MILFORD CITY COUNCIL MEETING AGENDA Tuesday, May 19, 2020 4:00 PM

1. **MAYOR'S WELCOME & CALL TO ORDER:** Roll Call & Pledge of Allegiance

2. **VISITORS**
   a. Jesse Ralphs - Culinary Water Project Update

3. **CONSENT ISSUES**
   a. Financial reports: February, March, April 2020
   b. Approval of bills and payroll
   c. Approval of minutes: February 18, 2020 Regular Council Meeting; March 3, 2020 Special Work Session and Annual Training; May 6, 2020 Special Work Session

4. **NEW BUSINESS**
   a. Discuss COVID 19 Operations
   b. Approval of Hiring of Lifeguards
   c. Approval to Utilize Lifeguards to Operate the Concession Stand
   d. Approval of Facility Rental Use Agreement for the Cold Shave Icy Shack at the Caboose Park
   e. Approval to Award the Contract for the Rehabilitation of Airport Runway 16/34 to Mel Clarke
   f. Authorize Signatures for Grant MLF-NMG-3-49-0019-015-2020 Grant Agreement – Airport Runway
   g. Authorize Signatures for Grant MLF-NMG-3-49-0019-016-2020 Grant Agreement – CARES Act
   h. Approval to Award the Contract for the Senior Citizen Center Remediation Project to Rollins Construction
   i. State Treasury Withdrawal Request
   j. Presentation of Uncollectable Utility Account to be Written Off
   k. Approval of the Tentative Budget FY 2020-2021
   l. Update on the Irrigation System
   m. Discussion and Action Regarding Pursuing Eminent Domain

5. **ORDINANCE AND RESOLUTIONS**
   a. Resolution 1-2020 "Donation Policy for Milford City"
   b. Resolution 2-2020 "City Appointment Policy for Various Boards"
   c. Resolution 3-2020 "Wastewater Planning Program Self-Assessment Report"
   d. Resolution 4-2020 "Wage Guidelines for Lifeguards"

6. **COMMENTS**
   a. **Staff Member Reports and Comments**
      i. Leo Kanell, City Attorney
      ii. Makayla Bealer, City Administrator
      iii. Monica Seifers, City Recorder
      iv. Lisa Thompson, Administrative Assistant
      v. Ben Stewart, City Foreman

   b. **Council Member Reports and Comments**
      i. Council Member Russell Smith: Cemetery, Sewer, Streets
      ii. Council Member Ian Spaulding: Recreation Programs, Swimming Pool and Golf Course, City Parks
      iii. Council Member Scott Symond: Library, County Board of Adjustments, Beautification
      iv. Council Member Les Whitney: Planning and Zoning, Buildings and Equipment, LIC Committee
      v. Council Member Shane Yardley: Water, Airport, Beautification
      vi. Mayor Nolan Davis: Waste Management, Ec Dev, Five Co. Steering, Public Safety/Law Enforcement

7. **ADJOURNMENT**

Milford City Council Meeting
Tuesday, May 19, 2020, 4:00 PM
Milford City Hall, 26 South 100 West
Milford, Utah 84751

Members Present: Mayor Nolan Davis, Council Members Russell Smith, Ian Spaulding, Scott Symond, Les Whitney, and Shane Yardley.

Absent: None

Staff: City Administrator Makayla Bealer, City Recorder Monica Seifers, Administrative Assistant Lisa Thompson, Attorney Leo Kanell, Foreman Benjamin Stewart, Cynthia Carter, Sarah Harding, and Tyler McMullin

Visitors (Official Roster): Jesse Ralphs, Sunrise Engineering.

Call to Order
Mayor Nolan Davis called the meeting to order at 4:00 p.m. followed by the Pledge of Allegiance.

