CITY OF MARINE CITY

PENSION BOARD MEETING AGENDA

Pension Plan

Regular Meeting: **Tuesday, January 27, 2015; 4:30PM**

Marine City Fire Hall: 200 South Parker Street, Marine City, Michigan

1. **CALL TO ORDER**

2. **ROLL CALL** Mayor Raymond Skotarczyk; City Commission Rep. James Turner, Board Members Michael Itrich, David Scheel, James VanderMeulen and, Lynn Zyrowski; Treasurer Mary Ellen McDonald; and, City Manager John Gabor

3. **APPROVE AGENDA (Additions / Deletions)**

4. **APPROVE MINUTES**
   A. Pension Plan Board Meeting ~ October 29, 2014
   B. Pension Board Special Meeting ~ December 10, 2014

5. **COMMUNICATIONS**

6. **UNFINISHED BUSINESS**
   A. Calculation of Lump-Sum Benefit

7. **NEW BUSINESS**

8. **OPEN DISCUSSION**

9. **FINANCIAL BUSINESS**
   A. Financial Reports
      - Investment Performance ~ Review by Frederick Miller

   B. Invoice Approval
      - Rodwan Consulting Company – Invoice #1950
      - Sullivan, Ward, Asher & Patton – Invoice #472110

   C. Preliminary Financial Statements ~ October, November & December, 2014

10. **ADJOURNMENT**

4-A

City of Marine City
Pension Board ~ Pension Plan
October 29, 2014

A regular meeting of the Pension Board ~ Pension Plan held on Wednesday, October 29, 2014 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, was called to order by Mayor Skotarczyk at 4:35 PM.

Present: **Mayor Skotarczyk; City Commissioner Turner; Board Members Itrich, Scheel, and Zyrowski; City Manager Gabor; City Treasurer McDonald; and, City Clerk Baxter**

Absent: **Board Member VanderMeulen**

Also Present: **Frederick Miller, Financial Consultant**

Approve Agenda

Motion by Commissioner Turner, seconded by Board Member Itrich, to approve the Agenda, as presented. All Ayes. Motion Carried.

Approve Minutes

Motion by Commissioner Turner, seconded by Mayor Skotarczyk, to approve the Minutes of the Regular Pension Board ~ Pension Plan Meeting of July 29, 2014, as amended. All Ayes. Motion Carried.

Communications

There were no Communications presented.

Unfinished Business

None.

New Business

Beneficiary Calculation ~ Dale J. Markel

Motion by City Manager Gabor, seconded by Board Member Itrich, to approve the benefit calculation for Dale J. Markel, as presented.

A discussion on beneficiary payout options followed. Motion by City Manager Gabor, seconded by Mayor Skotarczyk, authorizing City Treasurer McDonald to investigate beneficiary payout options with the pension attorney. All Ayes. Motion Carried.

Financial Business

Financial Reports

- **Investment Performance**

Financial Consultant Frederick Miller provided a Performance Analysis Summary, dated October 28, 2014. He reported that the Pension Plan Holdings had an increase of 12.69%. Mr. Miller had no recommended changes at this time.

Motion by City Manager Gabor, seconded by Board Member Itrich, to receive and file the financial reports, as presented. All Ayes. Motion Carried.

Invoice Approval

Motion by Mayor Skotarczyk, seconded by Board Member Itrich, to approve Sullivan, Ward, Asher & Patton Invoice #469910, as presented. All Ayes. Motion Carried.

Motion by Mayor Skotarczyk, seconded by Board Member Itrich, to approve Rodwan Consulting Company Invoice #1878, as presented. All Ayes. Motion Carried.

Preliminary Financial Statements

Motion by Mayor Skotarczyk, seconded by Commissioner Turner, to accept the Preliminary Financial Statements for July, August and September, 2014, and place them on file. All Ayes. Motion Carried.

Adjournment

Motion by City Manager Gabor, seconded by Commissioner Turner, to adjourn at 4:55 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

4-B

City of Marine City
Pension Board ~ Pension Plan
December 10, 2014

A special meeting of the Pension Board ~ Pension Plan was held on Wednesday, December 10, 2014 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, was called to order by Chairperson Scheel at 4:30 pm.

