

**Burlingame City Council Minutes**  
**Special Meeting**  
**April 28, 2007**

**1. Call to Order by Mayor.**

The Mayor called the meeting to order at 10:15.

**2. Roll Call.**

Roll Call:	Present:	Brenda Dorr Norman Bloomquist Vikki DeMars Kevin Fry Dustin Swander Carolyn Strohm
	Staff Present:	Flip Hutfles, City Administrator Christina Lewis, City Clerk

**3. Review of Policy & Procedures.**

Mr. Hutfles presented a review of the existing City's policies regarding purchasing, claims, and public works uniforms; as well as discussing implementing new policies for filling of private swimming pools and maintenance of driveways. The general consensus of the Council was to make no changes to the purchasing policy; amend the claims policy so the Council approves payment of bills; and to amend the public works uniform policy by placing a yearly cap on the amount that can be spent on uniforms.

**4. Review of 2007 Budget.**

Mr. Hutfles presented a review of the 2007 budget by providing a general overview of the City's revenue sources, income projections, and ongoing expenditures. Mr. Hutfles further discussed a projected shortfall in revenue and the reason for the revenue shortfalls, and the need to increase utility rates. There was an open discussion on finding other sources of revenues and investigating the possibility of finding higher interest bearing accounts to place idle funds. The general consensus of the Council was for staff to conduct a utility rate study.

**5. Outstanding issues.**

Mr. Hutfles presented a review of outstanding issues that need to be addressed in 2007, specifically power plant roof repair, swimming pool, Phase II of the water project, and the structure at 115 West Santa Fe Avenue. Staff was instructed to investigate the possibility of requiring insurance for all adjoining buildings, and to invite Mid-America Pool Renovation to make a presentation at the next regular council meeting.

**6. 2008 Budget Priorities.**

Mr. Hutfles gave an explanation of the concept of budgeting and the primary role of the City Council. He further explained issues that will be facing the City in 2008 specifically Osage City increasing the cost of water, the possible increase in electric rates, renovation of the sewer lift station, phase II of the water project, police vehicle replacement, and developing a private/public partnership to entice a grocery store locate to the City. Next, Mr. Hutfles asked for the Council to begin to develop their priorities for 2008 fiscal year. The general consensus of the Council was that the City should focus on repairing the swimming pool and start implementing Phase II of the water project. There was also general agreement that the City should approach other grocery retailers, but at this time not offer any public support.

7. **Effective Government.**

Mr. Hutfles made a presentation on public service values and how these values effect governing efficiently and effectively.

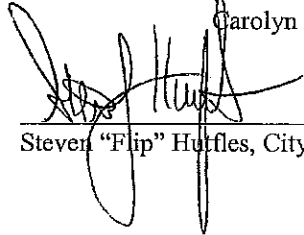
8. **Adjournment.**

Motion to adjourn the meeting by Swander and seconded by DeMars.

Vote:

Ayes:

Norman Bloomquist  
Vikki DeMars  
Kevin Fry  
Dustin Swander  
Carolyn Strohm



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Steven "Flip" Hutfles, City Administrator