

1. City Council Regular Meeting Agenda

Documents: [AGENDA 8-16-12.PDF](#)

2. City Council Regular Meeting Packet

Documents: [8-16-12 AGENDA AND PACKET.PDF](#)



**CITY OF YPSILANTI  
SPECIAL COUNCIL MEETING AGENDA  
CITY COUNCIL CHAMBERS – ONE SOUTH HURON ST.  
YPSILANTI, MI 48197  
THURSDAY, AUGUST 16, 2012  
6:00 P.M.**

**I. CALL TO ORDER –**

**II. ROLL CALL –**

|                          |     |                     |     |
|--------------------------|-----|---------------------|-----|
| Council Member Bodary    | P A | Council Member Robb | P A |
| Council Member Jefferson | P A | Council Member Vogt | P A |
| Council Member Murdock   | P A | Mayor Schreiber     | P A |
| Mayor Pro-Tem Richardson | P A |                     |     |

**III. INVOCATION –**

**IV. PLEDGE OF ALLEGIANCE –**

“I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

**V. INTRODUCTIONS –**

**VI. AGENDA APPROVAL –**

**VII. AUDIENCE PARTICIPATION-**

**VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS**

1. Resolution 2012-160, approving Michigan Municipal League (MML) Liability and Property Pool insurance coverage beginning August 1, 2012 – July 31, 2013.

**IX. WORK SESSION WITH RECREATION COMMISSION**

Proposed Parkridge Park Expansion Project

**X. AUDIENCE PARTICIPATION -**

**XI. REMARKS BY THE MAYOR –**

**XII. ADJOURNMENT –**

Resolution No. 2012-161, adjourning the Special Council Meeting.



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REQUEST FOR LEGISLATION  
July 19, 2012

FROM: Frances McMullan, City Clerk

SUBJECT: Resolution to Approve MML Renewal Premium

**SUMMARY & BACKGROUND:**

The City Clerk's office has received an invoice in the amount of \$358,946.00 for the renewal of the City's Property and Liability insurance through the Michigan Municipal League (MML), for coverage beginning August 1, 2012 and ending July 31, 2013.

The amount of the renewal premium reflects a savings of \$10,809, or approximately 2.9%, over last year's premium of \$369,755.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution  
MML Proposal

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CITY MANAGER APPROVAL: \_\_\_\_\_ COUNCIL AGENDA DATE: 08/16/2012

CITY MANAGER COMMENTS: \_\_\_\_\_

FINANCE DIRECTOR APPROVAL: \_\_\_\_\_



Resolution No. 2012-160  
August 16, 2012

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

THAT, the invoice submitted for payment to the Michigan Municipal League Liability and Property Pool for issuance of coverage beginning August 1, 2012 and ending July 31, 2013 in the amount of \$358,946 be approved;

BE IT FURTHER RESOLVED THAT the City Manager is authorized to sign and approve payment of the invoice.

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

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

YES:

NO:

ABSENT:

VOTE:



michigan municipal league

# MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

P.O. Box 972067, Ypsilanti, Michigan 48197-0835  
(248) 358-1100, (800) 482-2726  
Fax (248) 358-0534

# INVOICE

City of Ypsilanti  
1 South Huron Street,  
Ypsilanti, MI 481975453

Customer #: 5000160  
Policy Term: 08/01/2012 - 08/01/2013  
Invoice Date: 07/18/2012  
Invoice #: 6588201

Payment Enclosed: \$ \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

FOR PROPER CREDIT PLEASE DETACH THIS STUB AND RETURN WITH YOUR PAYMENT FOR THE TOTAL AMOUNT DUE

## MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

P.O. Box 972067, Ypsilanti, Michigan 48197-0835  
(248) 358-1100, (800) 482-2726, Fax (248) 358-0534

| TRANSACTION<br>EFFECTIVE DATE                                                                  | POLICY NUMBER | DESCRIPTION          | AMOUNT    |
|------------------------------------------------------------------------------------------------|---------------|----------------------|-----------|
| 08/01/2012                                                                                     | MML001185528  | Pool Renewal Premium | \$358,946 |
| <div>Due Date is 30 days from the<br/>effective or invoice date,<br/>whichever is later.</div> |               |                      |           |
| Total Amount Due                                                                               |               |                      | \$358,946 |

**City of Ypsilanti**  
**Premium Breakdown as of:**  
**August 1, 2012**

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**Liability**

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Limit of Liability \$ 2,000,000

|                                     |                     |
|-------------------------------------|---------------------|
| General Liability                   | \$53,020.00         |
| Police Professional                 | \$137,838.00        |
| Public Officials Errors & Omissions | \$84,848.00         |
| <b>Total Liability</b>              | <b>\$275,706.00</b> |

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**Property**

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|                           |            |
|---------------------------|------------|
| City Hall                 | \$3,751.00 |
| Fencing, Lighting         | \$18.00    |
| Police Station            | \$2,101.00 |
| Radio Tower               | \$13.00    |
| Flagpole, Lighting, Sign  | \$14.00    |
| Fire Station              | \$3,783.00 |
| Flag Pole, Lighting, Sign | \$38.00    |
| Dpw Office                | \$244.00   |
| Dpw Garage                | \$513.00   |
| Dpw Sign Shop & Storage   | \$179.00   |
| Storage Building          | \$76.00    |
| Dpw Repair Shop           | \$359.00   |
| Salt Storage Shed         | \$874.00   |
| Pole Barn                 | \$224.00   |
| Dpw Equipment             | \$232.00   |
| Fencing                   | \$44.00    |
| Parkridge Center          | \$1,101.00 |
| Sign                      | \$3.00     |
| Power House               | \$21.00    |
| Park Shelter              | \$147.00   |
| Storage Building          | \$33.00    |
| Park Shelter              | \$12.00    |
| Service, Storage Building | \$24.00,   |

**City of Ypsilanti**  
**Premium Breakdown as of:**  
**August 1, 2012**

| <b>Property</b>                                         |            |
|---------------------------------------------------------|------------|
| Fences, Lighting                                        | \$27.00    |
| Sign, Grills, Tables                                    | \$3.00     |
| Shelter, Restroom                                       | \$356.00   |
| Lighting, Signs                                         | \$52.00    |
| Playground Equipment, Basketball Court, Fence           | \$405.00   |
| Service Building, Restroom Incl Shelter                 | \$116.00   |
| Shelter                                                 | \$19.00    |
| Comfort Station, Storage                                | \$27.00    |
| Park Building                                           | \$18.00    |
| Lighting, Sign, Basketball Courts, Tennis Courts        | \$82.00    |
| Bath House                                              | \$518.00   |
| Service Building & Restrooms                            | \$75.00    |
| Storage Shed                                            | \$31.00    |
| Shelter                                                 | \$39.00    |
| Swimming Pool                                           | \$553.00   |
| Lighting, Fencing, Tennis Courts, Signs, Athletic Field | \$391.00   |
| Senior Center                                           | \$618.00   |
| Sign                                                    | \$3.00     |
| Service Building & Restrooms                            | \$117.00   |
| Dock, Gazebo, Lighting, Bridge                          | \$250.00   |
| Frog Island Ampitheater                                 | \$25.00    |
| Park Shelter                                            | \$21.00    |
| Lighting, Fencing, Athletic Field                       | \$144.00   |
| Freighthouse & Farmers Market                           | \$622.00   |
| Recycle Station                                         | \$53.00    |
| Oil Shed                                                | \$19.00    |
| Fencing At Oil Shed                                     | \$5.00     |
| Fencing At Recycle Station                              | \$5.00     |
| Dda, Riverside Arts Center                              | \$2,556.00 |

