




## CITY OF GROSSE POINTE WOODS MEMORANDUM

**Date:** April 10, 2026  
**To:** Mayor and City Council  
**From:** Susan Como, City Manager   
**Subject:** Active Adult Commission (AAC) Request to Amend Insurance Requirements

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The AAC is requesting a change to the insurance requirements in Section 3 of the Interlocal Agreement. The original agreement assumed the AAC would build and run an Active Adult Activity Center, which is why it required comprehensive liability and property insurance with coverage of \$2,000,000 per occurrence and \$10,000,000 aggregate.

In practice, the AAC administers the senior millage solely through service contracts and does not own property, employ staff, or operate facilities. Because of this, the Commission has determined that a Director and Officer (D&O) liability policy with a \$1,000,000 limit is the appropriate and necessary coverage. This adjustment better aligns with the AAC's actual responsibilities and reduces overall insurance costs.

It is my recommendation to Council to amend the insurance requirements under Section 3 of the Interlocal Agreement for Joint Senior Services to reflect the attached Suggested Motion provided by the AAC as follows:

The Commission shall obtain a policy of insurance, as part of its budget, for director and officer insurance for administering a senior millage and other appropriate and necessary purposes. Policy limits shall be a minimum of \$1,000,000. The Commission shall have the Parties hereto designated as "named insureds" on the director and officer liability insurance policy.

**Attachment: Update to the Interlocal Agreement For Joint Senior Services**

April 10, 2026

To: Mayors, City Councilmembers of  
Grosse Pointe  
Grosse Pointe Farms  
Grosse Pointe Park  
Grosse Pointe Woods  
Harper Woods

Re: Update to the Interlocal Agreement For Joint Senior Services

This document is an update of the activities of the Active Adult Commission since its inception in spring 2025. Contained herein you will find the following:

1. All meetings' minutes of the Active Adult Commission to date
2. The Service Contract with The Helm
3. The Service Contract with PAATS
4. A copy of the Active Adult Commission budget and most recent financial statement
5. A copy of the insurance binder for Director and Officer's Insurance

As we worked through our task, it became evident that the insurance requirements contained in the Interlocal Agreement contemplated requiring comprehensive liability and property damage coverage for the construction and operation of providing adult services and operating an Active Adult Activity Center. Conversely, the Active Adult Commission is solely administering a senior service millage through contractual arrangements with no property ownership. As a result, the initial \$2 million per occurrence and \$10,000,000 of aggregate liability coverage is unnecessary and a \$1,000,000 policy limit for director and officer liability coverage is more applicable to the coverage needed. As an independent governmental commission, we have no employees, no property. This also reduces the insurance cost for the Commission.

Therefore, we are requesting an amendment to the original Interlocal Agreement as follows

#### SECTION 3. INSURANCE. – Existing Language

The Commission shall obtain policies of insurance, as part of its budget, for comprehensive liability, director and officer coverage and property damage for the construction and operation of providing adult services and operating an Active Adult Activity Center, and other appropriate and necessary purposes. Policy limits shall be a minimum of \$2,000,000.00 per occurrence and \$10,000,000.00 of aggregate liability coverage. The Commission shall have the parties hereto named as "named insureds", on the comprehensive director and officer liability and property damage insurance policies.

#### SECTION 3. INSURANCE. – Recommended Language

The Commission shall obtain a policy of insurance, as part of its budget, for director and officer insurance for administering a senior millage and other appropriate and necessary purposes. Policy limits shall be a minimum of \$1,000,000. The Commission shall have the Parties hereto designated as "named insureds", on the director and officer liability insurance policy.

#### Suggested Motion

To amend the insurance requirements under Section 3 of the Interlocal Agreement for Joint Senior Services to reflect as follows:

The Commission shall obtain a policy of insurance, as part of its budget, for director and officer insurance for administering a senior millage and other appropriate and necessary purposes. Policy limits shall be a minimum of \$1,000,000. The Commission shall have the Parties hereto designated as "named insureds", on the director and officer liability insurance policy.