Visitors
a. Jesse Ralphs– Water Project Update
Jesse Ralphs gave an update on the water project explaining that the test well was drilled back in March. Gardner Brothers has received the green light on the production well. There was some follow-up on the AIS requirements that has been squared away. We are looking at a couple weeks until the start of the production well. As far as the rest of the project, a final design review of the civil plans will take place next week with electrical and mechanical to follow. Scheduled to have reviews mid-June followed by advertising early July and receiving bids late July. Looking at early August before actual work is done on the project. If there is a winter shutdown, they will pull off crews and come back as soon as the weather breaks and finish up in the spring. The easements are moving forward and have gone out to the property owners. He explained that the 12-inch line was changed to accommodate the property owners so the revised easements have been provided to them and are pending the approval of one property owner. Jesse anticipated that it would be soon. The tank site property is another item to conquer before moving forward with construction. The intent was to finish the production well prior to putting the main project out to bid so the city knew exactly what they were going to get. At this point we have moved forward with the design anticipating the yield from that well. If that well is not finished by the time we go out to build, Sunrise will recommend that they proceed with the assumptions that have been made with the understanding that there may be some adjustments made once the production well is finished and tested.

Consent Issues
a. Consent issues including bills and payroll, Financial Reports for February, March, and April 2020, and Minutes of February 18, 2020 Regular Council Meeting, March 3, 2020 Work Session and Annual Training, and May 6, 2020 Special Session were presented for consideration for approval.

- ***MOTION**: Council Member Les Whitney moved to approve the consent as presented. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.*

New Business
a. Discuss COVID 19 Operations
Administrator Bealer reported that we met last week and since then have moved into yellow status.

Council Member Whitney cited that the pandemic is very much alive and well and we must remain cautious. The Crusher in the Tushar has been canceled. The county is waiting another few weeks before making a decision on the county fair.

Council Member Spaulding agreed with Council Member Whitney that regarding recreation we need to avoid any inter county interactions and he does not know how he feels about t-ball and coach pitch due to the social distancing guidelines.

Council Member Whitney knows Beaver City is going forward with their recreation programs, but he is not sure how you do that while social distancing and how do you do it right? Council Member Spaulding said we as a council are expected to the have the answers but we don't, all we can do is try to provide safety. Council Member Smith remains on the stance of not bringing in any teams from out of town. Council Member Symond is concerned with the spectators. Council Member Yardley agrees with all the comments and hopes everyone understands that without the proper precautions we can end up back in orange or red.

Mayor Davis has talked to a couple of doctors recently who feel that we should remain cautious. If we do have a rise in cases in Beaver County, we will be back in square one and there will be concerns when trying to get kids back into school, we have just compounded the problem. We need to make the hard decisions and err on the side of caution. There is a lot to think about; it is not an easy challenge we face.

Tyler McMullin reported that they were going forward with two tournaments in Beaver at the end of the month and early June. He did talk to SU baseball organizer about the standards for providing safety guidelines. They got approval for Washington County, St. George, Hurricane, and then the fields in Cedar City also have been approved to go ahead with tournaments with the following guidelines:

Players and coaches – hand sanitizer for the dugout, take temps, no sharing drinks or equipment. No high fives, etc. Teams arrive just before and leave immediately following team plays. No licking of fingers. Handwashing prior to and following games.

Spectators – keep fans to immediate family, space out on the bleachers, use outfield and sidelines. No sitting behind backstops or next to the dug-out, no concession stands – bring your own snacks and drinks, don't arrive early, stay back until crowds clear from previous games, try using restrooms before coming to the game, and don't congregate at the fields.

Council Member Whitney asked who will be enforcing that? Tyler – the tournament directors. SU baseball pays to lease the fields and then they run the tournament. Mayor Davis – do we have something in place for enforcement. Tyler – it would go back to the tournament director and what information he got from the city. Council Member Whitney expressed his concerns with who was going to be able to enforce the spectators.

Council Member Spaulding – looking at the diversity of our council members, not a lot of us have extensive backgrounds in these sorts of things, so a lot of times we are relying on the opinions of engineers, or doctors, or others who do know these things and we look to them for their recommendations. He looks at some of the recent cancellations such as Utah Summer Games, Shakespearean Festival, etc. that are a lot larger than what we are dealing with, the crowds are much larger. In their opinions, whoever it is they are listening to, they also made those recommendations that it was best to hold off. What wisdom does the council have that the organizers of the Utah Summer Games do not? He questioned that this group could make that decision, he did not have the answer.

Jesse Ralphs left at 4:30 PM.

