

**AGENDA**  
**REGULAR MONTHLY MEETING OF THE CITY OF SUN VALLEY**  
**FINANCE COMMITTEE**  
**IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD**  
**CITY OF SUN VALLEY, IDAHO**  
**May 2, 2016 at 1:00 P.M.**

*Notice: A possible quorum of the Mayor and City Council may convene at the Finance Committee meeting. However, no City Council business will take place and no binding decisions will be made.*

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT** - The Finance Committee welcomes comments from the public. Please state your name and address for the record. Public comments may be limited to three (3) minutes.

1. Approval of the April 4, 2016 meeting minutes.
2. Review and discussion of all recurring payables and payroll from April 2016.
3. Review of Wells Fargo credit card charges for March 15, 2016 payment.
4. Review of non-recurring bills on-hand as of April 27, 2016 and recommendation for approval to the City Council at its May 3, 2016 Council Meeting.

**EXECUTIVE SESSION – IF CALLED** Pursuant to Idaho Code §74-206(d) To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

**ADJOURNMENT**

*Posted City Hall: April 27, 2016 at 3:00 p.m.*



**DRAFT**

**April 4, 2016 Finance Committee Meeting Minutes**

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 4th of April, 2016 at 1:00 p.m.

**CALL TO ORDER**

Chair Brad DuFur called the meeting to order at 1:02 p.m.

**ROLL CALL**

**Present:** Finance Committee Chair Brad DuFur and Committee Member Michelle Griffith.

**Also Present:** Mayor Peter Hendricks; City Administrator Susan Robertson; City Clerk Alissa Weber.

**PUBLIC COMMENT**

None.

**1. Approval of the February 29, 2016 and March 30, 2015 meeting minutes.**

Chair Brad DuFur noted the previous Finance Committee elected to delay approval of the March 30, 2105 minutes until someone present at that meeting was on the Committee. Michelle Griffith moved to approve the March 30, 2015 meeting minutes, seconded by Brad DuFur. All in favor. The motion carried.

Brad DuFur moved to approve the February 29, 2016 meeting minutes, seconded by Michelle Griffith. All in favor. The motion carried.

**2. Review and discussion of all recurring payables and payroll from March 2016.**

Susan Robertson explained that the report was not available before Angela Orr left on Thursday. She stated there were no abnormalities in payroll aside from overtime in the Police and Street Departments. She explained the Police Department continues to have coverage issues and the Street Department's overtime was due to plowing, but noted both are within budget. She stated there was one wellness-benefit payment in March.

**a. Review of Wells Fargo credit card charges.**

Brad DuFur stated he was glad the Committee was beginning to look at the credit card charges. Michelle Griffith asked whether it was possible to see the departments that incurred each of the charges. Susan Robertson stated she would provide a "cheat sheet" that detailed which GL Account was associated with each department.

Brad DuFur asked about a digital measuring device purchased. Susan Robertson explained the Streets Department uses it in one of its trucks to measure for certain projects such as chip sealing.

Brad DuFur asked about a charge from Oxford Suites. Susan Robertson responded it was for five nights.

Brad DuFur asked about the bills from Century Link. Susan Robertson responded it was for both the computers and phone system, and that it is paid via credit card because they have to be paid by a certain date. She also explained the purchase order process, noting that there are several levels of approval for each purchase.

Brad DuFur asked how many computers the purchase of Microsoft Office software covered. Susan Robertson responded she would need to ask the IT consultant. Peter Hendricks stated he believed it was

for one computer. Brad DuFur said his office recently purchased similar software at a lower price. Susan Robertson stated she would ask the IT consultant.

Michelle Griffith asked about the time period covered by the report. Susan Robertson responded it was the bill paid in January, so covered November and December charges. She stated staff is still working on the most recent bills, but those would be presented at the next meeting.

**3. Review of non-recurring bills on-hand as of March 30, 2016 and recommendation for approval to the City Council at its April 7, 2016 Council Meeting.**

Michelle Griffith asked that the Finance Committee review the privileged legal bills in executive session.

Michelle Griffith asked whether the charges for the Elkhorn Fire Station were within budget. Susan Robertson responded that they were.

