



**STMA ARENA BOARD AGENDA
MONDAY, DECEMBER 14, 2015
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF NOVEMBER 9, 2015** (pgs. 1-2)
- 4. FINANCE REPORTS**
 - a) Approve the November list of claims as presented in the amount of \$10,649.92 and November report (pgs.3-6)
- 5. ARENA MANAGER**
 - a) Monthly report (pg.7)
- 6. NEW BUSINESS**
- 7. OLD BUSINESS**
 - a) Second Sheet Expansion Discussion
 - b) Mighty Ducks Grant
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

November 9, 2015

6:30 p.m.

Present: Chairman Chris Schumm, Members Jeff Lindquist, Gayle Weber, John Vetsch, Cody Gulick, and Walter Hudson were present. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, Youth Hockey Association President Josh Opiola, Roger Lucy, and Chris Hanson. The meeting was called to order at 6:04 p.m. by Chairman Schumm.

Set Agenda

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

Approval of Minutes

Members Gulick\Weber **moved** to approve the minutes of the October 12, 2015 Board Meeting as presented. All voted aye.

Finance Reports

Lannes noted that the 811 Fund, Capital, was used for the ballast roof systems in the amount of \$11,750.

Members Lindquist/Vetsch **moved** to approve the September list of claims totaling \$27,938.75 and the October Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch updated the board on several items including the snow retention system on the roof. The system has broken away from the standing seems and does so every year. The recommendation from staff is to install an additional row of retention clips on the roof. These items are not covered under warranty for the roof. In addition Fitch noted that there is currently a shortage of staff and he is actively looking for employees.

Youth Hockey Association

Hanson addressed the board first by mentioning that the association appreciates the extra time and meetings that all the entities have put in for the second sheet of ice this far. In addition he noted a correction to the line of credit they have stating that the Central Bank has removed their default clause regarding the assignment of ice time.

Member Vetsch asked about when the rink tours would begin. Chris mentioned that it was the understanding that those would occur after the November 30th meeting when there would be clearer direction. The board discussed second sheet option and what items should be available or discussed at the joint meeting. Items mentioned were levy tolerance, tours of other arenas, funding options and limits, what type of facility, Might Ducks Grant and timeline for the project. Member Weber spoke of the architectural work that has been completed and the preferred concepts previously developed. In addition, Member Hudson mentioned the order of operation and the need to determine the range of funds each entity is willing to commit to before going on tours. The board discussed the order of operation and directed staff to have the joint meeting start with the discussion of an eight million dollar rink so there would be a clear determination of intent for what type of facility is needed.

Adjourn

Members Vetsch/Hudson **moved** to adjourn at approximately 7:13 p.m. All voted aye.

Attest:

Tina Lannes, City Finance Director



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

	2015 Budget	Nov 2015 Actual	2015 Actual YTD 11/30/15	% Annual
Income				
Ice Rental (currently includes Dec Acct. Rec.Collected)	\$271,700.00	\$3,621.25	\$174,767.25	64.32%
Concessions	\$32,000.00	\$6,137.25	\$29,043.37	90.76%
Other Revenues (Advertising/LMC/ins claims)	\$14,500.00	\$0.00	\$12,500.00	86.21%
Vending	\$1,000.00	\$0.00	\$50.00	5.00%
Open Skate/Hockey, etc	\$6,500.00	\$595.00	\$4,147.00	63.80%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc Revenue	\$2,000.00	\$279.00	\$2,022.00	
Total Income	\$328,700.00	\$10,632.50	\$222,529.62	67.70%
Expenses				
Salaries, wages, taxes & Benefits	\$115,713.00	\$10,565.09	\$95,971.77	82.94%
Supplies (Office, misc)	\$1,500.00	\$0.00	\$1,288.56	85.90%
Supplies (Concession)	\$13,250.00	\$2,155.83	\$8,889.19	67.09%
Fuel, Misc	\$1,800.00	\$162.98	\$1,237.95	68.78%
Professional Services	\$15,000.00	\$816.48	\$10,801.82	72.01%
Sales Tax	\$2,700.00	\$58.00	\$1,917.00	71.00%
Telephone	\$900.00	\$79.30	\$807.95	89.77%
Electric	\$70,000.00	\$4,859.45	\$43,186.82	61.70%
Gas	\$29,500.00	\$822.92	\$12,696.82	43.04%
Water	\$17,800.00	\$1,492.06	\$16,847.89	94.65%
Refuse	\$1,400.00	\$134.19	\$1,739.46	124.25%
Insurance	\$9,000.00	\$0.00	\$9,291.00	103.23%
Administration	\$11,920.61	\$993.38	\$10,927.23	91.67%
Misc.	\$725.00	\$68.00	\$546.76	75.42%
Repair Maintenance – Machinery	\$10,000.00	\$0.00	\$1,578.21	15.78%
Repair Maintenance – Building	\$27,500.00	\$1,188.26	\$21,323.02	77.54%
Total Operating Expenses	\$328,708.61	\$23,395.94	\$239,051.45	72.72%
Net Income/Loss	(\$8.61)	(\$12,763.44)	(\$16,521.83)	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