Tyler McMullin – yes, they canceled the Utah Summer Games and the Shakespearean Festival, yet he just heard today that Cedar City allowed 300 teams to come in to play baseball. So how much good did they really do by cancelling those events and then allow 300 baseball teams to come in? Council Member Spaulding stated he could not speculate on that, he did not know why. It didn't make sense to me him. What he could say was that he did not think that followed what was best, in his opinion. In the last meeting Council Member Smith recommended not having other teams come into our community. Tyler was getting a lot of questions whether it would be held or not. Council Member Whitney recalled that last meeting it was decided that the tournament not be held. Tyler asked if where we changed from orange to yellow and other communities who do have cases of COVID 19 and they are holding theirs, is the Milford tournament being canceled or postponed? Council Member Spaulding stated he would have to say cancel because as generous and kind as the Lions Club is, why would they do it if they could not do concessions? Wasn't that one of the recommendations? Wouldn't we be required to follow the same recommendations? Tyler did not know. Council Member Spaulding cited that if we were in green and only inviting counties that were in green also, he may look at it differently. Council Member Whitney would like to know if 300 teams were really playing in Cedar City. He can't fathom that they would cancel the Utah Summer Games and Shakespearean Festival and then allow 300 teams to come in. Council Member Spaulding asked Tyler – hypothetically, if things were ideal, how many parents did he think he could get to commit to play? Tyler felt that it was something that the parents and kids were all willing to participate in. He felt the majority would want to play. At last tournament it was discussed and they had enough players to fill three- and one-half teams, that is what they had for the Valley Rally. He felt it was something that the players and parents were supportive of.

Mayor Davis could not understand how they (Cedar City) would allow so many teams to come in to Iron County. He couldn't see allowing teams from Nevada when they were still shut down. He was not understanding how that could be allowed. He has a lot of respect for Mayor Robinson in Beaver but Mayor Davis does not agree with his philosophy of just opening things up and letting the chips fall where they may. Mayor Davis is a little more cautious. He was concerned with the health of the citizen's being jeopardized. If we don't have a tournament, we are not going to lose that much money in this community, we won't have businesses going under tomorrow. He could see why the larger communities would want to, along with the cancellation of other big venues, they are trying to help their economy. At what point of trying to help the economy do we put our resident's health at risk?

Sarah Harding left at 4:41 PM

Mayor Davis loves baseball and understood where the parents and kids are coming from but he felt we need to be cautious and take the virus seriously, there are still so many unknowns. He doesn't have a vote but recommended postponing the tournament tentatively to late June or early July. There will be a lot more information available at that time.

Tyler McMullin reported that the Utah High School Activities Association is opening all athletics to resume on May 26th. He was not sure about how the social distancing guidelines would be. Council Member Spaulding said he understood that the competition side was postponed until fall until all 29 counties were in yellow and summer moratoriums were intact. Tyler asked about the Babe Ruth league, typically we don't run a city league because we don't get enough kids signed up to play so we relied on traveling to other communities. Can we get some clarification on that program? Council Member Spaulding did not think it could happen if it meant traveling to other communities. Mayor Davis felt it

was the consensus that if the parents would take it upon to get the kids to other towns for play that was fine, we just did not want the city involved and no teams coming in to our community for play. Tyler felt we may want to open the program and see what interest there was. Lisa will open it until May 29th to see how much interest. Council Member Whitney asked how having outside teams play would be any different than opening the swimming pool. Council Member Spaulding cited that the council were not the experts and so we need to follow the recommendations or guidelines set by the public health department. No social distancing is required for swimmers in the pool, but there are restrictions for on the deck. The capacity under the order is 50% - for Milford City that is twice the number of the normal occupancy at the pool. There was conversation about the health department giving approval for events or not. Council Member Whitney stated that he had heard that and contacted Dr. Blodgett who explained that the public health department was not making recommendations one way or the other and would not authorize or approve any type of public activity. Council Member Spaulding – the real question is how do you enforce it, who enforces it? Our community expectation is that the local governing body is supposed to keep the community safe to the extend that we are not inviting outside teams. Council Member Whitney added that it would be easy to control social distancing with the teams but was concerned that the spectators would be the issue and he did not know that we had the people in place to enforce it. He asked for comments and suggestions to that. Mayor Davis cited that Dr. Blodgett said the guidelines are there and if everyone would follow the guidelines it would not be an issue. Council Member Spaulding stated that when asked how do you enforce that the guidelines are followed, we did not have an answer for that.

Mayor Davis asked the council what their recommendation was. Council Member Spaulding felt it was best to stick with what was initially determined in the last meeting; we don't host a tournament and keep the sport activity to local play only unless circumstances change.

