



City of
Jonesville

265 E. Chicago Street • Jonesville • MI 49250

(517) 849-2104 Ph
(517) 849-9037 Fx
www.jonesville.org
manager@jonesville.org

**CITY OF JONESVILLE
SPECIAL MEETING
COUNCIL AGENDA
JANUARY 4, 2017 - 6:30 P.M.
CITY HALL**

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / A MOMENT OF SILENCE

2. APPROVAL OF AGENDA

3. PUBLIC COMMENTS / AUDIENCE PRESENTATIONS

Citizens wanting to address the Council can do so at this time. Persons addressing the Council are requested to give their name and address for the record when called on by the Mayor.

4. REPORTS AND RECOMMENDATIONS

A. City Council Appointment

[ROLL CALL][Action Item]

5. OTHER BUSINESS


6. ADJOURNMENT



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To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: December 22, 2016
Re: Manager Report and Recommendations – January 4, 2017 Council Special Meeting

4. A. City Council Appointment [ROLL CALL][Action Item]

Pursuant to Section 5.9 of the City Charter, the filling of the vacancy of Councilman Arno's seat on Council following his election to Mayor is to take place by appointment of the City Council. The vacancy must be filled within 60 days and the appointee will serve for the balance of the term, which is through November of 2018.

The vacancy was advertised online, by radio and in the local newspaper, and three applications were received by the December 9, 2016 deadline. All three applications are attached for reference. Council referred the applications to the Personnel Committee, composed of Mayor Arno, Mayor Pro-Tem Bowman and Councilman Steel. The Committee has unanimously recommended Brenda Guyse. A motion is necessary to make the appointment and a roll call vote is recommended. Should Council concur with the recommendation, the oath of office would be administered to Mrs. Guyse at the January 18, 2017 meeting. The applications from Mr. Ackerson and Mr. Windle would be considered by the Planning Commission for a recommendation to Council regarding the pending vacancy there. *Please refer to the applications for the City Council vacancy.*

**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.)

CITY COUNCIL

1. Name BRENDA GUYSE 2. Occupation RETIRED
3. Employer N/A 4. Email address bjguyse@yahoo.com
5. Home Address 313 PARK ST. JONESVILLE, MI 49250
Street City Zip
6. Home Telephone 517-917-4594 Business Phone N/A
8. Length of residency in Jonesville 602 YRS.
9. List other community organizations/commissions that you are a member.
NONE - CURRENTLY

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 Attachments

11-23-16
Date of Application

Brenda J. Guyse
Signature

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

November 23, 2016

City of Jonesville
Jeff Gray, City Manager
265 E Chicago Street
Jonesville, MI 49250

RE: City Council Vacancy

Dear Jeff Gray,

My name is Brenda Guyse, and I am writing to apply for the City Council vacancy posted on the City of Jonesville website last week. I am writing to you to express my desire to apply for that position.

I have enclosed an attached list of my Jonesville experience, resume, references and copies of my certificates for your review.

Please don't hesitate to call me at 517-917-4591. I can also be reached by email at bjguyse@yahoo.com and I'm also a friend of the City of Jonesville Facebook page.

I look forward to hearing and meeting you in the near future.

Sincerely,

A handwritten signature in cursive script that reads "Brenda J. Guyse". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Brenda J. Guyse

LIST OF JONESVILLE EXPERIENCE

- 1972–1982 Jonesville High School Alumni Association – Recording Secretary
- 1975–1985 Jonesville Junior Jill’s Association – Member
- 2004–2011 Hillsdale Co. Domestic Harmony – House/Client Volunteer – (2, 8 hour shifts/mo.)
- 2004 Jonesville Planning Commission
- 2006-2008 Jonesville Village Clerk
- 2009 Regional Planning Commission Committee Member
- 2008-2011 Trustee Village of Jonesville Council

REFERNCES

Mr. Gerald Arno
856 Maumee Street
Jonesville, MI 49250
517-849-2205

Mr. Jerry Drake
404 Parkwood Drive
Jonesville, MI 49250
517-849-9176

Mr. David Steel
466 Salem Drive
Jonesville, MI 49250
517-849-7281

Ms. Cindy Means
Clerk/Deputy Treasurer
City of Jonesville

Ms. Lenore Spahr
Finance Director/Treasurer
City of Jonesville

BRENDA J. GUYSE – RETIRED March 1, 2016

313 Park Street, Jonesville, MI 49250

517-917-4591 bjguyse@yahoo.com

WORK EXPERIENCE:

Tenneco – Litchfield, MI

Team Leader (2010-2016)

- Responsible for Coordination of shift production, reporting and daily scheduling.
- Inspection of part quality prior to and periodically during each shift.
- Coordination of job assignments based on production needs and attendance
- Monitoring and Maintenance of 5S in the work place/department.
- Providing daily updates on department operations to Supervisor.
- Software: Microsoft – Excel, Word and Tenneco Global.

