

City of Ypsilanti Fire & Police Retirement Board

Minutes of Meeting of Monday, April 18, 2016

9:00 A.M.

This meeting is being recorded for Retirement Board purposes only. The tape will be used solely for a purpose of preparing written Minutes of today's proceedings and in no way replaces the official written record. The tape will be erased upon approval of the Minutes at the next regularly scheduled meeting.

President Pearson called the meeting to order at 9:07 a.m. in the Council Chambers at City Hall, One South Huron St., Ypsilanti, Michigan.

ROLL CALL

President Don Pearson

Secretary Deric Gress

City Treasurer Kimberly Teamer

Trustee Patrick Quinn – Absent

Trustee Richard Barnabo - Absent

ALSO PRESENT - John Roe, YFD Firefighter
Ken Hobbs, YFD Firefighter
Rheagan Basabica, CPA, Finance Dept.
Tom Michaud, Attorney
Robert Diskin, Finance Manager
Kathleen J. Campbell, Board Assistant

APPROVAL OF THE AGENDA - The Agenda was approved with a correction for the Next Scheduled Meeting to Monday, June 20, 2016, 9 A.M.

AUDIENCE PARTICIPATION – There was no audience participation.

APPROVAL OF MINUTES OF FEBRUARY 8, 2016 MEETING.

Teamer/Gress. Approved

PRESIDENT'S REPORT (PEARSON) – President Pearson reported he looked at the City Website and the Board's section and it was much more friendly and useable. The Board's information should be much easier to find.

CORRESPONDENCE (GRESS) – Correspondence was distributed.

FINANCIAL REPORT (DISKIN) – Mr. Diskin presented the Financial Report

Res 2016-26 – **RE: FY 2015-2016 One Time Drawdown of Pension Funds**

WHEREAS the Board is in receipt of a request from the City of Ypsilanti Finance Department for a one time drawdown from the Retirement Board, in the amount of \$325,000.00, to cover the expenditures of the Fire and Police Pension Fund for the FY 2015-2016, and

WHEREAS the request is in order; and

THEREFORE BE IT RESOLVED that the Board accepts the request and directs Mr. Robert Diskin of Raymond James Financial Services, Inc. to take all necessary steps to pay the requested one time transfer of \$325,000.00 for FY 2015-2016, to be wired to the City's account.

Gress/Teamer.

LEGAL REPORT (MICHAUD) – Mr. Michaud presented a report on House Bill 5438 “public employee retirement benefit calculation act” for the Board's information.

STATEMENT OF INVESTMENT POLICY RESTATEMENT

MOTION: Treasurer Teamer offered and Secretary Gress supported the motion to restate the Statement of Investment Policy as of April 18, 2016.

Approved.

PAYMENT RESOLUTIONS

- A. RES 2016-15 Approved payment to Gabriel, Roeder, Smith & Company for Invoice #420240 regular actuarial and consulting services performed for quarter ended March 31, 2016 in the amount of \$2,200.00. Gress/Teamer.
- B. RES 2016-22 Approved payment to Orleans Capital Management for investment management services for the period 01/01/16 to 03/31/16, in the amount of \$4,258.63. Gress/Teamer.
- C. RES 2016-23 Approved payment to Kathleen J. Campbell, Board Assistant, for services rendered for the period 2/1/2016 – 4/11/2016 in the amount of \$1,230.00. Gress/Teamer.
- D. RES 2016-24 Approved payment to Orleans Capital Management Strategic Dividend Income Fund for investment management services for the period 01/01/16 to 03/31/16, in the amount of \$7,063.41. Gress/Teamer.
- E. RES 2016-25 Approved payment to Stonebridge Capital Advisors LLC for statement of management fees for the period April 1 to June 31, 2016, in the amount of \$6,600.04. Gress/Teamer.

OLD BUSINESS – There was no Old Business.