- *MOTION: Council Member Spaulding moved to not Milford City to sponsor any outside recreation entities to come into our community until the governor's instructions change; to be reevaluated later or if the status changes. Motion was seconded by Council Member Scott Symond. All were in favor, motion carried.*

Council Member Smith was very supportive of baseball but felt strongly against bringing in teams from other communities, unless things change as it was put in the motion. Tyler agreed and felt it may be too early to cancel it and was looking for clarification. Things can change as the warm weather approaches.

Tyler McMullin left at 5:01 PM

Office and Library operations – Administrator Bealer recommended that the city office and library open with the social distancing and sanitization efforts. At the office we would only allow one person in the payment lobby at a time and would have masks and hand sanitizer available. There is a family who would like to hold an open house/90th birthday party the end of June. How do we want to proceed? Council Member Whitney was not supportive of opening the building due to sanitization efforts and trying to keep the traffic in the building to a minimum. Council Member Spaulding tried to think it through but was supportive not opening. Makayla to let the family know that we are not opening the building up to rentals at this time but will let them know if it changes.

Library – the council felt that the staff could open and sanitize in between patrons. The library received a grant that will be used to install plexiglass at the counter. Council Member Whitney should be able to obtain wipes for sanitization as well as hand sanitizer.

Cynthia Carter left at 5:12 pm

b. **Approval of Hiring of Lifeguards**
Administrator Bealer reported that there were fourteen applicants and nine were selected; one took another job opportunity so eight remain. They were all willing to work at the pool and the concession stand and Missy will schedule them accordingly. Motion included in next agenda item.

c. Approval to Utilize Lifeguards to Operate the Concession Stand

- ***MOTION**: Council Member Les Whitney moved to authorize the hiring of the lifeguards and to allow them to operate the concession stand. Motion was seconded by Council Member Ian Spaulding. All were in favor, motion carried.*

d. Approval of Facility Rental Use Agreement for the Cold Shave Icy Shack at the Caboose Park
Administrator Bealer explained that the icy shack had new owners and the agreement needed to be executed with the new owner.

- ***MOTION**: Council Member Les Whitney moved to authorize the signature for the facility use agreement. Motion was seconded by Council Member Ian Spaulding. All were in favor, motion carried.*

e. Approval to Award the Contract for the Rehabilitation of Airport Runway 16/34 to Mel Clarke
Administrator Bealer reported that Mel Clarke, Inc. was the low bid.

- ***MOTION**: Council Member Shane Yardley moved to approve the award of the Contract for the Rehabilitation of Airport Runway 16/34 to Mel Clarke Inc. Motion was seconded by Council Member Scott Symond. All were in favor, motion carried.*

f. Authorize Signatures for Grant MLF-NMG-3-49-0019-015-2020 Grant Agreement – Airport Runway
Administrator Bealer explained that due to COVID 19, Milford City does not need to sponsor the project; the FAA will be sponsoring the project at 100%.

- ***MOTION**: Council Member Scott Symond moved to authorize Mayor Davis and Attorney Kanell to sign Grant MLF-NMG-3-49-0019-015-2020 Airport Runway. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.*

g. Authorize Signatures for Grant MLF-NMG-3-49-0019-016-2020 Grant Agreement – CARES Act
Administrator Bealer – FAA giving $1,000 to various airports due to COVID 19 to assist with operating costs.

- ***MOTION**: Council Member Les Whitney moved to authorize the City Administrator and Attorney Kanell to sign Grant MLF-NMG-3-49-0016-2020 CARES Act. Motion was seconded by Council Member Scott Symond. All were in favor, motion carried.*

h. Approval to Award the Contract for the Senior Citizen Center Remediation Project to Rollins Construction
Administrator Bealer reported that the preconstruction meeting was held and the start date for the project is May 26 with core sampling scheduled for May 27. Meal preparation during the project will be relocated to the Milford City Administrative Building.

- ***MOTION**: Council Member Les Whitney moved to authorize Mayor Davis to sign the Notice of Award, Notice to Proceed, and the Contractor's Agreement for Rollins Construction. Motion was seconded by Council Member Ian Spaulding. All were in favor, motion carried.*

i. State Treasury Withdrawal Request

The annual bond payment for administrative building is due.

