



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail - Final Public Utilities Commission

Tuesday, March 2, 2021

8:00 AM

Conference Room of Public Utilities Service
Center

CALL TO ORDER

Pursuant to due notice and call thereof, a Special Meeting of the Grand Rapids Public Utilities Commission will be held on Tuesday, March 2, 2021 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means. Please note all members will be attending this meeting via Microsoft Teams, there will be no conference room attendance.

To access the meeting by phone via Microsoft Teams: Dial in to 1-612-601-1964, when prompted for conference ID, enter 344 925 501#

CALL OF ROLL

- 1 [21-1709](#) Acknowledge the proper posting of the special meeting date, time, and purpose.
Attachments: [special meeting notice 20210302.pdf](#)

- 2 [21-1711](#) Consider a motion to approve the Mid-month Accounts Payable list in the amount of \$22,075.09.
Attachments: [AP List 2021.01.31 #2](#)

- 3 [21-1707](#) Consider a motion to approve the REVISED verified claims for January in the amount of \$1,999,821.08.
Revised Computer Check Register \$1,274,388.70
Manual Check Register \$725,432.38
Attachments: [Revised AP List 2021.01.31 #1](#)
 [Original AP List 2021.01.31 #1](#)
 [Original Check Registers- Manual 2021.01.31](#)

- 4 [21-1708](#) Consider a motion to approve the implementation of a Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option (PRO) Agreement and approve the hiring of Tyanne L. Betts as of April 1, 2021 under said PERA PRO.

Attachments: [MN PERA Phased Retirement Option \(PRO\) Agreement for Tyanne Betts SIGN](#)
[MN PERA Phased Retirement Option \(PRO\) Agreement Exhibit B for Tyanne B](#)
[MN PERA Phased Retirement Option \(PRO\) Agreement Exhibit C for Tyanne B](#)
[2020 MN PERA PRO fact sheet.pdf](#)

5 [21-1710](#) Governance discussion.

ADJOURNMENT

The next Regular Meeting of the Commission is Wednesday, March 17, 2021 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.



CITY OF GRAND RAPIDS

Legislative Master

File Number: 21-1709

File ID: 21-1709

Type: Agenda Item

Status: Administration

Version: 1

Reference:

In Control: Public Utilities
Commission

File Created: 02/26/2021

File Name:

Final Action:

Title: Acknowledge the proper posting of the special meeting date, time, and purpose.

Notes:

Sponsors:

Enactment Date:

Attachments: special meeting notice 20210302.pdf

Enactment Number:

Contact:

Hearing Date:

Drafter:

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 21-1709

Acknowledge the proper posting of the special meeting date, time, and purpose.



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

NOTICE

There will be a special meeting/work session of the Grand Rapids Public Utilities Commission on Tuesday, March 2, 2021 at 8:00 AM in Conference Room 112 of the Public Works/Public Utilities Service Center located at 500 SE 4th Street, Grand Rapids, MN.

BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means. Please note all members will be attending this meeting via Microsoft Teams, there will be no conference room attendance.

The purpose of the meeting is as follows:

1. Consider a motion to approve the mid-month Accounts Payable list.
2. Consider approval for the implementation of a Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option (PRO) Agreement and approve the hiring of Tyanne L. Betts as of April 1, 2021 under said PERA PRO.
3. Governance discussion.

Signed: Julie A. Kennedy
General Manager

Posted: February 24, 2021



CITY OF GRAND RAPIDS

Legislative Master

File Number: 21-1711

File ID: 21-1711

Type: Agenda Item

Status: Administration

Version: 1

Reference:

In Control: Public Utilities
Commission

File Created: 02/26/2021

File Name: Verified Claims 2021 Jan #2

Final Action:

Title: Consider a motion to approve the Mid-month Accounts Payable list in the amount of \$22,075.09.

Notes:

Sponsors:

Enactment Date:

Attachments: AP List 2021.01.31 #2

Enactment Number:

Contact:

Hearing Date:

Drafter: Tyanne Betts

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 21-1711

Consider a motion to approve the Mid-month Accounts Payable list in the amount of \$22,075.09.

Background Information:

See attached check registers.

Requested Commission Action:

Consider a motion to approve the Mid-month Accounts Payable list in the amount of \$22,075.09.

