

**BIG LAKE CITY COUNCIL  
SPECIAL WORKSHOP MINUTES**

**APRIL 24, 2013**

**1. CALL TO ORDER**

Mayor Danielowski called the meeting to order at 4:30 p.m.

**2. ROLL CALL**

Council Members present: Dick Backlund, Nick Christenson, Raeanne Danielowski, Seth Hansen, and Mike Wallen. Also present: City Administrator Todd Bodem, City Clerk Gina Wolbeck, Finance Director Paula Mastey, Public Works Director Mike Goebel, and City Engineer Brad DeWolf from Bolton and Menk, Inc.

**3. PROPOSED AGENDA**

Council Member Wallen motioned to adopt the proposed Agenda as presented. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

**4. BUSINESS**

**4A. 2012 Audit Update – Kern, DeWenter, and Viere, Ltd.**

Nancy Schulzetenberg from Kern, DeWenter, and Viere, Ltd. provided a review of the City's audited financial statements and management letter from the 2012 audit. Schulzetenberg noted that the City's unrestricted fund balance at year end 2012 was 57.8% which meets the City's policy of a minimum of 50%. Schulzetenberg also reviewed charges for services, licenses/permits, intergovernmental, and taxes over a five year period, and noted that Local Government Aid payments won't stabilize until the State's budget stabilizes. Also discussed was enterprise funds and Schulzetenberg noted that while the water/sewer funds have greatly improved, overall they have a long way to go to be considered healthy due to the significant debt tied to these funds. Schulzetenberg suggested that the City remain diligent in following proposed rate increases presented by Finance Director Mastey. Schulzetenberg also discussed tax capacity, levy, and rates. Council discussed that while we do have heavy debt service requirements, Big Lake is poised and ready for development. Schulzetenberg discussed the need for improved controls over liquor store inventory and noted that several new processes have already been put into place. Council discussed that limited man power is the biggest issue at the liquor store and that the City needs to provide the liquor store with the necessary tools, which could include an increase in staffing.

Schulzetenberg noted that no material adjustments were needed during this audit and that the 2012 audit is considered to be very clean and thanked staff for their efforts. Council reviewed the City's goal to continue on a path to become a fiscally prudent City.

**5. ADJOURN**

Council Member Backlund motioned to adjourn at 5:41 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck  
Recorder

05/08/13  
Date Approved By Council