

OFFICIAL PROCEEDINGS OF THE BOARD OF TRUSTEES CITY OF LANSING POLICE AND FIRE RETIREMENT SYSTEM MEETING MINUTES

Regular Meeting
10th Floor Conference Room

March 18, 2025
Tuesday, 8:30 a.m.

The meeting was called to order at 8:31 a.m.

Present: Trustee Garza, Kreft, Moore, Schor, Thomas, Wilcox, Wohlfert – 7.

Absent: Taylor (Excused)

Others present: Karen E. Williams, Thomas Lindemann, Human Resources Department, City Attorney Gregory Venker, City Attorney's Office; Attorney Aaron Castle, VanOverbeke, Michaud and Timmony; Nathan Burk (via phone), Asset Consulting Group; Peter Marsack, Chief Operating Officer, Tegrity; Employees' Retirement System Board: Trustees Matthew Bahr, Scott Dedic, Larry Ebright, Jeremy Garza, Ellen Jeffries, Elizabeth O'Leary, Dennis Parker, Andy Schor, Crystal Thomas; Charles Randle, City's Internal Auditor.

Karen Williams reported a memo from the City Council that Jeremy Garza has been appointed as the City Council representative for 2025.

It was moved by Trustee Wilcox and supported by Trustee Moore to accept the City Council notice of appointment and to place the letter on file.

Adopted by the following vote: 7 – 0.

It was moved by Trustee Wilcox and supported by Trustee Moore to approve the Joint Employees' Retirement System and the Police and Fire Retirement System Board Meeting minutes of February 18, 2025, with corrections.

Adopted by the following vote: 7 – 0.

There were no public comments for items on the agenda.

Secretary's Report:

8 (Fire) sworn police/fire member(s), 0 reinstatements(s), **0** refund(s), **0** transfer(s), **1** retired. Total: Active membership 334. **0** Death(s): **Refunds** made since last regular meeting amounted to **\$49,615.76**. **Reimbursements** to the System year-to-date amount to **\$0.00**. Retirement allowances for the month of **February 2025** amounted to **\$3,445,711.83**. Total retirement checks printed for P&F System **823**. Total retirement checks printed for both systems: **1735**. Domestic relations orders received: **0**. Domestic relations orders pending: **0**. Eligible Domestic Relations Order Certified: **0**

It was moved by Trustee Schor and supported by Trustee Kreft to approve the following request for Regular Age and Service Retirement:

Ellen Larson, (CCLP Supervisory), 25 years of service, Age 49, Effective 2/15/2025, Sworn Date 3/13/2000

Adopted by the following vote: 7 - 0.

Attorney Aaron Castle opined that the Police and Fire Retirement System Board is voting on is Mr. Ryan Wilcox's eligibility to retire with his requisite service and purchase of 14 months of service. Attorney explained that the questions regarding compensation and calculations are not before the Board at this time. Attorney Castle explained the difference between recusal from voting and abstaining for voting. Attorney Castle indicated that with seven board members present, recusal would count against the quorum.

Trustee Christopher Wilcox requested to recuse himself from the age and service vote.

Trustee Schor offered the following abstention to the motion: I am abstaining from the vote because I am the chief executive of the City, which is the victim of a crime involving the applicant, and the criminal case is still pending sentence.

Trustee Kreft asked if the Board would be able to review the valuations and calculations for the retirement.

Attorney Castle indicated that as a Board member, the benefit calculations can be requested. Attorney Castle stated that if any issues arise in the future, the benefit calculations can be adjusted. Attorney Castle stated that the eligibility for retirement is the only thing before the Board at this time.

It was moved by Trustee Kreft and supported by Trustee Garza to approve the following request for Regular Age and Service Retirement:

Ryan Wilcox, (CCLP Supervisory), 25 years of service, (purchased 1 year, 2 months of universal service credit), age 46, effective March 10, 2025

Adopted by the following vote: 5 – 0, 1 -abstained, 1-recused

Ms. Williams reported there was a request for duty disability retirement from Applicant #2025-P0318.

The Board recessed at 8:39bam to allow the duty disability subcommittee to meet to discuss the application of #2025-P0318.

The Board resumed at 8:41 a.m.

It was moved by Trustee Wilcox and supported by Trustee Moore to begin the duty disability process for Applicant #2025-P0318.