Dow Automotive – Hillsdale, MI

Logistics Activity Scheduler (1998-2009)

- Schedule and arrange daily truck, ocean & air transportation, National and International
- Process road, ocean & air documents – DGI Certified Air Hazmat Preparer
- Focal Point and Site Auditor for International Shipments.
- System release & allocate batches to products for setting up shipments
- Responsible for creating spread sheets, monitoring and tracking of ocean containers
- Software: Microsoft – Outlook, Excel, Word and PowerPoint. Dow Global: SAP/Diamond

Armour Swift Eckrich – Quincy, MI

Customer Service/International Freight Scheduler (1997-1998)

- Responsible for International Customer Service calls
- Schedule and booked barge/steamer/container cargo transportation
- Processed documentation to related plants for ocean bills of lading
- Wrote the company's booking procedure
- Software: Lotus123, Professional Write and File

Target Directories – Manitou Beach, MI

Sales Assistant (1996-1997)

- Organized and made hourly appointments for outside sales representatives daily schedule
- Managed sales files, ad graphics and contacts for sales team.
- Responsible for daily sales reports and time expenditures
- Software: Company Specific Date Base

Education:

- 2009 Tenneco Team Leader Training
- 2007 DGI Air (IATA) (CFR-49) and Ocean Shipments Hazmat Training
- 1985-1986 Jackson Community College – Course Work in Information and Data Processing
- 1982-1984 Jackson Community College – Night Classes in Computer and Secretarial Science
- 1972 Jonesville High School Graduation – Top 10

CERTIFICATE OF ELECTION

STATE OF MICHIGAN

THE BOARD OF CANVASSERS of the COUNTY OF HILLSDALE
having ascertained and canvassed the votes in the
CITY OF HILLSDALE, for the ELECTION, held on the
Seventh Day of November, Two Thousand Six.

DO HEREBY CERTIFY and DETERMINE, that

BRENDA J. GUYSE

having received a sufficient number of votes is elected to the

OFFICE of

JONESVILLE VILLAGE CLERK

for the term of TWO YEARS expiring November 19, 2008.

IN WITNESS WHEREOF, we have hereunto set our hands and
affixed the seal of the County of Hillsdale this
Ninth Day of November, Two Thousand Six.

Attest:



Thomas C. Mohr
Thomas C. Mohr, County Clerk
Clerk-Board of Canvassers

Board of Canvassers

Beverly C. Brown
Beverly Brown, Chairperson

Marlin A. Field
Marlin A. Field

Mary Jo Godfrey
Mary Jo Godfrey

June E. Radabaugh
June E. Radabaugh

CERTIFICATE OF ELECTION

STATE OF MICHIGAN

THE BOARD OF CANVASSERS of the COUNTY OF HILLSDALE
having ascertained and canvassed the votes in the
CITY OF HILLSDALE, for the GENERAL ELECTION, held on the
fourth day of November, Two Thousand Eight.

DO HEREBY CERTIFY and DETERMINE, that

BRENDA J. GUYSE

having received a sufficient number of votes is elected to the

OFFICE of

TRUSTEE

VILLAGE OF JONESVILLE

for the term of FOUR YEARS expiring November 20, 2012.

IN WITNESS WHEREOF, we have hereunto set our hands and
affixed the seal of the County of Hillsdale this
fifth day of November, Two Thousand Eight.

Attest:



Thomas C. Mohr
Thomas C. Mohr, County Clerk
Clerk-Board of Canvassers

Board of Canvassers

Mary Jo Godfrey
Mary Jo Godfrey, Chairperson

Marlin A. Field
Marlin A. Field

Mary Jo Dunlap
Mary Jo Dunlap

June E. Radabaugh
June E. Radabaugh

QUALIFICATIONS SUMMARY

Seasoned Manufacturing Engineering / Quality Manager with proven leadership and diverse experience in manufacturing processes, Toyota Production System and setting and achieving engineering goals.

