

**URBANA FIRE DEPARTMENT PENSION BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, April 30, 2004**

The Fire Pension Board of Trustees of the City of Urbana, Illinois met at 9:30 a.m., Friday, April 30, 2004, 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
Keith Schafroth, Firefighter
Phyllis Clark, City Clerk

MEMBERS ABSENT: Bill Morfey, Firefighter
Rex Mundt, Fire Chief

OTHERS ABSENT: James Dobrovolny, Attorney

President Short called the meeting to order at 9:35 a.m.

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 thru March 31, 2004.

Representatives from First Busey Trust & Investment Co. will be present again next quarter to update the Board on their investment.

APPROVAL OF MINUTES

FF Schafroth moved to approve the minutes of the January 30, 2004, Fire Department Pension Board meeting with changes noted. The motion was seconded by City Clerk Clark, carried by a voice vote and approved.

APPROVAL OF TREASURER'S REPORT

Comptroller Eldridge reported that there was nothing new to report and that he would distribute a treasurer's report at the next scheduled meeting.

APPROVAL OF CLERK'S BILLS

Sec/Clerk Rickords reported that he would distribute a copy of the Clerk's Bills at the next scheduled meeting and that there was nothing out of the ordinary to report at this time.

NEW BUSINESS

- A. **Pension Payout Requests** – Sec/Clerk Rickords reported that Stephen Brunson requested a payout of his pension and the check was delivered to the bank of his choice to be rolled over into an IRA. Sec/Clerk Rickords reported that check was for approximately \$37,000 - \$38,000 and he would report more details at the next scheduled meeting. He also reported that Jason Dillingham requested a refund of his pension.
- B. **Board Election** – Sec/Clerk Rickords reported that President Short and Sec/Clerk Rickords were re-elected to the Board on April 19, 2004 for a term of 3 years beginning on July 1, 2004. Comptroller Eldridge moved to re-elect President Short and Sec/Clerk Rickords as officers for a one year term beginning on July 1, 2004. The motion was seconded by FF Schafroth, carried by a voice vote and approved.
- C. **Problems with pensioner verification letters** – Sec/Clerk Rickords reported that there have been problems in the past with pensioner annual verifications not being returned to him as requested. Comptroller Eldridge advised him that in the future he could advise pensioners that if they do not return the letters by the requested deadline, their pension check could be withheld.
- D. **Review of Document Retention** – Wanda Schmidgall from Illinois Secretary of State Office reviewed records and will be sending retention schedule and request forms to City Clerk Clark who will distribute the information to Sec/Clerk Rickords. Discussion on microfilming, prioritizing lists and possible storage locations and review of retention schedule will be on the agenda for the next scheduled meeting.

OLD BUSINESS

There was none.

NEXT QUARTER'S MEETING

The next quarterly meeting of the Fire Pension Board is set for Friday, July 30, 2004, at 9:30 a.m. (Subject to change.)

ADJOURNMENT

There being no further business before the Board, President Short moved to adjourn the meeting. The motion was seconded by City Clerk Clark, carried by a voice vote and approved. President Short declared the meeting adjourned at 10:35 a.m.

Prepared by,

Rhonda M. Collins

Submitted by,

Andrew K. Rickords,
Secretary/Clerk