Michelle Griffith asked about the charges from Idaho Power. Susan Robertson explained several bills were now grouped together. The charge included power for the cell tower, street lights, the Fire Department, the Street Department building and City Hall.

Michelle Griffith asked about the payment of past due taxes to the Internal Revenue Service. Susan Robertson explained it was for payroll taxes from 2014 that were never submitted by the previous Finance Manager. Michelle Griffith asked about the penalty amounts. Susan Robertson responded that one of the payments incurred a \$1,400 failure-to-pay fee with \$852 in interest. The other had an \$80 failure-to-pay fee with \$59 in interest. Michelle Griffith asked what would normally happen in the case of an employee's mistake costing the City money. Susan Robertson responded that the administration would try to figure out why it happened and whether it was reasonable. She noted it would likely affect the staff's performance review and would involve more oversight from the supervisor. Brad DuFur asked if there was a chance this would happen again. Susan Robertson stated there are more taxes that had not been paid from 2015 that may have fees attached. She stated the City will watch this issue closely.

Brad DuFur asked to review the public charges from the Interim City Attorney. Susan Robertson stated they covered two months. Brad DuFur asked whether the City Attorney attends the Planning and Zoning Commission meetings. Susan Robertson explained she typically consults the Planning Director about whether he needs to attend. Michelle Griffith asked about the public records requests review by the City Attorney. Alissa Weber stated there were four requests. Michelle Griffith asked about the process for consulting the City Attorney. Susan Robertson explained that there are two free hours of staff time required by state statute. She explained that the City Attorney is only consulted when necessary.

Brad DuFur asked about a charge for mountaineering training. Susan Robertson explained it is backcountry rescue training, which is necessary because of the City's mutual aid agreement for rescue calls outside of City limits.

Brad DuFur asked about storage rental fees. Susan Robertson explained the City stores its street sweeper offsite during the winter.

**EXECUTIVE SESSION**

Michelle Griffith moved to enter executive session pursuant to Idaho Code §74-206(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code, seconded by Brad DuFur. All in favor. The motion carried.

The Finance Committee entered executive session at 1:35 p.m.

The Finance Committee exited executive session at 1:38 p.m.

Michelle Griffith moved to recommend approval of the non-recurring bills to the City Council, seconded by Brad DuFur. All in favor. The motion carried.

**ADJOURNMENT**

Michelle Griffith moved to adjourn, seconded by Brad DuFur. All in favor. The motion carried.

The meeting adjourned at 1:39 p.m.

