CITY OF YPSILANTI
FIRE AND POLICE RETIREMENT BOARD
Minutes of Meeting of April 15, 2013
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 9:08 a.m. City Hall Council Chambers, One South Huron St. Ypsilanti, Michigan.

PRESENT: President Don Pearson, Secretary John Roe; Trustee Patrick Quinn; City Treasurer Kimberly Teamer. 4

ABSENT: Trustee Deric Gress. 1

ALSO PRESENT: David Hoffman, Actuary, Gabriel, Roeder, Smith & Company
Robert Diskin, Finance Manager
Tom Michaud, Attorney
Sallea Tisch, Finance
Ralph Lange, City Manager,
Peter Murdock, City Councilmember
Tim Sullivan, General Accountant
Erica Savage, Assistant to the City Manager
Marylou Uy, Finance Director

APPROVAL OF THE AGENDA – Agenda approved as amended to add Soyka's correction resolution. Teamer/Quinn.

RES 2013-12 APPROVAL OF MINUTES OF April 15, 2013 MEETING
The Minutes of December 17, 2013 meeting was approved as presented. Teamer/Quinn.

AUDIENCE PARTICIPATION – New City Manager Ralph Lange was introduced, as well as General AccountantTim Sullivan, City Councilmember Peter Murdock, Assistant to the City Manager Erica Savage, Finance Director Marylou Uy and Actuarial David Hoffman. Councilmember Murdock and City Manager Lange spoke about financial items in the City.

57th ACTUARIAL VALUATION Report – David Hoffman, Actuary, GRS
Mr. Hoffman presented that Annual Actuarial Valuation Report June 30, 2012 and answered questions from the Board

MOTION: Secretary Roe offered and City Treasurer Teamer supported a motion to receive and file the Annual Actuarial Valuation Report, June 30, 2012.
Approved.

Res No. 2013-13 57th Annual Actuarial Valuation
WHEREAS, the Board of Trustees of the City of Ypsilanti Fire and Police Retirement System ("Board") is in receipt of the 57th Actuarial Valuation Report dated June 30, 2012, which has been submitted to the Board by its actuary, Gabriel Roeder Smith & Company, for consideration and approval, and
WHEREAS, the Board has the legal and fiduciary obligation to ensure that employer contributions to the Retirement System are made in accordance with Article 9, Section 24 of the Constitution of the State of Michigan, and

WHEREAS, the Board is required to certify to the governing body of the City, the amount to be contributed by the employer, and
WHEREAS, the Board has the duty to (1) approve the 57th Actuarial Valuation Report dated June 30, 2012, and (2) to certify to the Employer-City the amount of employer contribution required for the fiscal year beginning July 1, 2012, therefore be it
RESOLVED, that the Board hereby approves the 57th Actuarial Valuation Report as submitted by the actuary, and further
RESOLVED, that the Board hereby certifies to the Employer-City the amount of employer contribution required for the fiscal year beginning July 1, 2012 (as reflected by the June 30, 2012 Actuarial Valuation), in the amount of $1,347,529; and further
RESOLVED, that a copy of this Resolution and the 57th Actuarial Valuation Report be forwarded to the Employer-City.
Roe/Teamer.

PRESIDENT'S REPORT – President Pearson reported that the MAPERS Conference is the first week of June in Bellaire, MI.

CORRESPONDENCE (ROE) – The correspondence was distributed.

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

LEGAL REPORT (MICHAUD - Mr. Michaud presented the Legal Report.

Service Provider Disclosure Policy – Mr. Michaud spoke about the proposed policy and it will be brought back to the Board at the June 17th meeting.

