

CITY OF MARINE CITY

PENSION BOARD MEETING AGENDA

Pension Plan

Regular Meeting: Wednesday, October 29, 2014; 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 ~ July 29, 2014
5. **COMMUNICATIONS**
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - A. Beneficiary Calculation ~ Dale J. Markel
8. **OPEN DISCUSSION**
9. **FINANCIAL BUSINESS**
 - A. Financial Reports
 - Investment Performance ~ Review by Frederick Miller
 - B. Invoice Approval
 - Sullivan, Ward, Asher & Patton – Invoice #469910
 - Rodwan Consulting Company – Invoice #1878
 - C. Preliminary Financial Statements ~ July, August & September, 2014
10. **ADJOURNMENT**

**City of Marine City
Pension Board ~ Pension Plan
July 29, 2014**

A regular meeting of the Pension Board ~ Pension Plan held on Tuesday, July 29, 2014 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, was called to order by Mayor Skotarczyk at 4:32 PM.

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

Absent: Board Member Scheel

Also Present: Frederick Miller, Financial Consultant; Sandra Rodwan of Rodwan Consulting Company

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 Board Member Itrich, to approve the Minutes of the Regular Pension Board ~ Pension Plan Meeting of April 29, 2014, as presented. All Ayes. Motion Carried.

Communications

There were no Communications presented.

Unfinished Business

None.

New Business

None.

Financial Business

Actuarial Report ~ Sandra Rodwan

Sandra Rodwan of Rodwan Consulting Company, presented City of Marine City Employee's Retirement System Actuarial Valuation as of June 30, 2013.

Financial Reports

- **Investment Performance & Financial Statements**

Financial Consultant Frederick Miller provided a Performance Analysis Summary, dated July 28, 2014. He reported that the Pension Plan Holdings had an increase of 2.86% and the Asset Allocation Analysis had an anticipated gain of \$800,000 this year. Mr. Miller had no recommended changes at this time.

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

Invoice Approval

Motion by Commissioner Turner, seconded by Mayor Skotarczyk, to approve Sullivan, Ward, Asher & Patton Invoice #467586, as presented. All Ayes. Motion Carried.

Motion by Commissioner Turner, seconded by Mayor Skotarczyk, to approve the Application Fee for IRS Determination Letter, as presented. All Ayes. Motion Carried.

Motion by Commissioner Turner, seconded by Mayor Skotarczyk, to approve the IRS Voluntary Compliance Program Fee, as presented. All Ayes. Motion Carried.

Preliminary Financial Statements

Motion by City Manager Gabor, seconded by Commissioner Turner, to accept the Preliminary Financial Statements for April, May and June, 2014, and place them on file. All Ayes. Motion Carried.

Motion by City Manager Gabor, seconded by Commissioner Turner, to accept the Raymond James Trust Statements for May and June, 2014, and place them on file. All Ayes. Motion Carried.

Adjournment

Motion by City Manager Gabor, seconded by Commissioner Turner, to adjourn at 5:21 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

JB

Memo

To: Kristen Baxter, City Clerk
From: Mary Ellen McDonald, CPFAMiCPT
Finance Director/Treasurer
Date: September 30, 2014
Re: Invoice Approval

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

Sullivan, Ward, Asher & Patton	Invoice #469910	\$855.00
(Professional Services 6/1/14-8/31/14)		
A/C #731-000.000-801.000	\$855.00	

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

RECEIVED
SEP 29 2014

City of Marine City

TELEPHONE: 248-746-0700

FEDERAL TAX I.D. No.: 38-1880608
<http://www.swappc.com>

FAX: 248-746-2760

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

September 26, 2014
Client: MNE
Matter: MNE-119432
Invoice#: 469910
Billing Atty: CB

Re: PENSION FUND

For Professional Services Rendered Between June 01, 2014 and August 31, 2014

Previous Balance		1,095.00
Less Payments		-1,095.00
Balance Forward		0.00
Current Fees	855.00	
Total Current Charges		855.00
Total Amount Due		855.00

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

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

MARINE CITY RETIREMENT SYSTEM

Re: PENSION FUND

I.D. MNE-119432 - CB

September 26, 2014

Invoice 469910

Page 2

Fees		
Description	Hours	
RESEARCH RE: PRE-RETIREMENT DEATH BENEFITS	1.50	
FINALIZE RESEARCH AND DRAFT CORRESPONDENCE RE: MARKEL BENEFIT	2.70	
DRAFT EMAIL RE: BENEFICIARY FORM	0.50	
DRAFT EMAIL RE: MARKEL BENEFIT	0.30	
RESEARCH RE: MARKEL RETIREE HEALTH CARE AND DRAFT EMAIL RE: SAME	0.70	
Total Fees	5.70	855.00

