

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES MEETING  
MINUTES  
Thursday, April 26, 2007**

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The Fire Pension board of Trustees of the city of Urbana, Illinois met at 9:30 am, Thursday, April 26, 2007, in the second floor conference room of the Urbana City Building.

MEMBERS PRESENT: Andrew Rickords, Secretary/Clerk/Firefighter  
Ron Short, Retired Board Member/President  
Ron Eldridge, City Comptroller  
Rex Mundt, Fire Chief

MEMBERS ABSENT: Tim Belangee, Firefighter

OTHERS ABSENT: James Dobrovolny, Attorney

President Short called the meeting to order at 9:30 am.

### **INVESTMENT BUSINESS**

Mr. Scott MacAdam of First Busey Trust & Investment Co. was present. He distributed the quarterly report and reviewed the Pension's Investment activity through the quarter ending March 31, 2007. The ending value for the portfolio for that quarter is \$12,840,764.00.

### **APPROVAL OF MINUTES**

Chief Mundt moved to approve the minutes of the October 28, 2005, Fire Department Pension Board Meeting. The motion was seconded by Comptroller Eldridge and carried by voice vote.

### **TREASURER'S REPORT**

Comptroller Eldridge had nothing to report.

### **CLERK'S REPORT**

Sec/Clerk Rickords provided a copy of the quarterly Fire Pension bill report. A check in the amount of \$20,029.75 was paid to Randy Smith for the buyout of his pension fund. \$302.36 was paid for a replacement hard drive for the Pension Board laptop. Motion to approve the Clerk's report made by Chief Mundt, seconded by Sec/Clerk Rickords and passed by voice vote.

### **NEW BUSINESS**

**A. Documentation from Carle** - Sec/Clerk Rickords reported that there is a continuing problem obtaining results from physicals and documentation from Carle Occupational Medicine. Sec/Clerk Rickords will compose and send a letter to Vacellia Clark, City or Urbana Personnel Manager, giving a deadline for trying to correct the problems with Carle Occupational Medicine.

**B. New Hire Michael Jannusch** - Chief Mundt made the motion to accept Michael Jannusch, whose start date was 4/23/2007, into the Fire Pension Fund, seconded by Comptroller Eldridge and carried by voice vote.

**C. Bill Burgess Pension** - Bill Burgess was hired on January 16, 1976 and retired on January 31, 2007. His date of birth is June 8, 1951. He has a retired salary of \$66,712.82, a monthly pension check of \$4169.55. Motion to accept this amount made by Chief Mundt, seconded by Comptroller Eldridge and carried by voice vote.

**D. Pension Audit** - Comptroller Eldridge has the Pension Audit letter, which will be given to the Fire Pension Board to read, signed and approved. The audit letter states the following:

1. There must be two out of three signatures on each check written from the fund.

2. All investment fees are to be reported separately.

3. Birth certification records are to be obtained and kept in the individuals files.

4. Pension meeting minutes must include detailed records.

5. Jim Adams' pension payment is \$100.00 too much a month. October 31, 1995 was his first pension payment. He was to receive a 3% increase on January 1, 1998 and was mistakenly given a 6% increase instead. Comptroller Eldridge recommends that a letter be written to Jim Adams stating that the amount being paid to him is incorrect and the amount will be corrected.

6. Ted Fritchey is being overpaid \$70.00 per month. His date of birth is December 7, 1942. His increase was given to him one year too early. It was given on January 1, 1997 and should have been given on January 1, 1998. Comptroller Eldridge recommends that a letter be written to him letting him know that his pay is incorrect and that it will be corrected by reducing his future checks. In the case of Mr. Adams and Mr. Fritchey, each will be given a 30 day period to object if they do not agree with the corrections.

7. Gale Lee has been underpaid in the amount of \$22.00 a month. The suggestion by Comptroller Eldridge is that he be sent a letter telling him of the error, along with a check for back pay of \$1482.00 and interest in the amount of \$240.00, totaling \$1722.00

8. The Board feels the amount being paid to Roger Bachert, whose entry date was 7/1 and retirement date was 7/31/96, is correct. The exam felt that he was given credit for an extra month, and that the initial amount of \$2018.39 was incorrect and should have been \$2012.99.

9. The pension paid to Russell Shelmadine should be \$2423.06, instead of \$2431.12. He has passed away and the Board of Trustees has decided not to seek repayment of the amounts previously overpaid, the reason being that due to the terms of his divorce, no pension will be paid to his widow.

Motion to accept all of the above made by Chief Mundt, seconded by Sec/Clerk Rickords and carried by voice vote.

## **OLD BUSINESS**

## **NEXT QUARTER'S MEETING**

The next quarterly meeting of the Fire Pension Board is set for Friday, July 27, 2007 at 9:30 am. (Subject to change).

## **ADJOURNMENT**

There being no further business before the board, President Short declared the meeting adjourned at 11:00 AM.

Prepared by,

Kay Meharry

Submitted by,

Andrew K. Rickords  
Secretary/Clerk