Present: City Commissioner Turner; Board Members Itrich, Scheel, and Zyrowski; City Manager Gabor; City Treasurer McDonald; and, City Clerk Baxter.

***Mayor Skotarczyk arrived at 4:32 pm just as the meeting was being adjourned.**

Approve Agenda

Motion by City Manager Gabor, seconded by City Commissioner Turner, to approve the Agenda, as presented. All Ayes. Motion Carried.

New Business

Updating Pension Ordinance ~ IRS Requirement

City Manager Gabor said that the update was required by the Internal Revenue Service prior to the end of 2014. The proposed Resolution to be then presented to the City Commission for approval. Motion by City Manager Gabor, seconded by Board Member Itrich, to approve the Resolution as presented. All Ayes. Motion Carried.

Adjournment

Motion by City Manager Gabor, seconded by Commissioner Itrich, to adjourn at 4:32 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

9B

City of Marine City

Memo

To: Pension Board Members

From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer

Date 11/20/14

Re: Invoice Approval

Please include the attached invoice on the next Pension Board Agenda for approval.

Rodwan Consulting Company Invoice #1950 $1,400.00

(Additional Actuarial Services as required by Government Accounting Standards Board – Statement 67 as of June 30, 2014)

Account Number 731-000.000-801.000

If you have any questions, please contact me.

Thank you

RODWAN CONSULTING COMPANY
2310 E. ELEVEN MILE ROAD
ROYAL OAK, MI 48067

INVOICE

DATE	INVOICE NO.
11/19/2014	1950

BILL TO:

Mary Ellen McDonald
Finance Director/Treasurer
City of Marine City
303 S. Water Street
Marine City, MI 48039

DESCRIPTION	AMOUNT
GASB 67 Information -- Marine City Employees Retirement System For additional actuarial services rendered in connection with information for reporting purposes pursuant to Governmental Accounting Standards Board Statement 67 as of June 30, 2014. Includes roll-forward valuation, 2 additional valuations based on alternate discount rates for sensitivity testing, projections of future contributions and benefits payments, projection of Net Fiduciary Position, computation of actuarial present values of funded and unfunded projected benefit payments, computation of the GASB 67 discount rate, and other disclosures as required.	1,400.00
We appreciate working for you.	**TOTAL** $1,400.00

9B

City of Marine City

Memo

To: Kristen Baxter, City Clerk

From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer

Date January 7, 2015

Re: Invoice Approval

Please include the attached invoice on the agenda of the next Pension Board Meeting for approval.

Sullivan, Ward, Asher & Patton **Invoice #472110** **$618.99**

(Professional Services 9/1/14-11/30/14)

A/C #731-000.000-801.000 **$618.99**

If you have any questions, please contact me.

Thank you

Sullivan, Ward, Asher & Patton, P.C.

ATTORNEYS AND COUNSELORS AT LAW

25800 Northwestern Highway
1000 Maccabees Center
Southfield, MI 48075-8412

TELEPHONE: 248-746-0700 FEDERAL TAX I.D. No.: 38-1880608 FAX: 248-746-2760
http://www.swappc.com

MARINE CITY RETIREMENT SYSTEM
JOHN GABOR, CITY MANAGER
303 S WATER
MARINE CITY , MI 48039

RECEIVED
JAN 05 2015
City of Marine City

December 22, 2014
Client: MNE
Matter: MNE-119432
Invoice#: 472110
Billing Atty: CB

Re: PENSION FUND

For Professional Services Rendered Between September 01, 2014 and November 30, 2014

Previous Balance		855.00
Less Payments		-855.00
Balance Forward		0.00
Current Fees	600.00	
Current Disbursements	18.99	
Total Current Charges		618.99
	Total Amount Due	**618.99**

1-5-15

Payment Due Upon Receipt. Please include the invoice number on all remittance. Thank you.
VISA/MASTERCARD PAYMENTS NOW ACCEPTED