Public Utilities Commission
Accounts Payable
January 2021 #2 (Worksession) 3/2/21

NAME	AMOUNT
Acheson Tire	560.00
City of Grand Rapids	4,143.24
Coles	128.59
Dakota Supply Group	122.05
Gopher State One Call	163.35
McCoy Construction & Forestry	35.79
Northeast Technical Services	9,294.42
S E H	2,300.00
T&R Electric	1,790.00
Tech Sales	1,281.47
Viking Electric	2,256.18
	<hr/>
	22,075.09



CITY OF GRAND RAPIDS

Legislative Master

File Number: 21-1707

File ID: 21-1707

Type: Agenda Item

Status: Administration

Version: 1

Reference:

In Control: Public Utilities
Commission

File Created: 02/26/2021

File Name: Verified Claims 2021 Jan Revised

Final Action:

Title: Consider a motion to approve the REVISED verified claims for January in the amount of \$1,999,821.08.
Revised Computer Check Register \$1,274,388.70
Manual Check Register \$725,432.38

Notes:

Sponsors:

Enactment Date:

Attachments: Revised AP List 2021.01.31 #1, Original AP List
2021.01.31 #1, Original Check Registers- Manual
2021.01.31

Enactment Number:

Contact:

Hearing Date:

Drafter: Tyanne Betts

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 21-1707

Consider a motion to approve the REVISED verified claims for January in the amount of \$1,999,821.08.
Revised Computer Check Register \$1,274,388.70
Manual Check Register \$725,432.38

Background Information:

See attached original and revised check registers.
The computer check register for January 2021 that was approved in the amount of 1,275,177.47 needs to be revised to \$1,274,388.70 by removing an invoice for Acheson Tire in the amount of \$170.00 and an invoice for Nexterra in the amount of \$618.77 that

were previously paid. The error was discovered prior to issuing checks to the vendors.
The Manual Check Register was not revised and remains at \$725,432.38.
The revised verified claims for January 2021 should be \$1,999,821.08.

Requested Commission Action:

Consider a motion to approve the verified claims for January in the amount of
\$1,999,821.08.

Revised Computer Check Register \$1,274,388.70

Manual Check Register \$725,432.38

**Public Utilities Commission
Accounts Payable January
2021
(Meeting Date: 2/17/21)
REVISED AT 3/2/21 Meeting****

NAME	AMOUNT	NAME	AMOUNT
**Acheson Tire	0.00 **	Minnesota Power	1,033,429.15
Amaril Uniform	1,564.82	Minuteman Press	775.60
Aramark	137.68	NEMMPA	2,000.00
Arrow Embroidery	94.05	**Nextera	613.36 **
Baker Tilly	3,250.00	North Central Laboratories	454.13
Border States	467.64	Northern Business Products	1,586.04
Burggfrafs Ace Hardware	19.99	Northern Drug Screening, Inc	240.00
The Busy Bees QCS	1,991.64	Northwest Gas	123.36
CarQuest	51.78	NOS Automation LLC	1,631.60
City of Grand Rapids	851.31	Novaspect	12,666.97
Coles	262.33	Pace Analytical	960.18
Compass Minerals	7,568.16	Polydyne Inc	53,920.59
Cooperative Response Center	1,800.73	Power Process Equipment	1,323.85
Core & Main	3,266.21	Public Utilities Commission	8,571.73
CW Technology	8,711.20	RMB Environmental Lab	522.00
Davis Oil	1,110.31	James Radtke	4,464.48
Dig-Smart LLC	4,000.00	Rapids Welding	191.76
Fastenal	3,772.46	Sandstroms	653.80
Ferguson	296.94	Sherwin-Williams	232.72
Gopher State One Call	75.65	Solenis	19,598.00
Grainger	2,138.08	Stuart Irby	5,045.31
Graybar	1,675.67	Team Marinucci	44.00
Great Northern Equipment	835.62	Telcologix	139.00
Hach	371.95	Treasure Bay Printing	555.00
Hawkins	14,627.42	United Rentals	1,103.21
Herc-U-Lift	320.53	US Bank Equipment	315.73
Itasca Computer Resources	921.00	Viking Electric	2,055.60
Itasca County Treasurer	1,144.91	Waste Management	661.26
Kaman Industrial Technologies	1,216.05	Wells Fargo Business - Goodell	323.65
KOZY	1,342.50	Wells Fargo Business - Kennedy	609.50
L & M Supply	65.62	Wesco	8,296.85
Lano, Nelson & Bengtson	396.00	Xerox	123.61
Latvala Lumber Co	1,656.18		
League of Minnesota Cities	900.00	Appliance Rebates	
Steve Mattson	41.44	Brett & Karen Denzel	100.00
McMaster-Carr	6,273.94	Dave & Kathy Kooda	30.00
Mielke Electric Works	1,812.85	Michael Gaede	50.00
Minnesota Energy	18.00		
Minnesota Municipal Utilities Association	35,926.00		

