



# POLICE AND FIRE RETIREMENT SYSTEM OF SPRINGFIELD, MO

830 Boonville  
Springfield, Missouri 65802  
Phone: (417) 839-8214

## Minutes April 11, 2013

### 1. Call to Order

Cowherd called the meeting to order at 8:30 a.m. Minutes taken by White.

### Attendance

| Members                 | Representation          | Present | Absent |
|-------------------------|-------------------------|---------|--------|
| Charlie Cowherd         | President               | X       |        |
| Paul Carroll            | Citizen                 | X       |        |
| Jerry Fenstermaker      | Citizen                 | X       |        |
| James Gillette          | Citizen                 |         | X      |
| Josh Hartman            | Citizen                 | X       |        |
| Marilyn Hill            | Citizen                 |         | X      |
| Ron Hoffman             | Retiree                 |         | X      |
| Scott Steck             | Police                  | X       |        |
| Chris Thompson          | Fire                    | X       |        |
| Adam Carter (NV)        | Fire                    | X       |        |
| Grant Dorrell (NV)      | Police                  |         | X      |
| David Inmon (NV)        | Retiree                 | X       |        |
| Mary Mannix-Decker (NV) | Finance                 |         | X      |
| Cindy Rushefsky (NV)    | City Council Liaison    | X       |        |
| Dan Wichmer (NV)        | Law                     | X       |        |
| Janell Manley (NV)      | Administrative Director | X       |        |
| Nikki White (NV)        | Secretary               | X       |        |

NV = Non-voting

### 2. Approval Meeting Minutes – March 14, 2013 (open session)

Thompson made a motion to approve the March 14, 2013 minutes as presented; 2<sup>nd</sup> by Fenstermaker. Vote all: Yes.

### 3. Approval of Financial Statement Ending February 28, 2013

Manley gave the following report in Mannix-Decker's absence:

- The cash balance at the end of February was \$2,421,848.
- Galliard had an increase of \$224,283. The fund returned 0.52% compared to the index return of 0.42%.

- Brandywine had a decrease of (\$372,232). The return was -1.50% compared to the benchmark of -1.46%.
- Pictet had a decrease of (\$708,089). The return was -1.42% compared to the index return of -0.95%.
- Wells Fargo had a decrease of (\$82,794).
- The State Street Russell 2000 NL Fund had an increase of \$258,407. The return was even with the index at 1.10%.
- The State Street Commodities NL Fund decreased by (\$530,328). The return was even with the index at -4.09%.
- The State Street S&P 500 Flagship NL Fund increased by \$740,507. The return was 1.35% compared to the index return of 1.36%.
- The US Tips NL Fund increased by \$2,798. Manley said she needed to check the return numbers with Mannix-Decker.
- Total Net Assets at the end of February were \$241,075,105 which is an increase of \$980,434.
- The sales tax contribution for the month totaled \$2,257,973.
- Gain/Loss in market value, including managers' fees was (\$478,518) for the month. Total additions to the Plan were \$2,568,554.
- Benefit payments totaled \$1,529,019. Return of contributions totaled \$41,996. Administrative expenses totaled \$17,105.
- Net increase in Plan assets totaled \$980,434.

Manley reported that Pyramis and Blackstone still have to be funded. More funds will also go into Entrust and Wells Fargo.

Thompson made a motion to approve the financial statement ending February 28, 2013; 2<sup>nd</sup> by Fenstermaker. Vote all: Yes.

#### 4. Review of Retirement Applications

| Retiree's Name  | Application Type | Application Date | Retirement Date | Department |
|-----------------|------------------|------------------|-----------------|------------|
| Danny Harbeston | Early Retirement | 4/3/2013         | 5/03/2013       | Police     |

Steck made a motion to accept Danny Harbeston's early retirement application; 2<sup>nd</sup> by Thompson. Vote all: Yes.

5. Approval of Return of Contributions

|                 |                            |        |             |
|-----------------|----------------------------|--------|-------------|
| John Marion     | Age & Service – 25 yrs.    | Fire   | \$59,778.02 |
| Robert Parks    | Duty Disability – 9.2 yrs. | Police | \$44,109.31 |
| Kyle Tjelmeland | Relinquishment – 12.5 yrs. | Police | \$67,815.28 |

Thompson made a motion to approve the return of contribution for John Marion; 2<sup>nd</sup> by Carroll. Vote all: Yes, with the exception of Cowherd who voted No.

Thompson made a motion to approve the return of contribution for Robert Parks; 2<sup>nd</sup> by Carroll. Vote all: Yes, with the exception of Cowherd who voted No.

Thompson made a motion to approve the return of contribution for Kyle Tjelmeland; 2<sup>nd</sup> by Steck. Vote all: Yes.

6. Retirement Calculations

| Name       | Department | Type           | Years of Service | Monthly Pension Amount | Partial Pension (Final Check) |
|------------|------------|----------------|------------------|------------------------|-------------------------------|
| John House | Fire       | Return to Duty | 21.83            | \$3,562.78             | \$2,758.28                    |

Thompson made a motion to accept the final calculation for John House; 2<sup>nd</sup> by Fenstermaker. Vote all: Yes.

| Name         | Department | Type            | Years of Service | Monthly Pension Amount | Partial Pension Amount |
|--------------|------------|-----------------|------------------|------------------------|------------------------|
| Robert Parks | Police     | Duty Disability | 9.2              | \$2,519.56             | \$1,381.69             |
| John Marion  | Fire       | Age & Service   | 25               | \$4,242.74             | \$0                    |

Steck made a motion to accept the calculation for Robert Parks; 2<sup>nd</sup> by Thompson. Vote all: Yes.