INTERLOCAL AGREEMENT  
FOR JOINT SENIOR SERVICES

THIS INTERLOCAL AGREEMENT FOR JOINT SENIOR SERVICES (this "Agreement") is entered into as of the 4<sup>th</sup> day of ~~February~~ 2025, by and among the City of Grosse Pointe, a Michigan municipal corporation located at 17147 Maumee, Grosse Pointe, Michigan; the City of Grosse Pointe Farms, a Michigan municipal corporation located at 90 Kerby Road, Grosse Pointe Farms, Michigan; the City of Grosse Pointe Park, a Michigan municipal corporation located at 15115 East Jefferson, Grosse Pointe Park, Michigan; the City of Grosse Pointe Woods, a Michigan municipal corporation located at 20025 Mack Plaza Drive, Grosse Pointe Woods, Michigan; and the City of Harper Woods, a Michigan municipal corporation located at 19617 Harper, Harper Woods, Michigan. Each municipality entering into this Agreement is referred to as a "Party" and collectively as the "Parties."

RECITALS:

WHEREAS, Act 39 of the Michigan Public Acts of 1976, as amended, provides that the provision of services to persons sixty (60) years of age or older ("Older Persons") is a valid public purpose;

WHEREAS, the Parties intend by this Agreement to establish an intergovernmental and cooperative arrangement for the collective provision of services to Older Persons residing in their respective communities;

WHEREAS, such intergovernmental and cooperative arrangement is authorized by, among other applicable laws, Act 7 of the Michigan Public Acts of 1967, amended; Act 39 of the Michigan Public Acts of 1976, as amended; Act 35 of the Michigan Public Acts of 1951, as amended and Act 150 of the Michigan Public Acts of 1923, as amended;

WHEREAS, Services for Older Citizens (SOC) is an IRC § 501(c)(3) non-profit corporation DBA The Helm at the Boll Life Center ("The Helm Senior Center"), which is located at 158 Ridge Road, Grosse Pointe Farms, Michigan;

WHEREAS, the Parties intend to support the continued operation of the Helm Senior Center, as such operation may be modified and/or supplemented in the future as provided in this Agreement; and

WHEREAS, at the November 2024 general election, a senior millage was adopted by the electors in each of the communities which are Parties to this Agreement, and the funds generated by such senior millage are to be devoted to providing services to Older Persons, including the services provided at the Helm Senior Center.

AGREEMENT:

NOW, THEREFORE, based upon the foregoing recitals, and in consideration of the mutual promises and undertakings set forth below, IT IS AGREED AS FOLLOWS:

ARTICLE I – PURPOSE

The purpose of this Agreement is to establish an Active Adult Commission (the "Active Adult Commission" or "Commission") to oversee activities and services for Older Persons residing in the

communities which are Parties to this Agreement. The activities and services to be provided shall include, but not be limited to, transportation services for Older Persons and actions directed toward the improvement of the social, legal, health, housing, educational, emotional, nutritional, recreational, and mobility status of Older Persons. The Commission may also provide for the joint ownership and operation of a joint Active Adult Activity Center. The Commission shall serve as a policy-making body and engage one or more separate entities (each a "Contractor") charged with managing the day-to-day operations of the joint Active Adult Activity Center. Such Contractor(s) shall report directly to the Commission.

## ARTICLE II – ACTIVE ADULT ACTIVITY CENTER

The Parties intend that a joint Active Adult Activity Center will be operated and maintained under the authority of this Agreement and under the auspices of the Commission established hereby. As of the effective date of this Agreement, the Helm Senior Center shall be designated as the joint Active Adult Activity Center. The governing body of each Party shall, prior to the execution of this Agreement and on a periodic basis as part of their respective annual budget approvals, confirm the funding that will defray the cost of operating the joint Active Adult Activity Center. In the event that the Parties in the future elect to establish another joint Active Adult Activity Center in lieu of or in addition to the Helm Senior Center, a majority vote of the Parties shall be required, together with a mutually acceptable designation of the funding sources to permit the establishment of such substitute (or additional) Active Adult Activity Center, including any corresponding site acquisition and/or building construction.

