



**STMA ARENA BOARD AGENDA
MONDAY, MAY 11, 2015
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF APRIL 13, 2015** (pgs. 1-2)
- 4. FINANCE REPORTS**
 - a) Approve the April list of claims as presented in the amount of \$5,865.57 and April report (pgs. 3-5)
- 5. ARENA MANAGER**
 - a) Monthly report (pg. 6)
- 6. NEW BUSINESS**
 - a) Discussion Summer 2015 Meetings
- 7. OLD BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

April 13, 2015

6:00 p.m.

Present: Chairman Chris Schumm, Members Gayle Weber, John Vetsch, Cody Gulick, and Walter Hudson (6:03) were present. Member Jeff Lindquist was absent. Also present: STMA Ice Arena Manager Grant Fitch, City Administrator Adam Nafstad, Youth Hockey Association President Josh Opiola, and Chris Hanson. The meeting was called to order at 6:03 p.m. by Chairman Schumm.

Set Agenda

Members Hudson\Weber **moved** to set the agenda as presented. All voted aye.

Annual Audit 2014

Matt Mayer from Kern, DeWenter, and Viere presented the audited financial statements to the STMA Arena Board. Mayer told the board that they have given an unmodified opinion which is a clean opinion and the best opinion they can give. This opinion states that they believe the statements show a true account of the STMA Ice Arena's activity for 2014. Mayer went over the documents budget to actual for 2014 of revenues and expenditures. Mayer mentioned that the utility bills at year end were higher after the installation of the new dehumidification system, but be aware of the utility costs and could dip into fund balance. If we dip into fund balance, Mayer mentioned, to keep an eye on it because having 50% fund balance at year is the recommended status since the majority of the revenues are collected over six months.

Members Hudson\Gulick **moved** to accept the 2014 annual audit and financial statements. All voted aye.

Approval of Minutes

Members Weber\Hudson **moved** to approve the minutes of the March 9, 2015 Board Meeting as presented. All voted aye. Member Vetsch abstained.

Finance Reports

Lannes noted that the reports reflect the proposed budget, and that the audit presented stated we had \$45,000 in Capital Improvement Fund. On the reports it shows a different number due to the audited financial statements include accounts receivable in the balance, but the reports are cash basis.

Members Gulick\Hudson **moved** to approve the March list of claims totaling \$24,916.38 and the March Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch reported general operations and mentioned that the MN Swarm Youth Lacrosse talked about booking 80 hours, but they were unable to commit to that. Fitch mentioned to the board that the arena is looking at no longer accepting checks starting in the fall. Glick mentioned that it would be a sound business decision. The board agreed that starting the fall of 2015 the STMA Ice Arena will no longer accept checks for concessions.

There was discussion on the annual maintenance contract and requested that the board authorize staff to sign the contract if the prices are within budget. The board did not object to this and directed staff to move forward.

Staff and the board discussed the BMI Music License issue. Currently the Arena is not licensed to play any music other than local radio stations. The board directed staff to look into options and mentioned this is something the Arena should have.

Old Business – 2015 Preliminary Budget Discussion

Lannes provided the third preliminary 2015 budget showing a \$6,208.61 deficit without a rate increase. The budget includes an estimated \$24,000 for gas, which staff noted as strictly an estimate.

Staff provided that one option to manage the deficit would be a \$5 per hour rate increase which would bring the budget to almost breakeven. This would be at \$190 to \$195 as prime rate effective September 1st.

The board discussed the two budgets presented and rate increase of \$5per hour which would increase the prime time rate from \$190 to \$195

Members Hudson\Weber **moved** to adopt the 2015 proposed budget with the \$5 rate increase effective September 1, 2015. All voted aye.

Youth Hockey Association

Opiola updated the Board that STMA Ice Arena was in the top ten of Kraft Hockeyville USA; we are already granted \$20,000 for making it in the top ten. If the arena makes the next round to the top four we will be granted another \$20,000 for a total of \$40,000 for improvements. There is the potential of being granted \$150,000 toward improvements if we win. Youth Hockey Association is working on press releases to get the word out. The STMA Ice Arena is the only Minnesota arena that made the top ten.