RES No. 2013-14 DROP Account Administration

Re: DROP Account Administration
WHEREAS, the Board of Trustees is vested with the authority and responsibility for the proper administration, management and operation of the Retirement System, including the interpretation and implementation of the Deferred Retirement Option Plan (DROP), and
WHEREAS, the Board has determined that it is in the best interest of the Retirement System to establish a policy regarding the administration of the DROP Accounts, therefore be it
RESOLVED, that a DROP Account shall be established for each DROP Participant upon election to participate in the DROP and the Participant's DROP Benefit shall be credited monthly to the Participant's individual DROP Account, and further
RESOLVED, that the Board shall issue an annual DROP Account statement to each DROP Participant for the twelve month period ending June 30th of each year, and
RESOLVED, that upon separation of employment, a former DROP Participant may elect one, or a consistent combination of the following distribution methods to receive payments from his/her individual DROP Account: (1) a total lump sum distribution to the recipient; (2) a partial lump sum distribution to the recipient; (3) a lump sum direct rollover to another qualified plan to the extent allowed by federal law and in accordance with the Retirement Board's rollover procedures; (4) an annuity payable for the life of the recipient; and (5) optional form of annuity as established by Public Act 345 of 1937, as amended, and further
RESOLVED, that a former DROP Participant may make only one distribution election each year which shall be made during the period of July 1 to June 30 of each year, unless the former DROP Participant elects a total lump sum distribution of any remaining DROP

Account balance, and further
RESOLVED, that the Board shall issue an annual DROP Account statement to each former DROP Participant for the twelve month period ending June 30th of each year, and
RESOLVED, that the DROP Account shall be administered in accordance with the DROP, and further
RESOLVED, that copies of this policy shall be provided to DROP Participants and other appropriate representatives.
Quinn/Teamer.

The Board directed the Board Assistant to redact birthdays from personnel resolutions related to their DROP or retirement request. Also, to arrange with the City to be able to put the Board Agenda and Minutes on the City of Ypsilanti website.

PAYMENT RESOLUTIONS

A. RES 2013-15 Approved payment to City of Ypsilanti – Finance Department for Administrative Services Fiscal Year 2012-2013, per contract, in the amount of $25,986.00. Quinn/Roe.

B. RES 2013-16 Approved payment to Gabriel, Roeder, Smith & Company regular actuarial and consulting services performed for quarter October 1, 2012 through December 31, 2012; and January 1, 2013 through March 31, 2013 in the amount of $4,200.00. Quinn/Roe.

C. RES 2013-17 Approved payment to Stonebridge Capital Advisors LLC for statement of management fees for the period January 1 to March 31, 2013, in the amount of $5,848.53. Quinn/Roe.

D. RES 2013-18 Approved payment to Kathleen J. Campbell, Board Assistant, for services rendered for the period 2/12/13 – 4/9/13 in the amount of $804.50. Quinn/Roe.

OLD BUSINESS

Res No. 2013-19 Re: Retiree Rodney Soyka – Adjustment
WHEREAS, City of Ypsilanti Fire Retiree Rodney Scott Soyka’s pension should have been calculated based upon AFC of $40,472.57, and
WHEREAS, Retiree Soyka’s pension was calculated based upon an AFC of $39,770.99, and
WHEREAS, Retiree Soyka received $8,896.88 year-to-date in biweekly payments of $1,202.28 (based upon an annual pension of $31,259.26), and
WHEREAS, Retiree Soyka should have received $9,074.32 year-to-date in biweekly payments of $1,226.26 (based upon an annual pension of $31,882.68), and
WHEREAS, to correct this error Retiree Soyka should be paid $177.44 in retro pension.
NOW THEREFORE BE IT RESOLVED, that the Board of Trustees hereby authorizes payment made to Retiree Soyka in the amount of $177.44, and
FURTHER RESOLVED, that Retiree Rodney Soyka’s biweekly pension amount be changed to $1,226.26, and
RESOLVED, that copies of this resolution be forwarded to Retiree Soyka, the Payroll Technician and the Finance Director.

Roe/Teamer.

NEW BUSINES

There was no new business.

ADJOURNMENT

MOTION: Trustee Quinn offered and City Treasurer Teamer supported the motion to adjourn at 11:05 a.m. Approved.

Next Scheduled Meeting is June 17, 2013, 9 a.m.