TOTAL	1,274,388.70
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**Public Utilities Commission
Accounts Payable
January 2021
(Meeting Date: 02/17/21)**

NAME	AMOUNT	NAME	AMOUNT
Acheson Tire	170.00	Minnesota Power	1,033,429.15
Amaril Uniform	1,564.82	Minuteman Press	775.60
Aramark	137.68	NEMMPA	2,000.00
Arrow Embroidery	94.05	Nextera	1,232.13
Baker Tilly	3,250.00	North Central Laboratories	454.13
Border States	467.64	Northern Business Products	1,586.04
Burggfrafs Ace Hardware	19.99	Norhern Drug Screening, Inc	240.00
The Busy Bees QCS	1,991.64	Northwest Gas	123.36
CarQuest	51.78	NOS Automation LLC	1,631.60
City of Grand Rapids	851.31	Novaspect	12,666.97
Coles	262.33	Pace Analytical	960.18
Compass Minerals	7,568.16	Polydyne Inc	53,920.59
Cooperative Response Center	1,800.73	Power Process Equipment	1,323.85
Core & Main	3,266.21	Public Utilities Commission	8,571.73
CW Technology	8,711.20	RMB Environmental Lab	522.00
Davis Oil	1,110.31	James Radtke	4,464.48
Dig-Smart LLC	4,000.00	Rapids Welding	191.76
Fastenal	3,772.46	Sandstroms	653.80
Ferguson	296.94	Sherwin-Williams	232.72
Gopher State One Call	75.65	Solenis	19,598.00
Grainger	2,138.08	Stuart Irby	5,045.31
Graybar	1,675.67	Team Marinucci	44.00
Great Northern Equipment	835.62	Telcologix	139.00
Hach	371.95	Treasure Bay Printing	555.00
Hawkins	14,627.42	United Rentals	1,103.21
Herc-U-Lift	320.53	US Bank Equipment	315.73
Itasca Computer Resources	921.00	Viking Electric	2,055.60
Itasca County Treasurer	1,144.91	Waste Management	661.26
Kaman Industrial Technologies	1,216.05	Wells Fargo Business - Goodell	323.65
KOZY	1,342.50	Wells Fargo Business - Kennedy	609.50
L & M Supply	65.62	Wesco	8,296.85
Lano, Nelson & Bengtson	396.00	Xerox	123.61
Latvala Lumber Co	1,656.18		
League of Minnesota Cities	900.00	Appliance Rebates	
Steve Mattson	41.44	Brett & Karen Denzel	100.00
McMaster-Carr	6,273.94	Dave & Kathy Kooda	30.00
Mielke Electric Works	1,812.85	Michael Gaede	50.00
Minnesota Energy	18.00		
Minnesota Municipal Utilities Association	35,926.00		