Fees

Description	Hours	
RESEARCH RE: DUTY DEATH BENEFITS AND DRAFT EMAILS RE: SAME	0.80	
RESEARCH RE: INTEREST RATE FOR CALCULATION LUMP SUM BENEFITS AND DRAFT EMAIL RE: SAME	0.70	
RESEARCH RE: AND DRAFT DRAFT CORRESPONDENCE AND AMENDMENTS FOR WINDSOR RULING	2.50	
Total Fees	**4.00**	**600.00**

Fee Recap

Attorney	Hours	Rate/Hour	Amount
CYNTHIA BILLINGS	4.00	150.00	600.00
Totals	**4.00**		**600.00**

Disbursements

Date	Description	Units @ Cost	Amount
10/30/14	EXPRESS MAIL	0.00	18.99
	Total Disbursements		**18.99**

Total Fees and Disbursements	**618.99**
Total Current Charges Due	**618.99**

City of Marine City

Memo

To: Mayor & City Commission

From: Mary Ellen McDonald, CPFA/MiCPT

Finance Director/Treasurer

Date 11/14/14

Re: **PRELIMINARY FINANCIAL STATEMENTS FOR OCTOBER 2014**

Please include the attached **Preliminary Financial Statements for October 2014** on the agenda of the next Pension Board Meeting. If you have any questions, please contact me.

Thank you

9c

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 10/31/2014
PRELIMINARY FINANCIAL STATEMENTS-OCTOBER 2014

Fund 731 MARINE CITY RETIREMENT SYSTEM

GL Number	Description	Balance
	*** Assets ***	
731-000.000-001.001	CASH	57,805.06
731-000.000-017.000	PENSION FUND TRUST ACCOUNT	5,922,410.39
	Total Assets	5,980,215.45
	*** Liabilities ***	
	Total Liabilities	0.00
	*** Fund Balance ***	
731-000.000-390.000	FUND BALANCE	5,684,996.49
	Total Fund Balance	5,684,996.49
	Beginning Fund Balance - 13-14	5,684,996.49
	Net of Revenues VS Expenditures - 13-14	329,165.37
	***13-14 End FB/14-15 Beg FB**	6,014,161.86
	Net of Revenues VS Expenditures - Current Year	(33,946.41)
	Ending Fund Balance	5,980,215.45
	Total Liabilities And Fund Balance	5,980,215.45

* Year Not Closed

PRELIMINARY
FINANCIAL
STATEMENTS
OCTOBER 2014

PRELIMINARY FINANCIAL STATEMENTS-OCTOBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 10/31/2014 NORM (ABNORM	ACTIVITY FOR MONTH 10/31/ INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 731 - MARINE CITY RETIREMENT SYSTEM								
Revenues								
Dept 000.000								
731-000.000-650.100	UNREALIZED GAIN/LOSS	0.00	0.00	41,821.08	0.00	0.00	(41,821.08)	100.00
731-000.000-653.000	EMPLOYER RETIREMENT CONT.	0.00	0.00	65,784.92	16,446.23	0.00	(65,784.92)	100.00
731-000.000-654.000	EMPLOYEE RETIREMENT CONT.	0.00	0.00	5,725.55	1,163.80	0.00	(5,725.55)	100.00
731-000.000-665.000	INTEREST	0.00	0.00	23,725.78	0.00	0.00	(23,725.78)	100.00
Total Dept 000.000		0.00	0.00	137,057.33	17,610.03	0.00	(137,057.33)	100.00
TOTAL Revenues		0.00	0.00	137,057.33	17,610.03	0.00	(137,057.33)	100.00
Expenditures								
Dept 000.000								
731-000.000-801.000	PROFESSIONAL SERV.	0.00	0.00	6,255.00	0.00	0.00	(6,255.00)	100.00
731-000.000-808.000	PENSION TRUST FEE	0.00	0.00	10,270.18	0.00	0.00	(10,270.18)	100.00
731-000.000-955.000	RETIREMENT BENEFITS	0.00	0.00	154,478.56	38,619.64	0.00	(154,478.56)	100.00
Total Dept 000.000		0.00	0.00	171,003.74	38,619.64	0.00	(171,003.74)	100.00
TOTAL Expenditures		0.00	0.00	171,003.74	38,619.64	0.00	(171,003.74)	100.00
Fund 731 - MARINE CITY RETIREMENT SYSTEM:								
TOTAL REVENUES		0.00	0.00	137,057.33	17,610.03	0.00	(137,057.33)	100.00
TOTAL EXPENDITURES		0.00	0.00	171,003.74	38,619.64	0.00	(171,003.74)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(33,946.41)	(21,009.61)	0.00	33,946.41	100.00