Respectfully Submitted,  
Alissa Weber / City Clerk

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Brad DuFur, Chair

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Date



Check Number	Invoice Number	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>51321</b>						
51321	010516	Atkinsons - going away card for former Mayor Briscoe	10-411-690	.00	3.25	3.25
51321	010616	Atkinsons -Going away cake for former Mayor Briscoe	10-411-475	.00	37.99	37.99
51321	010716	Atkinsons -January 7, 2016 regular city council mtg.	10-411-475	.00	40.01	40.01
51321	010716A	Perry's - Food for council meeting on 1/7/16	10-411-476	.00	50.41	50.41
51321	011416	Food for LEPC meeting 1/14/16	10-423-320	.00	37.35	37.35
51321	020116	8x8 - monthly phone service	10-415-510	.00	198.22	198.22
51321	020116A	TransUnion subscription/ background check for new hire	10-421-480	.00	28.50	28.50
51321	102-2828268	Amazon - HP 1910 8G Switch for City Hall	10-415-360	.00	290.00	290.00
51321	102-6272337	Amazon - Ipad keyboard for Mayor Hendricks	10-411-740	.00	59.89	59.89
51321	10980	Wyndham - annual IDABO class for B. Dyer	10-418-470	.00	300.00	300.00
51321	110-8074488	Amazon - Apple Ipad for council member B. DuFur	10-411-740	.00	418.80	418.80
51321	111-4049020	Amazon - 2 mediabridge cat5e ethernet cables	10-415-360	.00	24.69	24.69
51321	111-4246844	Amazon - 3 portable 2TB hard drives for backups	10-415-740	.00	241.96	241.96
51321	112-2812698	Amazon -Ipad case for council member B. DuFur	10-411-740	.00	12.99	12.99
51321	1126572568	Expedia for Fairfield Inn for Jae Hill, 4 nights	10-418-470	.00	760.98	760.98
51321	116-1264488	Amazon order for Police Dept/ Recording devices for new phones (4)	10-421-510	.00	85.85	85.85
51321	116-1264488	Amazon - Difference in cost for PO# 3827 (recording divices)	10-421-510	.00	6.52	6.52
51321	121315A	Perrys - December 3, 2015 Regular City Council Mtg.	10-411-476	.00	50.41	50.41
51321	179895	TJM Promos - 4" embroidered arm patches for shirts	10-423-631	.00	253.50	253.50
51321	20437-0	Oxford Suites 1 night stay for R.Wayt	10-421-470	.00	89.96	89.96
51321	26173	APA Dues for Abby Rivin	10-418-480	.00	215.00	215.00
51321	26230	APA National Conference fees for Jae Hill	10-418-470	.00	960.00	960.00
51321	348B.011316	Centurylink - Dec and Jan-7605-348b-includes choice business prim	10-415-510	.00	357.52	357.52
51321	3800447	1000 Bulbs - Lights for holiday season for outside of buildings	10-431-614	.00	139.44	139.44
51321	4234527206	The Orleans - hotel for C. Butterfield-class in Las Vegas	10-423-470	.00	222.84	222.84
51321	4867066	Optis & Aimpoint - 3 Pro patrol rifle optic 30mm red dot sight	10-421-340	.00	1,252.82	1,252.82
51321	489.010116	Century Link - Dec. and Jan charges for T1 line	10-415-510	.00	785.74	785.74
51321	50579	2 Kavlar vests (Crawford, Olsen). Check in the amount of \$6,570 for	10-421-321	.00	2,440.00	2,440.00
51321	513748	Smokey Mntn. - Food for Department Strategic Planning Retreat	10-418-470	.00	82.39	82.39
51321	57102	2 training classes for R.Wayt/ Excel and Powerpoint	10-421-470	.00	467.50	467.50
51321	58366	1 night hotel stay for Olsen (Glock Armorer class)	10-421-470	.00	70.00	70.00
51321	58367	1 night hotel stay for Orchard (Glock Armorer class)	10-421-470	.00	70.00	70.00
51321	6233396444	Delta Air Lines flight for Jae Hill, 4/1-4/5	10-418-470	.00	441.20	441.20
51321	77062	1 night hotel stay for Wayt (Power Point)	10-421-470	.00	89.00	89.00
51321	833969	Christmas Light Source - Lights for holiday season for outside of buil	10-431-614	.00	36.63	36.63
51321	8445.011316	Centurylink - Dec and Jan-3401 acct.-includes broadband	10-415-510	.00	326.81	326.81
51321	844B.011316	Centurylink - Dec and Jan-844B acct.-includes long distance	10-415-510	.00	1,144.57	1,144.57
51321	956185	Shell gas station/20 pack of car wash vouchers	10-421-600	.00	200.00	200.00
51321	9758872345	Verizon - monthly cell service	10-415-510	.00	141.49	141.49
51321	9758872345	Verizon - monthly cell service	10-423-510	.00	455.24	455.24
51321	9758872345	Verizon - monthly cell service	10-431-510	.00	137.51	137.51
51321	9758872345	Verizon - monthly cell service	10-418-510	.00	172.93	172.93
51321	9758872345	Verizon - monthly cell service	10-421-510	.00	306.83	306.83
51321	LBO1134712	ALSCO - Floor mats, shop towels and laundry bags	10-423-315	.00	36.73	36.73
51321	LBO1134712	ALSCO - towels and mats	10-431-315	.00	26.00	26.00
51321	LBO1134712	ALSCO - Floor mats	10-421-315	.00	25.24	25.24
51321	LBO1134712	ALSCO - Floor mats	10-415-315	.00	41.40	41.40
51321	LBO1135153	ALSCO - shop towels and mats	10-431-315	.00	26.00	26.00
51321	LBO1135153	ALSCO red mats for Police Dept.	10-421-315	.00	25.24	25.24
51321	LBO1135153	ALSCO - Floor mats	10-415-315	.00	41.40	41.40
51321	LBO1135153	Shop towels and laundry bag, bath towels	10-423-320	.00	41.98	41.98
51321	S5082125	Instructor Development class/Jeffrey Macinanti	10-421-470	.00	155.50	155.50
Total 51321:					.00	13,926.23
Grand Totals:					.00	13,926.23



Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
ALEXANDER CLARK GRAPHICS	48990	Uniform Citations for Police Officers (550 Quantity)	10-421-320	Yes	POLI	244.42
ASFPM	1610021179J	ASFPM membership renewal for Jae Hill	10-418-480	Yes	COM	140.00
BLAINE COUNTY	261	GIS Salary and Benefit Payment for 2nd Quarter FY 2016	10-418-423	Yes	COM	4,402.09
BROOKS WELDING	11054	Material to build ramp for street sweeper to transport from storage.	10-431-591	Yes	STR	221.30
CH2M HILL	4031094	Engineering review for development applications	10-418-422	Yes	COM	2,350.77
CHATEAU DRUG	1535101	Key rings/teflon tape	10-431-320	Yes	STR	8.33
CHATEAU DRUG	42116	Shop supplies and sink cleaner.	10-431-320	Yes	STR	13.47
COASTLINE EQUIPMENT	P57319	Replacement blades for front end loader V plow	10-431-595	Yes	STR	1,397.79
COLE ARCHITECTS, PLLC	744	Elkhorn Fire Station architectural services	42-470-732	Yes	WFH	952.43
COLOR HAUS	175632	Paint for Lane Ranch fence repair	10-431-780	Yes	STR	60.48
COPY & PRINT	71296	Whiteboard replacement for Council Chambers	10-415-310	Yes	ADM	289.99
COPY & PRINT	71484	2 boxes of address labels	10-415-310	Yes	ADM	75.90
COPY & PRINT	71511	2 boxes of reg. #10 window envelopes; 2 boxes of B&W logo and 2 boxes of standard	10-415-310	Yes	ADM	249.96
COPY & PRINT	72000	Office supplies (pencils, paperclips, file fodlers, correction tape)	10-415-310	Yes	ADM	143.34
COPY & PRINT	72006	Office supplies (signature flags, pens, markers, envelope moisteners, etc.)	10-415-310	Yes	ADM	60.35
COPY & PRINT	72046	1 case of guppy paper and book ends	10-415-310	Yes	ADM	45.98
D & B SUPPLY COMPANY	041416	Roll of bungee cord	10-431-320	Yes	STR	165.20
D & B SUPPLY COMPANY	041416A	Slater uniforms	10-431-631	Yes	STR	193.19
DAVIS EMBROIDERY INC.	25820	T Shirts and Sweatshirts for the Fire Department 58 t shirts 35 sweatshirts 10 ladies t shirts	10-423-631	Yes	FIRE	1,588.50
DICK YORK'S AUTO SERVICE	68928	Tire repair for Police vehicle SVPD4 (nail in tire)	10-421-600	Yes	POLI	34.02
DICK YORK'S AUTO SERVICE	69041	Oil change and service for Police vehicle SVPD3	10-421-600	Yes	POLI	55.67
E C POWER SYSTEMS OF IDAH	238864	City Hall Generator Service	10-431-614	Yes	STR	453.28
EASY PACK	178048	Shipping/packaging of two framed art pieces to former Mayor Willich	10-415-310	Yes	ADM	78.30