TOTAL	<u>1,275,177.47</u>
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January 2021 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
1/5/2021	4305	Invoice Cloud	2,386.70
1/7/2021	4306	Further	144,200.00
1/15/2021	4307	Public Employees Retirement Association	14,654.34
1/15/2021	4308	Minnesota Dept. of Revenue	4,070.90
1/15/2021	4309	Wells Fargo Bank	24,342.69
1/15/2021	4310	Empower Retirement	8,664.17
1/20/2021	4311	Minnesota Department of Revenue	57,747.00
1/20/2021	4312	Further	138.45
1/20/2021	4313	Minnesota Department of Revenue	132.00
1/19/2021	4314	Further	2,030.94
1/22/2021	4315	Public Employees Retirement Association	519.12
1/22/2021	4316	Minnesota Dept. of Revenue	379.94
1/22/2021	4317	Empower Retirement	222.48
1/22/2021	4318	Wells Fargo Bank	2,321.39
1/29/2021	4321	Public Employees Retirement Association	14,694.18
1/29/2021	4322	Minnesota Dept. of Revenue	4,227.60
1/29/2021	4323	Wells Fargo Bank	25,013.41
1/29/2021	4324	Empower Retirement	8,776.93
1/4/2021	4325	Northeast Service Cooperative	3,636.00
1/27/2021	4326	Northeast Service Cooperative	57,226.50
1/7/2021	77557	RCB Collections, Inc	50.39
1/8/2021	77558	United Parcel Service	28.75
1/8/2021	77559	Minnesota Energy Resources Corp.	19.34
1/8/2021	77560	Grand Rapids Area Chamber of Commerce	3,700.00
1/14/2021	77561	Customer Refunds- Richard M Steele	17.36
1/14/2021	77562	Customer Refunds- Sharon Harrison	71.59
1/14/2021	77563	Customer Refunds- Nicolle E Scheper	9.96
1/14/2021	77564	Customer Refunds- Anthony R Carlson	133.84
1/14/2021	77565	Customer Refunds- Jonathan P Tracey	109.14
1/14/2021	77566	Customer Refunds- Pennymac Loan Services	107.43
1/14/2021	77567	Customer Refunds- Dylan C McManus	55.17
1/14/2021	77568	Customer Refunds- Nathasa L Maninga	101.31
1/15/2021	77645	NCPERS Group Life Ins	128.00
1/15/2021	77646	Casper Construction, Inc.	16,975.09 **
1/15/2021	77647	US Bank, N.A.	176,343.75
1/20/2021	77648	United Parcel Service	24.18
1/20/2021	77649	Minnesota Energy Resources Corp.	608.58
1/20/2021	77650	Grand Rapids Area Community Foundation	215.62
1/20/2021	77651	UNUM Life Insurance Co of America	2,604.89
1/25/2021	77652	Postage By Phone System	3,000.00
1/25/2021	77653	Wells Fargo Business Card -SM	124.45

1/25/2021	77654	Wells Fargo Business Card - JK	1,290.00
1/25/2021	77655	Customer Refunds- Utility Accounts	76.78
1/26/2021	77656	Customer Refunds- Utility Accounts	94.50
1/26/2021	77657	Customer Refunds- Utility Accounts	66.70
1/26/2021	77658	City of LaPrairie	13,268.25
1/27/2021	77659	City of Grand Rapids	8,345.93
1/28/2021	77660	City of Grand Rapids	273.00
1/28/2021	77661	City of Grand Rapids	64,778.63
1/28/2021	77664	NOS Automation	4,813.33 **
1/28/2021	77665	U S Bank Equipment Finance	315.73
1/29/2021	77666	City of Grand Rapids	72,333.37
1/29/2021	77667	Minnesota Council 65	1,731.00
1/29/2021	77668	AFSCME PEOPLE	20.00

Checks Previously Approved	<u>21,788.42</u> **
Manual Checks to be approved	<u>725,432.38</u>
Total Manual Checks	747,220.80



CITY OF GRAND RAPIDS

Legislative Master

File Number: 21-1708

File ID: 21-1708

Type: Agenda Item

Status: Administration

Version: 1

Reference:

In Control: Public Utilities
Commission

File Created: 02/26/2021

File Name:

Final Action:

Title: Consider a motion to approve the implementation of a Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option (PRO) Agreement and approve the hiring of Tyanne L. Betts as of April 1, 2021 under said PERA PRO.

Notes:

Sponsors:

Enactment Date:

Attachments: MN PERA Phased Retirement Option (PRO) Agreement for Tyanne Betts SIGNED 20210219.pdf, MN PERA Phased Retirement Option (PRO) Agreement Exhibit B for Tyanne Betts.pdf, MN PERA Phased Retirement Option (PRO) Agreement Exhibit C for Tyanne Betts.pdf, 2020 MN PERA PRO fact sheet.pdf

Enactment Number:

Contact:

Hearing Date:

Drafter:

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 21-1708

Consider a motion to approve the implementation of a Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option (PRO) Agreement and approve the hiring of Tyanne L. Betts as of April 1, 2021 under said PERA PRO.

Background Information:

Tyanne Betts will be starting a PERA phased retirement program beginning April 1, 2021 as shown in the attached documents. The scheduled hours and rate shown for the program are less than the amount included in the 2021 Budget.

Requested Commission Action:

Consider a motion to approve the implementation of a Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option (PRO) Agreement and approve the hiring of Tyanne L. Betts as of April 1, 2021 under said PERA PRO.