PRELIMINARY FINANCIAL STATEMENTS OCTOBER 2014

City of Marine City

Memo

To: Pension Board Members

From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer

Date 12/12/14

Re: **PRELIMINARY FINANCIAL STATEMENTS FOR NOVEMBER 2014**

Please include the attached **Preliminary Financial Statements for November 2014** on the agenda of the next Pension Board Meeting. If you have any questions, please contact me.

Thank you

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 11/30/2014
PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2014

Fund 731 MARINE CITY RETIREMENT SYSTEM

GL Number	Description	Balance
	*** Assets ***	
731-000.000-001.001	CASH	137,898.02
731-000.000-017.000	PENSION FUND TRUST ACCOUNT	5,272,410.39
	Total Assets	**5,410,308.41**
	*** Liabilities ***	
731-000.000-200.000	ACCOUNTS PAYABLE	1,400.00
	Total Liabilities	**1,400.00**
	*** Fund Balance ***	
731-000.000-390.000	FUND BALANCE	5,684,996.49
	Total Fund Balance	**5,684,996.49**
	Beginning Fund Balance - 13-14	**5,684,996.49**
	Net of Revenues VS Expenditures - 13-14	**329,165.37**
	***13-14 End FB/14-15 Beg FB**	**6,014,161.86**
	Net of Revenues VS Expenditures - Current Year	**(605,253.45)**
	Ending Fund Balance	**5,408,908.41**
	Total Liabilities And Fund Balance	**5,410,308.41**

* Year Not Closed

PRELIMINARY
FINANCIAL
STATEMENTS
NOVEMBER 2014

PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 11/30/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/2 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 731 - MARINE CITY RETIREMENT SYSTEM								
Revenues								
Dept 000.000								
731-000.000-650.100	UNREALIZED GAIN/LOSS	0.00	0.00	41,821.08	0.00	0.00	(41,821.08)	100.00
731-000.000-653.000	EMPLOYER RETIREMENT CONT.	0.00	0.00	82,231.15	16,446.23	0.00	(82,231.15)	100.00
731-000.000-654.000	EMPLOYEE RETIREMENT CONT.	0.00	0.00	6,922.92	1,197.37	0.00	(6,922.92)	100.00
731-000.000-665.000	INTEREST	0.00	0.00	23,725.78	0.00	0.00	(23,725.78)	100.00
Total Dept 000.000		0.00	0.00	154,700.93	17,643.60	0.00	(154,700.93)	100.00
TOTAL Revenues		0.00	0.00	154,700.93	17,643.60	0.00	(154,700.93)	100.00
Expenditures								
Dept 000.000								
731-000.000-801.000	PROFESSIONAL SERV.	0.00	0.00	7,655.00	1,400.00	0.00	(7,655.00)	100.00
731-000.000-808.000	PENSION TRUST FEE	0.00	0.00	10,270.18	0.00	0.00	(10,270.18)	100.00
731-000.000-955.000	RETIREMENT BENEFITS	0.00	0.00	193,098.20	38,619.64	0.00	(193,098.20)	100.00
731-000.000-964.000	REFUND/REBATE	0.00	0.00	548,931.00	548,931.00	0.00	(548,931.00)	100.00
Total Dept 000.000		0.00	0.00	759,954.38	588,950.64	0.00	(759,954.38)	100.00
TOTAL Expenditures		0.00	0.00	759,954.38	588,950.64	0.00	(759,954.38)	100.00
Fund 731 - MARINE CITY RETIREMENT SYSTEM:								
TOTAL REVENUES		0.00	0.00	154,700.93	17,643.60	0.00	(154,700.93)	100.00
TOTAL EXPENDITURES		0.00	0.00	759,954.38	588,950.64	0.00	(759,954.38)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(605,253.45)	(571,307.04)	0.00	605,253.45	100.00