**City of Ypsilanti**  
**Premium Breakdown as of:**  
**August 1, 2012**

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**Property**

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|                                     |                    |
|-------------------------------------|--------------------|
| Fencing, Lighting, Sign             | \$27.00            |
| Charles Street Tot Lot              | \$6.00             |
| Fencing, Sign                       | \$4.00             |
| Elm Street Tot Lot                  | \$4.00             |
| Service Building, Old Gilbert       | \$8.00             |
| Town Clock                          | \$60.00            |
| Service Building                    | \$44.00            |
| Fencing, Sign                       | \$54.00            |
| Sign                                | \$1.00             |
| Fencing, Lighting At Athletic Field | \$108.00           |
| Service, Storage Building           | \$33.00            |
| Lighting, Sign                      | \$13.00            |
| Farmers Market                      | \$618.00           |
| Pump Station                        | \$159.00           |
| Fine Arts                           | \$75.00            |
| Electronic Data Processing          | \$469.00           |
| Contractors Equipment               | \$845.00           |
| Golf Cart Equipment                 | \$5.00             |
| Radio Equipment                     | \$12.00            |
| Police Equipment                    | \$17.00            |
| <b>Total Property</b>               | <b>\$23,516.00</b> |

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**Automobile**

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(85) Vehicles

|                         |                    |
|-------------------------|--------------------|
| <b>Total Automobile</b> | <b>\$59,724.00</b> |
|-------------------------|--------------------|

|                                  |                     |
|----------------------------------|---------------------|
| <b>TOTAL ANNUAL POOL PREMIUM</b> | <b>\$358,946.00</b> |
|----------------------------------|---------------------|



michigan municipal league

# Liability & Property Pool

Proposal

for the

# City of Ypsilanti

Presented By:

Judith A. Thomson-Torosian, CPCU, CIC, ARM  
Meadowbrook® Insurance Group, Service Provider  
(248) 204-6137

July 17, 2012

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*This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.*

# Executive Overview

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The Michigan Municipal League Liability and Property Pool is administered by the Risk Management staff of the Michigan Municipal League, and serviced by Meadowbrook Insurance Group. Since 1982, the Pool has been a stable source of comprehensive municipal insurance and risk management services. It is financially secure and positioned for long-term stability.

The **City of Ypsilanti** has been a Pool member since **August 1, 1984**.

The League administrative staff and the dedicated Pool staff at Meadowbrook Insurance Group are municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of Ypsilanti**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Ypsilanti** for an annual premium of **\$358,946**. When compared to last year's cost of \$369,755, it represents a premium decrease of \$10,809, or 2.9%. (In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2012. The City's portion of the dividend return is **\$60,144**. The City will receive this dividend in the month following payment of your 2012 renewal premium.)

We encourage you to compare the Pool with our competition. Compare us based on price, coverage, service, financial security, experience and commitment to municipal risk management. When you do, the advantages of Pool membership become clear.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

## **Our Mission**

**To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.**

# Introduction

---

## ***What You Can Expect Of Us***

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

## ***Your Pool Insures More Than . . .***

- |                                              |                                     |
|----------------------------------------------|-------------------------------------|
| ✓ 400 Public Entity Members                  | ✓ 188 Water Utilities               |
| ✓ 852 Licensed Emergency Medical Technicians | ✓ 7,000 Vehicles                    |
| ✓ 440 Licensed Paramedics                    | ✓ 19 Electric Utilities             |
| ✓ 143 Fire Departments                       | ✓ 25 Municipal Marinas              |
| ✓ 184 Law Enforcement Agencies               | ✓ \$4.15 Billion of Property Values |
| ✓ 5,535 Miles of Streets/Roads               | ✓ 205 Sewer Operations              |

These local communities are current Pool members:

Ypsilanti Charter Township  
Ypsilanti Community Utilities Authority  
Ypsilanti District Library



## Coverage and Cost Summary City of Ypsilanti

Effective 08-01-2012 to 08-01-2013

| Coverages                                         | Limit of Liability | Aggregate Limit | Per Occurrence Deductible |
|---------------------------------------------------|--------------------|-----------------|---------------------------|
| Municipal General Liability (Coverage A)          | \$2,000,000        | N/A             | \$0                       |
| Sewer Back-Up Sublimit                            | No Coverage        | N/A             | N/A                       |
| Personal Injury Liability (Coverage B)            | \$2,000,000        | N/A             | \$0                       |
| Medical Payments (Coverage C)                     | \$10,000           | N/A             | N/A                       |
| Public Officials Liability (Coverage D)           | \$2,000,000        | N/A             | \$0                       |
| Law Enforcement Liability (Coverages A, B, and D) | \$2,000,000        | N/A             | \$0                       |
| Employee Benefit Liability                        | \$1,000,000        | \$1,000,000     | \$0                       |
| Fire Legal Liability                              | \$100,000          | N/A             | N/A                       |
| Dam Liability                                     | \$500,000          | \$500,000       | \$0                       |
| Marina Operator Liability                         | No Coverage        | N/A             | N/A                       |
| Automobile Liability (Coverages A and B)          | \$2,000,000        | N/A             | \$0                       |
| <u># Vehicles</u>                                 | <u>Comp</u>        | <u>Coll</u>     |                           |
| 85                                                | \$250              | \$500           |                           |

Agreed Amount, if applicable 6 Vehicles for a total of \$2,130,995

*Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$2,000,000 regardless of the number of coverages involved in the occurrence.*

### Property

|                                                               |              |             |         |
|---------------------------------------------------------------|--------------|-------------|---------|
| Property - Blanket Basis                                      | \$22,091,578 | N/A         | \$250   |
| Boiler and Machinery                                          | Included     | N/A         | \$250   |
| Building(s)                                                   | Included     | N/A         | \$250   |
| Contents                                                      | Included     | N/A         | \$250   |
| Property in the Open                                          | Included     | N/A         | \$250   |
| Protection & Preservation                                     | Included     | N/A         | N/A     |
| Property - Limited Replacement Cost, if applicable            | \$0          | N/A         | \$0     |
| Accounts Receivable                                           | \$100,000    | N/A         | \$250   |
| Consequential Damage                                          | \$100,000    | N/A         | N/A     |
| Contractor's Equipment                                        | \$845,000    | N/A         | \$250   |
| Debris Removal - the lesser of 25% of physical damage loss or | \$5,000,000  | \$5,000,000 | N/A     |
| Demolition & Increased Costs of Construction Limit            | \$100,000    | N/A         | N/A     |
| Earthquake                                                    | \$2,000,000  | \$2,000,000 | \$5,000 |
| Electronic Data Processing Equip                              | \$493,626    | N/A         | \$250   |
| Expediting Expense                                            | \$100,000    | N/A         | N/A     |
| Extra Expense                                                 | \$100,000    | N/A         | N/A     |



