
**THE CITY OF BLUE ISLAND
COOK COUNTY, ILLINOIS**

**RESOLUTION
NUMBER 2018-027**

**A RESOLUTION AUTHORIZING EXECUTION OF NOTICE OF
APPOINTMENT OF IMRF AUTHORIZED AGENT FOR
THE CITY OF BLUE ISLAND**

**DOMINGO F. VARGAS, Mayor
Randy Heuser, City Clerk**

**DEXTER JOHNSON
LETICIA VIEYRA
NANCY RITA
TOM HAWLEY
BILL FAHRENWALD
CANDACE CARR
KENNETH PITTMAN**

**GEORGE POULOS
FRED BILOTTO
KEVIN DONAHUE
ALECIA SLATTERY
JANICE OSTLING
JAIRO FRAUSTO
NANCY THOMPSON**

Aldermen

RESOLUTION NO. 2018-027

**A RESOLUTION AUTHORIZING EXECUTION OF NOTICE OF APPOINTMENT OF
IMRF AUTHORIZED AGENT FOR THE CITY OF BLUE ISLAND**

Whereas, the City of Blue Island participates in the Illinois Municipal Retirement Fund (“IMRF”) on behalf of its employees;

Whereas, the city plans to appoint a qualified party as the city’s IMRF Authorized Agent;
and

Whereas, the appropriate city officials have considered and reviewed the Authorized Agent appointment form attached as Exhibit A and find the same to be in the best interests of the City;

NOW AND THEREFORE, BE IT RESOLVED by the City Council of the City of Blue Island, Cook County, Illinois, as follows:

SECTION 1: AGREEMENT FORM AND TERMS AUTHORIZED

The terms and conditions as shown in the Agreement attached as Exhibit A to this Resolution are hereby approved.

**SECTION 2: AUTHORIZATION OF AGENT TO EXECUTE AND ACT IN
ACCORDANCE WITH AGREEMENT**

The City Council further authorizes the Mayor or his designee to execute any and all documentation that may be necessary to carry out the intent of this Resolution. The officers, employees, and/or agents of the City shall take all action necessary or reasonably required by the City to carry out, give effect to, and consummate the intent of this Resolution.

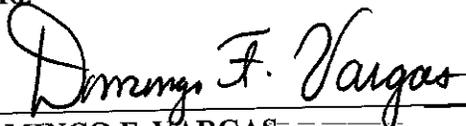
SECTION 3: EFFECTIVE DATE

This resolution shall be in full force and effect upon its passage and approval as required by law.

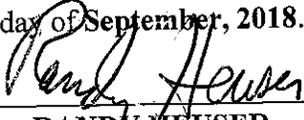
ADOPTED this 25th day of September, 2018, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT	ABSTAIN
Alderman Hawley	X				
Alderman Poulos	X				
Alderman Vieyra	X				
Alderman Bilotto	X				
Alderman Rita	X				
Alderman Donahue	X				
Alderman Carr	X				
Alderman Slattery	X				
Alderman Ostling	X				
Alderman Pittman	X				
Alderman Johnson	X				
Alderman Frausto	X				
Alderman Thompson	X				
Alderman Fahrenwald	X				
Mayor Vargas					
TOTAL	14				

APPROVED by the Mayor on September 25, 2018.


 DOMINGO F. VARGAS
 MAYOR OF THE CITY OF BLUE ISLAND,
 COUNTY OF COOK AND STATE OF ILLINOIS

ATTESTED and Filed in my office this
 25th day of September, 2018.


 RANDY HEUSER
 CITY CLERK

Memo

To: COBI City Council
From: Michael Marzal, Director of Finance and Administration
cc: Mayor Domingo Vargas
Date: September 19, 2018
Re: IMRF Authorized Agent Duties and Responsibilities

Specific reasons why an Authorized Agent is necessary:

1. To centralize the local administration of IMRF in one person.
2. To file payroll reports and member forms, pay contributions, file benefit applications for members and advise members and local governing bodies.
3. To act as the agent of the governing body in IMRF matters. (An Authorized Agent is not an agent of IMRF.)

The Authorized Agent should be a full-time employee.

The Authorized Agent shall have the following powers and duties:

1. To certify to the fund whether or not a given person is authorized to participate in the fund;
2. To certify to the fund when a participating employee is on a leave of absence authorized by the municipality;
3. To request the proper officer to cause employee contributions to be withheld from earnings and transmitted to the fund;
4. To request the proper officer to cause municipality contributions to be forwarded to the fund promptly;
5. To forward promptly to all participating employees any communications from the fund for such employees;
6. To forward promptly to the fund all applications, claims, reports and other communications delivered to him or her by participating employees;
7. To perform all duties related to the administration of this retirement system as requested by the fund and the governing body of his or her municipality.

The general powers and duties are as follows:

To determine and certify to IMRF which employees are covered by IMRF

To see that proper IMRF member contributions are withheld from employees' earnings

To complete payroll reports and promptly forward IMRF member and employer contributions to IMRF

To promptly forward all communications directed to members and beneficiaries by IMRF, including:

- Member ballots for employee trustees
- Personal Statement of Benefits (member statements of account)
- Leaflets, bulletins, and other informational material.

To keep the governing body informed regarding:

- Employer contribution rates and funds required to meet participation costs
- Employer accounts receivable and other charges
- Matters requiring governing body approval as well as the general administration of IMRF.
- To assist members in filing participation

To perform other administrative duties in connection with IMRF, such as:

- Answering members' questions, including questions about Personal Statement of Benefits, and if necessary, assist them in communicating with IMRF.
- Carefully reviewing the annual statements of employer account issued by IMRF and reconciling them with the unit of government's records.

To sign all payroll reports, notices of member participation and termination, and other forms and communications on behalf of the unit of government. The Authorized Agent may affix his or her signature by stamped facsimile signature.



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 City of Blue Island		EMPLOYER IMRF I.D. NUMBER 3328	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms.	LAST NAME Hunt	FIRST NAME Janelle	MIDDLE INITIAL JR, SR, II, ETC. P
TYPE OF GOVERNING BODY Municipality			
DATE APPOINTMENT MADE (MM/DD/YYYY) 09/25/2018	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 09/25/2018	POSITION TITLE Senior Accountant	
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): To file Petition for Nominations of an Executive Trustee of IMRF <input type="checkbox"/> Yes <input type="checkbox"/> No To cast a Ballot for Election of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE 		DATE (MM/DD/YYYY) 9/27/18	
CERTIFICATION I, <u>RANDY HEUSER</u> do hereby certify that I am <u>CLERK</u> <small>NAME</small> <small>CLERK OR SECRETARY</small> of the <u>CITY OF BLUE ISLAND</u> <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			
BUSINESS ADDRESS All correspondence and communications with the Authorized Agent are to be addressed as follows: NAME (IF DIFFERENT FROM ABOVE) <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Janelle P. Hunt BUSINESS ADDRESS 13051 Greenwood Ave CITY STATE AND ZIP + 4 Blue Island, IL 60406 DAYTIME TELEPHONE NO. (with Area Code) (708) 396-7074 ALTERNATE TELEPHONE NUMBER (with Area Code) (708) 396-7011 FAX NO. (with Area Code) (708) 597-1807 EMAIL ADDRESS jhunt@cityofblueisland.org			