PRELIMINARY FINANCIAL STATEMENTS NOVEMBER 2014

City of Marine City

Memo

To: Pension Board Members

From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer

Date 1/12/15

Re: **PRELIMINARY FINANCIAL STATEMENTS FOR DECEMBER 2014**

Please include the attached **Preliminary Financial Statements for December 2014** on the agenda of the next Pension Board Meeting. If you have any questions, please contact me.

Thank you

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 12/31/2014
PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2014

Fund 731 MARINE CITY RETIREMENT SYSTEM

GL Number	Description	Balance
*** Assets ***		
731-000.000-001.001	CASH	116,527.07
731-000.000-017.000	PENSION FUND TRUST ACCOUNT	5,272,410.39
731-000.000-028.100	CONTRIBUTIONS RECEIVABLE	78,432.00
Total Assets		**5,467,369.46**
*** Liabilities ***		
731-000.000-200.000	ACCOUNTS PAYABLE	618.99
Total Liabilities		**618.99**
*** Fund Balance ***		
731-000.000-390.000	FUND BALANCE	6,092,593.86
Total Fund Balance		**6,092,593.86**
Beginning Fund Balance		**6,092,593.86**
Net of Revenues VS Expenditures		**(625,843.39)**
Ending Fund Balance		**5,466,750.47**
Total Liabilities And Fund Balance		**5,467,369.46**

PRELIMINARY
FINANCIAL
STATEMENTS
DECEMBER 2014

PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 12/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/2 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 731 - MARINE CITY RETIREMENT SYSTEM								
Revenues								
Dept 000.000								
731-000.000-650.100	UNREALIZED GAIN/LOSS	0.00	0.00	41,821.08	0.00	0.00	(41,821.08)	100.00
731-000.000-653.000	EMPLOYER RETIREMENT CONT.	0.00	0.00	98,677.38	16,446.23	0.00	(98,677.38)	100.00
731-000.000-654.000	EMPLOYEE RETIREMENT CONT.	0.00	0.00	9,125.38	2,202.46	0.00	(9,125.38)	100.00
731-000.000-665.000	INTEREST	0.00	0.00	23,725.78	0.00	0.00	(23,725.78)	100.00
Total Dept 000.000		0.00	0.00	173,349.62	18,648.69	0.00	(173,349.62)	100.00
TOTAL Revenues		0.00	0.00	173,349.62	18,648.69	0.00	(173,349.62)	100.00
Expenditures								
Dept 000.000								
731-000.000-801.000	PROFESSIONAL SERV.	0.00	0.00	8,273.99	0.00	0.00	(8,273.99)	100.00
731-000.000-808.000	PENSION TRUST FEE	0.00	0.00	10,270.18	0.00	0.00	(10,270.18)	100.00
731-000.000-955.000	RETIREMENT BENEFITS	0.00	0.00	231,717.84	38,619.64	0.00	(231,717.84)	100.00
731-000.000-964.000	REFUND/REBATE	0.00	0.00	548,931.00	0.00	0.00	(548,931.00)	100.00
Total Dept 000.000		0.00	0.00	799,193.01	38,619.64	0.00	(799,193.01)	100.00
TOTAL Expenditures		0.00	0.00	799,193.01	38,619.64	0.00	(799,193.01)	100.00
Fund 731 - MARINE CITY RETIREMENT SYSTEM:								
TOTAL REVENUES		0.00	0.00	173,349.62	18,648.69	0.00	(173,349.62)	100.00
TOTAL EXPENDITURES		0.00	0.00	799,193.01	38,619.64	0.00	(799,193.01)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(625,843.39)	(19,970.95)	0.00	625,843.39	100.00

PRELIMINARY FINANCIAL STATEMENTS DECEMBER 2014