## Coverage and Cost Summary City of Ypsilanti

Effective 08-01-2012 to 08-01-2013

| Coverages                                                                      | Limit of Liability | Aggregate Limit | Per Occurrence Deductible |
|--------------------------------------------------------------------------------|--------------------|-----------------|---------------------------|
| Fine Arts                                                                      | \$175,000          | N/A             | \$250                     |
| Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR) | \$1,000,000        | \$1,000,000     | \$5,000                   |
| Golf Cart Equipment                                                            | \$5,238            | N/A             | \$250                     |
| Loss of Income                                                                 | \$100,000          | N/A             | N/A                       |
| Loss of Rents                                                                  | \$100,000          | N/A             | N/A                       |
| Ornamental Trees, Shrubs, Plants or Lawn                                       | \$5,000            | \$10,000        | \$250                     |
| Personal Effects & Property of Others                                          | \$500              | \$2,500         | \$250                     |
| Police Equipment                                                               | \$17,049           | N/A             | \$250                     |
| Radio Equipment                                                                | \$11,712           | N/A             | \$250                     |
| Valuable Papers                                                                | \$100,000          | N/A             | \$250                     |
| <b>Comprehensive Crime Coverage</b>                                            |                    |                 |                           |
| Employee Dishonesty Blanket/Faithful Performance                               | \$100,000          | N/A             | N/A                       |
| Depositors Forgery                                                             | \$100,000          | N/A             | N/A                       |
| Money and Securities Inside                                                    | \$100,000          | N/A             | N/A                       |
| Money and Securities Outside                                                   | \$100,000          | N/A             | N/A                       |
| Money Orders and Counterfeit Paper                                             | \$100,000          | N/A             | N/A                       |
| <b>Bonds</b>                                                                   |                    |                 |                           |
| Bond #: A Treasurer                                                            | \$100,000          | N/A             | N/A                       |

*Only one deductible applies to claims involving two or more property coverages.*

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$358,946.

## ***Your Team of Experts***



Judy Thomson-Torosian  
Service and Sales Manager  
(248) 204-6137



Michael J. Forster  
Pool Administrator  
(734) 669-6340



Ellen Skender  
248-204-8582

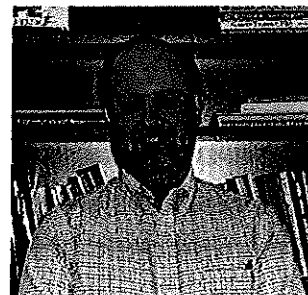


Joan Opett  
248-204-8579

### **Customer Service Representatives**



Tom Weed  
Claims Supervisor  
(616) 942-0311, ext. 4123



Rod Pearson  
Loss Control Supervisor  
(248) 204-8036

## ***Benefits of Pooling with the MML***

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
  - ✓ Safety aspects of emergency vehicle operations
  - ✓ Accident investigation for supervisors
  - ✓ Confined spaces training

**The advantages of pooling can be summarized by:**

**Service + Control + Value**

### ***City of Ypsilanti Has . . .***

- ✓ \$6,692,718 Annual Payroll
- ✓ \$22,091,578 of total values for real and personal property
- ✓ 32 Law enforcement officers
- ✓ 85 Vehicles
- ✓ 6 Fire Vehicles with agreed values totaling \$2,130,995

### ***Increased Liability Limits***

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits to:

If you are interested in increasing your liability limits, please contact your Account Executive.

# Highlights of Coverages Provided

## Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

## General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Fire legal liability for real property
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Ambulance and EMT malpractice
- ✓ Special events **excluding** -
  - Fireworks (unless endorsed)
  - Liquor Liability
  - Mechanical Amusement Rides
- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available

## General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Aircraft Liability
- ✓ Breach of contract
- ✓ Failure of dams
- ✓ Backup of Sewers and Drains
- ✓ Criminal activity / Intentional acts with knowledge of wrongdoing
- ✓ Medical malpractice for doctors and physicians
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Expected or intended injury
- ✓ Electromagnetic radiation

## **Public Officials Liability Coverage**

"Wrongful Acts", including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

## **Public Officials Liability Exclusions**

The following is a partial list of public officials' liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

## **Personal Injury & Advertising / Broadcasters Liability Coverage**

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual's right of privacy
- ✓ Proactive services for non-monetary damage claims

## **Police Professional Liability Coverage**

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

## Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

## Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

## **Comprehensive Crime Coverage**

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Up to \$500,000 limits available
- ✓ Peak Season, Obligee, Official Bond and Oath, Position Fidelity Bond endorsements available

## **Automobile Coverage Highlights**

### **What Is Covered?**

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

### **Auto Coverages Provided**

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

# Pool Risk Management Services

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- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control engineers
- ✓ Training video library available to members
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

## ***Member Education***

- ✓ Land use litigation awareness programs
- ✓ Sidewalk liability reduction programs
- ✓ Sexual harassment awareness training
- ✓ Hiring and employment practices
- ✓ Confined spaces entry training
- ✓ Barricading safety training
- ✓ Blood borne pathogens
- ✓ Liability issues for fire and EMS
- ✓ Occupational health concerns
- ✓ Back injury prevention

## ***Online Services***

[www.mml.org](http://www.mml.org) (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online include:

- ✓ Publications, including Risk Management Newsletter
- ✓ Loss Control Tools, including: Tip Sheets (PERC\$) & Law Enforcement Newsletter
- ✓ MML Pool Financial Statements
- ✓ Board of Director action items
- ✓ General Policies
- ✓ Coverage Document
- ✓ Frequently Asked Questions
- ✓ Staff and Director Profiles

# Membership Responsibilities

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Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

## **Your Peers are Members**

*"...You set high standards of ethics and integrity. Our office has a substantial amount of comfort in knowing all our insurance affairs are handled by you. The amount of support material you provided is unmatched by any company we have dealt with. We feel that your company makes enormous efforts to make our jobs easier, which cut down on numerous man-hours. We are also very pleased to receive the competitive rates that are provided by the MML Liability & Property Pool. We look forward to working with you."*

**Stacy Hardy**  
**Vienna Township**  
**Insurance Coordinator/ Bookkeeper**

**Mike Zinn**  
**Clio Area Library Board President**

*"Thank you for the outstanding service. We are probably one of your most demanding members, pushing the boundaries with complex and unique circumstances, expecting service immediately. We appreciate the open communication and commitment to the members by providing invaluable service from the Board, the account executive, customer service representatives, claims and loss control, and the specialized municipal law attorneys. The Pool has been efficient and straightforward, providing enhancements at no cost or at a cost savings from liability zero deductible to boiler and machinery to extended fine arts coverage. We appreciate your coverage and on-demand service through controversial lawsuits and losses. ... The Pool continues to meet our high expectations, all while maintaining stable and justifiable rates!"*

**Debbra A. Curtiss, City Clerk**  
**City of Traverse City**

*"...We have been a member of both programs (the Liability & Property Pool and the Workers' Compensation Fund) for a number of years and have always enjoyed excellent services and coverage.*

*Because of the poor economic conditions, we felt that it was necessary to at least look at alternative insurance products. After careful review, I found that the Pool and Fund products were superior, many times exceeding coverage provided by other traditional carriers. It would be easy to decide to be insured with a lower cost alternative. However, in the end, the cost of claims handling and uninsured coverage would far exceed any short-term savings.*