November 30, 2015

Cash Balance Operations

Cash Balance 1/1/15	\$108,337
Add Revenues (collected in 2015)	\$178,597
Less Expenses	\$239,051
Cash Balance 11/30/15	\$ 47,882
Cash for operations	\$47,882
Total Cash Balance 11/30/15	\$47,882

Accounts Receivable (invoiced)

Operations November 30, 2015 - \$43,525

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
Rubber Ballast Roof System	-\$11,750
2015 contribution rec. by St. Michael (billed 11/4/15)	\$15,000
2015 contribution rec. by Albertville (billed 11/4/15)	\$15,000
2015 contribution rec. by STMA Schools (billed 11/4/15)	\$15,000
Kraft Hockeyville - Restricted	\$40,000
Balance 11/30/15	\$123,192

STMA Ice Arena Vendor Check Detail Register

CITY OF ALBERTVILLE

November 2015

			Check Amt	Invoice	Comment
Paid Chk# 004008E	11/2/2015	RANDYS ENVIRONMENTAL SERVICES			
E 810-00000-384	Refuse/Garbage Disposal		\$134.19	NOV2015	STMA Arena Garbage
Paid Chk# 004011E	11/2/2015	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale		\$773.75	857250	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$446.40	857455	STMA Arena Concessions
Paid Chk# 004032E	11/16/2015	FERRELLGAS			
E 810-00000-212	Motor Fuels		\$81.49	1088928480	STMA Arena Propane
E 810-00000-212	Motor Fuels		\$81.49	1088997602	STMA Arena Propane
Paid Chk# 004044E	11/16/2015	WRIGHT-HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities		\$27.95	STMA	STMA Arena Fire Panel Monitor Dec 2015
Paid Chk# 034820	11/2/2015	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718335157	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 034822	11/2/2015	BANYON DATA SYSTEMS			
E 810-00000-300	Professional Svcs (GENERAL)		\$97.14	153434	POS & Fixed Asset Support
Paid Chk# 034835	11/2/2015	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$164.55	NOV 2015	Emp Life, Dental, Stdls, Vision
Paid Chk# 034844	11/2/2015	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	306165	STMA Arena Refrig Equip Maintenance
Paid Chk# 034848	11/2/2015	STMAYHA			
E 810-00000-405	Repair/Maint - Buildings		\$120.00	6785	STMA Arena Ice Melt
Paid Chk# 034855	11/5/2015	CARD SERVICES(ARENA)			
E 810-00000-252	Food/Concessions For Resale		\$16.00	101708 CB951	STMA Arena Concesstions
Paid Chk# 034858	11/5/2015	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$7.91	STMA NOV15	STMA Arena Cable TV
Paid Chk# 034908	11/16/2015	ALS COFFEE			
E 810-00000-252	Food/Concessions For Resale		\$919.68	125598	STMA Arena Concessions
Paid Chk# 034910	11/16/2015	ARAMARK UNIFORM SERVICES			
E 101-42000-405	Repair/Maint - Buildings		\$14.90	1718344296	FD Mats
	Total	ARAMARK UNIFORM SERVICES	\$409.56		
Paid Chk# 034911	11/16/2015	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$752.75	CI261100	Emp Health Ins
Paid Chk# 034914	11/16/2015	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$822.92	53901310OCT1	STMA Arena 5898 Lachman Ave

			Check Amt	Invoice	Comment
Paid Chk# 034939	11/16/2015	PICK ELECTRIC			
E 810-00000-405	Repair/Maint - Buildings		\$125.00	110215	STMA Arena GFI Rceptacle, Cover, Photo Eye rear of bldg.
Paid Chk# 034942	11/16/2015	POSTMASTER			
E 810-00000-433	Dues and Subscriptions		\$68.00	110215	STMA Arena Box #193
Paid Chk# 034952	11/18/2015	AMERICAN SUPPLY GROUP INC.			
E 810-00000-405	Repair/Maint - Buildings		\$263.56	46210	STMA Arena Cleaners
Paid Chk# 034953	11/18/2015	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$71.39	STMA	STMA Arena Phone
Paid Chk# 034955	11/18/2015	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$4,831.50	STMA	STMA Arena 5898 Lachman Ave
Paid Chk# 034959	11/24/2015	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$164.55	DEC 2015	Emp life, Dental Stdis, Vision

810 STMA ARENA

\$10,649.92



MANAGER' GENERAL UPDATE

Date: December 14th, 2015
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – NOVEMBER

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	155.5 hours	
AAA Hockey	0 hours	
High School Boys/Girls	49.5 hours	
Public Skating/OH	10.5 hours	
Private rentals	1 hour	
Learn to Skate	0 hours	
<hr/>		
Total hours	216.5 hours	

Locker Room Doors: Last week the doorways between those locker rooms used by the high school were installed.

Snow Retention (Locker Room Roof): Project completed 11/20/15

Operations: No major repairs at this time.

Work Experience program:

The Work Experience program is where students gain work skills/habits in a non-paid situation. (It has also been called On the Job training OTJ) the arena will work with the student by providing direction, task lists and evaluations. Each student that is put at a site needs to set work goals which can range from organization, attention to detail or completing tasks. A job coach will be provided. Two workers will be coming in 2 times each week and will work for an hour with their job coach starting 12/17/15.