

OFFICIAL PROCEEDINGS OF THE BOARD OF TRUSTEES CITY OF LANSING POLICE AND FIRE RETIREMENT SYSTEM

Regular Meeting
2nd Floor Lansing Police Conference Room

December 14, 2021
Tuesday, 8:30 a.m.

The Board was called to order at 8:35 a.m.

Present: Trustees Kirkland, Schor (8:37), Taylor, C. Wilcox, Wohlfert, Wood – 6.

Absent: Moore, R. Wilcox - excused

Others: Karen E. Williams, Human Resources Department; Attorney Aaron Castle, Vanoverbeke, Michaud & Timmony, P.C. (legal counsel); Attorney Abood, City Attorney's Office.

It was moved by Trustee Wood and supported by Trustee Kirkland to approve the official Joint minutes the Employees' Retirement System Board and Police and Fire Retirement System Board of November 9, 2021, as amended.

Adopted by the following vote: 5– 0.

There were no public comments for items on the agenda.

Secretary's Report.

0 new sworn fire member(s), 0 new sworn police members, 0 reinstatement(s), 0 refund(s), 0 transfers, 2 retired. Total: Active membership: 370. 1 death(s), Richard F. Cook, Sr. Police, died 12/5/2021, age 91, spouse to receive 50%. Refunds made since the last regular meeting amounted to \$33,118.44. Reimbursements to the System year-to-date amount to \$0.00. Retirement allowances paid for the month of November 2021, amounted to \$2,985,506.40. Total retirement checks printed for the P&F System: 765. Total retirement checks printed for both systems: 1,702. Domestic relations order received: 0. Domestic relations orders pending: 1. Eligible Domestic Relations Order Certified: 0.

It was moved by Trustee C. Wilcox and supported by Trustee Taylor to approve the regular age and service retirement:

Michelle Hood-Marble (CCLP Nonsupervisory), 25 years of service credits, age 48, effective January 15, 2022 (with the purchase of 2 years of military service credits) (Sworn Date: 2/8/1999)

Adopted by the following vote: 6 – 0.

There were no requests for duty disability retirement.

There were no requests for non-duty disability retirement.

It was moved by Trustee Chris Wilcox and supported by Trustee Wood to approve the following request for refund of accumulated contributions:

Alex Rojas, CCLP Non-Supervisory, not vested, \$11,496.03
Benjamin Blanck, CCLP Nonsupervisory, not vested, \$9495.20

Adopted by the following vote: 6-0.

Karen Williams reported that Trustee Moore and Trustee Ryan Wilcox requested to be excused from the December meeting.

It was moved by Trustee Chris Wilcox and supported by Trustee Kirkland to excuse Trustee Chris Ryan Wilcox and Trustee Moore from the December Police and Fire Retirement System Board.

Adopted by the following vote: 6 -0.

There were no public comments for items not on the agenda.

Karen Williams provided retirement board December invoices (Boomershine, Tegrit, Zoom) for approval in accordance with the new authorized signer's policy.

It was moved by Trustee Wood and supported by Trustee Kirkland to approve the Police and Fire Retirement System invoices.

Adopted by the following vote: 6-0

Karen Williams distributed the Tegrit fee increase proposal and project change options for the Board consideration. Tegrit proposed two cost options to accommodate the City of Lansing bargaining unit changes in the pension software. Tegrit provided a change request that outlined the high-level requirement and offered a fixed fee cost. Tegrit also included fee increase to the Board's contact that could incorporate the bargaining unit changes. The contract fee change would cover through 2023. Annual cost of hosting and maintenance would increase, with the opportunity to purchase additional hours.

Trustee Wood requested not to exceed language be added to the contract proposal. She requested that legal counsel review the proposal and determine appropriate questions to ask.

It was moved by Trustee Wood and supported by Trustee Kirkland to have a Joint Retirement Board meeting to have Tegrit come in to discuss and answer questions regarding the proposals and fee increase.

Adopted by the following vote: 6 – 0.

Karen Williams reported that Attorney Abood had a written opinion regarding fiduciary liability coverage of the Retirement Boards held by the City of Lansing. The opinion is waiting for approval by the City Attorney at which time it can be distributed.

Karen Williams reported that the deadline for turning in nominating petitions for the term of Fire Trustee for the Police and Fire Retirement System Board was 4:00 p.m. on Tuesday, November 9, 2021. One petition was received and certified. Since there was only one candidate for the position, it was not necessary to conduct a general election for the Fire Department Trustee. Mr. Christopher Wilcox filed a valid petition and was running unopposed, therefore in according with the Police and Fire election rules, he has been declared the winner for the Fire Department Trustee position for the term ending December 31, 2026.

It was moved by Trustee Schor and supported by Trustee Kirkland to accept the election results and name Christopher Wilcox Fire Department Trustee, with the term ending December 31, 2026.

Adopted by the following vote: 6 – 0.

Mr. Jeffrey D. Scharnowske submitted a memo regarding FY2021 Police and Fire Pension Employee Contribution. The memo indicated that on December 10, 2021, \$2,802.31 was transferred by the City of Lansing to the Police and Fire Retirement System. The amount represented a FY2021 correction of underpayments to the Police and Fire Retirement Plan.

It was moved by Trustee Wood and supported by Trustee Chris Wilcox to accept the FY 2021 Police and Fire Employee Contribution as of June 30, 2021.

Adopted by the following vote; 6 -0.

Karen Williams reviewed the monthly investment report for the period ending November 30, 2021.

It was moved by Trustee Chris Wilcox and supported by Trustee Kirkland to adjourn the meeting.

Adopted: unanimously

The meeting adjourned at 9:16 am.

Minutes approved on 1/18/2022

Karen E. Williams, Recording Secretary
Police & Fire Retirement System

Eric P. Wohlfert, Chairperson
Police & Fire Retirement System