FBI - LEEDA	71979	Command Leadership Training 5 day class for M. Crawford	10-421-470	Yes	POLI	650.00
FIREMAN'S SUPPLY, INC.	19011	1000 feet of 1 3/4 inch hose for replacement on eng 60 61 62	10-423-595	Yes	FIRE	2,978.00
FRANCO, RAY	041716	Reimbursement for taxi from airport to hotel	10-423-470	Yes	FIRE	45.00
FRANCO, RAY	041816	Airport parking Fees	10-423-470	Yes	FIRE	27.00
GALLS LLC	5189073	10 Lock duty Holsters for ALL Police Officers	10-421-340	Yes	POLI	722.50
GEM STATE PAPER	1027949-00	Paper towels and plastic spoons	10-415-315	Yes	ADM	59.54
GEM STATE PAPER	103244-00	Garbage bags	10-431-315	Yes	STR	96.06
GEM STATE PAPER	1032698-00	Bath tissue, utinsels, paper towels, toilet seat covers	10-415-315	Yes	ADM	305.24
GEM STATE WELDERS SUPPLY	164152	Monthly rental for oxygen and acetylene torch cylinders (2)	10-431-320	Yes	STR	21.32
GREAT AMERICA FINANCIAL S	18610411	Sharp Copier Lease - Fire dept. April, 2016	10-415-540	Yes	ADM	105.00
HILL, JEFFREY	040216	Travel Reimbursement for Phoenix APA Conference, 4/1-4/5	10-418-470	Yes	COM	105.25
IDAHO DEPT OF LABOR	033116	Unemployment Benefits - late fee for filing 4th qtrr 2015 late	10-415-280	Yes	ADM	75.00
IDAHO MOUNTAIN EXPRESS	12538591	Firefighter advertisements on 3/2, 3/4, 3/9	10-423-320	Yes	FIRE	278.25
IDAHO MOUNTAIN EXPRESS	12538599	LOT hearing ad 3/2	10-415-420	Yes	ADM	328.32
IDAHO MOUNTAIN EXPRESS	12538942	Patrol officer advertisements for 3/9 and 3/16	10-421-320	Yes	POLI	273.00
IDAHO MOUNTAIN EXPRESS	12539387	LOT information meeting ad 3/16	10-415-320	Yes	ADM	288.00
IDAHO MOUNTAIN EXPRESS	12539465	LOT information meeting ad 3/18	10-415-420	Yes	ADM	201.60
IDAHO MOUNTAIN EXPRESS	12539490	Ordinance 482 ad 3/16	10-415-420	Yes	ADM	63.48
IDAHO MOUNTAIN EXPRESS	12539491	Ordinance 483 ad 3/16	10-415-420	Yes	ADM	63.48
IDAHO MOUNTAIN EXPRESS	12539492	Legal road and bridge report	10-415-420	Yes	ADM	58.32
IDAHO MOUNTAIN EXPRESS	12539793	RFP legal services ad 3/23	10-415-420	Yes	ADM	56.93
IDAHO MOUNTAIN EXPRESS	12540120	Ordinance 486 amendment 3/30	10-415-420	Yes	ADM	163.52
INREACH - DELMORE	DLO8906611	Monthly dues for March, 2016	10-423-480	Yes	FIRE	103.60
INTEGRATED TECHNOLOGIES	47296	Contract base rate and copies - Fire Dept	10-423-510	Yes	FIRE	55.00

