

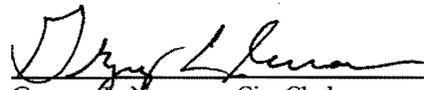


Grand Ledge City Council Regular Meeting Agenda

MONDAY, 09 FEBRUARY 2015
7:30 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

- I. **ROLL CALL OF CITY COUNCIL** – Mayor Kalmin Smith; Mayor Pro-Tem Keith Mulder; and Council members Christina Bartholomew, Rick Lantz, Sue Roberts, Thom Sowle, and Don Willems
- II. **PLEDGE OF ALLEGIANCE** – Any person(s) attending may participate in reciting the Pledge of Allegiance to the American Flag. The Mayor may choose to designate, with their consent, a Council member or a person attending to lead the Pledge of Allegiance. The City Council shall not require any Council member or person(s) attending to recite the Pledge of Allegiance.
- III. **AUDIENCE PARTICIPATION** – Any person(s) attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation.
- IV. **APPROVAL OF CONSENT AGENDA** – The City Council approves items listed on the consent agenda by a single roll call vote without debate. If the City Council desires to debate any item listed on the consent agenda, it may remove the item and place it on the regular agenda for consideration in due order.
 - A. **Motion** – To approve the Monday, 09 February 2015 City Council consent agenda, as follows:
 - i. Financial transactions and bills.
 - ii. Monday, 26 January 2015 regular City Council minutes.
- V. **APPROVAL OF REGULAR AGENDA** – The City Council may remove any item from or add any item to the regular agenda.
 - A. **Motion** – To approve the Monday, 09 February 2015 regular City Council agenda.
- VI. **COMMITTEE AND BOARD REPORTS** – Council members and staff may report on discussions and actions of committees and boards.
- VII. **STAFF REPORTS** – The City Council may receive reports from various department heads.
- VIII. **UNFINISHED BUSINESS** – The City Council may again debate any item(s) previously debated but not finally disposed of and may or may not act upon the item(s) as indicated below.
- IX. **NEW BUSINESS** – The City Council may debate any item(s) under its authority not previously debated and may or may not act upon the item(s) as indicated below.
 - A. **Resolution** – To place streets within the City Street System for the purpose of obtaining funds under Public Act 51 of 1951, as amended.

- B. **Resolution** – To approve a Public Art for Communities Grant Program agreement with the Lansing Economic Area Partnership.
- C. **Resolution** – To designate the City Administrator as the City's Delegate to the Capital Area Regional Transportation Study (CARTS) Technical Committee.
- X. **AUDIENCE PARTICIPATION** – Any person(s) attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation.
- XI. **COMMUNICATIONS FROM THE MAYOR AND COUNCIL** – The Mayor may make appointments and reappointments to boards and committees, may report on subjects referred by Council members, staff and residents, and may comment on any subject. City Council members may comment on any subject.
- XII. **CLOSED SESSION** – The Open Meetings Act allows the City Council to discuss certain subjects without the presence of the public. The City Council may request a staff member or any other person the City Council determines to be necessary, by a majority of the Council members present, to attend the closed session. All persons not requested by the City Council to stay must leave the Council chambers. Once the Closed Session has ended, the City Council will resume the regular meeting.
- XIII. **ADJOURNMENT** – When the City Council has completed all items listed on the approved agenda, it may not take any further action until its next regular meeting or a special meeting. If the time is significantly late and items remain on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting to another specific date, time, and place at which to resume and complete the approved agenda.



Gregory L. Newman, City Clerk

THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 23 FEBRUARY 2015, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN

GRAND LEDGE CITY COUNCIL
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 26 JANUARY 2015
7:30 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.

- I. ROLL CALL OF COUNCIL** – Mayor Kalmin Smith; and Council members Christine Bartholomew, Sue Roberts, Milton Sowle, and Don Willems
– Mayor Pro-Tem Keith Mulder and Council member Rick Lantz were absent
OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk; Larry LaHaie, Service Director; Chad Brunton, Street Supervisor;

II. PLEDGE OF ALLEGIANCE

Justin Koepfler, led those in attendance in the Pledge of Allegiance.

III. AUDIENCE PARTICIPATION

IV. APPROVAL OF CONSENT AGENDA

- A. Motion (from staff)** – To approve the Monday, 26 January, 2015 City Council consent agenda, as follows:
- Financial transactions and bills.
 - Monday, 12 January 2015 regular City Council minutes.

