

**Memorandum**  
**Human Resources Department**



**To:** Randy Tweet, City Manager  
**Subject:** IMRF Authorized Agent Appointment  
**Date:** June 8, 2021

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With my planned retirement effective on July 9, 2021, the City will need to temporarily appoint a new Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

Under IMRF rules, the procedures for appointment of an Authorized Agent are as follows:

1. The governing body (City Council) would appoint an Authorized Agent by passing a resolution. As required by law, the governing body can only appoint one (1) Authorized Agent.
2. The resolution must specify the powers and duties, if any delegated to the Authorized Agent by the governing body. (Delegated powers and duties include the following: **1.** the ability to file a petition for nomination of an executive trustee of IMRF; and **2.** the ability to cast a ballot for the election of an executive trustee of IMRF.)
3. IMRF is to be notified of the appointment and of the powers and duties delegated (completion and submission of IMRF form 2.20).
4. To change Authorized Agents, the governing body follow the same procedures used in the original appointment.

If an Authorized Agent is not appointed, the unit of government's clerk or secretary of the governing body is appointed the Authorized Agent under IMRF rules.

**Recommendation:** Mayor/City Council appoints City Manager, Randy Tweet, as IMRF's Authorized Agent pending the hiring of a new Human Resources Director. Secondly, authorize Human Resources to complete IMRF form 2.20 and submit it to IMRF.

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**Submitted by:** John Thorson, Assistant City Manager/Human Resources Director



# 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 <b>removed</b> 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>			
<b>X</b> SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, _____, do hereby certify that I am _____ <small>NAME</small> <span style="float: right;"><small>CLERK OR SECRETARY</small></span>			
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	
<b>BUSINESS ADDRESS</b>			
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"/> rs. <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