Fee Recap			
Attorney	Hours	Rate/Hour	Amount
CYNTHIA BILLINGS	5.70	150.00	855.00
Totals	5.70		855.00

Total Fees and Disbursements 855.00
Total Current Charges Due 855.00

9B

Memo

To: Kristen Baxter, City Clerk
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date: July 30, 2014
Re: Invoice Approval

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

Rodwan Consulting Company Invoice #1878	\$5,400.00
(Actuarial & Consulting Services for Fiscal Year 7/1/13-6/30/14)	
A/C #731-000.000-801.000	\$5,400.00

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.
7/16/2014	1878

BILL TO:

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

RECEIVED
JUL 16 2014

City of Marine City

DESCRIPTION	AMOUNT
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Re: City of Marine City Retirement System

For actuarial and consulting services rendered for the year ended June 30, 2014, including the annual actuarial valuation of the Retirement System as of June 30, 2013. Please see Report dated July 14, 2014.

\$5,400.00

We appreciate working for you.

TOTAL

\$5,400.00

Memo

To: Mayor & City Commission

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

Date 8/18/14

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

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

Thank you

PERIOD ENDING 07/31/2014

PRELIMINARY FINANCIAL STATEMENTS-JULY 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	YTD BALANCE 07/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/201 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BSGT USED
Fund 731 - MARINE CITY RETIREMENT SYSTEM							
Revenues							
Dept 000.000							
31-000.000-654.000	EMPLOYEE RETIREMENT CONT.	0.00	2,113.64	2,113.64	0.00	(2,113.64)	100.00
Total Dept 000.000		0.00	2,113.64	2,113.64	0.00	(2,113.64)	100.00
TOTAL Revenues							
		0.00	2,113.64	2,113.64	0.00	(2,113.64)	100.00
Expenditures							
Dept 000.000							
31-000.000-801.000	PROFESSIONAL SERV.	0.00	5,400.00	5,400.00	0.00	(5,400.00)	100.00
31-000.000-955.000	RETIREMENT BENEFITS	0.00	38,619.64	38,619.64	0.00	(38,619.64)	100.00
Total Dept 000.000		0.00	44,019.64	44,019.64	0.00	(44,019.64)	100.00
TOTAL Expenditures							
		0.00	44,019.64	44,019.64	0.00	(44,019.64)	100.00
Fund 731 - MARINE CITY RETIREMENT SYSTEM:							
TOTAL REVENUES		0.00	2,113.64	2,113.64	0.00	(2,113.64)	100.00
TOTAL EXPENDITURES		0.00	44,019.64	44,019.64	0.00	(44,019.64)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(41,906.00)	(41,906.00)	0.00	41,906.00	100.00

Fund 731 MARINE CITY RETIREMENT SYSTEM

L Number	Description	Balance
*** Assets ***		
31-000.000-001.001	CASH	110,520.64
31-000.000-017.000	PENSION FUND TRUST ACCOUNT	5,867,135.22
Total Assets		<u>5,977,655.86</u>
*** Liabilities ***		
31-000.000-200.000	ACCOUNTS PAYABLE	5,400.00
Total Liabilities		<u>5,400.00</u>
*** Fund Balance ***		
31-000.000-390.000	FUND BALANCE	5,684,996.49
Total Fund Balance		<u>5,684,996.49</u>
Beginning Fund Balance - 13-14		5,684,996.49
Net of Revenues VS Expenditures - 13-14		<u>329,165.37</u>
*13-14 End FB/14-15 Beg FB		6,014,161.86
Net of Revenues VS Expenditures - Current Year		(41,906.00)
Ending Fund Balance		5,972,255.86
Total Liabilities And Fund Balance		<u>5,977,655.86</u>

Year Not Closed

Memo

To: Pension Board Members

From: Mary Ellen McDonald, CPFAMiCPT
Finance Director/Treasurer

Date 9/11/14

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

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

Thank you

Fund 731 MARINE CITY RETIREMENT SYSTEM

Account Number	Description	Balance
*** Assets ***		
31-000.000-001.001	CASH	100,620.71
31-000.000-017.000	PENSION FUND TRUST ACCOUNT	5,792,061.38
Total Assets		<u>5,892,682.09</u>
*** Liabilities ***		
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
31-000.000-390.000	FUND BALANCE	5,684,996.49
Total Fund Balance		<u>5,684,996.49</u>
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		(121,479.77)
Ending Fund Balance		<u>5,892,682.09</u>
Total Liabilities And Fund Balance		5,892,682.09