Adjourn

Members Hudson\Gulick **moved** to adjourn at approximately 7:06 p.m. All voted aye.

Attest:

Tina Lannes, City Finance Director

STMA Ice Arena Budget to Actual April 2015 (Cash Basis)

	2015 Budget	April 2015 Actual	2015 Actual YTD 4/30/15	% Annual
Income				
Ice Rental (currently includes Dec Acct. Rec.Collected)	\$271,700.00	\$40,555.00	\$130,366.00	47.98%
Concessions	\$32,000.00	\$40.50	\$19,012.12	59.41%
Other Revenues (Advertising/LMC/ins claims)	\$14,500.00	\$0.00	\$0.00	0.00%
Vending	\$1,000.00	\$0.00	\$50.00	5.00%
Open Skate/Hockey, etc	\$6,500.00	\$0.00	\$1,046.00	16.09%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc Revenue	\$2,000.00	\$0.00	\$1,248.00	
Total Income	\$328,700.00	\$40,595.50	\$151,722.12	46.16%
Expenses				
Salaries, wages, taxes & Benefits	\$115,713.00	\$6,515.33	\$39,402.60	34.05%
Supplies (Office, misc)	\$1,500.00	\$0.00	\$1,163.47	77.56%
Supplies (Concession)	\$13,250.00	\$0.00	\$5,201.83	39.26%
Fuel, Misc	\$1,800.00	\$364.47	\$617.45	34.30%
Professional Services	\$15,000.00	\$3,431.00	\$9,306.28	62.04%
Sales Tax	\$2,700.00	\$3.82	\$1,313.03	48.63%
Telephone	\$900.00	\$71.50	\$285.70	31.74%
Electric	\$70,000.00	\$1,637.28	\$11,938.70	17.06%
Gas	\$29,500.00	\$1,869.56	\$8,910.60	30.21%
Water	\$17,800.00	\$2,768.06	\$12,572.99	70.63%
Refuse	\$1,400.00	\$398.35	\$1,275.31	91.09%
Insurance	\$9,000.00	\$0.00	\$8,791.00	97.68%
Administration	\$11,920.61	\$993.38	\$3,973.52	33.33%
Misc.	\$725.00	\$0.00	\$284.98	39.31%
Repair Maintenance – Machinery	\$10,000.00	\$197.41	\$599.58	6.00%
Repair Maintenance – Building	\$27,500.00	\$1,468.18	\$3,622.29	13.17%
Total Operating Expenses	\$328,708.61	\$19,718.34	\$109,259.33	33.24%
Net Income/Loss	(\$8.61)	\$20,877.16	\$42,462.79	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

April 30, 2015

Cash Balance Operations

Cash Balance 1/1/15	\$108,337
Add Revenues (collected in 2015)	\$151,722
Less Expenses	\$109,259
Cash Balance 4/30/15	\$150,800
Cash for operations	\$150,800
Total Cash Balance 4/30/15	\$150,800

Accounts Receivable (invoiced)

Operations April 30, 2015 - \$1,037.50

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
Beginning Balance 1/1/15	-\$4,784
Dehumid 2nd pmt Albert (\$18,241.91 billed 4/8)	\$18,242
Dehumid 2nd pmt St. Mich (\$18,241.91 billed 4/8)	\$0
Dehumid 2nd pmt ISD 885 (\$18,241.91 billed 4/8)	\$18,242
2015 contribution rec. by St. Michael	\$0
2015 contribution rec. by Albertville	\$0
2015 contribution rec. by STMA Schools	\$0
Balance 4/30/15	\$31,700

