



**CITY OF JONESVILLE
PLANNING COMMISSION AGENDA
WEDNESDAY, JULY 10, 2024, 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. May 8, 2024 Meeting
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
 - A. None
- 6. NEW BUSINESS**
 - A. Planning Commission Vacancies
 - B. Park Plan Implementation
- 7. OTHER BUSINESS**
 - A. Project Updates
- 8. ADJOURNMENT – Next meeting Wednesday, August 14, 2024 at 7:00 p.m.**

[Action Item]
[Information Item]

**CITY OF JONESVILLE
PLANNING COMMISSION
Minutes of May 8, 2024**

A City of Jonesville Planning Commission meeting was held on Wednesday, March 8, 2024 at the Jonesville City Hall, 265 E Chicago Street, Jonesville, MI. Chair Christine Bowman called the meeting to order at 7:04 p.m. and guest Liam Crouch gavelled the meeting.

Present: Christine Bowman, Annette Sands, Brenda Guyse, Jim Ackerson and Ryan Scholfield

Absent: Two Vacancies

Also Present: Jeff Gray, Charles Crouch, and Liam Crouch

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: Two vacancies. Motion carried.

Annette Sands made a motion and was supported by Brenda Guyse to approve the minutes from March 13, 2024. All in favor. Absent: Two vacancies. Motion carried.

Brenda Guyse made a motion and was supported by Jim Ackerson to approve a budget and Capital Improvement Plan recommendation for park improvements, as presented with amendments. The improvements would include a replacement Christmas Tree and associated improvements in Carl Fast Park and Wright Street Park, and development of an engineered concept plan for Wright Street Park, based on a proposal from Fleis and Vandenbrink, at a total cost of \$68,000. All in favor. Absent: Two vacancies. Motion carried.

A motion was made by Brenda Guyse and supported by Ryan Scholfield to recommend that the City Council consider approval of the Capital Improvement Plan as presented. Notable planning and development projects include the Parks projects, expansion of Sunset View Cemetery, West Street reconstruction and south side of Adrian Street to Maumee Street intersection, downtown projects to facilitate the Riverview Flats development and accomplish the US-12 Road Diet. All in favor. Absent: Two vacancies. Motion carried.

Manager Gray provided updates.


The next meeting is scheduled for Wednesday, June 12, 2024 at 7:00 p.m.

The meeting was adjourned at 7:36 p.m.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville Planning Commission
From: Jeffrey M. Gray, City Manager 
Date: July 3, 2024
Re: Manager Report and Recommendations – July 10, 2024 Planning Commission Meeting

6. A. Planning Commission Vacancies **[Action]**

Staff has advertised for interested candidates to fill two vacancies on the Planning Commission. Staff reached out to the five individuals who applied in early 2023 and received notice from one, David Windle, that he would like to be considered at this time. An application was also received from Kenneth Koopmans.

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 applications and is requesting a recommendation for the appointment. Both candidates are qualified electors in the City. A recommendation for appointments should be made by motion and vote of the Planning Commission. *Please refer to the applications for appointment from Kenneth Koopmans and David Windle.*

6. B. Park Plan Implementation **[Information]**

This agenda item is reserved for discussion of FY 2024-25 projects to implement the Recreation Master Plan.

7. A. Project Updates

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

Kenneth J. Koopmans
509 West Chicago Street
Jonesville, MI, 49250

June 30, 2024

City of Jonesville
265 East Chicago Street
Jonesville, MI, 49250

Dear Search Committee:

I am writing to express my enthusiastic interest in volunteering for the Jonesville, Michigan Planning Commission. As a resident of Jonesville for the past eight years, I have developed a profound appreciation for our community's unique character and potential. With this deep-seated commitment to our town's well-being and growth of our town that I am inspired to contribute my skills and time to the Planning Commission.

My professional background, which encompasses strategic planning, community engagement, and project management, positions me well to make meaningful contributions to the Commission. I believe in the importance of thoughtful, sustainable, and inclusive development that meets the needs of all residents. Volunteering with the Planning Commission will allow me to leverage my experience to help guide Jonesville toward a future that balances growth with our cherished small-town values.