Thompson made a motion to accept the calculation for John Marion; 2<sup>nd</sup> by Steck. Vote all: Yes.

7. William Odom – Disability Application

Odom submitted a letter to the Board stating that he would like to resubmit his disability application.

Thompson made a motion to accept William Odom's disability application; 2<sup>nd</sup> by Carroll. Vote all: Yes.

8. Administrative Director's Report

Investment managers – Manley reported that the Pyramis and Blackstone contracts are near completion.

Sales Tax Renewal – Cora Scott and Wichmer have some information for the Board as far as what members can and cannot say. That will be discussed later in the meeting.

IPS and Indemnification – Council passed the revised IPS and Board Indemnification. The Board is now indemnified.

Mike Adams – Manley reported that unfortunately the amounts the Board approved a few months ago didn't get adjusted in the payroll system so Adams will still be paid the incorrect amount. A new payment report for 2013 was distributed. April is now \$3,102.24 and May – June is \$3,102.21. The 3% COLA takes effect in July so the payments for July-December will be \$3,199.75. Adams requested paying everything back in one lump sum, but Mannix-Decker said he couldn't do that for tax reasons. Cowherd said that both he and Manley have apologized to Adams for the error. It shouldn't have happened, but it did. Cowherd said that he has been patient.

Thompson made a motion to accept the 2013 pension amounts for April – December for Mike Adams; 2<sup>nd</sup> by Fenstermaker. Vote all: Yes.

Policies and Procedures – Manley said two bids to write the manual have been received. She is waiting on a third bid from a firm in Kansas City that was highly recommended. The lowest bid has been around \$30,000 to do the entire project. She hopes to have more information in May.

MAPERS – the July meeting will need to be moved to the 18<sup>th</sup> due to the MAPERS Conference being on the second Thursday.

#### 9. Board President Election

Cowherd and Fenstermaker were both nominated. Brenda Cirtin, City Clerk, conducted the election and tabulated the votes. Cirtin announced that Charles Cowherd was elected president.

#### 10. Sales Tax Subcommittee – Final Report

Wichmer said that under state election law there is a provision that says no one other than a public official can advocate or spend city resources on an election. What that means is that the resources that you spend can't be on advocacy materials. They can be educational and informative, but they can't advocate. He said they go thru this information with every election. It is nothing new. If you are presenting facts and you are in your representative capacity, you are fine. If you want to go out as a citizen, you retain your first amendment rights. We can't tell you that you can't take a position as an individual. If you go out on behalf of a group, the City or the Board, then you can't advocate. Historically, PIO puts together an information packet for people like the city manager and the mayor. PIO can help with factual information for board members. Wichmer said that during the last Pension sales tax election, Mayor O'Neal did his own PowerPoint presentation. Wichmer told the Board to feel free to run any materials they might use by him first. Manley asked if the same rules applied to her. Wichmer said yes. She is an employee of a public body.

Fenstermaker asked who paid for the materials during the last election. Wichmer and Manley said the City. Wichmer said he doesn't know that the Plan can pay for such materials. He said historically the Chamber or other groups have stepped up to raise money and be the advocacy arm because it is important to the community. He doesn't know if that will happen this time because that is a discussion that usually occurs outside of these walls. Fenstermaker said we don't know, but that would be the goal. Wichmer said he doesn't know. He's never been a part of those discussions. Cowherd asked if the City typically distributes educational materials. Wichmer said yes. Fenstermaker said they had

some materials last time. Wichmer said if you stick with where the fund was and where it is now, you are fine. You have to be careful about descriptors when talking.

Thompson asked what he does if he's at the grocery store in uniform and someone comes up to him and wants his opinion. He said as long as he states that it is his own opinion he's fine. Thompson said even if he's in uniform? Wichmer said he can't help it that he's in uniform if he's approached. Wichmer said that he can't say to please vote for it though. He added that the members can feel free to pass on a person to contact for more information if they aren't comfortable talking.

Brenda Cirtin said she will have to certify the ballot at the end of January for an April election. So the election proposal will need to go to Council in November 2013 to have a little bit of flexibility. Rushefsky said there are new people on Council that weren't involved in the previous election so there's some educating to do. Wichmer said it is a priority for his office and PIO to keep the board in the good zone as opposed to someone popping up and saying there was an irregularity in the election. He said he would have to take a closer look as to whether the Board can allocate funds to educational materials.

The sales tax renewal subcommittee presented a notebook with the final report. The subcommittee was chaired by Fenstermaker. Fenstermaker thanked all of the members for serving. He reviewed the highlights of the report, but encouraged the members to review it in detail. A copy of the report is on permanent file.

Fenstermaker made a motion to accept the sales tax subcommittee report as presented; 2<sup>nd</sup> by Thompson. Vote all: Yes.

#### 11. Board Member Appointments

Manley reported that both Gillette's and Hill's term expired in April. Both have agreed to serve another three-year term.

#### 12. Legal Matters – Closed Session, pursuant to Section 610.021, RSMo.

Thompson made a motion to move to closed session at 9:35 a.m. pursuant to Section 610.021(1, 3, 13, 14) RSMo.; 2<sup>nd</sup> by Fenstermaker. Vote all: Yes. Open session resumed at 10:12 a.m.

#### 13. Adjournment

Thompson made a motion to adjourn the meeting; 2<sup>nd</sup> by Fenstermaker. Vote all: Yes. The meeting was adjourned at 10:12 a.m. on April 11, 2013.