

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION DESIGNATING ASHLEY MONROE AS THE ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) AUTHORIZED AGENT FOR THE CITY OF CREST HILL**

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**WHEREAS**, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to the City's government and affairs and protect the public health, safety, and welfare of its citizens; and

**WHEREAS**, the Illinois Municipal Retirement Fund ("IMRF") is created under Article 7 of the Illinois Pension Code, 40 ILCS 5/7-101 et. seq. and

**WHEREAS**, the City of Crest Hill is an IMRF Employer, and as such, is required to follow the rules, regulations, and guidelines of IMRF; and

**WHEREAS**, the IMRF program is complex, and involves substantial cash outlays by IMRF Employers, and provides important rights and benefits to IMRF members, IMRF requires a qualified and trained local official or employee to be the essential point of contact with IMRF; and

**WHEREAS**, IMRF requires an Authorized Agent to be designated by the IMRF Employer to centralize the local administration of the IMRF in one person, to file payroll reports and member forms, pay contributions, file benefit applications for members, advise the Corporate Authorities, and to act as the agent of the municipal body in IMRF matters; and

**WHEREAS**, IMRF requires the appointment of the Authorized Agent to be made by Resolution, and that following such appointment, the IMRF Employer must notify IMRF by submitting IMRF Form 2.20, which is attached hereto as Exhibit A and incorporated herein; and

**WHEREAS**, IMRF specifically allows the IMRF Employer to delegate to the Authorized Agent the ability to submit a Petition for Nomination of an Executive Trustee of IMRF and to cast a ballot for election of an Executive Trustee of IMRF; and

**WHEREAS**, the City Council previously designated Glenn Gehrke as the IMRF Authorized Agent and due to the non-renewal of Glenn Gehrke's contract with the City now desires to designate Assistant City Administrator/Human Resources Director Ashley Monroe as the City's IMRF Authorized Agent; and

**WHEREAS**, the City Council also desires to delegate to Ashley Monroe the ability to submit a Petition for Nomination of an Executive Trustee of IMRF and to cast a ballot for election of an Executive Trustee of IMRF.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

**SECTION 1: PREAMBLE.** The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference thereto and made a part hereof.

**SECTION 2: DESIGNATION AND APPOINTMENT.** The City Council hereby designates and appoints Ashley Monroe as the IMRF Authorized Agent for the City of Crest Hill, including the delegation of authority to submit a Petition for Nomination of an Executive Trustee of IMRF and to cast a ballot for election of an Executive Trustee of IMRF. Ashley Monroe is hereby authorized and directed to complete IMRF Form 2.20, and the City Clerk is hereby authorized and directed to certify the appointment on IMRF Form 2.20 and transmit to IMRF all necessary documents and forms, including this Resolution, which are necessary or required to effectuate the intent of this Resolution, which is to make Ashley Monroe the City of Crest Hill's IMRF Authorized Agent.

**SECTION 3: SEVERABILITY.** If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

**SECTION 4: REPEALER.** All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

**SECTION 5: EFFECTIVE DATE.** This Resolution shall be in full force and effect immediately upon its passage and publication according to law.

*[Intentionally Blank]*

PASSED THIS 6<sup>TH</sup> DAY OF APRIL, 2026.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderpersion Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

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Christine Vershay-Hall, City Clerk

APPROVED THIS 6TH DAY OF APRIL, 2026.

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Raymond R. Soliman, Mayor

ATTEST:

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Christine Vershay-Hall, City Clerk

**EXHIBIT A**  
**(IMRF Form 2.20)**



# Notice of Appointment of Authorized Agent

Revised June 2025

Questions? Call 1-800-728-7971.

## Upload this form through Employer Access

Please print in capital letters, using black ink.

0	4	1	6	1	City Of Crest Hill
Employer Number					Employer Name

### AUTHORIZED AGENT INFORMATION

First Name	M.I.	Last Name	Jr., Sr., II, etc.
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Type of Governing Body
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Date Appointment Made (MM/DD/YYYY)	Effective Date of Appointment (MM/DD/YYYY)	Position Title
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Do you give the Authorized Agent the authority to:

File a Petition for Nominations of an Executive Trustee of IMRF  Yes  No

Cast the Ballot for Election of an Executive Trustee of IMRF  Yes  No

The Authorized Agent does not need to participate in IMRF to file a petition or cast a ballot. If you do not give the Authorized Agent the authority to petition and/or vote, the governing body must perform these duties.

Authorized Agent Signature (write; do not print or type)	Date (MM/DD/YYYY)
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**IMPORTANT NOTE: By law, all new Authorized Agents must attend Authorized Agent training within three months of appointment. Visit the IMRF website at <https://www.imrf.org> to register for Authorized Agent training.**

### CERTIFICATION

I, \_\_\_\_\_, do hereby certify that I am \_\_\_\_\_

Name Clerk or Secretary

of the \_\_\_\_\_

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.

Signature of Clerk or Secretary of the Board (write; do not print or type)
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Employer Number

### BUSINESS MAILING ADDRESS

First Name		M.I.	Last Name		Jr., Sr., II, etc.
Mailing Address				County	
City			State	Zip Code (zip+4 if known)	
Daytime Telephone (with Area Code)			Alternate Telephone (with Area Code)		
Fax Number (with Area Code)			Email		

### 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 on previous page).

**IMRF**, 800 COMMERCE DR, OAK BROOK IL 60523-2196  
 Employer Services: 1-800-728-7971 FAX: 630-706-4289  
[www.imrf.org](http://www.imrf.org)