COUNCIL MEMBER BARTHOLOMEW MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MONDAY, 26 JANUARY 2015 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Monday, 26 January 2015 regular City Council agenda.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MONDAY, 26 JANUARY 2015 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE AND BOARD REPORTS

- A. Grand Ledge Area Emergency Services Authority**

Council member Willems reported on the Grand Ledge Area Emergency Services Authority efforts to update its five-year plan and mentioned a February 2015 public hearing at Oneida Township Hall.

VII. STAFF REPORTS

- A. Adam Smith, City Administrator** – Annual Budget Calendar for the Fiscal Year Ending 30 June 2016.

Adam Smith, City Administrator, explained the Annual Budget Calendar for the Fiscal Year Ending 30 June 2016.

- B. Martin Underhill, Chief of Police** – Specially Designated Merchant License application from the Cole-Briggs Post, American Legion, Memorial Home Corporation.

Adam Smith, City Administrator, explained the memorandum from the Chief of Police on the Specially Designated Merchant License application from the Cole-Briggs Post, American Legion, Memorial Home Corporation.

The City Council discussed the City's ability to offer input on the Specially Designated Merchant License application.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. Resolution #01 of 2015** – To approve Contract Modification #2 to the contract with CL Trucking & Excavating, LLC, for the Edwards / Tulip Reconstruction Project.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO ADOPT RESOLUTION #01 OF 2015, TO APPROVE CONTRACT MODIFICATION #2 TO THE CONTRACT WITH CL TRUCKING & EXCAVATING, LLC, FOR THE EDWARDS / TULIP RECONSTRUCTION PROJECT.

Adam Smith, City Administrator, explained the contract modification covers a reduction of costs.

Larry LaHaie, Service Director, explained the contract modification deals with an item quantity change.

The City Council debated the reduction of costs.

MOTION TO ADOPT RESOLUTION #01 OF 2015, TO APPROVE CONTRACT MODIFICATION #2 TO THE CONTRACT WITH CL TRUCKING & EXCAVATING, LLC FOR THE EDWARDS / TULIP RECONSTRUCTION PROJECT, CARRIED UNANIMOUSLY.

- B. Resolution #02 of 2015** – To approve Contract Modification #3 to the contract with CL Trucking & Excavating, LLC, for the Edwards / Tulip Reconstruction Project.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADOPT RESOLUTION #02 OF 2015, TO APPROVE CONTRACT MODIFICATION #3 TO THE CONTRACT WITH CL TRUCKING & EXCAVATING, LLC, FOR THE EDWARDS / TULIP RECONSTRUCTION PROJECT. MOTION CARRIED UNANIMOUSLY.

- C. Motion (recommended by the Planning Commission)** – To receive the Planning Commission 2014 Annual Report and approve the Planning Commission 2015 Work Plan.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO RECEIVE THE PLANNING COMMISSION 2014 ANNUAL REPORT AND APPROVE THE PLANNING COMMISSION 2015 WORK PLAN.

Adam Smith, City Administrator, explained the State requirement for the Planning Commission to annually submit a report and work plan to the City Council.

MOTION TO RECEIVE THE PLANNING COMMISSION 2014 ANNUAL REPORT AND APPROVE THE PLANNING COMMISSION 2015 WORK PLAN, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

Norm Zingelman, 304 Union St., commented on ongoing issues with neighbor's dogs.

Rick Wolfinger, 304 Union St., commented on ongoing issues with neighbor's dogs.

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Willems commented on a dog bite incident in his family's past and on the need to adopt a local ordinance regulating animals instead of relying on Eaton County.

Mayor Smith commented on ongoing problems at the Union St. property, commented on the difficulty in addressing the problem and the need to resolve the issue, commented on the Lansing Economic Area Partnership grant application for a public art installation at Riverview Park, explained the creation of an Art Committee to develop and implement the process, and appointed Council member Bartholomew, Robert Brown, Chris Holmes, Betty Jones, Carolyn Miller, Alison Ramos, and Carol Wyman.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF COUNCIL MEMBER BARTHOLOMEW, ROBERT BROWN, CHRIS HOLMES, BETTY JONES, CAROLYN MILLER, ALISON RAMOS, AND CAROL WYMAN TO THE ART COMMITTEE. MOTION CARRIED UNANIMOUSLY.

XII. CLOSED SESSION

- A. Motion** – To move into closed session to consider the purchase or lease of real property per the Open Meetings Act, Section 8(d), and to consider material exempt from discussion or disclosure by state or federal statute per the Open Meetings Act, Section 8(h).