*...we have always received very quality services."*

**Kevin M. Welch, City Manager**  
**City of Tecumseh**

*"On behalf of the City of Ionia, I would like to thank you and the Pool for continuing to provide the City, and all Pool members, with quality insurance and risk management services. The City continues to be a proud member and subscriber of the Pool's services and programs.*

*During the course of my municipal career I have had the opportunity to be exposed to a full range of the services that the Pool offers. I have also been involved in major losses and found that the Pool was prompt and fair in responding to the community's needs.*

*... Again, thank you for the quality services that you and the Pool provide."*

**Jason Eppler, City Manager**  
**City of Ionia**



## Memo

To: City Council and Recreation Commission  
From: Teresa Gillotti, Planner II  
Date: Aug. 16, 2012  
  
Subject: Proposed Parkridge Community Center Expansion

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City staff have been working with a the newly formed Parkridge Cultural and Job Training Center non-profit, which is proposing a 10,000 to 12,000 square foot proposed expansion of Parkridge Center to accommodate the addition of a African American Art Museum and job training center. Additionally, the group would like to operate the Parkridge Community Center, similarly to how the Friends of the Freighthouse or Friends of the Rutherford Pool have, or are in the process of, formally taking over operations of the facility and its programming.

Planning Commission considered a master plan amendment and rezoning as a study item at their June meeting, and wanted to hear from City Council as to their interest in the project prior to proceeding. City Council received an update on the proposal and request at the July 17, 2012 meeting and requested a session with the Recreation Commission to receive a presentation from the partners and hear from the community as to their level of interest in the two proposals. The following is background information, much of which will be shared by the project team at the special joint session on Thursday, Aug. 16, 2012. Additionally, an updated business plan is attached.

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### **Project Team**

The application is from Parkridge Cultural and Job Training Center, a state-registered non-profit whose board will likely consist of John Barfield, The Bartech Group, Rod Jones, WorkSkills Corporation, local youth advocate Tommy Frye and Mayor Pro-Tem Lois Richardson and one to three additional; members. All but Mr. Jones are members of the Parkridge Advisory board which assisted in providing funding and other support to the Parkridge Community Center in previous years.

### **Proposal components**

Parkridge Cultural and Job Training Center are proposing to purchase 767 and 761 Harriet Street directly east of the existing Parkridge Community Center for a 10,000 to 12,000 addition

to the Parkridge Community Center. The proposed addition would feature a museum of African-American art, developed from the existing Barfield family collection of Paul Collins artwork, and offices and classroom/training space for workforce development training, to be utilized by WorkSkills Corporation. (See attached draft business plan for more detail.)

To date, the partners report having raised \$600,000 in cash for the project which is currently estimated at \$1.8 to \$2 million. Other sources of funding will be sought through additional fundraising, grants, and other means.

Requests to the City,

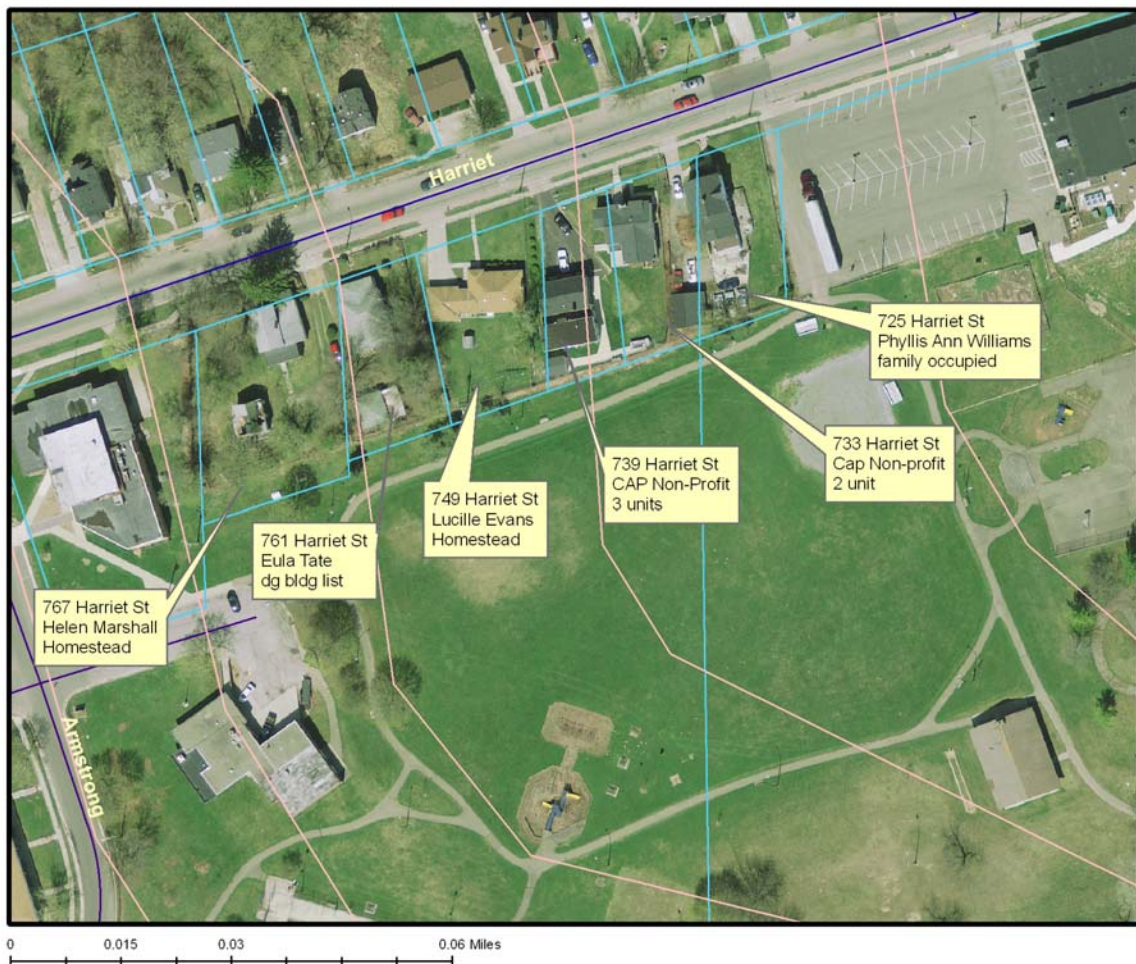
The partners intend to purchase the 767 and 761 Harriet Street, and are requesting that the City of Ypsilanti demolish existing structures and do some basic site preparation for the addition. The partners are also requesting either transfer of ownership or a long-term lease of the existing Parkridge Recreation Center facility. Staff has separated the two requests into phases, representing the partner's interest in prioritizing the expansion.

### Phase 1 – Parkridge addition:

The project is described as follows in the 2012 business plan:

The project begins with a 12,000 square foot addition to the Parkridge Community Center; 6,000 square feet will be dedicated to housing the Work Skills Corporation Employment Services staff presently located in Ann Arbor Michigan. The other 6,000 square feet will be used for the Paul Collins Art Museum which will feature original Paul Collins artwork. A new 501 (c) 3 entity, The Parkridge Cultural and Job Training Center, will be formed as a joint venture between Work Skills Corporation and The Parkridge Community Center. WSC will be the managing partner responsible for the ongoing management of the new facility and its operations. WSC will develop a menu of programs and services that can be delivered immediately and will begin the process of identifying services that need to be developed to augment the many services presently offered by the Parkridge Community Center and its affiliates.