I am particularly drawn to the role of the Planning Commission because of its vital function in shaping the land use and public spaces that define our community. I am enthusiastic about the opportunity to work collaboratively with other dedicated volunteers, city officials, and residents to create comprehensive plans that respect both our heritage and our aspirations for the future.

Thank you for considering my application to join the Jonesville Planning Commission. I am excited about the possibility of contributing to the ongoing development and prosperity of our community. I am available for an interview at your convenience and can be reached at 203-507-8506 or Ken.Koopmans@gmail.com.

Sincerely,

Kenneth J. Koopmans

**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 Ken Koopmans 2. Occupation _____

3. Employer Hillsdale College 4. Email address Ken.Koopmans@gmail.com

5. Home Address 509 West Chicago St. Jonesville, 49250
Street City Zip

6. Home Telephone 203-507-8506 7. Business Phone _____

8. Length of residency in Jonesville 8 years

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

COUNTY S. DE BIBLE CHURCH

HILLSDALE REPUBLICAN PARTY

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.)

6/30/24
Date of Application

[Signature]
Signature

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

Kenneth J. Koopmans

509 W. Chicago Street
Jonesville, MI 49250

203-507-8506
ken.koopmans@gmail.com

Summary of Qualifications

Doctorate in Strategic Leadership with over 20 years of experience providing career-related programming, career counseling, and administering scholarship funding to students. Analytical and results-driven leader with a proven history of meeting departmental and organizational goals. Recognized by Princeton Review as overseeing the 16th Best Career Services office in the country. Former U.S. Soccer National Referee with self-starting success in personal and professional life. Top 5 Clifton Strengths: Analytical, Achiever, Restorative, Competition, Harmony.

Experience

Executive Director, Career Services Office

3/2016 - Present

Founder & Director, Kehoe Family Initiative for Entrepreneurial Excellence

Head Coach, Hillsdale Women's Club Soccer Team

Hillsdale College, Hillsdale, MI

Leadership & Coaching

- Oversee team of 8 full-time and 16 student employees, a faculty partner, a graduate assistant, and remote teammates in D.C. & Nashville. Grew staff from 4 full-time employees in 2016. Built innovative structure to manage diverse set of responsibilities including career services, an entrepreneurship program, on-campus employment, and Commencement.
- Implemented KPIs and efficient data-tracking processes related to career interests, internships, and job placements. These strategic changes led to national recognition of department.
- Received invitations to speak at several national and regional associations. Also met via Zoom with senior leaders and staff from other colleges. Addressed many questions from institutions seeking to match our results.
- Host Ideation Hours where entrepreneurship students are guided toward execution of initiatives with support.
- During inaugural year as soccer coach, earned first playoff appearance in soccer team's 13-year history. Team previously never had a winning season, including a streak of eight years without a win. During second year as coach, won first playoff match in team history. Team has been invited to join a new, more competitive league for Fall 2024.

Campus Collaboration

- Regularly attend staff meetings with Institutional Advancement, Faculty, and Deans of the college. Also meet individually with many key campus influencers.
- Created an experiential education program focused on localism. 8 different faculty teach the summer course with weekly service learning trips within the county.
- Developed a full-time position within the Washington, D.C. campus where a Manager of Professional Development serves as a liaison between main campus and the Kirby Center. Maintain half-supervision of the full-time employee to ensure the semester-long co-op program is successful for students, employers, and faculty.
- Created experiential education classes in Risk Assessment and Artificial Intelligence. Identified guest lecturers to teach the class while students worked on actual projects for a company.
- Developed 5-year plan with several areas of the college. Submitted strategic initiatives for alumni relations office which changed the way the department operates. Also created fundraising prospectus template for all fundraisers to utilize.
- Created spreadsheet calculating cost of minimum wage increases and merit raises from 2019 to 2030 fiscal year for on-campus student employment. Collaborated with Controller and Human Resources to overhaul campus student employment program. New initiative included goal setting and performance evaluations, creating a program that aligns with experiential education initiatives. Worked with faculty to encourage their participation in the program.
- Built online event registration system that automated processes and issued digital tickets for college-wide events. Served as Product Owner, collaborating with one ITS representative for 9 months to complete the system.
- Wrote fundraising prospectus and program modules for Entrepreneurship Initiative. Included key fundraisers, staff, and faculty in decision-making processes.
- Initiated industry-focused job fairs which has increased the number of employers that visit campus each year 10x.

Outreach

- Oversaw the development and coordination of networking trips to Chicago, Detroit, Lansing, Grand Rapids, Washington D.C., New York, and Nashville. Proactively connected with parents, alumni, and friends of the college to build a cohesive network. Incorporated housing assistance into programs, which eliminated barriers to student participation.
- Launched program for students to intern with MPs in UK Parliament. Students complete pre-reflections before leaving and reflection seminars upon returning.
- Independently host monthly, 50-minute talk with prospective students and families. Also participate in Zoom calls with prospective international students and their families.
- Implemented The Hub; a job board and networking platform open to students, alumni, parents, and friends.
- Launched successful podcast called Beyond the Bubble where successful alumni speak about their career trajectories.
- Oversee the college's LinkedIn account. Followers doubled after five years.
- Work directly with federal judges to assist graduates in securing legal clerkships.
- Oversaw Commencement activities during Covid. Fielded calls from parents, alumni, friends, and media. Collaborated with Media Relations to ensure accurate, consistent communication to internal and external constituents.
- Secured \$3M+ in funding for entrepreneurship program and other initiatives.
- Travel several times per year to attend donor and alumni functions throughout the country.

Data Reporting

- Consistently collect, analyze, and interpret data for many areas under my purview.
- Distribute timely reports to multiple academic and administrative departments related to career services, on-campus student employment, and Commencement. Career Services data includes 99.7% response rate to First Destination Survey, 98-99% placement, 93% of placements are aligned with graduates' career goals.
- Submit Board Report three times per year. Reports are distributed to Trustees of the College and the President of the College. Key metrics include all data related to placement numbers including demographics important to the college. After several years of a correlation that connected lack of internships with lack of satisfaction in job placement, created a new full-time role whose goal it is to increase first-year student participation in career services initiatives.
- Develop and execute surveys for students and employers participating in the Washington, D.C. co-op program. Also develop and execute surveys for different populations such as graduating seniors, students who participate in various programming, faculty initiatives, on-campus student employment, and students, faculty, and community members who participate in the Summer Localism Service Learning Program.

Human Resources & Talent Management

- Launched a robust merit-based, student employment program with performance evaluations, goal setting, and pay bands.
- SHRM member; stay up to date on compliance issues. Solve issues related to on-campus experiential education.
- Present monthly professional development workshop to managers of student employees.
- Developed campus-wide system for supervisors of student workers to submit summer intern and housing requests.
- Created digital process for students and supervisors to enter goals and performance evaluations.

Internship Consultant, PathIvy

12/2022 – 8/2023

- Created internship program for high school students striving to build an elite resume for college admissions.

Executive Director, Career & Professional Development, Connecticut College, New London, CT

9/2015 – 2/2016

- Created 3-day intensive programs on Financial Literacy and Entrepreneurship. Created 5-day intensive professional development program that incorporated three industry tracks and industry-specific case competitions.
- Developed a budget proposal to purchase a program that allowed for a more effective execution of the college's four-year career curriculum. Budget approved by Trustees and Senior Staff.
- Collaborated with faculty to incorporate employer case studies into academic coursework.

Deputy Director and Director of Employer Relations, Office of Career Strategy

7/2012 – 9/2015

Yale University, Center for International and Professional Experience, New Haven, CT

- Strategized and implemented changes to adhere to the 9% University-wide budget cut. Successfully managed communication of changes to effected groups while preserving relationship between alumni and the University.

- Helped oversee the merge of three offices into one. Strategized all aspects of office structure including new staff reporting lines and new staff duties and responsibilities.
- Implemented new policy and cost-saving financial structure for cities participating in the international internship program. Change resulted in increase from 12 to 31 cities over 2 years. Hired and oversaw new consultants in these cities.
- Created new Corporate Sponsorship Program that increased programming budget by ~10%.
- Oversaw transition to new third party vendor and new department-wide database. Served as liaison between vendor and department throughout the transition. Created new database modules within the software.
- Created Yale in San Francisco, which connected students and alumni through Yale-coordinated events.
- Conducted strategic relationship management through domestic and international travel. Attended International Club Presidents Summit in Rome, 2014. Met key constituents in Israel, Turkey, and many U.S. cities.
- Extended Yale Alumni Community Service Fellowship program to new locations throughout the country.