NEW BUSINESS

RES 2016-17 **Retirement Application of Firefighter John Paul Roe**

WHEREAS, the Board of Trustees is in receipt of an application for retirement from City of Ypsilanti Firefighter John Paul Roe, hire date of July 2, 1986, and effective date of retirement July 2, 2016 for total service time of thirty years, and

WHEREAS, it appears, based on preliminary information provided, Firefighter Roe meets the eligibility requirements of the Retirement System and any applicable collective bargaining agreement, therefore be it

RESOLVED, that said application for retirement is preliminarily approved subject to the adoption by the Board of a resolution approving the calculations of the actuary after audit by the finance and/or personnel departments of the City of Ypsilanti, and further

RESOLVED, that the actuary prepare and submit a retirement estimate to the Retirement System as soon as possible, and

RESOLVED, that following Firefighter Roe's last date on the active payroll, a retirement data sheet be completed by the City and submitted to the Retirement Systems actuary, and further

RESOLVED, that upon receipt of the retirement calculation form from the actuary, a copy of the form be sent to Firefighter Roe along with an option election form, and further

RESOLVED, that upon receipt of the completed election form by Firefighter Roe, the Board of Trustees will consider adoption of a resolution approving payments of applicable benefit amounts subject to correctness of calculations and data.

Gress/Teamer

RES 2016-18 Roshanna Green – Refund of Accumulated Contributions

WHEREAS, the Board of Trustees is in receipt of a request from Roshana Green requesting refund of her accumulated contributions to the City of Ypsilanti Fire and Police Retirement System; and

WHEREAS Ms. Green terminated service with the Ypsilanti Police Department effective December 9, 2015, at which time she had ten months and three weeks of service credit from her hire date of January 18, 2015.

WHEREAS, the Board has discussed this matter, therefore be it

RESOLVED, that the Board of Trustees hereby approves the request of Ms. Green to refund accumulated contributions of \$2,025.67 with no interest, and further

RESOLVED, that payment in the total amount of \$2,025.67 be made to Ms. Green consistent with Retirement System provisions and this resolution, and further

RESOLVED, that payment is subject to verification of correct contribution and interest amounts and prior to withdrawals, if any, and further

RESOLVED, that a copy of this resolution shall be forwarded to Ms. Green.

Gress/Teamer.

RES 2016-19 Police Officer Johnathan McDonagh – Request for Deferred Retirement to July 11, 2025.

WHEREAS, the Board of Trustees is vested with the authority and fiduciary responsibility for the administration, management and operation of the Retirement System, and

WHEREAS, the Board of Trustees is in receipt of correspondence from Police Officer Johnathan A. McDonagh, dated March 3, 2016, notifying the Board of his request to begin his deferred retirement on February 24, 2016, and

WHEREAS, Mr. McDonagh terminated service with the Ypsilanti Police Department on February 24, 2016, with a hire date of July 11, 2005, and has ten years, seven months, one week, and six days of service credit, and

WHEREAS, Section 6(1)(d) of Public Act 345 of 1937, as amended, provides in pertinent part that a member who has ten or more years of service shall have vested retirement benefits...if the member leaves employment before the date the member would have first become eligible to retire...for any reason except the member's retirement or death, the member is entitled to a pension that shall begin the first day of the calendar month immediately after the month in which the member's written application for the pension is filed with the retirement board that is on or after the date the member would have been eligible to retire had the member continued in employment, and

WHEREAS, Mr. McDonagh will be eligible to receive a regular service retirement on July 11, 2025, pursuant to the terms of Act 345 and the applicable collective bargaining agreement, and

WHEREAS, Mr. McDonagh's receipt of benefits is contingent upon his accumulated contributions remaining in the Retirement System until he has satisfied the eligibility requirements for a regular service retirement, and

WHEREAS, the Board notes that retirement benefits are calculated based upon the terms and conditions in effect at the time of separation of service, and

WHEREAS, the Board notes that questions relating to payouts of sick, vacation and/or "comp" time should be presented to and addressed by the City, and

WHEREAS, the Board has discussed this matter, therefore be it

RESOLVED, that the Board hereby acknowledges receipt of Mr. McDonagh's correspondence, dated March 3, 2016, and hereby approves his deferred vested retirement, and further

RESOLVED, that the Board hereby requests the City to provide the pertinent financial and personnel information to the Board so that the necessary calculations may be completed by its Actuary, and further

RESOLVED, that a copy of the actuarial calculations and this resolution shall be forwarded to Mr. McDonagh.

Gress/Teamer.

RES 2016-20 Joseph D. Yuhas – Request for Deferred Retirement to January 13, 2017.

