

**VILLAGE OF VERNON HILLS  
RESOLUTION NO. 2018-043**

**A RESOLUTION APPOINTING THE PAYROLL & HUMAN RESOURCES BENEFITS SPECIALIST  
TO SERVE AS THE AUTHORIZED AGENT FOR  
THE VILLAGE'S ILLINOIS MUNICIPAL RETIREMENT FUND PLAN**

**WHEREAS**, the Village of Vernon Hills, County of Lake, State of Illinois ("*the Village*") is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code; and

**WHEREAS**, the Village's Assistant to the Finance Director position was vacated effective July 10, 2018; and

**WHEREAS**, the Village has determined that appointing the Payroll & Human Resources Benefits Specialist to serve as the Authorized Agent to avoid any gaps in the position will serve and be in the best interest of the Village; and

**WHEREAS**, as the Authorized Agent, the Payroll & Human Resources Benefits Specialist shall receive reports, notices, etc. from IMRF, may cast a ballot for election of an executive trustee of IMRF, may file a petition for nomination of an executive trustee of IMRF, and execute all necessary agreements or documents with IMRF incidental to the administration of the plan.

**NOW THEREFORE BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS**, as follows:

**SECTION 1: APPROVAL OF APPOINTMENT.** The appointment of the Payroll & Human Resources Benefits Specialist, Kristen Svendsen, as the Authorized Agent of the Village's IMRF plan shall be, and is hereby approved. The Village Manager/Clerk shall be, and is hereby authorized and directed to execute and attest, on behalf of the Village, the necessary forms as shown in Exhibit A required by IMRF to certify the appointment of Kristen Svendsen Payroll & Human Resources Benefits Specialist, as the Authorized Agent.

**SECTION 2: EFFECTIVE DATE.** This Resolution shall be in full force and effective August 14, 2018.

**SECTION 3: RESOLUTION NUMBER:** This Resolution shall be known as Resolution Number 2018-043.

Dated this 14<sup>th</sup> day of August, 2018  
Adopted by roll call vote as follows:

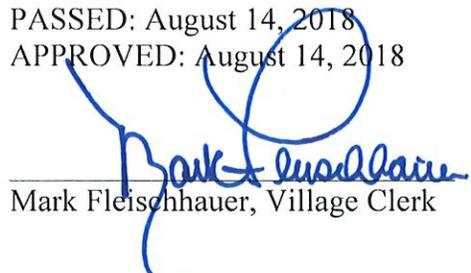
AYES: 5 – Schultz, Marquardt, Takaoka, Koch, Oppenheim

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 None

  
\_\_\_\_\_  
Roger L. Byrne, Village President

PASSED: August 14, 2018  
APPROVED: August 14, 2018

  
\_\_\_\_\_  
Mark Fleischhauer, Village Clerk

**Exhibit A**

**IMRF Authorized Agent Change Form**

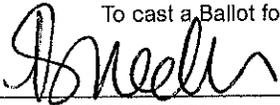
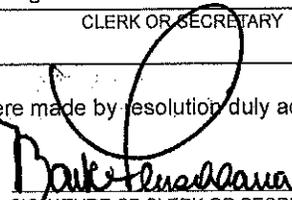


# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

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 Village of Vernon Hills		EMPLOYER IMRF I.D. NUMBER 05311	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms.	LAST NAME Svendsen	FIRST NAME Kristen	MIDDLE INITIAL JR., SR., II, ETC. N
TYPE OF GOVERNING BODY Village Board of Trustees			
DATE APPOINTMENT MADE (MM/DD/YYYY) 08/14/2018	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 08/14/2018	POSITION TITLE Payroll & HR Benefits Specialist	
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 checked="" 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
<b>X</b>  SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		08/14/2018 DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, <u>Mark Fleischhauer</u>		do hereby certify that I am <u>Village Clerk</u>	
NAME		CLERK OR SECRETARY	
of the <u>Village of Vernon Hills</u>			
NAME OF EMPLOYER			
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"/> Mr. <input type="checkbox"/> Ms. Kristen N Svendsen			
BUSINESS ADDRESS			
290 Evergreen Drive			
CITY STATE AND ZIP + 4			
Vernon Hills, IL 60061-2904			
DAYTIME TELEPHONE NO. (with Area Code)		ALTERNATE TELEPHONE NUMBER (with Area Code)	
(847) 918-3542		(847) 367-3700	
FAX NO. (with Area Code)		EMAIL ADDRESS	
(847) 367-0880		kristens@vhills.org	

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