STMA Ice Arena Vendor Check Detail Register

CITY OF ALBERTVILLE

April 2015

			Check Amt	Invoice	Comment
10100 Premier Bank					
Paid Chk#	003547E	4/6/2015			COURI & RUPPE, P.L.L.P.
E 810-00000-304	Legal Fees		\$37.50	FEB2015	STMA Arena Music License
Paid Chk#	003552E	4/6/2015			RANDYS ENVIRONMENTAL SERVICES
E 810-00000-384	Refuse/Garbage Disposal		\$133.01	APRIL2015	STMA Arena Garbage
Paid Chk#	003564E	4/14/2015			FERRELLGAS
E 810-00000-212	Motor Fuels		\$12.00	RNT5921741	STMA Cylinder Rack Rental
Paid Chk#	003565E	4/14/2015			WRIGHT-HENNEPIN COOP ELECTRIC
E 810-00000-381	Electric Utilities		\$27.95	STMA	STMA Fire Panel Monitor May 2015
Paid Chk#	034195	4/2/2015			ARAMARK UNIFORM SERVICES
E 810-00000-405	Repair/Maint - Buildings		\$14.26	629-8188592	STMA Arena Mats, Mop
Paid Chk#	034200	4/2/2015			DAN DEHMER LANDSCAPING INC
E 810-00000-300	Professional Svcs (GENERAL)		\$243.50	5355	STMA Arena Ice Removal
Paid Chk#	034209	4/2/2015			METLIFE-GROUP BENEFITS
E 810-00000-130	Employer Paid Ins (GENERAL)		\$164.55	April 2015	Emp Life, Dental, Stdis
Paid Chk#	034221	4/2/2015			SCR, INC - ST. CLOUD
E 810-00000-405	Repair/Maint - Buildings		\$660.00	296410	STMA Arena Monthly Refrig Equip Maint
Paid Chk#	034223	4/2/2015			STEP SAVER INC
E 810-00000-405	Repair/Maint - Buildings		\$105.40	88467	STMA Arena Bulk Salt & Resin Cleaner
Paid Chk#	034237	4/14/2015			CHARTER COMMUNICATIONS
E 810-00000-321	Telephone		\$71.50	STMA	STMA Arena Phone
Paid Chk#	034247	4/16/2015			ARAMARK UNIFORM SERVICES
E 810-00000-405	Repair/Maint - Buildings		\$14.26	629-8197829	STMA Arena Mats, Mop
Paid Chk#	034248	4/16/2015			BCBS OF MINNESOTA
E 810-00000-130	Employer Paid Ins (GENERAL)		\$752.75	CI261100MAY1	Emp Health Ins
Paid Chk#	034251	4/16/2015			CENTERPOINT ENERGY
E 810-00000-383	Gas Utilities		\$1,869.56	STMA MAR15	STMA Arena 5898 Lachman
Paid Chk#	034253	4/16/2015			DAN DEHMER LANDSCAPING INC
E 810-00000-300	Professional Svcs (GENERAL)		\$150.00	5377	STMA Arena Snow Plow Mar15
Paid Chk#	034280	4/27/2015			XCEL ENERGY
E 810-00000-381	Electric Utilities		\$1,609.33	STMA453040594	STMA Arena 5898 Lachman Ave

810 STMA ARENA

\$5,865.57



MANAGER' GENERAL UPDATE

Date: May 11th, 2015
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – MAY

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	0 hours	
Adult Hockey	0 hours	
High School Boys/Girls	0 hours	
Public Skating/OH	0 hours	
Private rentals	0 hours	
Lacrosse (local teams)	11.5 hours	
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Total hours	11.5 hours	

Ice-In Schedule: Compressors to go on June 4 with ice to follow on June 8 and ready to open by June 13

Friendly City Days Men's 4 on 4 Tournament: Games scheduled for the Saturday and Sunday, June 13 and 14

Summer Camps: Start on Monday June 15 and run through August 1

Dehumidification: Recently staff inspected the ceiling and insulation for moisture and no moisture was noticed. Areas that were previously saturated were completed dry. We have been running the dehumidification system through the off season to manage the humidity.

Sidewalk: The concrete walk along the front of the building has many locations that have settled/sunk and are presenting tripping hazards. Staff is getting quotes to have the panels leveled via sand jacking. The project will cost approximately \$1,500, but is necessary.

Gutter Downspout: This past winter a visitor slipped on ice caused by a downspout draining onto the sidewalk. Last week the downspout was relocated.