- Managed and completed multimillion dollar projects on time and within budget.
- Increase production and reduced manpower through reprocessing with net effect of reducing manufacturing costs.
- Implemented Toyota Production System on various lines.
- Trained and supervised manufacturing engineering, CAD design and tool room personnel.
- Set-up new manufacturing plant in San Louis Potosí, Mexico from plant selection to production.
- Proficient in Microsoft Office, AutoCAD, Microsoft Project, and other software.

EDUCATION

1985 B.S. Agricultural Engineering, Michigan State University, East Lansing, Michigan

PROFESSIONAL EXPERIENCE

Present
Sept 2008 **GROHOLSKI MANUFACTURING SOLUTIONS - Coldwater, Michigan Plant**
Senior Engineering Manager - A Design and Sales Company in the Food Industry
Design and purchase parts for system improvements targeting food and beverage processors.
Responsible for design and build to reduce overall true costs of a parts life cycle.

Sept 2008
Sept 2002 **GENERAL PRODUCT CORPORATION - Angola, Indiana Plant**
Engineering / Quality Manager
Managed Quality, Engineering, Document Control and Tool Crib at a \$ 85 million facility
Responsible for installing 3 Mazak Flexible Machine System with 17, FH-6800 horizontal systems
Met or exceeded all durable and perishable tooling, scrap and production efficiency targets for 4 years
Set up Kaizen events to remove waste with process mapping from order to shipping
Set up stores system (Kanban) base on order history with customer on over 125 parts numbers
Quantified Brown and Sharp CMM purchase upgrade based on OEE issues

Sept 2002
April 2000 **EAGLE PICHER AUTOMOTIVE \ HILLSDALE TOOL - Hamilton, Indiana Plant**
Engineering Manager
Managed Manufacturing Engineering, Tool Room and CAD designer at a \$ 60 million facility...
Responsible for developing new and existing processes to eliminate waste an improve costs...
Launched 4 successful Multi-million dollar new projects and 2 major reprocessing projects
for cost reduction and or increase customer demand...

2000 to
1998 **EAGLE PICHER AUTOMOTIVE \ HILLSDALE TOOL - Jonesville, Michigan Plant**
Manufacturing / Engineering Manager
Manufacturing manager for new start-up plant in Tamworth, England plant...Reorganized manufacturing
and engineering to remove process inefficiency based off the Toyota Production System... Put systems
in place to develop an employee based Continuous Improvement Teams....Set-up scrap reduction teams
to reduce overall scrap by 42 % through product design and plant teams....Reduce scrap and in-process
rework to increase available floor space by 25%

1998 to
1992 **EAGLE PICHER AUTOMOTIVE \ HILLSDALE TOOL - Jonesville, Michigan Plant**
Corporate Manufacturing Engineer
Set-up and quoted new manufacturing processes for vibration dampers, power steering pumps
and power steering covers....Set-up and managed new start up in Mexico from site selection to
production...Set up Engineering,Quality,Tooling systems for new plant....
Trouble-shooting new processes at other plants and worked on tooling, fixturing and gauging issues..

1992 to
1985 **GENERAL MOTORS POWERTRAIN - Lansing, Michigan**
Manufacturing Engineer, Quality Engineer, and Facilities Engineer
Processed cylinder block, connecting rod, crankshafts , cylinder heads and process handling
equipment for production parts...

REFERENCES

References are available and will be furnished upon request.

**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.)

CITY COUNCIL

PLANNING COMMISSION

1. Name DAVID WINDLE 2. Occupation RETIRED

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

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

6. Home Telephone 517-370-8955 7. Business Phone _____

8. Length of residency in Jonesville 2+ yrs.

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

HILLSDALE CHAMBER OF COMMERCE

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.)

ALTHOUGH I HAVE LIVED IN JONESVILLE FOR A
LITTLE OVER 2 YEARS CURRENTLY, I GREW UP
HERE AND ATTENDED JONESVILLE HIGH SCHOOL (66)
AND TAUGHT BUSINESS CLASSES IN THE 1970'S.

(OVER)
11-23-2016

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