

**MINUTES OF A REGULAR MEETING OF
THE ST. CHARLES FIREFIGHTERS' PENSION FUND BOARD OF TRUSTEES
SEPTEMBER 6, 2023**

A regular meeting of the St. Charles Firefighters' Pension Fund Board of Trustees was held on Wednesday, September 6, 2023 at 8:30 a.m. in the City Hall, Den A located at 2 East Main Street, St. Charles, IL 60174, pursuant to notice.

CALL TO ORDER: Trustee Wilton called the meeting to order at 8:30 a.m.

ROLL CALL:

PRESENT: Trustees Brad Wilton, Bill Hannah, Scott Swanson and Leo Veseling

ABSENT: Trustee Andrew Kidd

ALSO PRESENT: Keri Spencer, Lauterbach & Amen, LLP (L&A)

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MEETING MINUTES: *June 7, 2023 Regular Meeting:* The Board reviewed the June 7, 2023 regular meeting minutes. A motion was made by Trustee Wilton and seconded by Trustee Hannah to approve the June 7, 2023 regular meeting minutes as written. Motion carried unanimously by voice vote.

Semi-Annual Review of Closed Session Meeting Minutes: There were no closed session meeting minutes for review.

Review/Approve – Destruction of Remote Meeting Recordings: The Board discussed the destruction of remote meeting recordings. Further discussion will be held at the next regular meeting.

CITY TREASURER'S REPORT: *Quarterly Financial Report:* The Board reviewed the Quarterly Financial Report for the period ending July 31, 2023 prepared by the City of St. Charles. As of July 31, 2023, the net position held in trust for pension benefits is \$52,187,045.10. The Board also reviewed the Expenditure Approval List for the period June 1, 2023 through August 31, 2023 with expenditures totaling \$115,017.02. A motion was made by Trustee Swanson and seconded by Trustee Wilton to accept the Quarterly Financial Report and Expenditure Approval List as presented. Motion carried by roll call vote.

AYES: Trustees Wilton, Hannah, Swanson and Veseling

NAYS: None

ABSENT: Trustee Kidd

Discussion/Possible Action – Cash Management Policy: The Board discussed the cash management policy and determined no changes were necessary at this time.

INVESTMENT REPORTS: *FPIF –Marquette Associates:* The Board reviewed the FPIF Monthly Summary prepared by Marquette Associates for the period ending May 31, 2023. As of May 31, 2023, the one-month total net return is (1.2%) and the year-to-date total net return is 4.9% for an ending market value of \$7,609,253,851. The current asset allocation is as follows: Total Equity at 65.0%, Fixed Income at 29.1%, Real Estate at 4.7% and Cash 1.2%.

FPIF – Statement of Results: The Board reviewed the FPIF Statement of Results for the period ending July 31, 2023. As of July 31, 2023 the beginning value was \$49,098,480.51, the ending value was \$50,426,660.38 and the net return was 2.71%. The Fund's ownership in FPIF is 0.62%.

COMMUNICATIONS AND REPORTS: There were no communications and reports to discuss.

TRUSTEE TRAINING UPDATES: The Board reviewed the Trustee Training Summary and discussed upcoming training opportunities. Trustees were reminded to submit any certificates of completion to L&A for recordkeeping.

Approval of Trustee Training Registration Fees and Reimbursable Expenses: There were no trustee training registration fees or reimbursable expenses presented for approval.

APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND: *Application for Membership – Michael Compton:* The Board reviewed the Application for Membership submitted by Michael Compton. A motion was made by Trustee Wilton and seconded by Trustee Veseling to accept Michael Compton into the St. Charles Firefighters' Pension Fund effective August 7, 2023 as a Tier II participant. Motion carried unanimously by voice vote.

Deceased Pensioner/Refund of Excess Contributions – Timothy McCarthy: The Board noted that pensioner Timothy McCarthy passed away on April 9, 2023 with no surviving spouse and his pension benefit has ceased.

The Board discussed the refund of excess contributions for deceased pensioner Timothy McCarthy. A motion was made by Trustee Veseling and seconded by Trustee Hannah to approve the refund of excess contributions of deceased pensioner Timothy McCarthy from the St. Charles Firefighters' Pension Fund in the amount of \$63,430.45 payable to the Estate of Timothy McCarthy. Motion carried by roll call vote.

AYES: Trustees Wilton, Hannah, Swanson and Veseling
NAYS: None
ABSENT: Trustee Kidd

APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS: There were no applications for membership or withdrawals from the Fund.

OLD BUSINESS: *Reciprocity Update – Derek Mortensen:* The Board noted that 1% is being withheld from Derek Mortensen's salary with the St. Charles Fire Department and Derek Mortensen has notified Algonquin Lake In The Hills FPD Firefighters' Pension Fund of his intentions to complete reciprocity.

FOIA Officer and OMA Designee: The Board discussed designating City of St. Charles Records Division Manager Jackie Uhler as the FOIA Officer and Trustee Kidd as the OMA Designee. A motion was made by Trustee Wilton and seconded by Trustee Veseling to designate the FOIA Officer and OMA Designee as stated. Motion carried unanimously by voice vote.

NEW BUSINESS: *Presentation and Recommendation of May 1, 2023 Actuarial Valuation Report and Recommended Tax Levy:* The Board reviewed the Actuarial Valuation as prepared by Nyhart. Based on data and assumptions, the recommended municipal contribution is \$2,989,721 and the

statutory minimum contribution amount is \$2,426,021. A motion was made by Trustee Swanson and seconded by Trustee Hannah to accept the Actuarial Valuation as prepared and to request a tax levy in the amount of \$2,989,721 from the City of St. Charles. Motion carried unanimously by voice vote.

Review/Adopt – Municipal Compliance Report: The Board reviewed the Municipal Compliance Report prepared by the City of St. Charles. A motion was made by Trustee Wilton and seconded by Trustee Veseling to adopt the MCR as prepared and to authorize the signature by the Board President. Motion carried by roll call vote.

AYES: Trustees Wilton, Hannah, Swanson and Veseling
NAYS: None
ABSENT: Trustee Kidd

IDOI Annual Statement: The Board noted that the IDOI annual statement is due by October 31, 2023.

Board Officer Elections – President and Secretary: The Board discussed Board Officer Elections and nominated the slate of Officers as follows: Trustee Wilton as President and Trustee Kidd as Secretary. A motion was made by Trustee Veseling and seconded by Trustee Swanson to elect the slate of Officers as stated. Motion carried unanimously by voice vote.

CLOSED SESSION, IF NEEDED: There was no need for closed session.

ADJOURNMENT: A motion was made by Trustee Wilton and seconded by Trustee Hannah to adjourn the meeting at 9:14 a.m. Motion carried unanimously by voice vote.

The next regular meeting will be held December 6, 2023 at 8:30 a.m.

Board President or Secretary

Minutes approved by the Board of Trustees on _____

Minutes prepared by Keri Spencer, Pension Services Administrator, Lauterbach & Amen, LLP