## ARTICLE III – ACTIVE ADULT COMMISSION

### SECTION 1. CREATION OF AN ACTIVE ADULT COMMISSION.

Upon the execution of this Agreement by the Parties, approval by any necessary governmental authorities, and filing of this Agreement with the Wayne County Clerk, the Active Adult Commission shall be created as a separate public corporation pursuant to the statutory authority cited herein, with the powers, functions and duties provided in this Agreement and by applicable law.

### SECTION 2. NAME.

The name of the Commission shall be the Grosse Pointes – Harper Woods Active Adult Commission.

### SECTION 3. MEMBERSHIP OF COMMISSION.

A. The Commission shall be comprised of a total of five (5) members, as follows:

- 1.) One (1) representative of the City of Grosse Pointe appointed by its City Council.
- 2.) One (1) representative of the City of Grosse Pointe Farms appointed by its City Council.
- 3.) One (1) representative of the City of Grosse Pointe Park appointed by its City Council.
- 4.) One (1) representative of the City of Grosse Pointe Woods appointed by its City Council.
- 5.) One (1) representative of the City of Harper Woods appointed by its City Council.

B. The persons appointed by each community shall serve at the pleasure of the respective City Councils and may be removed by resolution of the applicable City Council at any time, with or without cause. The timing for the appointment of members should be determined by the respective City Councils, but not later than sixty (60) days after the effective date of this Agreement.

C. Commission members shall serve for a term of three (3) years for a maximum of two (2) terms. The terms shall commence as follows:

- 1.) Initial appointments for the Cities of Grosse Pointe and Grosse Pointe Farms shall be three-year terms. Going forward all terms shall be three years.
- 2.) Initial appointment for the City of Grosse Pointe Park shall be a two-year term. Going forward the term shall be three years.
- 3.) Initial appointments for the Cities of Grosse Pointe Woods and Harper Woods shall be one-year terms. Going forward all terms shall be three years.

D. Any vacancy on the Commission arising for any reason shall be filled by appointment by the applicable City Council within forty-five (45) days of the vacancy, for the remainder of the unexpired term.

E. Members of the Commission shall serve without compensation.

F. The admission of one or more additional communities as parties to this Agreement shall require an amendment to this Agreement approved by a majority vote of the then-existing Parties. If one or more additional communities wish to participate (on behalf of their residents) in the services and activities offered by the Commission, they shall submit a written request to the Commission, which request shall be considered by the Commission as soon as may be reasonably practicable. Among other factors that may be relevant in consideration of the application(s), the Commission shall consider the demands on services and costs to the organization in relation to the revenues and benefits from such additional community participation. Upon conclusion of its review and analysis, the Commission shall advise the City Council of each Party of its recommendation. If the recommendation is to admit membership of one or more additional communities, such recommendation shall include at minimum the required economic or other contributions from the new member(s), any adjustment to the Allocation Proportions of the existing and new members, and the initial term(s) of the persons to be appointed to serve on the Commission on behalf of the new member(s). New membership shall begin either in January or July and would be prorated accordingly based on the time of the fiscal year.

#### SECTION 4. OFFICERS.

A. The Commission shall elect at its first meeting of each year, from its membership, a Chairperson, Vice Chairperson and Secretary, who shall hold office for terms of one (1) year, and until a successor is appointed, or until a resignation or removal. Upon expiration of the term of any such officer, he or she shall be eligible for re-election to successive terms.

B. Vacancies in any office shall be filled by the Commission within forty-five (45) days of the vacancy, for the remainder of the unexpired term.

C. The Chairperson shall preside at all meetings of the Commission and shall have all privileges and duties of a Commission member. The Vice Chairperson shall preside at all meetings of the Commission at which the Chairperson is absent. The Secretary shall keep or cause to be made, all non-financial records, reports and minutes required by this Agreement and applicable law and shall be charged with assuring compliance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act.

