

**City of Allen Park Employees Retirement System**  
**Regular Meeting Minutes**  
**Wednesday – September 9, 2015**

Chairman James Wilkewitz called the meeting to order at 1:05PM. Roll Call showed present:

Trustees; James Wilkewitz, Ellen Templin, Robert Cady and John Mensinger  
Marie Adamisin - excused

Representatives: Michael Stasick, Dawn Grubbs (Excused)

Also present: Jack Timmony (Board Attorney), Frank Judd (Board Attorney),  
Katherine Oehring (Pension Adm.) and Kirk VanDagens (PNC).

Also present: Councilman Larry Templin and Dan Cerroni (audience).

ANY AMENDMENTS TO THE AGENDA? No amendments to the agenda for this meeting.

Motion by: Templin

Supported by: Cady

Resolved, to approve Agenda for Regular Meeting on Wednesday – September 9, 2015.

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 383

Motion by: Cady

Supported by: Mensinger

Resolved, to approve Minutes of Regular Meeting on Wednesday – July 8, 2015

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 384

Motion by: Templin

Supported by: Cady

Resolved, to accept PNC Institutional Investment Report from Mr. Kirk  
VanDagens

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 385

Motion by: Cady

Supported by: Templin

Resolved, to approve payment of Invoice from PNC Institutional Investments for  
investment services from April to June 2015 in the amount of \$31,554.07

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 386

Motion by: Mensinger

Supported by: Templin

Resolved, to approve payment of Invoice 8328 from VanOverbeke, Michaud &  
Timmony for legal services from April through June 2015 at a cost of \$1,746.00

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 387

Motion by: Templin

Supported by: Mensinger

Resolved, to approve payment of Invoice #415147 from Gabriel Roeder Smith & Co. for the production of schedules associated with GASB #67/68 reporting as of December 31, 2014 in the amount of \$9,800

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 388

Motion by: Cady

Supported by: Templin

Resolved, to approve payment of Invoices from Katherine Oehring, Pension Administrator for services for July and August 2015 totaling \$1,915.06

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 389

Motion by: Cady

Supported by: Mensinger

Resolved, to receive and file GRS Report for Proposed Retirement Benefit Changes for police members only. These proposals were previously approved by City Council and was approved by the Receivership Transition Advisory Board on August 5<sup>th</sup>, 2015. Robert Cady advised the board the extra \$61,000 required for the approved changes to the pension plan will be added to the already required contribution by the City.

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 390

Motion by: Cady

Supported by: Templin

Resolved to authorize the Pension Administrator to obtain a website location dedicated to the Pension System. They may require the assistance of MuniWeb, Debbie Zettle, or James Gross. Legal Counsel has advised of new requirements that need to be on our website along with some recommended items. In addition to the mandatory items, the other items to be included are the Actuarial Valuations, the minutes and agendas of the Board of Trustees, a link to the ordinances and contact information to the members of the board.

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 391

Motion by: Wilkewitz

Supported by: Mensinger

Resolved to authorize legal counsel to prepare documents to start an Allen Park Retirement Healthcare System entity to allow for pre-funding of retiree healthcare premiums. Also, to authorize Mr. Kirk VanDagens of PNC Ban to open an account for these funds to be held. It is anticipated the first deposit of funds will be no later than the regular November 18, 2015 meeting.

MOTION ADOPTED UNANIMOUSLY 09-09-2015 - 392

Continue discussion of the Authorization of Signatures policy/follow up on expenses. Expenses will be reviewed by Pension Administrator and Robert Cady, Finance Director.  
No Motion required

Discussion concerning Fiduciary Insurance for members of the Pension Board. Legal Council discussed examples of liability that would be covered if insured. An estimated cost is \$20,000 annually. Robert Cady has some insurance contacts he will pursue for additional information as to coverage and cost of Fiduciary Insurance. The board will make a decision at a future meeting.  
No Motion required

Update of Employer Contributions. A spreadsheet showing all of the employer contributions paid to the pension plan so was included with the pension meeting packet. This will be included as all future meetings.  
No Motion required

Legal Up-date from Board Attorney

Legal Counsel has asked that we make sure our Annual Summary Report as published for the pension contains all of the new requirements.

Motion by: Templin  
Supported by: Mensinger  
Resolved, to convene to Executive Closed Session at 2:35 pm for the purpose to review matters under Attorney Client Privileged Information  
MOTION ADOPTED UNANIMOUSLY 09-09-2015 – 393

Motion by: Templin  
Supported by: Cady  
Resolved, to reconvene to Regular Pension Meeting at 2:55 pm  
MOTION ADOPTED UNANIMOUSLY 09-09-2015 – 394

#### CITIZENS COMMENTS

Dan Cerroni asked for clarification from Legal Counsel on the safety of the funds to be deposited into the soon-to-be-created retiree healthcare fund.

Adjournment  
Motion by: Templin  
Support by: Mensinger  
Resolved, to adjourn Regular Meeting at 3:00 pm

Next Regular Meeting: Wednesday, November 18, 2015 – 1:00PM. This is changed from November 11<sup>th</sup> because the City is closed on Veteran's Day.

---

Katherine A. Oehring, Pension Administrator