Adopted by the following vote: 7 - 0

There were no requests for Non-Duty Disability Retirement.

It was moved by Trustee Wilcox and supported by Trustee Moore to approve following request for refund of accumulated contributions:

Paul Wallenwine, (IAFF), not vested, \$12,535.63

Adopted by the following vote: 7 – 0.

Karen Williams reported the MAPERS Spring Conference from May 17-20, 2025 in Detroit, Michigan. The NCPERS Annual Conference – May 18- 21, 2025 in Detroit, Michigan.

It was moved by Trustee Wilcox and supported by Trustee Moore to allow the retirement technician to attend the MAPERS Spring Conference.

Adopted by the following vote: 7 - .0.

It was moved by Trustee Kreft and supported by Trustee Moore to allow trustees to attend the NCPERS Annual Conference in Denver, Colorado.

Adopted by the following vote: 7 -0.

It was moved by Trustee Kreft and supported by Trustee Thomas to excuse Trustee Taylor from the March Police and Fire Retirement System meeting.

Adopted by the following vote: 7 – 0.

There were no public comments for items not on the agenda.

Ms. Williams provided the following invoice for approval: from Northern Trust, \$18,051.95.

It was moved by Trustee Wilcox and supported by Trustee Kreft to approve the Police and Fire Retirement System Board invoices for payment for the month of March.

Adopted by the following vote: 7- 0.

Attorney Castle provided a draft request for proposal for actuarial services. Attorney Castle asked the Board to delay consideration until the draft guidelines for PA 202 from the Michigan Department of Treasury were finalized. Once the guidelines are approved, Attorney Castle will come to the Board for approval.

Thomas Lindemann reviewed the 4th Quarter Expense Report for 2024. Payroll for the quarter was \$10,260,627.03; investment fees were \$483,347.39; actuarial fees were \$8,765.08; with total administrative expenses of \$12,094.09.

Nathan Burk discussed a due diligence meeting in Missouri for April 30 – May 2. Mr. Burk provided a preliminary itinerary when trustees would fly to Missouri on April 30, then have a full day of investment review on May 1 and then fly back to Lansing on May 2.

Mr. Nathan Burk reviewed the Monthly Investment Report for the month ending February 28, 2024.

The Board recessed at 9:07 am to allow the Employees' Retirement System Board to join the meeting to hear a presentation from its vendor Tegrit, pension software company.

The meeting resumed at 9:30 a.m.

Peter Marsack provided an update of pension administration software, Arrivos. The software components have been updated with new technology to bring the website current. Arrivos has a new platform. Tegrit used the city's site for training and education where 5000 manhours were recorded for the upgrade. None of the manhours were charged to the City of Lansing. The new platform is going through internal testing and will be released to Board staff for testing.

Within 4-6 weeks, Tegrit will begin City user testing. Tegrit is also still upgrading with BSA, the City's financial package. The additional support hours purchased by the City of Lansing have not been used. Peter Marsack that the city used approximately 150 hours per annum for basic support and maintenance. Mr. Marsack explained the additional support hours would be used to implement the new platform.

Tegrit will set a timeframe goal to allow flexible planning for staff user testing.

Mr. Charles Randle, Internal Auditor, inquired about the SOCC audit regarding applications regarding operational and internal computer controls and asked if a copy would be sent to the retirement boards.

Mr. Marsack responded that Tegrit has a SOCC 2 audit and can provide that document to the Boards via request.

Trustee Dedic request an itemized list billing of what services are being provided and how the hours are spent.

Mr. Marsack explained that the reporting would be an aggregate of time spent for various functions, such as maintenance, supports, bug fixing.

Mr. Marsack has been working with BSA to integrate the system, but the last time of contact was February 2025, for testing. Mr. Marsack explained that data from BSA must be reviewed. An extract of data must be downloaded to Arrivos in a similar manner.

Mr. Marsack reported that the City of Lansing uses a subset of the possible Arrivos features. Many of the requests for updates can be expanded with the existing Arrivos platform.

It was moved by Trustee Wilcox and supported by Trustee Moore to adjourn the Police and Fire Retirement System March meeting.

Adopted by the following vote: unanimous.

The meeting ended at 10:02 a.m.

Minutes approved on 4/15/2025.

Desiree Kirkland, Secretary
Police and Fire Retirement System

Eric P. Wohlfert, Chairperson
Police and Fire Retirement System