Founder and Director, Connecticut State Referee Program (CSRP) Mentoring Academy 1/2014 – 2/2016

Former National Referee, U.S. Soccer 2006 – 2015

- Founded a comprehensive training and mentoring program after \$10,000 grant proposal was accepted.
- Developed a yearlong curriculum that provided a clear path for referees eager to earn promotions.
- Ranked in the top 1% of soccer referees in the country (2014 & 2015). Began at lowest level in 2006.

Director of Internship Programs, Amherst College, Amherst, MA 2/2010 – 7/2012

- Worked with alumni leaders to create internship program of 450 alumni who offered full-time summer positions.
- Created and grew partnership programs in Mexico, Sierra Leone, India, China, Haiti, and South Africa.
- Created and monitored mentoring program in which every College-funded intern was connected with an alumni mentor. Over 170 alumni engaged with students. Mentoring program facilitated new financial gifts to the college.
- Allocated over \$500k in endowed alumni funds to students with qualifying internships. Coordinated a selection committee that included faculty from all departments offering funding.
- Designed unique 8-week curriculum where students learned to be active and engaged citizens in the community. Coordinated alumni, faculty, and community speakers, planned field trips. Engaged students in critical reflection.
- Collaborated with the office of Institutional Research to complete regular evaluation and outcome assessments of programs. Reciprocated information & data with the advancement team. These collaborations helped the college to share information and work collaboratively to identify supporters.
- Developed new system to streamline funding process for the internship program. Proposal was approved by 7 departments, including Dean of Faculty. Oversaw process to ensure diversity of funding dispersal.

Associate Director of Career Services, Adjunct Instructor, University of Portland, Portland, OR 10/2003 – 8/2008

Career Advisor, M.I.T., Cambridge, MA 8/2002 – 7/2003

Co-op Advisor, Northeastern University, Boston, MA 9/2001 – 7/2003

Publications

Graduates Face an Uncertain Job Market, Crain's Business, 2020

Defining Success in an Avaricious Culture, 2016

4 Untold Benefits of Hiring a Liberal Arts Graduate, 2016

Professional Development

Presenter, EACE, Building a Sustainable International Internship Program

Committee Member, EACE, Road Trip to the Real World

MBTI Certified

Host, Wall Street Ivy Meeting, New York, NY

Managing at Yale Essentials

Inside Out Coaching, Yale University

Member, NACE

Certificate, 8-course, 40-hour Leadership Training, Amherst College

Certificate, Meeting Our Professional Challenge

Certificate, Career Values: The Heart of Career Planning

Designed One-Year Professional Development Program for Hillsdale College Staff

Other Experience

Co-Founder and Vice President, Krishna's Mercy 8/2008 – 9/2015

- Created 501(c)3 and ensured regulatory compliance for the organization. Increased Facebook followers to 800k+.

Board Member, Portland Timbers, Portland, OR 8/2008 – 1/2010

- Directed 8v8 Soccer League for Eastside Timbers, an affiliate of Portland Timbers.
- Grew league from 8 to 16 teams. Handled all administrative duties including enforcement of disciplinary sanctions.
- Served as Referee for Portland Timbers' tryout matches.

Cashier and Assistant Service Manager, Finast and Edwards Super Foods Store, Medford, NY 1994 - 2000
Paperboy, Newsday, Medford, NY 1991 - 1995

Education

Doctorate, Strategic Leadership
Liberty University, School of Business

Master of Science, Applied Educational Psychology
Concentration: College Student Development
Northeastern University

Bachelor of Arts, Political Science & Interpersonal Communication (Double Major)
Minor: Conflict Management
Oswego State University

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

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

PROFESSIONAL EXPERIENCE

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

*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.

EDUCATION & CREDENTIALS

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