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
JACKSON GOUP PETERBILT	155477	Replacement LED work lights for heavy equipment and plow trucks.	10-431-595	Yes	STR	166.40
KETCHUM COMPUTERS	12647	Computer Support - 3/15/16-3/31/16	10-415-427	Yes	ADM	1,216.00
KETCHUM COMPUTERS	12702	Computer Support - 4/1/16-4/15/16	10-415-427	Yes	ADM	870.00
LAKESIDE INDUSTRIES	13001129MB	10 bags of asphalt cold patch.	10-431-780	Yes	STR	145.00
METROQUIP, INC.	31674	Replacement brooms and repair parts for both street sweepers.	10-431-591	Yes	STR	2,683.87
METROQUIP, INC.	31683	Street sweeper parts.	10-431-591	Yes	STR	808.00
MOUNTAIN RIDES	4746	Quarterly Partnership Contribution for FY2016 - 2nd qtr.	10-411-694	Yes	LEGI	66,250.00
MUNICIPAL EMERGENCY SERV	IN1020175	Duty pants and two shirts for Hunter Storey	10-423-631	Yes	FIRE	94.56
MUNICIPAL EMERGENCY SERV	IN1020720	Duty pants for Hunter Storey	10-423-631	Yes	FIRE	50.14
MUNICIPAL EMERGENCY SERV	IN1021291	Duty Shirt for Hunter Storey	10-423-631	Yes	FIRE	36.47
NATL INTERAGENCY FIRE CEN	2016026327	Fire Line hand books for wildland fire (multiple copies of 6 different books)	10-423-575	Yes	FIRE	264.94
NORCO	18209196,18	Oxygen Cylinder Rental (March '16) and late payment	10-423-325	Yes	FIRE	302.20
OFFICEBRIGHT, INC	4090	Office cleaning March, 2016	10-415-500	Yes	ADM	1,170.00
OFFICEBRIGHT, INC	4100	Office cleaning April, 2016	10-415-500	Yes	ADM	1,170.00
OHIO GULCH TRANSFER STATI	023240	Dump fee for trees	10-431-780	Yes	STR	17.70
O'REILLY AUTO PARTS	4635220310,	Brake line fittings for Engine 64 wildland engine	10-423-600	Yes	FIRE	159.27
O'REILLY AUTO PARTS	4635-225018	Work light and ball joint disconnect tool.	10-431-340	Yes	STR	36.27
P&W PAGING & WIRELESS SER	56737	Two new VI pagers for the new fire fighters, Motorola	10-423-615	Yes	FIRE	845.50
PARTEK SOLUTIONS	20165	Parking citation envelopes (1000)	10-421-320	Yes	POLI	208.49
RAY, MONIQUE	051616	Per diem for M. Ray (meals and mileage)	10-421-470	Yes	POLI	285.05
RICHARD WHITEHEAD & ASSO	505676899	2 Training classes for M. Ray	10-421-470	Yes	POLI	249.00
RIVER RUN AUTO	6538-97569	Brake repair for 2004 F-350	10-431-600	Yes	STR	73.99
RIVER RUN AUTO	6538-98243	Transmission fluid for 2006 F-350	10-431-350	Yes	STR	57.70
RIVER RUN AUTO	6538-98427	Tune up and repair parts for 2004 F-350	10-431-600	Yes	STR	5.59
RIVER RUN AUTO	6538-98427A	Starter switch for engine 64 power to rear pump	10-423-600	Yes	FIRE	10.39
RIVER RUN AUTO	6538-98476	Tune up and repair parts for 2004 F-350	10-431-600	Yes	STR	12.99
RIVER RUN AUTO	6538-98629	5 gal gas can	10-431-320	Yes	STR	22.99
RIVER RUN AUTO	6538-98668	Tune up and repair parts for 2004 F-350	10-431-600	Yes	STR	50.99
RIVER RUN AUTO	6538-98938	Fuel filters for street sweeper/credit for wrong filter	10-431-591	Yes	STR	116.22
SHILO INN SUITES HOTEL	041116	Rooms for 4 firefighters to attend training (Bowman, H. Storey, Folkinga, Coe)	10-423-470	Yes	FIRE	594.00
SUN VALLEY CLEANERS, INC	032516	Dry cleaning for Police uniforms	10-421-630	Yes	POLI	215.65
SUN VALLEY CLEANERS, INC	SV-02-00091	Clean and press shirt for Charlie Butterfield	10-423-630	Yes	FIRE	3.65
SUN VALLEY ELKHORN ASSOC	040116	SVEA Dues for Account 415 (Fire Station)	42-470-705	Yes	WFH	337.00
SUN VALLEY MARKETING ALLI	90124	May, 2016 payment - per contract	10-411-692	Yes	LEGI	22,916.66
SUNRISE ENVIRO SCIENTIFIC	60606	Case of Sudsy wash for all Sun Valley Engines clean and wax	10-423-595	Yes	FIRE	215.64
TARGETSOLUTIONS LEARNING	12798	State training for the dept.- 20 members	10-423-910	Yes	FIRE	2,226.90
VALLEY CO-OPS OMC/	10889/9	Uniforms Bill Whitesell	10-431-631	Yes	STR	34.99
VALLEY CO-OPS OMC/	10985/9	Wheel barrel and tree loppers.	10-431-320	Yes	STR	229.98
WEBB LANDSCAPING	033116	Finance charge	10-431-780	Yes	STR	13.38
WEIDNER FIRE	111466	5 sets of turn outs approved in the Budget year 2016 first part of the order	10-423-576	Yes	FIRE	1,461.84

Grand Totals:

125,977.58

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Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
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Finance Committee Chair, Brad DuFur: \_\_\_\_\_ Date : \_\_\_\_\_