



**STMA ARENA BOARD AGENDA
MONDAY, OCTOBER 12, 2015
ALBERTVILLE CITY HALL
6:30 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF SEPTEMBER 14, 2015** (pgs. 1-2)
- 4. FINANCE REPORTS**
 - a) Approve the September list of claims as presented in the amount of \$9,151.36 and September report (pgs. 3-5)
- 5. ARENA MANAGER**
 - a) Monthly report (pg. 6)
- 6. NEW BUSINESS**
- 7. OLD BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

September 14, 2015

6:00 p.m.

Present: Chairman Chris Schumm, Members Gayle Weber, John Vetsch, Cody Gulick (6:07), and Walter Hudson were present. Member Jeff Lindquist was absent. Also present: STMA Ice Arena Manager Grant Fitch, City Administrator Adam Nafstad, City Finance Director Tina Lannes, Jason Johnson, Jerr Johnson, Brian Benson, John Hayden, Youth Hockey Association President Josh Opiola, Roger Lucy, Tammy Tupper and Chris Hanson. The meeting was called to order at 6:05 p.m. by Chairman Schumm.

Set Agenda

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

Approval of Minutes

Members Weber\Hudson **moved** to approve the minutes of the April 13, 2015 Board Meeting as presented. All voted aye.

Finance Reports

Lannes noted that there were two sets of financial reports that needed to be approved separately. In addition Lannes pointed out the Kraft Hockeyville monies in the amount of \$40,000 noted as restricted in the Dedicated Capital Improvement Fund.

Members Vetsch\Weber **moved** to approve the April list of claims totaling \$5,865.57 and the April Financial Report as presented. All voted aye.

Members Vetsch\Hudson **moved** to approve the May-August list of claims totaling \$34,814.09 and the August Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch updated the Board with a summary of the summer operations.

Member Vetsch asked about the North wall with regards that there appears to be moisture and if staff was looking at options. Nafstad mentioned that staff was looking into options, but the new dehumidification system has helped.

Fitch mentioned that the Learn to Skate program did not have any coaches available so there was, at this point, no program for the 2015-2016 ice rental year. There was discussion amongst staff, the Board and Youth Hockey about the potential loss of this program and what options were available. Staff will continue to work with Community Education and Youth Hockey to see if there is a way to continue to offer the Learn to Skate program.

Staff presented the music licensing requirements and was looking for direction from the Board about securing a license from BMI75.

Members Hudson\Gulick **moved** to purchase the annual music license not to exceed \$1,000. All voted aye.

There was discussion on the annual maintenance including the upcoming matting replacement, painting, and board cleaning. Chairman Schumm asked if we have a replacement plan for all major items in the Arena. Nafstad mentioned that staff does have a deferred maintenance plan, but there is no funding on the items.

Finch informed the Board about projects that staff needs direction. The high school would like doorways between locker rooms so they could open them up as one large room so they can talk to all athletes at the same time verses separately depending on if they are Varsity or JV. The Board had a discussion to get a full understanding of the request. In addition, they also discussed the locker room roof repair, exterior painting, and parking lot striping. The funding for these projects, including adding a door between locker rooms (boys and girls) is an estimated cost of \$28,000 which would come from the Dedicated Capital Improvement Fund.

Members Vetsch\Gulick **moved** to go forward with all the projects discussed which include both boys and girls locker room doorways to be added, locker room roof repair, exterior painting, and parking lot striping. All voted aye.

Youth Hockey Association

Opiola updated the Board that the hockey registration shows the numbers are equal to last year and still increasing and at the introductory level. The STMA Youth Hockey Association will be featured in the USA Hockey Magazine on how they recruit and retain members.