- ***MOTION**: Council Member Ian Spaulding moved to authorize the withdrawal from the State Treasury to make the bond payment. Motion was seconded by Council Member Scott Symond. All were in favor, motion carried.*

j. Presentation of Uncollectable Utility Account to be Written Off

Recorder Seifers presented one account for write off in 2020 explaining that it was a bulk water purchase where the paperwork and deposit were not taken care of up front and the company, located out of Nevada, has dissolved. She had located the responsible individual and he is no longer responding to phone calls or correspondence. Collections on an out of state account would be trivial. Revisited the protocol for bulk water meters and the crew is not contacted for meter setup until the paperwork and deposit have been submitted to the office. As with all written off accounts – the collection attempts will continue within reason.

- ***MOTION**: Council Member Ian Spaulding moved to authorize the uncollectable bulk water account to be written-off, as presented. Motion was seconded by Council Member Scott Symond. All were in favor, motion carried.*

k. Approval of the Tentative Budget FY 2020-2021

Council Member Whitney commended City Administrator Bealer for the presentation of the budget during the unique circumstances presented this year.

- ***MOTION**: Council Member Les Whitney moved to authorize approve the Tentative Budget FY 2020-2021 as presented. Motion was seconded by Council Member Scott Symond. All were in favor, motion carried.*

Mayor Davis stated that he had confidence that the staff was taking care of things regardless of the current situation and expressed his appreciation of that.

Administrator Bealer announced that the Budget Hearing will be held June 16 at 4 pm. A Budget Work Meeting was scheduled for June 2 at 8 AM.

l. Update on the Irrigation System

Foreman Stewart reported that the Golf Course Well had been tied into the irrigation system. He and Steven Florence of A&F Electric determined that it would be best to try to run everything at night. Waiting for a solenoid valve to come in. For the last week the Golf Course Well has been running constantly to keep things running, it seems to be working pretty good so far.

Council Member Whitney thanked Foreman Stewart and his crew for the work on the cemetery and parks stating that it all looks very well. Foreman Stewart stated that it has helped a lot having the summer hires working more since there is no school.

m. Discussion and Action Regarding Pursuing Imminent Domain

Executive Session: Strategy session to discuss pending or reasonably imminent litigation.

MOTION: Council Member Les Whitney moved to close the open meeting and move into Executive Session at 5:59 PM. Motion was seconded by Council Member Scott Symond. Roll call votes were as follows: Russell Smith – aye, Ian Spaulding – aye, Scott Symond – aye, Les Whitney – aye, and Shane Yardley – aye. Motion carried.

Those in attendance for the closed session were: City Administrator Makayla Bealer, City Recorder Monica Seifers, Administrative Assistant Lisa Thompson, Foreman Ben Stewart, Mayor Nolan Davis, Attorney Kanell, Council Members Russell Smith, Ian Spaulding, Scott Symond, Les Whitney, and Shane Yardley.

MOTION: Council Member Les Whitney moved to close Executive Session and resume open meeting at 6:15 PM. Motion was seconded by Council Member Scott Symond. Roll call votes were as follows: Russell Smith – aye, Ian Spaulding – aye, Scott Symond – aye, Les Whitney – aye, and Shane Yardley – aye. Motion carried.

- ***MOTION**: Council Member Les Whitney moved to authorize Attorney Kanell to proceed with imminent domain procedures for the property. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.*

Ordinance and Resolutions

a. Resolution 1-2020 "Donation Policy for Milford City"

- ***MOTION**: Council Member Russell Smith moved to adopt Resolution 1-2020 "Donation Policy for Milford City". Motion was seconded by Council Member Ian Spaulding. Roll Call votes were as follows: Russell Smith – aye, Ian Spaulding – aye, Scott Symond – aye, Lew Whitney – aye, and Shane Yardley – aye. Motion carried.*

b. Resolution 2-2020 "City Appointment Policy for Various Boards"

- ***MOTION**: Council Member Les Whitney moved to adopt Resolution 2-2020 "City Appointment Policy for Various Boards". Motion was seconded by Council Member Scott Symond. Roll Call votes were as follows: Russell Smith – aye, Ian Spaulding – aye, Scott Symond – aye, Lew Whitney – aye, and Shane Yardley – aye. Motion carried.*

c. Resolution 3-2020 "Wastewater Planning Program Self-Assessment Report"