Year Not Closed

PRELIMINARY
FINANCIAL
STATEMENTS
AUGUST 2014

PERIOD ENDING 08/31/2014

PRELIMINARY FINANCIAL STATEMENTS-AUGUST 2014

L NUMBER	DESCRIPTION	2014-15	2014-15	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2014	MONTH 08/31/2			
und 731 - MARINE CITY RETIREMENT SYSTEM								
Revenues								
Dept 000.000								
31-000.000-650.100	UNREALIZED GAIN/LOSS	0.00	0.00	(73,869.33)	0.00	0.00	73,869.33	100.00
31-000.000-653.000	EMPLOYER RETIREMENT CONT.	0.00	0.00	32,892.46	32,892.46	0.00	(32,892.46)	100.00
31-000.000-654.000	EMPLOYEE RETIREMENT CONT.	0.00	0.00	3,339.96	1,226.32	0.00	(3,339.96)	100.00
31-000.000-665.000	INTEREST	0.00	0.00	9,295.64	0.00	0.00	(9,295.64)	100.00
Total Dept 000.000		0.00	0.00	(28,341.27)	34,118.78	0.00	28,341.27	100.00
TOTAL Revenues		0.00	0.00	(28,341.27)	34,118.78	0.00	28,341.27	100.00
Expenditures								
Dept 000.000								
31-000.000-801.000	PROFESSIONAL SERV.	0.00	0.00	5,400.00	0.00	0.00	(5,400.00)	100.00
31-000.000-808.000	PENSION TRUST FEE	0.00	0.00	10,499.22	0.00	0.00	(10,499.22)	100.00
31-000.000-955.000	RETIREMENT BENEFITS	0.00	0.00	77,239.28	38,619.64	0.00	(77,239.28)	100.00
Total Dept 000.000		0.00	0.00	93,138.50	38,619.64	0.00	(93,138.50)	100.00
TOTAL Expenditures		0.00	0.00	93,138.50	38,619.64	0.00	(93,138.50)	100.00
und 731 - MARINE CITY RETIREMENT SYSTEM:								
TOTAL REVENUES		0.00	0.00	(28,341.27)	34,118.78	0.00	28,341.27	100.00
TOTAL EXPENDITURES		0.00	0.00	93,138.50	38,619.64	0.00	(93,138.50)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(121,479.77)	(4,500.86)	0.00	121,479.77	100.00

PRELIMINARY
 FINANCIAL
 STATEMENTS
 AUGUST 2014

Memo

To: Mayor & City Commission

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

Date 10/10/14

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

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

Thank you

Fund 731 MARINE CITY RETIREMENT SYSTEM

GL Number	Description	Balance
*** Assets ***		
731-000.000-001.001	CASH	79,669.67
731-000.000-017.000	PENSION FUND TRUST ACCOUNT	5,922,410.39
Total Assets		<u>6,002,080.06</u>
*** Liabilities ***		
731-000.000-200.000	ACCOUNTS PAYABLE	855.00
Total Liabilities		<u>855.00</u>
*** Fund Balance ***		
731-000.000-390.000	FUND BALANCE	5,684,996.49
Total Fund Balance		<u>5,684,996.49</u>
Beginning Fund Balance - 13-14		5,684,996.49
Net of Revenues VS Expenditures - 13-14		<u>329,165.37</u>
*13-14 End FB/14-15 Beg FB		6,014,161.86
Net of Revenues VS Expenditures - Current Year		(12,936.80)
Ending Fund Balance		6,001,225.06
Total Liabilities And Fund Balance		6,002,080.06

* Year Not Closed

PRELIMINARY
FINANCIAL
STATEMENTS
SEPTEMBER 2014

User: McDonald

DB: Marine City

PERIOD ENDING 09/30/2014

PRELIMINARY FINANCIAL STATEMENTS-SEPTEMBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 09/30/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/2 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	49,338.69	16,446.23	0.00	(49,336.69)	100.00
731-000.000-654.000	EMPLOYEE RETIREMENT CONT.	0.00	0.00	4,561.75	1,221.79	0.00	(4,561.75)	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	119,447.30	17,668.02	0.00	(119,447.30)	100.00
TOTAL Revenues		0.00	0.00	119,447.30	17,668.02	0.00	(119,447.30)	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	115,858.92	38,619.64	0.00	(115,858.92)	100.00
Total Dept 000.000		0.00	0.00	132,384.10	38,619.64	0.00	(132,384.10)	100.00
TOTAL Expenditures		0.00	0.00	132,384.10	38,619.64	0.00	(132,384.10)	100.00
Fund 731 - MARINE CITY RETIREMENT SYSTEM:								
TOTAL REVENUES		0.00	0.00	119,447.30	17,668.02	0.00	(119,447.30)	100.00
TOTAL EXPENDITURES		0.00	0.00	132,384.10	38,619.64	0.00	(132,384.10)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(12,936.80)	(20,951.62)	0.00	12,936.80	100.00

PRELIMINARY
FINANCIAL
STATEMENTS
SEPTEMBER 2014