Zoning of the parcels, 767 and 761 Harriet Street, and four additional properties to the east, is R2, one and two family residential. Harriet Street are also zoned R2. The Parkridge Community Center (corner of Armstrong and Harriet), Perry School and parking lot (Perry and Harriet streets) as well as Parkridge Park are all zoned PL, Public Land. The partners have applied for a master plan amendment and rezoning request to address zoning issues.



## **Phase II – Parkridge Community Center transfer of control**

The Parkridge Community Center and Parkridge Park are currently listed as “protected” by the City of Ypsilanti. Additionally, CDBG funds have been used numerous times in the life of the building requiring it maintain available for public use in perpetuity. This might make sale of the property more complicated. However, it does not mean that operation of the facility cannot transfer, similar to what has occurred with the Friends of the Freighthouse, and what is underway with the Friends of the Rutherford Pool. Staff suggests looking into a long-term lease of the facility with an incorporated non-profit “Friends” group as described in the current City of Ypsilanti Parks and Recreation Master Plan.

That process includes:

- Establishment of a non-profit, often a 501c3, to provide management and responsibility for the long-term care and operation of the public facility as a community center
- Development of a business plan that details a long-term operating plan for the lifetime of the lease, as well as a management structure, capacity and financing to sustain the center
- Development of a MOU with the City to agree to the terms, conditions and respective roles related to the operation of the Parkridge Community Center for the duration of the long-term lease.

Staff plans to reconvene with the project team after Thursday's meeting to consider next steps and a timeline for the project, once feedback is provided by the Recreation Commission and City Council.

Please contact me with any comments or questions prior to the meeting

Teresa Gillotti

[tgillotti@cityofypsilanti.com](mailto:tgillotti@cityofypsilanti.com)

734-483-9646

# FY 2012 Business Plan

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## Parkridge Cultural and Job Training Center



# **FY 2012 Business Plan**

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## **Executive Summary**

This business plan has been developed as a tool to guide the expansion of the Parkridge Community Center, the development of the Parkridge Cultural and Job Training Center and the WSC Academy - Ypsilanti Campus.

The Parkridge Cultural and Job Training Center will be a joint venture between Work Skills Corporation and the City of Ypsilanti formed to expand service delivery to the Greater Ypsilanti Area. This plan begins with shoring up the funding stream for the existing Parkridge facility. At the same time, we will be working on a capital fundraising campaign to construct a 12,000 square foot expansion of the Parkridge Community Center, located at 591 Armstrong Drive, Ypsilanti, MI 48197. 6,000 square feet will be dedicated to housing the Work Skills Corporation Employment Services staff presently located in Ann Arbor Michigan. The other 6,000 square feet will be used for the Paul Collins Art Museum, which will feature original Paul Collins artwork. The estimated project cost is \$1,800,000 - \$2,000,000. Additional Education and Job Training programs and services will be developed to augment the wide range of services presently offered by the Parkridge Community Center in conjunction with Washtenaw Community College.

As we work on the capital fundraising campaign for the construction phase of the project, we will be working to build and strengthen working relationships with individuals, groups and agencies that serve and support the Ypsilanti community. Primary among those organizations is Washtenaw Community College who has been a key partner in developing and maintaining many of the programs and services presently provided at Parkridge.

The Davis Community and Educational Center, is located near the Parkridge Community Center. WSC leased the facility and beginning this fall, will be operating the WSC Academy - Ypsilanti Campus, an Alternative High School chartered by the Michigan Department of Education. We see a great deal of synergy between the education services at the Academy and those offered at Parkridge. We can also combine facility utilization for recreation and art programs.

## **WSC Overview**

In 1973, Work Skills Corporation (WSC) was founded to provide rehabilitation services to people with disabilities. We have since broadened our mission to include a full range of employment and training programs and services to anyone who can benefit.

WSC can be characterized as a quality provider of employment and training services to the community-at-large and quality support services to the manufacturing/business community.

We are a private 501-C3 non-profit Michigan Corporation. We chose the non-profit status to ensure our ability to serve people with more severe disabilities and difficult to serve populations.

# **FY 2012 Business Plan**

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Our business headquarters is located at 100 Summit, Brighton. We also have operations located at 3830 Packard, Ann Arbor, 111 West Street, Brighton, 10355 Citation Drive, Brighton and 740 Advanced Street, Brighton. WSC serves over 1,500 people annually with an operating budget averaging \$13,000,000.

## **WSC Mission**

The mission of Work Skills Corporation is to optimize human potential.

## **Vision Statement**

WSC's team of talented people are motivated to provide world-class employment and training in every venue we choose to compete in, while supplying superior services that address community and global needs; are customer driven; high-quality and innovative.

## **Core Values**

- We value and respect the dignity and individualism of people
- We value teamwork, continuous improvement and customer satisfaction
- We value entrepreneurship and innovation, combined with fiscal responsibility
- We value our commitment and responsibility to the communities we serve

## **Employee Satisfaction**

Recognizing that our most important asset is our human resource, we focus on expanding and enhancing employee satisfaction through training, appreciation and recognition.

## **Project Overview**

The Parkridge Community Center is a small recreation center located in Ypsilanti, Michigan. Established in 1943, the "Center" as it is affectionately known, had been a stable resource in the community for a number of years. A place where community youth and teens gathered to interact with one another in a safe environment, Parkridge "was the place to be." Many local residents recall a time when everyone had to learn how to play pool or chess.

It's where dances were held and you got help with your homework. It's also where the community gathered when there were important issues to discuss. An addition in the early 1980's expanded the center and provided more space for the growing community.

In 2003 due to an already shrinking budget, the City of Ypsilanti was forced to eliminate recreation. As one of the city's three recreation facilities, Parkridge was slated to be closed. In response to closure the community rallied behind an effort to keep the facility open as an after school safe haven. Today Parkridge is surviving through partnerships and donations.

# FY 2012 Business Plan

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Lead by the efforts of an advisory group, Parkridge Community center has developed a programming partnership with Washtenaw Community College. Through this partnership, an array of community activities for residents of all ages has started to take place. A grant from the Corporation of National and Community Services has placed three volunteers to help develop and sustain the program. Support from the local universities in placing students as graduate and undergraduate interns have also proven to be an invaluable transference of experience and resource development.

Consultation with community leaders and residents has led to many new programs including art, health education, fitness programming, youth leadership, academic enrichment, sports and recreation activities. Some much needed repairs to the facility – new signage; a fresh coat of paint, beautiful landscaping and a ground swell of support has the Parkridge Community buzzing.

## **Project Direction**

Parkridge is heading into a new direction with renewed energy and focus. The Parkridge Community understands how vital education, training, entrepreneurship and community improvement is in changing how a community or individual views itself. It is these programs and principals we would like to address as we look to develop the Parkridge Cultural and Job Training Center. As a state of the art Cultural and Training Center, Parkridge will partner with existing programs and services and expanding opportunities with the theme of entrepreneurship.

