked as an auto claims specialist in an assigned territory. Duties include inspection of vehicle, completion of estimate, contact with parts suppliers, and customer service. This position is home-office based and requires an understanding of insurance, customer service and automobiles.

### **BUSINESS MANAGER, February 2002 – July 2006**

WINDLE'S – SEARS RETAIL DEALER STORE, Hillsdale, MI

*Lead retail dealer operation for major high-profile company.*

Established business, built team of eight, and fostered "client-first" environment. Coached dedicated team to advanced company goals and build customer base. Interface directly with customers and suppliers. Oversaw business-management functions ranging from sales, scheduling, and resource allocation to inventory management, delivery and accounts payable / receivable.

#### ***Selected accomplishments:***

- Realized revenue increase of \$800,000 to generate \$2 million in annual revenues in under three years.
- Invested time training sales professionals on product information and delivering sales presentations to effectively influence buying decisions of customers.

*continued*

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*Professional Experience Continued***SALES REPRESENTATIVE, 2001 – 2002**  
ANACOMP, INC., San Diego, CA

*Penetrated territory to increase sales for storage document company.*

Developed sales plan to elevate software sales through new business development, territory management, and account acquisition / retention. Conducted cold calls, followed up on leads, and cultivated relationships to advance growth objectives. Orchestrated details of delivery between all essential parties.

***Selected accomplishments:***

- Maintained close contact with existing customers to determine future needs and respond expediently to issues, leading to continued loyalty to products and company.
- Continued to create and communicate opportunities to customers during difficult time for company.

**SALES REPRESENTATIVE, 1999 – 2001**  
MESSAGEMEDIA, INC., Boulder, CO

*Advanced sales for Internet-marketing company generating \$5 million.*

Grew sales for start-up business by identifying opportunities and promoting product benefits to create need / demand. Collaborated with potential customers to complete needs analysis based on environment and objectives. Analyzed sales trends / activity to continually improve on results. Maintained and reported essential sales information. Monitored activities of competition to maintain / gain competitive advantage.

***Selected accomplishments:***

- Drove initiatives to boost sales to over \$900,000 annual in two years.
- Defined customer needs and offered software solutions to spur sales.

**SALES REPRESENTATIVE, 1997 – 1999**  
STERLING COMMERCE, Columbus, OH

Performed heavy prospecting and lead development to grow client base. Gained extensive product knowledge and conducted product presentations to educate potential and existing customers to fulfill needs. Oversaw sales from initial contact through to installation to maximize satisfaction. Track weekly sales to base future initiatives.

***Selected accomplishment:***

- Gained access to key decision makers to present products and negotiate sales to accelerate revenues.

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**EDUCATION & CREDENTIALS**

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**Master of Arts in Business Education**

WESTERN MICHIGAN UNIVERSITY, Kalamazoo, MI

***Technical Proficiencies***

Word, Excel, Access, Outlook Express; Windows and UNIX

***Professional Affiliation***

Chamber of Commerce

## Jeff Gray

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**From:** Jacob Hurt <jhurt@mijackson.org>  
**Sent:** Wednesday, March 1, 2023 10:39 AM  
**To:** Jeff Gray  
**Subject:** RE: Jonesville Recreation Master Plan

Hey Jeff,

Do you know when spring break is for Jonesville schools? That will determine when I schedule stakeholder interviews. I'm aiming for the last two weeks of March for those interviews if they don't conflict with spring break. I'll begin reaching out to schedule those next week.

Thanks,

Jacob

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**From:** Jeff Gray <JGray@jonesville.org>  
**Sent:** Tuesday, February 28, 2023 10:02 AM  
**To:** Jacob Hurt <jhurt@mijackson.org>  
**Subject:** RE: Jonesville Recreation Master Plan

Good morning, Jacob.

I'll be putting together a Planning Commission packet this week for their meeting on the 8<sup>th</sup>. Thought I'd check in to see if you have any updates that I can pass along to them?

Jeff

**Jeffrey M. Gray · City Manager**  
**City of Jonesville**  
265 E. Chicago Street · Jonesville, MI 49250  
(517) 849-2104



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**From:** Jacob Hurt <jhurt@mijackson.org>  
**Sent:** Thursday, February 2, 2023 5:15 PM  
**To:** Jeff Gray <JGray@jonesville.org>  
**Subject:** RE: Jonesville Recreation Master Plan

Jeff,

Sounds good. I'll call you on Tuesday, February 7 at 10:00 AM.

Thanks,

Jacob