D. Officers shall serve without compensation.

## SECTION 5. MEETINGS.

A. The Commission shall meet at least four times per year and shall, at its first meeting of each year, establish a regular meeting schedule which shall be posted at the offices of the Parties hereto in similar form and within similar times as required by law for governmental meeting schedules.

B. Special meetings of the Commission may be called by the Chairperson, or in the absence of the Chairperson, by the Vice Chairperson.

C. Each Commission member shall receive not fewer than five (5) days' written notice of all regular meetings and not fewer than two (2) days' written notice of all special meetings. All notices of all meetings shall be posted as required by the Michigan Open Meetings Act.

D. All meetings of the Commission shall, in every respect, conform with the requirements of the Michigan Open Meetings Act, Act 267 of 1976, as amended.

## SECTION 6. QUORUM.

In order to conduct business, a quorum must be present, which shall consist of a majority of the then-sitting members of the Commission.

## SECTION 7. VOTING.

Once a quorum is established at any regular or special meeting of the Commission, approval by a majority of the Commission members shall be necessary for the Commission to take any official action.

## SECTION 8. MINUTES.

Complete written minutes of all Commission meetings shall be kept in compliance with the applicable provisions of the Michigan Open Meetings Act, copies of which shall be sent to all Commission members and the municipal Clerk of each of the Parties hereto as soon as reasonably possible following a Commission meeting.

## SECTION 9. RULES.

The Commission may adopt rules of order not in conflict with this Agreement.

## SECTION 10. REGISTERED OFFICE.

The initial registered office of the Commission shall be the office of The City of Grosse Pointe Farms located at 90 Kerby Road, Grosse Pointe Farms, Michigan. The Commission may designate another location as the registered office. In the event the registered office is moved, the Commission shall provide notice of the new registered office address to all Parties within seven (7) days of the change.

## SECTION 11. PRIVILEGES AND IMMUNITY FROM LIABILITY.

All of the privileges and immunities from liability, and exemptions from law, ordinances and rules, which apply to the activity of officers, representatives, members, agents and employees of the Parties hereto shall apply to the same degree and extent to the performance of such functions and duties of such officers, representatives, members, agents and employees of the Commission under this Agreement.

## ARTICLE IV – POWERS

### SECTION 1. POWERS, AUTHORITY AND OBLIGATIONS.

The Commission shall have the following powers, authority and obligations:

A. In general, and in the absence of a specific delegation of power, authority and obligations as set forth in this Agreement, the Commission shall serve as a policy-making body and is empowered to engage one or more Contractors charged with managing the day-to-day operations of the Active Adult Activity Center and related activities, services and programs. The Contractor(s) and any director(s) appointed hereunder shall report from time-to-time to the Commission. Absent a violation of approved policies or directives lawfully established by the Commission, the Commission shall not interfere with the day-to-day operations of providing services or operating an Active Adult Activity Center.

B. Subject to the approval of the governing bodies of each of the Parties hereto, the Commission may purchase, lease, construct, own, receive, exercise right of dominion over and hold in its own name, property, including land, buildings and appurtenances for the express purpose of providing services to Older Persons and operating an Active Adult Activity Center.

C. Subject to ratification by the governing bodies of each of the Parties hereto with respect to the annual budget and corresponding municipal expenditures, the Commission may, consistent with such approved annual budget, engage one or more Contractors. Subject to applicable law, the Contractor(s) and any directors or other personnel shall serve at the pleasure of the Commission, and any applicable contracts shall include customary termination for cause and termination for convenience provisions to confirm the at-will nature of any such employment or other applicable contractual relationships. The Contractor(s), the directors and any personnel employed in connection with the operation of the Active Adult Activity Center shall not be deemed employees of the governmental units that are Parties to this Agreement.

D. In addition to the engagement of the Contractor(s) and any directors or other personnel as set forth above, the Commission may contract with any other governmental units, public agencies, or private persons or organizations to carry out the functions and duties of the Commission.

E. Accept funds, grants, donations, philanthropic gifts or commitments, or other assistance, as well as user fees, to carry out Commission functions and obligations, from any source, public or private, including, but not limited to, local government funding of specific projects, state and federal grants. Any application for grants or other public funding shall be communicated to the Parties hereto prior to submittal.