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO MOVE INTO CLOSED SESSION TO CONSIDER THE PURCHASE OR LEASE OF REAL PROPERTY PER THE OPEN MEETINGS ACT, SECTION 8(D), AT 7:57 P.M. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER SOWLE SECONDED, TO RETURN TO THE MONDAY, 26 JANUARY 2015 REGULAR CITY COUNCIL MEETING, AT 8:16 P.M. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADOPT RESOLUTION #03 OF 2015 TO APPROVE PURCHASE AGREEMENT FOR 605 W. FRONT ST., CONTINGENT ON THE CITY RECEIVING GRANT ACQUISITION FUNDING FROM THE MICHIGAN NATURAL RESOURCES TRUST FUND AND DIRECT CITY STAFF TO PREPARE AN APPLICATION IN COMPLIANCE WITH THE 01 APRIL 2015 DEADLINE. MOTION CARRIED UNANIMOUSLY.

XIII. ADJOURNMENT

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE MONDAY, 26 JANUARY 2015 REGULAR CITY COUNCIL MEETING, AT 8:18 P.M. MOTION CARRIED UNANIMOUSLY.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor

Grand Ledge City Council Resolution # ____ of 2015

**A Resolution to Place Streets Within the City Street System for the Purpose
of Obtaining Funds under Public Act 51 of 1951, as Amended.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 09 February 2015, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

Whereas, the City of Grand Ledge, Michigan ("City") is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 03 January 1963, as amended ("Charter"); and

Whereas, the City of Grand ledge has acquired title to certain streets; and

Whereas, it is necessary to furnish certain information to the State of Michigan to place these streets within the City Street System for the purpose of obtaining funds under Public Act 51 of 1951, as amended;

Now, Therefore, it Is Resolved:

1. The City accepts said streets, described as follows, into the City Local Street System: Bolton Farms and Pennine Ridge in the plat of Meadow Woods No. 6, Liber 13 of Plats, Pages 178 and 179, Eaton County Records (recorded 02 August 2005).
2. Said streets are located within a City right-of-way, are under the control of the City of Grand Ledge, are public streets and are for public street purposes.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Gregory Newman, Grand Ledge City Clerk, certify this is Resolution # ____ of 2015, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 09 February 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk

Grand Ledge City Council Resolution #_____ of 2015

A Resolution to Approve a Public Art for Communities Grant Program Agreement with the Lansing Economic Area Partnership.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 09 February 2015, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

Whereas, the City of Grand Ledge, Michigan ("City") is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 03 January 1963, as amended ("Charter"); and

Whereas, Charter §C-14.1(a) provides:

"That the power to make and to authorize the making of contracts on behalf of the City is vested in the Council and shall be exercised in accordance with the provisions of law."; and

Whereas, the City previously acted to submit an application to the Lansing Economic Area Partnership ("LEAP") for a Public Art for Communities Grant; and

Whereas, LEAP has provided an agreement for the City to accept a Public Art for Communities Grant;

Now, Therefore, it Is Resolved:

1. The City approves the Public Art for Communities Grant Program Agreement with the Lansing Economic Area Partnership, as attached.
2. The Agreement is contingent upon the appropriation of the necessary funds in the Annual Budget for the Fiscal Year Ending 30 June 2015.
3. The Mayor and the Clerk of the City, or their duly authorized agent or representative, are authorized and directed to execute said Agreement on behalf of the City of Grand Ledge; to do any other act(s) or thing(s) which shall be necessary to execute said Agreement on behalf of the City of Grand Ledge; to preserve and protect the rights, duties and obligations of the City thereunder; and to do any act or thing required by statute, Charter, ordinance, rule, regulation or other provision of law in order to execute said Agreement.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Gregory Newman, Grand Ledge City Clerk, certify this is Resolution #_____ of 2015, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 09 February 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk



Public Art for Communities Grant Program
2015
Between the Lansing Economic Area Partnership (LEAP) and
City of Grand Ledge

This Contract Agreement, entered into this _____ day of January, 2015 by and between the Lansing Economic Area Partnership (LEAP), and City of Grand Ledge hereinafter referred to as the "Grant Recipient").

The Grant Recipient agrees to accept the grant funds and carry out the project/event pursuant to the requirements of this Contract Agreement in a lawful, satisfactory and proper manner and in accordance with all requirements of the Contract Agreement.