PHASED RETIREMENT OPTION (PRO) AGREEMENT

The employee and employer must enter into a PRO Agreement prior to the start of the employee's phased retirement employment. The employer and PERA member must complete this form in its entirety. The signed Agreement must be submitted to PERA before the effective date of the PRO and should accompany a completed *Application for PERA Retirement Benefits*.

Employer

Grand Rapids Public Utilities Commission
 Name of employer offering PRO Agreement 495203
PERA Employer No. (6-digits)

Tyanne L. Betts
 Name of individual to be employed under the PRO Agreement Social Security No. (last 4)

April 1, 2021
 Starting date of the PRO employment period

The employee must have a reduced schedule that (1) is a reduction of at least 25 percent of regularly scheduled work hours and (2) does not exceed 1,044 hours. Complete lines 1-3 to determine the allowable number of compensated hours the employee may have in any reporting period under the PRO Agreement.

Normal reporting period for the employee ☐ Weekly ☒ Biweekly ☐ Monthly ☐ Semi-monthly

Member must meet BOTH of the following maximum hour criteria:

A. Maximum hours per pay period:

1. Number of current hours the employee worked in a normal pay period: 80
2. Multiply the number from line 1 X .75: x .75
3. Enter the **maximum** hours to be worked per pay period (result from multiplying lines 1 and 2): 60

B. Maximum hours per year.

1,044¹

¹Note: For members working less than full time prior to the PRO, annualized maximum hours per pay period may be less than 1,044

I have read the requirements for PRO Agreements (on back of form) and confirm that the named employee has met the PRO requirements.

Julie Kennedy General Manager 02/19/2021
 Signature of Employer Representative Job Title Date

Member

I have read the requirements for PRO Agreements (on back of form) and confirm that my agreement has met the PRO requirements.

Tyanne Betts 2/19/21 Home email address
 Signature of PERA member Date (for PRO communications)

**PHASED RETIREMENT OPTION ("PRO") AND
SUPPLEMENTAL BENEFITS INFORMATION**

A INTRODUCTION

In 2019, the Minnesota Legislature extended the Public Employees Retirement Association (PERA) program known as the phased-retirement option (Minn. Stat. § 353.371. The phased retirement program is intended to facilitate a transition into retirement for a PERA member while providing employers with a workforce planning tool that can help transfer knowledge from long-time employees to new or less tenured employees. The law allows employers, at their discretion, to offer a phased retirement option ("PRO appointment") to an eligible employee. If the employee accepts the appointment, s/he terminates PERA membership, begins collecting a pension, and continues to work (in the same or a different position) with a reduction in hours for a limited period of time.

This option waives the usual requirements that there must be no return-to-work agreement with an employee prior to his/her retirement and that there is a 30-day break in service before the employee returns to work for a PERA-covered employer. It also eliminates the earnings limit for people in PRO appointments, i.e., they collect the full PERA pension for which they are eligible as well as the wages they are paid for the PRO appointment.

B. PROVISIONS

1. PRO appointments are entirely at the discretion of the GRPUC based on a business need such as succession planning, transfer of knowledge, special project, or something similar.
2. The offer of a PRO appointment must be made to an eligible employee (see "Eligibility" below) prior to the employee retiring.
3. A PRO appointment is a temporary appointment to a position with a work schedule which is:
 - a. At least 25% fewer hours than the employee's pre-PRO schedule, and
 - b. No more than 1,044 hours per year.
4. The term of employment under a phased retirement agreement must not exceed five years. If the term of a phased retirement agreement is less than five years, the agreement may be renewed for a period not to exceed a combined total of five years. The governmental subdivision has sole discretion to determine if a phased retirement agreement will be renewed, renewed with modifications, or terminated.

5. The PRO position must be a continuation in the same position with the same governmental subdivision that the member held before the date of the member's termination of membership.
6. GRPUC and the employee must complete and submit to PERA the Phased Retirement Agreement.
7. The PRO appointment must begin within 6 months following the employee's retirement date.
8. GRPUC must report all PRO appointment earnings under the Exempt Plan, but there are no employer or employee contributions payable based on the PRO earnings.
9. GRPUC shall provide PERA with documentation, as prescribed by the executive director, of the terms of any agreement entered into with an employee who accepts continuing employment under a PRO appointment with the governmental subdivision. The documentation must be provided before the employee's termination of membership.
10. GRPUC shall report to PERA the salary earned by an employee in a phased retirement position. The report must include the number of compensated hours the employee worked and must be made on a pay period basis in a manner prescribed by the executive director. Reports must be submitted no later than 14 calendar days following the last day of each pay period.
11. GRPUC must notify PERA when a PRO appointment ends.

C. ELIGIBILITY

A PRO Plan employee is eligible to be offered a PRO appointment if the employee:

1. Has been employed for at least 1,044 hours per year for the five years immediately preceding the PRO appointment;
2. Is age 62 or older; and
3. Is immediately eligible ("vested") for a monthly PERA retirement benefit.
4. Has been an active member of the General Plan as an employee, not an elected official.
5. Is not eligible for the state employee Post-Retirement Option program under Minn.Stat. § 43A.346.
6. Does not work as an employee for another governmental employer in Minnesota.

7. At the termination of the PRO agreement, have no written/verbal agreement prior to termination of employment to provide services to your agency as an employee, independent contractor or an employee of an independent contractor for 30 days. Public employment includes service to any governmental employer in Minnesota—e.g. school districts, cities, counties, townships, and state

D. BENEFITS WHILE ON A PRO APPOINTMENT

Employees on PRO appointments are not eligible for GRPUC benefits such as paid time off (PTO), extended illness bank (EIB); personal leave; short or long term disability; holiday pay; health, dental or life insurance; or participation in deferred compensation or flexible spending plans. Since they will be collecting their full pensions, GRPUC will process the change in status as regular retirements. As such, the employee will receive the cash value of any unused comp time and the cash value of unused PTO. The balance of any qualifying EIB will be deposited to the employee's Post-Retirement Health Care Savings Plan (PRHCSP). As a retiree, the employee will have the option of continuing in GRPUC's insurance plans at the employee's own cost for the period of time allowed for retirees.

PHASED RETIREMENT OPTION ("PRO")
AND SUPPLEMENTAL BENEFITS INFORMATION

TYANNE L. BETTS

PAYROLL DATE	PAY PERIOD START	PAY PERIOD END	PRO HOURS SCHEDULED
4/9/2021	4/1/2021	4/3/2021	10
4/23/2021	4/4/2021	4/17/2021	50
5/7/2021	4/18/2021	5/1/2021	50
5/21/2021	5/2/2021	5/15/2021	50
6/4/2021	5/16/2021	5/29/2021	50
6/18/2021	5/30/2021	6/12/2021	50
7/2/2021	6/13/2021	6/26/2021	50
7/16/2021	6/27/2021	7/10/2021	50
7/30/2021	7/11/2021	7/24/2021	50
8/13/2021	7/25/2021	8/7/2021	50
8/27/2021	8/8/2021	8/21/2021	50
9/3/2021	8/22/2021	8/31/2021	35
Total Hours Scheduled			<u>545</u>
Last Scheduled Work Day		8/31/2021	
PRO Hourly Rate	\$125.00		

The Phased Retirement program creates a flexible environment where members can transition into retirement, and employers can provide the necessary knowledge transfer. If you are age 62 or older, you may be eligible to participate in the Phased Retirement Option (PRO) and start your PERA retirement benefit without terminating your public service position.

IT IS UP TO YOUR EMPLOYER

Participating in the PRO is at the discretion of your employer and may not be available to all Coordinated and Basic members. Contact your employer for more information. In addition, you should investigate if a reduction of hours may impact other employee benefits.

PRO REQUIREMENTS

- Active Coordinated or Basic member, not an elected official
- Age 62 or older
- Must hold same position with same employer last active with
- Immediately eligible for a retirement annuity from the General Plan (Coordinated or Basic members)
- Worked at least 1,044 hours in each of the five preceding years in a position covered by PERA
- You must agree to reduce your regular schedule by 25 percent in each pay period under the PRO and may not work over 1,044 hours in a one year period
- Not a current PERA benefit recipient
- Not eligible for the state employee Post-Retirement Option program under minn. Stat. §43A.346

BENEFITS OF THE PRO

- **PERA's termination requirements are waived for your PRO.** You will receive a PERA retirement monthly benefit without terminating your public service position. If you are active in other public service, however, you must follow PERA's termination requirements for these positions to receive your PERA retirement benefit.
- **No member and employer contributions to PERA.** You will no longer contribute to PERA for the employment under the PRO. Since you are receiving your retirement benefit, there is no accrual of service credit or adjustment of the high-five salary for your service under the PRO.
- **No annual earnings limits while working under the PRO agreement.** Your position covered under the PRO will not be subject to PERA's post-retirement earnings limits.