F. Operate and establish policies and rules governing the use of providing adult services and operating an Active Adult Activity Center not inconsistent with applicable laws and regulations.

G. Conduct a transportation program for Older Persons in the communities which are Parties hereto.

H. Conduct and carry out any program, activity or function which advances and directly relates to the purposes expressed in Article I.

### SECTION 2. LIMITATIONS ON AUTHORITY.

The Commission shall have no power or authority to levy any type of tax within the governmental units which are Parties hereto or to issue any type of bond in its name, or in any way indebted any of the Parties hereto.

SECTION 3. INSURANCE.

The Commission shall obtain policies of insurance, as part of its budget, for comprehensive liability, director and officer coverage, and property damage coverage for the construction and operation of providing adult services and operating an Active Adult Activity Center, and other appropriate and necessary purposes. Policy limits shall be a minimum of \$2,000,000.00 per occurrence and \$10,000,000.00 of aggregate liability coverage. The Commission shall have the Parties hereto designated as “named insureds”, on the comprehensive director and officer liability and property damage insurance policies.

ARTICLE V – FINANCE

SECTION 1. FISCAL YEAR.

The fiscal year of the Commission shall be from July 1st through June 30th each year.

SECTION 2. ANNUAL BUDGET.

Each year the Commission shall develop an annual budget in such detail as required by Act 2 of the Michigan Public Acts of 1968, as amended, which shall include all sums necessary to carry on the programs and services authorized herein for Older Persons, including transportation, education, activities and operation of an Active Adult Activity Center, etc. The Commission’s annual budget shall include an estimate for revenues attributable to user fees, grants, donations, fundraising, and philanthropic gifts and commitments.

Annually, not later than April 1st of each year, a budget request shall be submitted by the Commission to the City Clerk of each of the Parties.

SECTION 3. ALLOCATION PROPORTION

The proportion (for each Party, the “Allocation Proportion”) of financial contributions made by the respective Parties with respect to the acquisition and/or development of the Adult Activity Center(s), and other Commission activities, are listed on Schedule A annexed to this Agreement. Such respective Allocation Proportions may be adjusted from time to time on an equitable basis in the event of any modification of the financial sharing formula adopted and mutually agreed by the Parties, or may be adjusted in the event of admission of one or more additional Parties to this Agreement as provided in Article III, Section 3F. In the event of the dissolution of the Commission, any and all assets of the Commission shall be distributed in accordance with the Allocation Proportion set forth in Article VI below.

## ARTICLE VI – ON – GOING RESPONSIBILITIES & DISSOLUTION

### SECTION 1. PARTICIPATION.

The Parties hereto agree that they will participate in the activities and programs and provide funds on an on-going basis consistent with existing funding contributions currently made to The Helm, and its affiliates, for these services for fiscal year 2025-2026, unless or until terminated. The Parties agree that they will participate in the activities and programs provided by the Contractor(s) pursuant to the terms and conditions of any Contractor agreement with the Commission. The Parties agree that they will fund these activities of the Commission as provided for in Article VI, Section 3, below. Each Contractor is expected to engage in fundraising activities and to solicit other sources of revenue (including grants, donations and philanthropic gifts or commitments), and the public funds budgeted and contributed by the respective Parties are intended to supplement such other sources of revenue.

### SECTION 2. TERMINATION OF PARTICIPATION.

Any Party hereto may terminate its membership in the Commission only by giving at least six (6) months' written notice to the Commission and the governing bodies of the other Parties hereto. Such termination (provided that timely notice is given on or prior to January 1<sup>st</sup> of any fiscal year) will be effective at the end of the current fiscal year (i.e., June 30<sup>th</sup>). If notice of termination is given, the withdrawing Party shall remain liable for all obligations incurred by it pursuant to this Agreement, prior to the actual termination and according to the budget obligations approved for that fiscal year.