The project begins with a 12,000 square foot addition to the Parkridge Community Center; 6,000 square feet will be dedicated to housing the Work Skills Corporation Employment Services staff presently located in Ann Arbor Michigan. The other 6,000 square feet will be used for the Paul Collins Art Museum, which will feature original Paul Collins artwork. A new 501 (c) 3 entity, The Parkridge Cultural and Job Training Center, has been formed as a joint venture between Work Skills Corporation and The City of Ypsilanti. WSC will be the managing partner responsible for the ongoing management of the new facility and its operations. WSC will develop a menu of programs and services that can be delivered immediately and will begin the process of working with community members and groups in identifying services that need to be developed to augment the many services presently offered by the Parkridge Community Center and its affiliates.

## **Parkridge Today**

Parkridge is designed to actively involve youth in safe, positive, and structured activities after school and during critical gaps between school and academic terms. Parkridge Community Center was built in 1943. Today it houses a gymnasium and several multi-purpose rooms that provide space for a library/resource center, a small food prep area, exercise equipment, and computers. A 1981 addition supports a window-filled community meeting room, game area, and office space.

# **FY 2012 Business Plan**

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The center strives to focus on education, health, self-development, active living choices, leadership and empowerment, social development recreation and more. The Center has been the heart and soul of the Ypsilanti community for 65 years. It has served as a major institution predominantly for the city's south side.

## **Initial Services to be Offered by Work Skills Corporation**

### **Career Exploration & Assessment Services**

Career Exploration and Assessment Services are designed to give individuals a chance to explore their vocational interests and potential careers, to assess their interest in and readiness for employment and/or to identify realistic goals. A broad choice of approaches is available.

### **Transitional Employment**

Transitional employment is a time-limited, real work experience in a manufacturing environment. Case management services are available with the focus on helping participants develop independent, positive work habits and behaviors that will enhance their opportunity to be competitively employed at other businesses in the community. Transitional employment may also be used by participants to develop a current and consistent work reference, to earn money while competitive, longer-term employment options are explored and to obtain training on how to balance work obligations and life issues such as transportation, childcare, etc. To qualify for transitional employment services, a person should be able to work independently without the need for intensive daily support.

### **Work Adjustment Training**

Work adjustment training is an intensive, time-limited training service for individuals who are not work ready. It is designed to assist them in understanding the demands of work and to learn or re-establish skills. The goal is to enhance job readiness and ability to maintain employment. A training environment, similar to transitional employment, where issues such as attendance and punctuality, following a schedule, interpersonal skills, physical stamina, productivity and quality are addressed.

### **On-the-Job Training**

An initial period of intensive skill training at a competitive employment site with support provided by WSC staff in partnership with the employer. There is the expectation that the employer will retain the new employee at the end of the training period.

### **Job Coaching (short term or Supported Employment)**

One-on-one training or mentoring at the participant's place of employment or while he/she is involved in a job tryout, OJE, OJT or other community-based activities. Job coaching is also used to address travel training and job retention or "job save" issues. Supported Employment Job Coaching offers individual employment with extended support services to help eligible persons with significant disabilities obtain and maintain employment. Supports entail a period of intensive on-the-job, one-on-

# FY 2012 Business Plan

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one support that fades to follow-up support as the worker increases job skills. While the commitment is for indefinite job coaching support, the goal is to develop natural supports that will make it possible to reduce paid support.

## **Custodial Training**

A hands-on, paid training experience as part of the custodial crew. Trainees are typically Transitional Employment participants. WSC teaches the use of environmentally friendly practices and products; while ensuring consistent, quality results that focuses on cleaner environment; focused on health of the occupants; protecting the health of the building; reducing waste (chemical, material and labor); usage of environmentally responsible chemicals; how to lower environmental impact, indoor air quality improvement, and tips to lower overall cleaning budget. As part of Work Skills Corporation's ongoing commitment to employing and promoting environmentally conscious practices and products, we proudly utilize and teach the use of Green Certified products.

## **Return-to-Work Service**

Injured workers participate in a real work experience in a production setting that includes light duty work per documented medical restrictions. Features of this service include a flexible work schedule, weekly attendance tracking and reporting, weekly faxed pay stubs, prompt start (no waiting lists) and a decreasing fee structure.

## **Job Club**

Supervised services structured to assist participants in conducting an independent job search. Participants follow a schedule of attendance each week that includes both group and individual guidance and assistance as well as structured job search activities. They maintain a written log of job search activities and utilize resources at WSC's employment center such as telephones, phone books, business directories, newspapers, posted job leads, Internet access and Action Associates registration (WSC's temporary to regular staffing service).

## **Job Development/Job Carving Service Package**

One-on-one assistance and support, including individualized job development, to help participants obtain and maintain competitive employment that matches their interests, strengths and personal goals. Activities are customized to each job seeker's needs and may include any combination of the following: interview practice, resume development, application completion, job analysis, job development/job carving and post employment follow-up for 90 days.

## **Independent Job Search**

One-on-one supervised service to job seekers who are able to take an active responsibility in their own job search but who require a specialized focus or support to be successful. Services are frequently time-limited and may include any of the activities included in the job development package.

# FY 2012 Business Plan

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## **Resume Building**

Time-limited service to assist job seekers in developing or revising a resume and in writing cover letters and related correspondence.

## **Interview Practice/Skill Building**

Time-limited service to provide instruction in interview techniques and interview practice.

## **Post Employment Services**

Ongoing follow-up with employed participant and employer, usually beyond 90 days. If one-on-one job coaching is necessary, post-employment retention services are suspended.

## **Objectives**

WSC provided a full range of education and job training services to the Ypsilanti community from our Willow Run location until we were forced to close that facility and move to our present location in Ann Arbor in 2008. Our primary client population continues to be located in the Greater Ypsilanti Area, which is where WSC should relocate our offices. The Parkridge Education and Job Training Center presents WSC the opportunity to return to the community of our client population. To accomplish this, we will:

- Relocate our Ann Arbor office to the Parkridge Center to include; Vocational Assessment, Job Training and Job Placement services
- Develop a GED preparation program- part of Academy services?
- Open an Ypsilanti campus of the WSC Academy, an Alternative High School
- Develop a Social Media/Entrepreneurial program with a Computer Lab
- Develop a manufacturing operation in Ypsilanti to augment Job Training Programs
- Establish a Community Advisory Board to provide input on community need and future program direction

## **Product Life Cycles**

The programs and services offered by WSC vary from community to community based on target populations, expressed needs of the community and the composition of the local employer base. We attempt to keep program content fresh and relevant by surveying our customer base and paying attention to trends in the labor market. We also understand the importance of staying abreast of, and training with the latest technology.

# FY 2012 Business Plan

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## **Useful Features/Benefits**

Services at WSC are client centered. The client customer plays a prominent role in designing individual service plans and choosing vocational objectives and potential employers. WSC functions as a client advocate, especially in the placement process. We focus on the client and select employers that match client needs.

## **Return on Investment**

It is the intent of WSC to recover the full costs of providing products and services with a positive return on investment. While new programs and services are often developed utilizing grant funds, it is the practice of WSC to develop a fee for service to ensure the ongoing success of our offerings.

## **Relationship with Government Representatives**

WSC enjoys a longstanding positive relationship with our local, state and federal representatives. We interact with the community on many levels from boards, committees, focus groups, and civic groups.

## **Trends**

The economy continues to be weak with high unemployment and lower wages and benefits. Focusing on entrepreneurship is consistent with the national trend toward self-employment and/or creating additional sources of income as jobs become more difficult to secure.