WHEREAS, the Board of Trustees is vested with the authority and fiduciary responsibility for the administration, management and operation of the Retirement System, and

WHEREAS, the Board of Trustees is in receipt of correspondence from former YPD Sergeant Joseph D. Yuhas, dated April 8, 2016, notifying the Board of his request to begin his deferred retirement on January 13, 2017, and

WHEREAS, Mr. Joseph Yuhas terminated service with the Ypsilanti Police Department on April 10, 2016, with a hire date of January 13, 1997, and has 19 years, 2 months, 4 weeks of service credit, and

WHEREAS, Section 6(l)(d) of Public Act 345 of 1937, as amended, provides in pertinent part that a member who has ten or more years of service shall have vested retirement benefits...if the member leaves employment before the date the member would have first become eligible to retire...for any reason except the member's retirement or death, the member is entitled to a pension that shall begin the first day of the calendar month immediately after the month in which the member's written application for the pension is filed with the retirement board that is on or after the date the member would have been eligible to retire had the member continued in employment, and

WHEREAS, Mr. Yuhas will be eligible to receive a regular service retirement on January 13, 2017 pursuant to the terms of Act 345 and the applicable collective bargaining agreement, and

WHEREAS, Mr. Yuhas' receipt of benefits is contingent upon his accumulated contributions remaining in the Retirement System until he has satisfied the eligibility requirements for a regular service retirement, and

WHEREAS, the Board notes that retirement benefits are calculated based upon the terms and conditions in effect at the time of separation of service, and

WHEREAS, the Board notes that questions relating to payouts of sick, vacation and/or "comp" time should be presented to and addressed by the City, and

WHEREAS, the Board has discussed this matter, therefore be it

RESOLVED, that the Board hereby acknowledges receipt of Mr. Yuhas' correspondence, dated April 8, 2016, and hereby approves his deferred vested retirement, and further

RESOLVED, that the Board hereby requests the City to provide the pertinent financial and personnel information to the Board so that the necessary calculations may be completed by its Actuary, and further

RESOLVED, that a copy of the actuarial calculations and this resolution shall be forwarded to Mr. Yuhas.

Gress/Teamer.

RES 2016-21 Gregory Bergland – Refund of Accumulated Contributions

WHEREAS, the Board of Trustees is in receipt of a request from Gregory Bergland requesting refund of his accumulated contributions to the City of Ypsilanti Fire and Police Retirement System; and

WHEREAS Mr. Bergland terminated service with the Ypsilanti Police Department effective

March 2, 2016, at which time he had two years, four months, three days of service credit from his hire date of December 9, 2013.

WHEREAS, the Board has discussed this matter, therefore be it
RESOLVED, that the Board of Trustees hereby approves the request of Mr. Bergland to refund accumulated contributions of \$6,182.43 with interest of \$90.76, and further
RESOLVED, that payment in the total amount of \$6,273.19 be made to Mr. Bergland consistent with Retirement System provisions and this resolution, and further
RESOLVED, that payment is subject to verification of correct contribution and interest amounts and prior to withdrawals, if any, and further
RESOLVED, that a copy of this resolution shall be forwarded to Mr. Bergland.

RES 2016-22 Zachary Owens – Refund of Accumulated Contributions

WHEREAS, the Board of Trustees is in receipt of a request from Zachary Owens requesting refund of his accumulated contributions to the City of Ypsilanti Fire and Police Retirement System; and

WHEREAS Mr. Owens terminated service with the Ypsilanti Police Department effective April 7, 2016 at which time he had three years, eleven months, one week and one day of service credit from his hire date of April 30, 2012.

WHEREAS, the Board has discussed this matter, therefore be it
RESOLVED, that the Board of Trustees hereby approves the request of Mr. Owens to refund accumulated contributions of \$12,192.21 with interest of \$359.34, and further
RESOLVED, that payment in the total amount of \$12,551.55 be made to Mr. Owens consistent with Retirement System provisions and this resolution, and further
RESOLVED, that payment is subject to verification of correct contribution and interest amounts and prior to withdrawals, if any, and further
RESOLVED, that a copy of this resolution shall be forwarded to Mr. Owens.

Gress/Teamer.

MOTION: SCOTT MADDISON – APPROVAL OF ENTRY TO THE DROP MAY 5, 2016

Secretary Gress offered and President Pearson supported a motion to receive and approve City of Ypsilanti Firefighter Scott Maddison's request for application to the DROP effective May 5, 2016.

The Finance Department is directed to provide necessary information to the Actuary to make the calculations.

Approved.

ADJOURNMENT

Secretary Gress offered and City Treasurer Teamer supported a motion to adjourn the meeting of April 18, 2016 at 10:57 a.m. Approved.

Adjourned 10:57 a.m.

Next scheduled meeting Monday, June 20, 2016, 9 A.M.