THE PRO PROCESS

- 1 Contact your employer.** The PRO agreement must be with your same employer, and it is the discretion of your employer to offer the PRO to you.
- 2 Apply for the PRO and retirement benefit.** PERA must receive the PRO agreement before the PRO begins. The PRO agreement replaces the *Verification of Termination* form. All other PERA benefit and application requirements must be met. Your retirement benefit will begin approximately the same time as the PRO employment period.
- 3 During the PRO.** The maximum length of the PRO is five years. You must reduce your regular schedule by 25 percent in each pay period and may not work over 1,044 hours in a one year period during the PRO. Your employer will report your earnings and hours to PERA while working under the PRO.
- 4 End of the PRO agreement.** After completing the PRO, you must terminate your position covered under the PRO. You must have no written/verbal agreement prior to termination of employment to provide services to any public employer as an employee, independent contractor or an employee of an independent contractor for 30 days. Public employment includes service to any governmental employer in Minnesota—e.g. school districts, cities, counties, townships, and state.

COMBINED SERVICE ANNUITY

Please contact a PERA representative if you have service with another Minnesota public pension fund and are considering a PERA Phased Retirement program. Your PERA PRO agreement may impact your eligibility for a combined service benefit.



Your PERA monthly benefit will be suspended if the allowed hours in a pay period or the maximum hours per year are exceeded. The benefit will not be reinstated until all public employment has been terminated, and you have a continuous separation from public employment for 30 days. Please see the PRO agreement for more information.

FREQUENTLY ASKED QUESTIONS (FAQs)

If I enter a PRO agreement, when does my retirement benefit begin?

Both the PRO agreement and the retirement application materials must be sent to PERA together. Your PERA retirement benefit cannot be deferred while you are employed under the PRO. Your employer will enter the starting date of the PRO employment period on the PRO agreement. Therefore:

- If the PRO employment period starts on the 1st of the month, then your benefit effective date will also be the 1st of the month (same date).
- If the PRO employment period starts on any other day of the month, then your benefit effective date will be the 1st of the following month.

When I enter into and begin my PRO agreement, can I take a position with my current employer that is different than my current position?

No. You must remain in your current position.

Can a PERA-covered employer other than my current employer offer me a PRO agreement?

No. The PRO agreement must be entered with your same, current PERA covered employer prior to any termination of employment.

Can I work full-time for a certain period and then not work at all for the remainder of a year covered by a PRO agreement?

No. You must reduce your regularly scheduled hours of work by at least 25% per pay period and not exceed 1,044 hours for the PRO agreement one year period.

- Example 1: if you were scheduled to work 80 hours per pay period prior to the PRO, you may work 40 hours per pay period for the PRO one year agreement.
- Example 2: if you were scheduled to work 80 hours per pay period prior to the PRO, you may not work more than 60 hours in any pay period covered by the PRO for the first 6 months and not work more than 20 hours in any pay period for the remaining 6 months (as you may not work more than 1,044 total hours for the year).

If my employer allows me to accrue vacation, sick and holiday leave while working under the PRO, will the hours associated with the leave pay, when taken, count towards the maximum number of hours I may work under the PRO?

Yes. The hours you take off from work, for which you receive pay, will count towards the maximum number of hours you may work under the PRO agreement.

If I currently have employment in more than one position covered by PERA membership and want to continue working for these employers, do I have to enter a PRO with each PERA-covered employer?

Yes, if you wish to continue employment for each position. To participate under the PRO agreement and also start your PERA pension, you must either:

- Enter a PRO agreement for each position you intend to maintain during the PRO agreement. However, you must reduce each position by at least 25% and total work hours combined under all PRO agreements must not exceed 1,044 hours.
- Terminate the employment not covered by a PRO agreement and remain out of that employment for at least 30 days with no agreement to return.

Will I be eligible for disability benefits from PERA if I become disabled while working under a PRO agreement?

No. By accepting/receiving a retirement benefit, you are no longer eligible for PERA disability benefits.



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CITY OF GRAND RAPIDS

Legislative Master

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Governance discussion.