## **Labor Market**

The top five expanding industry sectors in Washtenaw County (as measured by employment growth) are utilities, professional/scientific/technical, educational services, real estate, and administrative support. The region hosts a wide variety of private- and public-sector employers, including the University of Michigan, University of Michigan Health Centers, St. Joseph Mercy Hospital, Ford Motor Company, Eastern Michigan University, Veterans Hospital, and Toyota Technical Center among many others. Newly announced employers include Google, Toyota Research Institute, and Aernnova Engineering. It is home to Dominos Pizza. Between 2000 and 2007, the county expanded in population by 7.3% (23,690 residents)—dramatic growth compared to the state (2.2%), but about the same as the nation (7.0%). Caritas estimates indicate growth of 4.3% between 2007 and 2012, reflecting a net population increase of almost 15,000 residents. The county's average annual unemployment rate in 2010 was 8.1%, and Ypsilanti residents' rates reflected a 9.0% unemployment rate, which was lower than the state average (12.7%), while the national unemployment average registered at 9.6%. In 2011, the unemployment rate for Washtenaw County was 6.5% and 7.2% for Ypsilanti versus 10.3% for the state and 9.0% for the nation. The county's labor participation rate in 2007 was 69.50%, above the Michigan average (64.9%) and national average (64.1%).

# FY 2012 Business Plan

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Washtenaw County has the strongest employment environment in Michigan with an unemployment rate that matches the national average. The county's unemployment rate historically has been below the national average. In 2007, the rate rose to match the national average. Much of the increase is due to downsizings in the transportation and supporting sectors.

## **Market Definition**

Our market area will be Washtenaw County with a focus on the Greater Ypsilanti Area.

## **Customer Profile**

Our customer will be anyone in the community that can benefit from educational support to complete high school and/or take advantage of job training and job seeking services to maximize employment opportunities. Populations that we serve are:

- People with disabilities
- Young Adults (age 20-25) without a High School diploma
- Youth working on High School completion or GED; Job Training
- Unemployed or underemployed citizens
- Adults with criminal records transitioning back into the community

## **Competition**

WSC considers competition in this project to be "friendly competition" in that the groups and agencies that typically provide services in the community might provide similar services in some areas. Our task is to eliminate any duplication of services by partnering whenever possible to maximize service delivery.

## **Risk**

The top business risks that the Parkridge Education and Job Training Center faces are:

- A volatile economy
- Reduction in case service funds in government agencies
- Maintaining sufficient working capital

## **Key Customer Service Successes/Issues**

We schedule routine contacts with customers to solicit feedback and determine their specific business needs.

# **FY 2012 Business Plan**

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## **Relationship with Key Referral Sources**

WSC has a longstanding relationship with the groups and agencies that provide the resources to support services to the Ypsilanti population. We will involve each and every source in building the partnerships that strengthen community services. Several key WSC staff will maintain ongoing customer communication. This helps ensure that referral sources have a connection with more than one staff should turnover occur. Relationships tend to be strong and are typically two-sided. In addition to regular contact, we survey all customers according to specific schedules. Staff is also available all hours by cell phone to ensure customers can reach us pending an emergency.

## **Financial Plan**

### **Sources of Revenue**

The Parkridge Cultural and Job Training Center will have three distinct entities; Work Skills Corporation, Employment & Training; Parkridge Community Center, Recreation & Education; Museum Operations. WSC has a fee for service schedule for all services provided. That revenue will support Employment and training programs and services. Operating expenses for the Parkridge Community Center and the museum will initially be derived through grants and donations. WSC has hired a Chief Development Officer who will be responsible for developing and executing an annual giving plan with an overall objective of establishing an endowment that will support the operations of the Parkridge Cultural and Job Training Center. WSC has also hired additional sales staff to support and expand our staffing service and manufacturing/production operations. Revenue from these business operations will be used for the ongoing expenses in conjunction with grants and WSC Foundation support.

**(Attached)**



**A proposed redevelopment of Ypsilanti's historic Parkridge Community Center**

*A plan to transform the Center into a regional economic, educational and artistic resource and create a national model to aid in the renewal of disadvantaged communities*

Presented to the City of Ypsilanti by John W. Barfield, Chairman  
Parkridge Community Center Committee

# Parkridge Community Center

- After 60 years of public management, the City of Ypsilanti ended financial support of Parkridge in 2003.
- The Parkridge Community Center Committee was formed by interested citizens to find ways to ensure continued operations.
- We recognized that we had to demonstrate benefits of the Center, and plans are underway to prove that employment, cultural and economic tools can help turn a community around.

# Planning for the Future



# A Community Asset in Jeopardy



Parkridge Community Center today



## **Joint Venture between Work Skills & City of Ypsilanti**

Work Skills has been in business for over forty years, delivering high quality employment services to individuals and businesses. They bring technical expertise to Parkridge Community Center as we help strengthen the future economic vitality of our neighbors.

# Paul Collins Global Visions Museum of Art





**The Museum will be a living space for public gatherings, church services, concerts & other community activities.**

*6,000 sq ft of the proposed 12,000 sq ft addition will be devoted to the Art and Cultural Center.*



**We appreciate the generosity of the Stephen Tate family for donating the property above, immediately east of the Center and they will be recognized with a plaque commemorating their gift.**

***We request that the City of Ypsilanti agree to demolish the building, remove debris and prepare the site for its development as park land.***



**The Marshall family has accepted a purchase offer on the property, and will be publicly acknowledged.**

***We request that the City of Ypsilanti agree to demolish the building, remove debris and prepare the site for its development as park land.***