Chris Hanson updated the Board that they have been working hard to help get the second sheet of ice. They reviewed council minutes from both cities including the spring of 2011 and honor the statements on record. On the record, Albertville Council stated that the Association would need to bring \$600,000 to the table before starting the second sheet and St. Michael stated \$1,000,000. Chris Hanson officially notified the group and Board that Youth Hockey Association has procured the means to bring \$1,000,000 forward as asked for and requested. The funding includes \$40,000 from Kraft Hockeyville, \$210,000 cash, \$500,000 line of credit from two banks, and \$250,000 from the Mighty Ducks Grant. Youth Hockey Association will continue to fundraise to pay back the line of credit. In order to fundraise, they need a formal funding plan. Youth Hockey is asking the entities to apply for the Mighty Ducks Grant. If we receive the matching grant, the monies must be spent within 16 months of receiving the grant.

Nafstad stated there are a lot of unknowns, but the request tonight is to put in the application for the 2015 monies available. In the application, we need to acknowledge that we do not have all the answers such as cost, funding, timing etc.

Youth Hockey representatives, the STMA Ice Arena Board and Staff discussed the topic of the second sheet of ice for a period of time covering a variety of topics. The Board congratulated Youth Hockey for achieving the \$1,000,000 goal.

Adjourn

Members Vetsch\Gulick **moved** to adjourn at approximately 7:47 p.m. All voted aye.

Attest:

Tina Lannes, City Finance Director



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

	2015 Budget	Sept 2015 Actual	2015 Actual YTD 9/30/15	% Annual
Income				
Ice Rental (currently includes Dec Acct. Rec.Collected)	\$271,700.00	\$0.00	\$150,353.50	55.34%
Concessions	\$32,000.00	\$394.00	\$20,313.87	63.48%
Other Revenues (Advertising/LMC/ins claims)	\$14,500.00	\$12,000.00	\$12,500.00	86.21%
Vending	\$1,000.00	\$0.00	\$50.00	5.00%
Open Skate/Hockey, etc	\$6,500.00	\$575.00	\$3,051.00	46.94%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc Revenue	\$2,000.00	\$148.00	\$1,551.00	
Total Income	\$328,700.00	\$13,117.00	\$187,819.37	57.14%
Expenses				
Salaries, wages, taxes & Benefits	\$115,713.00	\$7,289.75	\$77,259.70	66.77%
Supplies (Office, misc)	\$1,500.00	\$62.25	\$1,288.56	85.90%
Supplies (Concession)	\$13,250.00	\$413.49	\$5,779.12	43.62%
Fuel, Misc	\$1,800.00	\$90.98	\$998.39	55.47%
Professional Services	\$15,000.00	\$0.00	\$9,947.84	66.32%
Sales Tax	\$2,700.00	\$327.33	\$1,859.00	68.85%
Telephone	\$900.00	\$76.82	\$649.35	72.15%
Electric	\$70,000.00	\$6,025.90	\$32,817.18	46.88%
Gas	\$29,500.00	\$623.78	\$11,173.16	37.88%
Water	\$17,800.00	\$897.56	\$14,509.02	81.51%
Refuse	\$1,400.00	\$77.49	\$1,528.39	109.17%
Insurance	\$9,000.00	\$0.00	\$9,291.00	103.23%
Administration	\$11,920.61	\$993.43	\$8,940.51	75.00%
Misc.	\$725.00	\$0.00	\$478.76	66.04%
Repair Maintenance – Machinery	\$10,000.00	\$32.03	\$1,578.21	15.78%
Repair Maintenance – Building	\$27,500.00	\$863.35	\$12,134.19	44.12%
Total Operating Expenses	\$328,708.61	\$17,774.16	\$190,232.38	57.87%
Net Income/Loss	(\$8.61)	(\$4,657.16)	(\$2,413.01)	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

September 30, 2015

Cash Balance Operations

Cash Balance 1/1/15	\$108,337
Add Revenues (collected in 2015)	\$178,597
Less Expenses	\$190,232
Cash Balance 9/30/15	\$ 96,701
Cash for operations	\$96,701
Total Cash Balance 9/30/15	\$96,701

Accounts Receivable (invoiced)

Operations September 30, 2015 - \$23,191.79

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)	\$18,242
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
Kraft Hockeyville - Restricted	\$40,000
Balance 9/30/15	\$89,942

STMA Ice Arena Vendor Check Detail Register

CITY OF ALBERTVILLE

September 2015

Check Amt Invoice Comment

10100 Premier Bank

Paid Chk#	003893E	9/8/2015	RANDYS ENVIRONMENTAL SERVICES			
E 810-00000-384	Refuse/Garbage Disposal			\$77.49	STMA SEP2015	STMA Arena Garbage
Paid Chk#	003901E	9/14/2015	FERRELLGAS			
E 810-00000-212	Motor Fuels			\$38.29	1088369096	STMA Arena Propane
E 810-00000-212	Motor Fuels			\$52.69	1088519223	STMA Arena Propane
Paid Chk#	003902E	9/14/2015	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale			\$413.49	855365	STMA Arena Concessions
Paid Chk#	003903E	9/14/2015	WRIGHT-HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities			\$27.95	STMA	STMA Arena Fire Panel Oct 2015
Paid Chk#	003917E	9/21/2015	ZEE MEDICAL SERVICE			
E 810-00000-200	Office Supplies (GENERAL)			\$62.25	54031402	STMA Arena First Aid Kit Replenish
Paid Chk#	034671	9/8/2015	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings			\$14.26	1718290521	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	034672	9/8/2015	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)			\$752.75	CI261100OCT1	Emp Health Ins
Paid Chk#	034703	9/8/2015	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings			\$660.00	303279	STMA Arena Refrig Equip Maint Agreement
Paid Chk#	034712	9/14/2015	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone			\$5.37	STMASEP15	STMA Cable TV
E 810-00000-321	Telephone			\$71.45	STMASEP15	STMA Arena Phone
Paid Chk#	034715	9/21/2015	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings			\$16.40	1718299519	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	034716	9/21/2015	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities			\$623.78	STMA AUG15	STMA Arena 5898 Lachman Ave NE
Paid Chk#	034745	9/21/2015	XCEL ENERGY			
E 810-00000-381	Electric Utilities			\$5,997.95	STMA AUG15	STMA Arena 5898 Lachman Ave
Paid Chk#	034747	9/24/2015	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)			\$164.55	OCT2015	Emp Life, Dental, Std, Vision

810 STMA ARENA

\$9,151.36



MANAGER' GENERAL UPDATE

Date: October 12th, 2015
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – SEPTEMBER

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	85 hours	
AAA Hockey	0 hours	
High School Boys/Girls	0 hours	
Public Skating/OH	14.5 hours	
Private rentals	25.5 hours	
Learn to Skate	0 hours	
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Total hours	125 hours	

Music Licensing: Licensing through BMI was purchased in September.

Recent Projects

- **Locker Room Roof Repair:** The rubber membrane around the perimeter walls on the locker-room addition has been repaired and the project is complete.
- **Exterior Painting:** The metal siding on the gable ends has been painted along with the six entry doors.
- **Parking Lot Striping:** Completed 10-01-15

Knight to Remember/2016: Event is scheduled for March 12.

Ice out: Scheduled March 1.

STMA YHA:

Registration occurred September 12th
 Season started September 14th (skills and drills)
 YH Try-outs Girls September 25th, 26th and 27th
 YH Try-outs Boys October 3rd, 4th, 5th, 9th, 10th and 11th

Staffing: We are currently short on part-time staff and hoping to add Zamboni Drivers (preferably 2) before the Youth Hockey season begins. Ideally we will find individuals with operation experience and available on weeknights and weekends. In the swing season (October thru March) these drives would be able to work about 20-25 hours per week.

Locker Room Doors: We are moving ahead with two sets of swing style doors. The doors and steel header have been ordered and once the items are delivered we will have the concrete sawing contractor cut the wall openings.