

**CITY OF OWOSSO
EMPLOYEES RETIREMENT SYSTEM BOARD
ORGANIZATIONAL MEETING**

AUGUST 24, 2016

7:15 A.M.

PRESENT: Trustees Richard Brewbaker, Wilfred Farrell, Burton Fox, Elaine Greenway, Bobbi Jo Perry, Andrew Reed, and Mark Sedlak.

ABSENT: None.

The trustees agreed among themselves that City Clerk Amy K. Kirkland would chair the organizational meeting until such time as a Chairperson was elected.

CALL TO ORDER

City Clerk Kirkland called the meeting to order at 7:16 a.m.

APPROVAL OF AGENDA

Motion by Trustee Fox to approve the agenda as presented.

Motion supported by Trustee Greenway and concurred in by unanimous vote.

ELECTION OF CHAIRPERSON

City Clerk Kirkland explained the procedure for nominating and voting for the Chairperson and Vice Chairperson.

Motion by Trustee Fox to nominate Trustee Farrell for Chairperson.

There were no further nominations for the office of Chairperson.

Roll Call Vote to confirm Trustee Farrell as the Chairperson.

AYES: Trustees Brewbaker, Farrell, Fox, Greenway, Perry, Reed, and Sedlak.

NAYS: None.

ADMINISTRATION OF OATH OF OFFICE

City Clerk Amy K. Kirkland administered the oath of office to Chairperson Farrell.

ELECTION OF VICE-CHAIRPERSON

Motion by Trustee Sedlak to nominate Trustee Brewbaker for Vice-Chairperson. Trustee Brewbaker declined the nomination.

Motion by Trustee Greenway to nominate Trustee Perry for Vice-Chairperson.

There were no further nominations for the office of Vice Chairperson.

Roll Call Vote to confirm Trustee Perry as the Vice Chairperson.

AYES: Trustees Brewbaker, Fox, Greenway, Perry, Reed, Sedlak, and Chairperson Farrell.

NAYS: None.

ADMINISTRATION OF OATH OF OFFICE

City Clerk Kirkland administered the oath of office to Vice-Chairperson Perry.

Chairperson Farrell thanked former Vice Chairperson Sedlak for his service as Vice Chairperson.

In light of his pending retirement Trustee Sedlak indicated he would like to see an election held for his replacement by October.

DESIGNATE DATE, TIME AND PLACE OF 2016 BOARD MEETINGS

Motion by Trustee Fox to continue with the same meeting schedule of six meetings per year at 7:15 a.m. in the City Hall Council Chambers on the fourth Wednesday of even months (save December) as follows:

February 22, 2017
April 26, 2017
June 28, 2017
August 23, 2017
October 25, 2017
December 13, 2017

Motion supported by Vice Chairperson Perry and concurred in by unanimous vote.

REVIEW OF RULES OF PROCEDURE

Motion by Trustee Sedlak to adopt the Rules of Procedure as follows:

**CITY OF OWOSSO
MUNICIPAL EMPLOYEES RETIREMENT SYSTEM BOARD**

RULES OF PROCEDURE

1. These rules are adopted pursuant to Section 2-406 of the City of Owosso Municipal Employees Retirement System Ordinance.
2. The purpose of these rules is to establish procedures to be followed by the Board in its organization and conduct of its business.
3. These rules shall be reviewed, amended, and adopted annually at the organizational meeting of this Board.
4. Pursuant to Section 2-406 such rules shall become effective when a copy thereof is filed with the Clerk. A copy of such rules shall also be placed on the City of Owosso website.
5. The Board shall hold meetings regularly, at least once in each quarter of each year and shall designate the date, time and place thereof annually at their organizational meeting.

6. The Board shall notify the Clerk of the schedule of meetings. This schedule shall be posted along with the Schedule of Regular Meetings of all Boards of the City of Owosso.
7. The Board shall meet in the established Council chambers. If any time set for the holding of a regular meeting of the Board shall be a legal holiday, then such regular meeting shall be held at the same time and place on the next day, which is not a legal holiday.
8. The Board will hold its organizational meeting at the regular meeting held in August following the installation of new trustees each year.
9. Pursuant to Section 2-408 (a), the Board shall elect from its membership a Chair and Vice-Chair, and will do so each year at its organizational meeting.
10. The Chair shall preside at all meetings of the Board and shall have an equal voice and vote upon all matters of the Board.
11. In the absence or disability of the Chair the Vice-Chair shall act in their place.
12. In the absence of both the Chair and Vice-Chair the Trustees present at any meeting shall appoint one of their number to act as Chair during such absence.
13. The Chair and persons acting in his place shall not possess veto power.
14. The Vice-Chair shall succeed to the office of Chair when a vacancy occurs in that office and the Board shall then elect from its membership a new Vice-Chair.
15. Vacancies on the Board will be filled pursuant to Section 2-405 of the City of Owosso Retirement System Ordinance.
16. By order of these rules, an office of trustee shall become vacant upon the occurrence of any of the following events: (1) Expiration of the term of office; (2) Death of the Trustee; (3) Resignation of the Trustee; (4) Removal from office; (5) Ceasing to possess the qualifications or eligibility required for election or appointment to office; (6) Failure to take the oath for the office within ten days from the date of election or appointment; or (7) Any other event which by law, creates a vacancy.
17. Resignations of Trustees who are not members of the City Council or appointed by the City Council shall be made in writing and filed with the Clerk. The Clerk shall notify the Board, forthwith of all resignations and a copy of said resignation shall be included on the agenda at its next meeting. All such resignations shall be effective when filed with the Clerk, unless a later time of taking effect is specifically stated therein.
18. Absences from more than fifty percent of all meetings in any calendar year shall require notice by the City Clerk to the appropriate appointing or electing entity.
19. Special meetings of the Board, upon notification to the Clerk, shall be held at the regular meeting place of the Board unless otherwise specified at the time a meeting is called, and shall be called on the written request of the Chair, or any two members of the Board, designating the time and purpose of such meeting. The Clerk shall serve a copy of such meeting notice on each member of the Board, and post such meeting notice in a conspicuous place as notice to the membership and general public.
20. No business shall be transacted at any special meeting of the Board except that stated in the notice of the meeting.
21. All regular and special meetings of the Board shall be public meetings and the public shall have a reasonable opportunity to be heard.

22. Pursuant to section 2-408 (b), of the City of Owosso Retirement System Ordinance the City Clerk shall serve as secretary to the Board, and shall be the administrative officer of the Retirement System. By order of these rules and as required of section 2-403 (b) of this ordinance, the Clerk shall conduct an election of trustees each May. Elections will be administered in accordance with Attachment A, Procedure For Electing Trustees To The Employees' Retirement System Board Of Trustees.
23. Pursuant to section 2-408 (d), of the City of Owosso Retirement System Ordinance the Board shall appoint an actuary who shall be the technical advisor to the board on matters regarding the operation of the retirement system. By order of these rules the Board shall review and appoint an actuary annually at its organizational meeting each year.
24. Pursuant to Section 2-409, the Board shall from time to time adopt such mortality, service, and other tables of experience, and a rate or rates of regular interest, as are necessary to maintain the operation of the Retirement System on an actuarial basis. By order of these rules and as recommended by generally accepted practice, an experience review of assumptions and methods used in the actuarial valuations should be accomplished by the actuary every five to ten years, as ordered by this Board. (Editor's Note: Latest experience review = 2013)
25. Pursuant to section 2-408 (e), of the City of Owosso Retirement System Ordinance, the Board shall appoint a medical director to hold office at the pleasure of the Board. By order of these rules the Board shall review and appoint a medical director annually at its organizational meeting each year.
26. The Board will refer to and follow by Roberts Rules of Order when not in conflict with the preceding rules of procedure.

Motion supported by Trustee Fox and concurred in by unanimous vote.

REVIEW OF ATTACHMENT A, PROCEDURE FOR ELECTING TRUSTEES TO THE EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES

Motion by Trustee Sedlak to adopt Attachment A, Procedure for Electing Trustees to the Employees Retirement System Board of Trustees as follows:

ATTACHMENT A

PROCEDURE FOR ELECTING TRUSTEES TO THE EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES

As required by City Code Section 2-403 (b), trustee elections are held each year in May as follows:

- The City Clerk notifies the appropriate current members (i.e. Police members for Police Representative) of the System in April of each year of the vacancies and the availability of nominating petitions.
- Nominating petitions are signed by 33% of employees, but not more than ten (10), who are appropriate current members of the System and filed with the City Clerk.
- Upon receipt of the nominating petitions by the City Clerk, an election is scheduled during the month of May.
- Ballots are distributed to all appropriate current members of the System. This is a secret ballot and every effort should be made to maintain that secrecy. Voted ballots shall be enclosed in a signed envelope and placed in a locked ballot box provided by the City Clerk's office.

- At the close of the voting period, the ballots will be removed from the locked ballot box by the City Clerk in the presence of two (2) other current members of the System. The three (3) persons act as the counting board for the election.
- The candidate who receives the highest number of votes is awarded the Trustee position.

Motion supported by Trustee Greenway and concurred in by unanimous vote.

REVIEW OF ATTACHMENT B, RESOLUTION OF AUTHORIZATION-CITY TREASURER

Motion by Trustee Fox to adopt Attachment B, Resolution of Authorization - City Treasurer, as follows:

ATTACHMENT B

**RESOLUTION OF AUTHORIZATION
CITY TREASURER**

Whereas, pursuant to Chapter 2, Administration, Article VII, Municipal Employees' Pension, Section 2-408, Retirement system officers, Subsection (3), that the City of Owosso Employee Retirement System Board of Trustees hereby resolves that:

- 1) The Treasurer is hereby given authorization to pay the following items without prior Board action:
 - a. Monthly pension payments to retirees along with associated Federal and State withholding taxes. Such payments may be for previously adopted retirees or new retirees that meet qualifications, but have not yet been approved by the Board.
 - b. Physicians Health Plan insurance premiums for retired members through payroll deduction, direct payment or City reimbursable premiums per employee agreement.
 - c. Refund or rollover of member contributions with credited interest for persons withdrawing from the Retirement System.
 - d. Office supplies such as check stock, postage or mailing fees required to carry out the administration of the System.
- 2) Items paid under this resolution shall be submitted to the Board at the next regularly scheduled meeting for review and approval.
- 3) The Treasurer and Board shall annually review this resolution at the organizational meeting for appropriate authorizations to be added or deleted.

Motion supported by Vice Chairperson Perry and concurred in by unanimous vote.

REVIEW AND APPOINT ACTUARY

Motion by Chairperson Farrell to continue with Gabriel, Roeder, Smith & Company as the Actuary for the Retirement System.

Motion supported by Trustee Sedlak and concurred in by unanimous vote.

REVIEW AND APPOINT MEDICAL DIRECTOR

There was discussion regarding whether Dr. Van Alstine is selling his practice. Rumor has it that it is for sale and the doctor looking to purchase it may completely reorganize the practice. City Clerk Kirkland agreed to check into the situation and report back to the Board in October. In the meantime the Board took action to maintain the current arrangement until more information is known.

Motion by Chairperson Farrell to continue with the practice of Dr. Fred Van Alstine as medical director for the Retirement System, with further discussion to take place at the October meeting.

Motion supported by Trustee Greenway and concurred in by unanimous vote.

ADJOURNMENT

The Board adjourned the Organizational Meeting at 7:31 a.m.

Amy K. Kirkland, Owosso City Clerk