# Project Sustainability

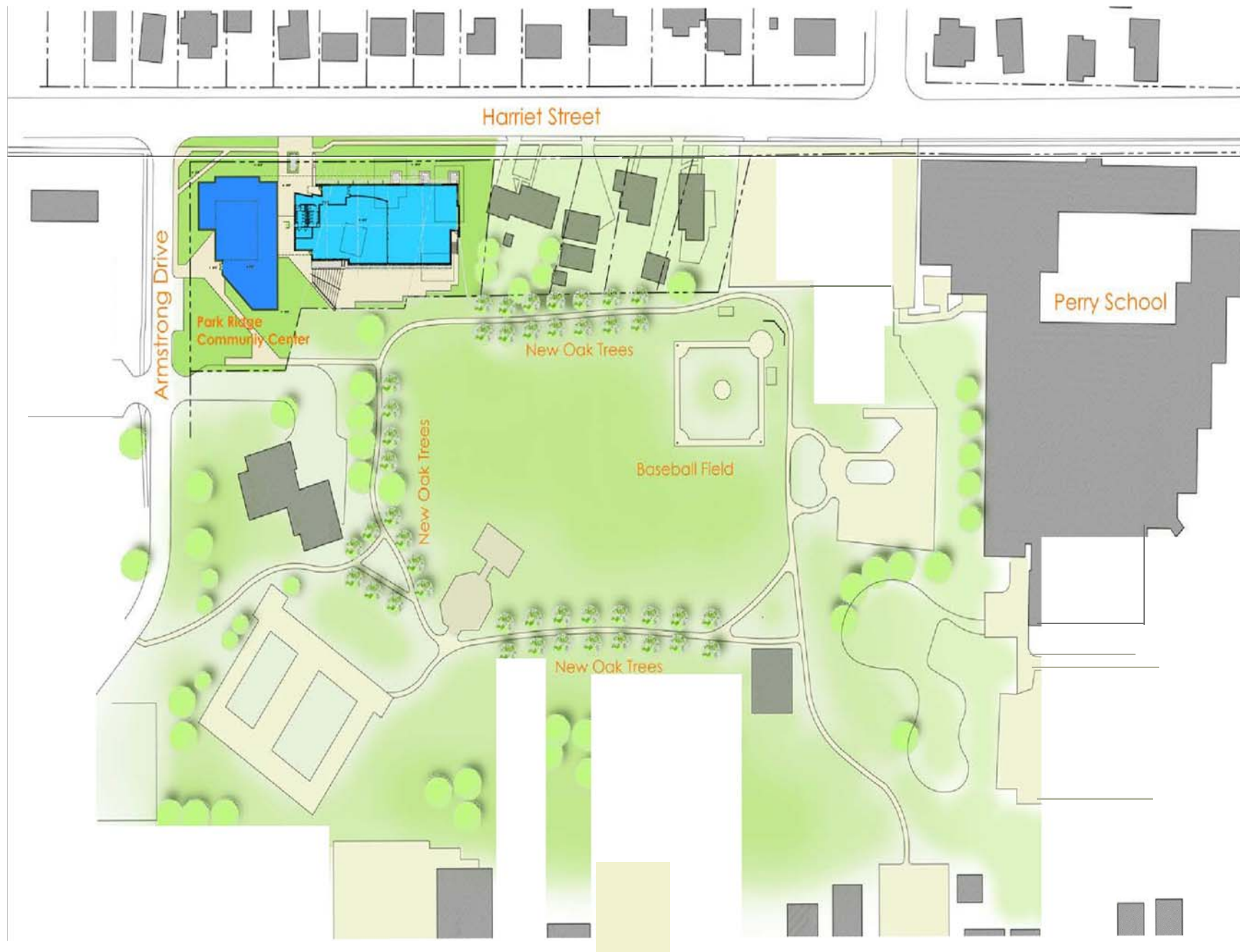


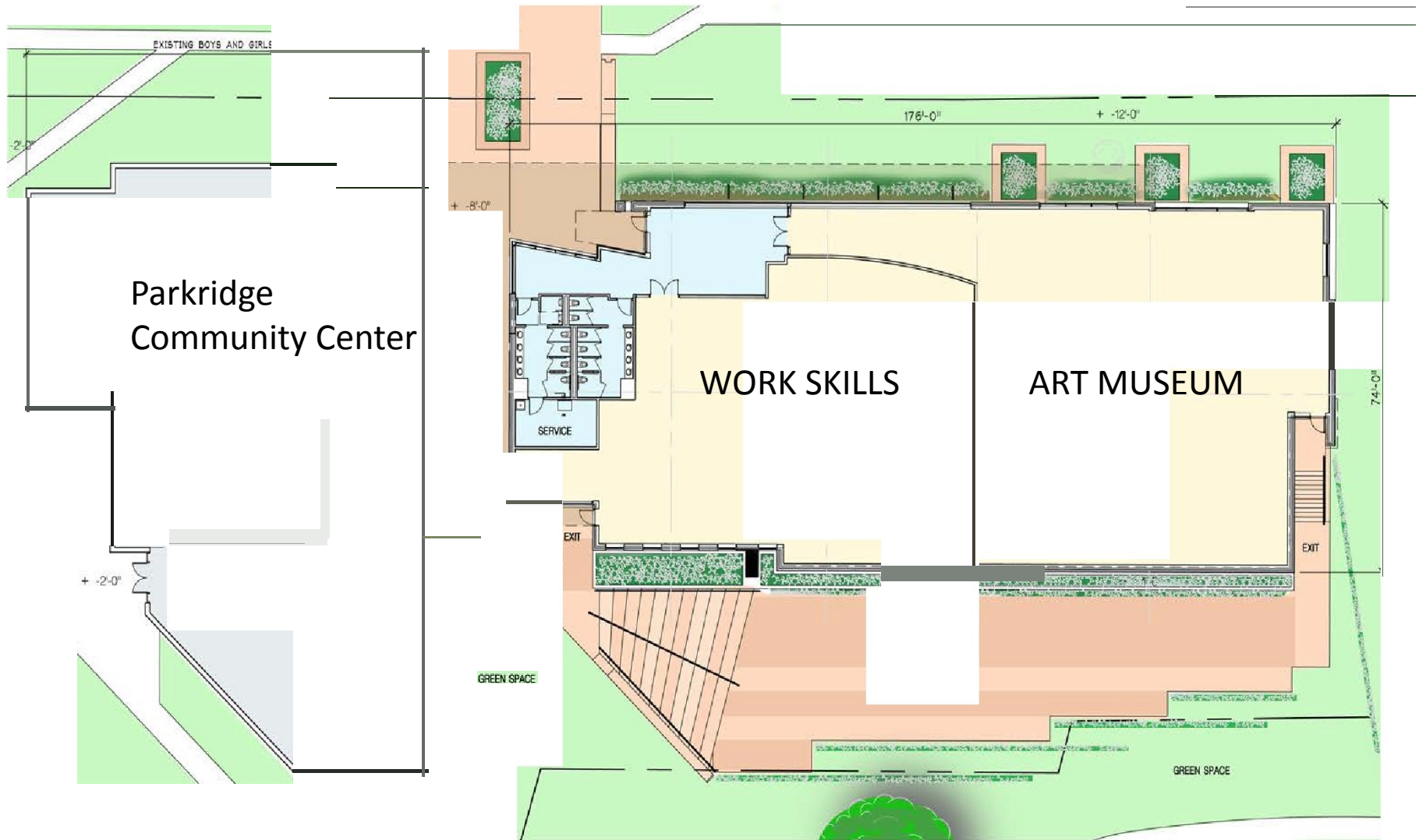
Work Skills is Managing Partner  
Proven business model for 40 years  
Community Advisory Board  
Targeted programming for client-based need  
Community partnerships well-established  
Work Skills financially stable operation - \$13M annual budget  
Diverse funding streams set  
Fee for Service model with prospective employers  
Manufacturing OJT operation to augment training programs  
Entrepreneurship mentoring  
Specific programming for People with disabilities  
Chief Development Officer will establish endowment  
Entrepreneurial lab school with Parkridge-branded products  
as profitability learning tools and income stream  
National Model for Urban Renewal

|                      |            |
|----------------------|------------|
| Construction cost    | \$ 2.500M  |
| Fundraising Goal     | \$ 2.000M  |
| ***Raised to Date*** | \$ 900K    |
| Balance -FundRaising | \$ 1.100 M |
| Balance-Mortgage     | \$ 500K    |

|                                        |        |
|----------------------------------------|--------|
| BUILDING RENTAL INCOME (ANNUAL)        | \$ 60K |
| MORTGAGE, P & I(20-yr; 5%; \$3,299/mo) | \$ 40K |
| MAINTENANCE & INSURANCE                | \$ 20K |

**Strengthening our Community  
for the Next 100 years**





*We look forward to working closely with the City of Ypsilanti to revitalize Parkridge Community Center and its neighborhoods.*



Resolution No. 2012-161  
August 16, 2012

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

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

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

YES:

NO:

ABSENT:

VOTE: