



AGENDA ITEM # 7B

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

April 26, 2021

Item Title: Authorized Agent for Illinois Municipal Retirement Fund

Staff Contact: Jeffrey D. O'Dell, Village Administrator

VILLAGE BOARD ACTION

Adopt a Resolution appointing an Authorized Agent for the Illinois Municipal Retirement Fund.

Executive Summary:

With my retirement effective May 4, 2021, the Village Board will need to appoint a new Authorized Agent for the Illinois Municipal Retirement Fund. The attached Resolution appoints Jason Bielawski as the Village's Authorized Agent effective May 5, 2021. The Authorized Agent has the powers and duties as noted on the Resolution.

Implications:

Is this item budgeted? N/A

Any other implications to be considered? N/A

Attachments:

Resolution
IMRF Form 2.20

RESOLUTION NO. 2021-

**A RESOLUTION APPOINTING AN
AUTHORIZED AGENT FOR THE
ILLINOIS MUNICIPAL RETIREMENT FUND**

WHEREAS, the Village of Roselle is a member of the Illinois Municipal Retirement Fund; and

WHEREAS, the corporate authorities of the Village of Roselle have the authority to appoint an individual to act as Authorized Agent for the Illinois Municipal Retirement Fund; and

WHEREAS, the individual appointed must be a participant in the Illinois Municipal Retirement Fund; and

WHEREAS, the duly appointed Authorized Agent will have the following powers and duties:

1. Centralize the local administration of IMRF in one person.
2. File payroll reports and member forms, pay contributions, file benefit applications for members and advise members and local governing bodies.
3. Act as the agent of the governing body in IMRF matters (an Authorized Agent is not an agent of IMRF).
4. All other duties of an Authorized Agent as they appear in the Illinois Pension Code.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Roselle, DuPage and Cook Counties, Illinois that Jason Bielawski is hereby appointed to act as the Authorized Agent for the Illinois Municipal Retirement Fund on behalf of the Village of Roselle, Illinois beginning May 5, 2021.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED this 26th day of April, 2021

AYES:

NAYS:

ABSENT:

Mayor, Village of Roselle

ATTEST:

Village Clerk



NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME		EMPLOYER IMRF I.D. NUMBER	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME	FIRST NAME	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY			
DATE APPOINTMENT MADE (MM/DD/YYYY)	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY)	POSITION TITLE	
<p>Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):</p> <p>To file Petition for Nominations of an Executive Trustee of IMRF <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>To cast a Ballot for Election of an Executive Trustee of IMRF <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
X SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
CERTIFICATION			
I, _____, do hereby certify that I am _____ <small>NAME</small> <small>CLERK OR SECRETARY</small>			
of the _____ <small>NAME OF EMPLOYER</small>			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY	
BUSINESS ADDRESS			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.			
BUSINESS ADDRESS			
CITY STATE AND ZIP + 4			
DAYTIME TELEPHONE NO. (with Area Code)		ALTERNATE TELEPHONE NUMBER (with Area Code)	
FAX NO. (with Area Code)		EMAIL ADDRESS	

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289