### SECTION 3. FUNDING

The Parties hereto agree that the local municipalities have sole control of the choice of the funding source approved by the governing body in each governmental unit. The Parties acknowledge the communities have the sole authority to fund the obligations created herein with whatever means they deem appropriate which includes, but is not limited to a dedicated senior millage, contributions from other revenue sources, bonding, or CDBG funds.

Initially, the Parties agree to devote 100% of the tax revenues raised from their respective senior millages to the services and programs supervised by the Commission, with the exception of applicable administrative fees and subject to consent of other local taxing authorities (i.e. TIFA, DDA and Brownfields). Participation in the Active Adult Activity Center and related services and programs by residents of communities not approving a senior millage will be dependent upon the commitment and budgeted expenditures by such communities, or direct invoicing to individual residents, of charges equating to the cost of services provided to such residents. The Parties' Allocation Portion shall be determined by the actual respective dollar contributions of the Parties.

### SECTION 4. DISSOLUTION.

Upon three (3) or more of the Parties terminating participation in this Agreement, such termination shall cause a dissolution of the Commission. After satisfaction of any liabilities of the Commission then outstanding, the remaining net assets of the Commission shall be divided and distributed to the Parties based upon their respective Allocation Proportions as established and/or modified pursuant to the provisions of Article V. As to any assets which may not be so divided or distributed, such assets shall be

sold on a commercially reasonable basis, and the net proceeds (after the reasonable costs of sale) distributed to the Parties based upon their respective Allocation Proportions.

#### SECTION 5. REPORTING.

The Commission shall submit an annual report to the respective communities detailing membership amounts, programming participation, activities and services accomplished and funded by the budget, and any other relevant reporting items reasonably requested.

### ARTICLE VII – MISCELLANEOUS PROVISIONS

#### SECTION 1. AMENDMENTS.

This Agreement may be amended in whole or in any part by written agreement of the Parties. Excepting any decisions for which the terms of this Agreement expressly require approval by each of the respective Parties, adoption of any proposed amendment to this Agreement may be approved by a majority of the communities that are then-Parties to this Agreement.

#### SECTION 2. APPLICABLE LAWS.

The Commission shall fully comply in all activities with applicable local, state and federal laws, regulations, grant conditions and contract provisions.

#### SECTION 3. STATE APPROVAL.

As soon as reasonably practicable after the effective date of this Agreement, this Agreement shall be officially submitted to the office of the Governor for approval pursuant to the Urban Cooperation Act of 1967.

#### SECTION 4. EFFECTIVE DATE.

This Agreement shall be in full force and effect and the Commission shall be considered as established as an operating public corporation on the date this Agreement is executed by all parties and a copy is filed with the Wayne County Clerk.

#### SECTION 5. DURATION.

This Agreement shall remain in effect and continue on an indefinite basis and shall only be terminated according to the terms hereof.

#### SECTION 6. NO ASSIGNMENT.

Neither this Agreement nor any of the benefits or responsibilities set forth herein may be assigned by any Party to any third party or agency, excepting only that the Commission may by contract delegate certain duties and responsibilities to one or more Contractors.

CITY OF GROSSE POINTE By: Sheila Tomkowiak  
Sheila Tomkowiak, Mayor

CITY OF GROSSE POINTE FARMS By: Shane Reeside  
Shane Reeside, City mgr.

CITY OF GROSSE POINTE PARK By: Michelle Hodges  
Michelle Hodges, Mayor

CITY OF GROSSE POINTE WOODS By: Arthur W. Bryant  
Arthur W. Bryant  
Its: Mayor

CITY OF HARPER WOODS By: Valerie G. Kindle  
Valerie G. Kindle mayor

Approved for Signature

Debra A. Walling

Debra A. Walling  
City Attorney

Date: Feb. 3, 2025

**SCHEDULE A**

**2025 Contribution Allocations**

City of Grosse Pointe	\$163,639.00
City of Grosse Pointe Farms	\$362,110.00
City of Grosse Pointe Park	\$278,850.00
City of Grosse Pointe Woods	\$322,199.00
City of Harper Woods	\$ 98,906.00

**NOTE: Numbers listed are estimates and subject to final determination of taxable values.**