- ***MOTION**: Council Member Shane Yardley moved to adopt Resolution 3-2020 "Wastewater Planning Program Self-Assessment Report". Motion was seconded by Council Member Scott Symond. Roll Call votes were as follows: Shane Yardley – aye, Les Whitney – aye, Scott Symond – aye, Ian Spaulding – aye, and Russell Smith - aye. Motion carried.*

d. Resolution 4-2020 "Wage Guidelines for Lifeguards"

Discussed the step increases for returning lifeguards. Council Member Spaulding felt it was a good step in the right direction and had recommended it to give the guards an incentive to return, which is a benefit to the city as it would reduce the need for retraining and certifying new guards. The rate for the third year and over was discussed with the suggestion that the rate increase from $0.25 to $0.50, providing the city annual budget allow for it. Council Member Yardley inquired about payback clause for certification. Administrator Bealer cited that there was something in the lifeguard agreement.

- ***MOTION**: Council Member Les Whitney moved to table Resolution 4-2020 "Donation Policy for Milford City". Motion was seconded by Council Member Shane Yardley. All in favor, motion carried.*

Staff and Council Reports

Staff Member Reports and Comments

Leo Kanell ~ City Attorney

- No report or comment.

Makayla Bealer ~ City Administrator

- Heard back from insurance on the light post at rec complex, $7197.34 is what they will pay out ($6197.34 after the $1,000 deductible). Riley is working with A&F to see if they can assist with getting it up. All other poles will be checked and secured, if needed. Council Member Spaulding was curious if wind data was available for that day.
- Last budget year the council decided to make repairs to 400 South street between Milford Chevron and the proposed fire station office. The RFP has been put out for that, but it won't take place until after the fire station office has been constructed. The bids should be received in time for the council to review in the work session.

Monica Seifers ~ City Recorder

- No reports or comments.

Lisa Thompson ~ Administrative Assistant

- The city has been contacted requesting services at the old elementary school. Council Member Whitney recommended having either himself or Nolan involved in the inspection process. Council Member Whitney added that the personal property that has accumulated in the parking lot would need to be addressed.

Ben Stewart ~ City Foreman

- No reports or comments.

Council Member Russell Smith

- The cemetery is looking good. It is a comfort to know things are being taken care of.

Council Member Ian Spaulding

- Excellent services being provided by the crew and staff, not just now with COVID 19, but in general. He appreciates the professionalism and the transparency. He is pleased with how the city is being managed. He has some recommendations that he will email.

Council Member Scott Symond

- Commended the crew for the efforts at the cemetery.

Council Member Les Whitney

- All properties are looking good, the parks and cemetery. He asked Foreman Stewart to pass his appreciation along to the crew members.
- Addressed the UDOT sign by 900 South on Main Street stating that there is a concern with traffic turning onto 900 South, the arrow is misleading. Administrative Assistant Thompson will follow up with UDOT on options for the sign.

- Milford City will be receiving a $122,291.00 grant. It is very stringent on how it can be used. The CARES Act committee will be determining what could be applied for.
- Concerns with the Main Street property (old Hughes Floral). He has been getting a lot of questions regarding what the city is going to do. The council needs to address that. Les and Nolan will discuss with the building inspector. Attorney Kanell – check Abatement of Dangerous Buildings.

Council Member Shane Yardley No reports or comments.

- No reports or comments.

Mayor Davis

- Expressed his concerns regarding the community dumpster. The landfill manager has reported that the landfill has things that come up missing and then they end up in the community dumpster. Riley has suggested putting cameras up. We need to discuss further at the work meeting. Mayor Davis cited that it was also on the agenda for Waste Management the following night.

Meeting Adjournment ~ *as there was no further business the meeting adjourned at 6:30 PM.*

APPROVED by City Council the 16th day of June, 2020.

Monica D Seifers

MONICA D. SEIFERS, City Recorder

MILFORD CITY COUNCIL MEETING
ATTENDANCE REGISTER

MEETING DATE May 19, 2020

FIRST & LAST NAME PLEASE PRINT LEGIBLY	***E-MAIL ADDRESS (OPTIONAL)***
Sarah Harding	
Cynthia Carter	
Tyler Mcmullin	
Jesse Ralphs	