1. **Project/Event Description:** The Grant Recipient will use the grant funds to contract with a local artist for the placement of permanent sculptures located in Riverfront Park in downtown Grand Ledge.
2. **Grant Term:** The project/event is to be accomplished within the grant period of February 2, 2015 through October 31, 2015.
3. **Inspection of Project/Event:** The Grant Recipient agrees to an onsite review and monitoring as conducted by a staff member of the Lansing Economic Area Partnership (LEAP).
4. **Choice of Piece:** The Grant Recipient agrees to solicit proposals through an RFP process upon being named a recipient of funds. A panel or designated committee will review proposals and make an appropriate choice for artist and piece of art. LEAP reserves the right to reject the chosen piece before it is commissioned.
5. **Promotion:** The Grant Recipient agrees to include the Lansing Economic Area Partnership (LEAP) logo prominently displayed on all promotional materials along with the following statement: "This project was made possible by a grant from the Lansing Economic Area Partnership (LEAP)". Examples of these materials must be included in the final report. LEAP reserves the right to arrange a press event dedicating the completed piece in partnership with the Grant Recipient with a speaking role offered to LEAP's President and CEO.
6. **Grant Amount:** The maximum amount of the grant hereby awarded is **\$10,000**. One-half of the grant funds will be distributed upon return of the signed Contract Agreement. The remaining one-half of the grant funds will be distributed upon approval and installation of the piece no later than October 31, 2015.

A final report will be required at the end of project completion. Failure to submit a final report will jeopardize the remaining one-half of grant funds as well as future LEAP funding.

Initial _____

In the event that the grant funding provided pursuant to this Contract Agreement is not sufficient to complete the project/event for which the grant was approved, the Grant Recipient shall complete the project/event and assume responsibility for any additional expenses in excess of the grant award amount.

7. **Modifications:** The Grant Recipient must obtain written authorization from LEAP before implementing any change that materially alters the project/event as originally proposed, including but not limited to, new activities and alteration of the existing project event. The Grant Recipient shall immediately notify the Lansing Economic Area Partnership (LEAP) if a change in the project/event is required, or if the project/event cannot be implemented as projected. Any proposed change in the project/event is subject to written approval by the Lansing Economic Area Partnership (LEAP). Failure in doing so will jeopardize the remaining one-half of grant funds as well as future LEAP funding.

Initial _____

8. **Final Report:** The Grant Recipient agrees to submit to the Lansing Economic Area Partnership (LEAP) a final report within 30 days after completion of the project or no later than October 31, 2015, whichever occurs earlier. The final report must include a financial statement of revenues and expenditures with proof of expenditures used with LEAP funds and a narrative report of activities. Final reporting information forms are available by email from LEAP.

Initial _____

9. **Continued Funding:** LEAP makes no implied or explicit guarantee, offer or representation of future funding from LEAP beyond termination of this Contract Agreement.

10. **Accounting:** The Grant Recipient agrees to maintain records in accordance with generally accepted accounting practices, to retain these records for a period of not less than three years from the date of the final report and to make this accounting available for audit by appropriate staff of the Lansing Economic Area Partnership (LEAP).

11. **Liability:** Any liability resulting from activities engaged in by the Grant Recipient shall be the sole responsibility of the Grant Recipient. If the art is placed in the public right-of-way, The Grant recipient must acquire liability insurance naming the Lansing Economic Area Partnership (LEAP) as additional insured. Additionally, the Grant Recipient agrees to hold the Lansing Economic Area Partnership (LEAP) harmless in the event of any claim arising out of the activities described herein. If the art is to be placed on private property, the Grant Recipient must secure a written statement signed by the property owner agreeing to hold the Lansing Economic Area Partnership (LEAP) harmless in the event of any claim arising out of the activities described herein.

12. **Certifications:**

- a. The Grant Recipient hereby certifies that there has been no known change in the project/event as described in the grant application.
- b. The Grant Recipient hereby agrees to implement the project/event as defined in this Contract Agreement and that the funds made available will be used only as set forth in this Agreement.

City of Grand Ledge and the Lansing Economic Area Partnership (LEAP) have executed this Contract Agreement as of the date first above written.

Lansing Economic Area Partnership (LEAP)

City of Grand Ledge

By: _____
Robert L. Trezise, Jr., President & CEO

By: _____
(Authorizing Grant Recipient Signature)

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹
5. Sole proprietorship or disregarded entity owned by an individual	The actual owner ¹
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The owner ³
	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Grand Ledge City Council Resolution # ____ of 2015

A Resolution to Designate the City Administrator as the City's Delegate to the Capital Area Regional Transportation Study (CARTS) Technical Committee.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 09 February 2015, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

Whereas, the City of Grand Ledge, Michigan ("City") is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 03 January 1963, as amended ("Charter"); and

Whereas, the City desires to designate a delegate to the Capital Area Regional Transportation Study (CARTS) Technical Committee;

Now, Therefore, it Is Resolved:

1. The City designates the City Administrator as the City's Delegate to the Capital Area Regional Transportation Study (CARTS) Technical Committee and designates the Service Director as an alternate.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Gregory Newman, Grand Ledge City Clerk, certify this is Resolution # ____ of 2015, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 09 February 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk