



**STMA ARENA BOARD AGENDA
MONDAY, MAY 9, 2016
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF APRIL 11, 2016 (pg.1)**
- 4. FINANCE REPORTS**
 - a) Approve the April list of claims as presented in the amount of \$14,841.83 and April report (pgs.2-4)
- 5. ARENA MANAGER**
 - a) Monthly report (pg.5)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

April 11, 2016

6:00 p.m.

Present: Members Gayle Weber, John Vetsch, Walter Hudson, and Chairman Chris Schumm. Members Gulick and Lindquist were absent. Also present: City Administrator Adam Nafstad, Youth Hockey Association Chris Hanson, and Caroline Stutsman of BerganKDV. The meeting was called to order at 6:00 p.m. by Chairman Schumm.

Set Agenda

Members Vetsch/Hudson **moved** to set the agenda as presented. All voted aye.

Approval of Minutes

Members Weber/Hudson **moved** to approve the minutes of the March 14, 2016 Board Meeting as presented. All voted aye.

2015 Audit

Stutsman presented the audit and 2015 financials. In general, the year ended with 2015 revenues exceeding expenses by \$24,533, which was primarily due to less than projected utility expenses.

Member Hudson inquired about resources needed to fully comply with segregation of accounting duties. Stutsman stated more than two additional accounting staff would be needed.

Members Vetsch/Hudson **moved** to accept the 2015 audit as presented. All voted aye.

Finance Reports

Members Vetsch/Hudson **moved** to approve the March list of claims totaling \$11,697.43 and the March Financial Report as presented. All voted aye.

Arena Manager's Report

Nafstad noted the renewal of the maintenance contract with SCR.

2016 Budget

Members Vetsch/Hudson **moved** to adopt the 2016 Budget as presented. All voted aye.

Youth Hockey Association

Mr. Hanson inquired about improved budget tracking; specifically, if a column could be added to the monthly financials showing percentage of Actual YTD to Budgeted YTD.

Nafstad suggested showing YTD Ice Rental vs. YTD Projected Rental.

Member Hudson asked Nafstad to follow up with potential options.

Adjourn

Meeting adjourned at approximately 6:30 p.m.

Attest:

Adam Nafstad, City Administrator



STMA Ice Arena Budget to Actual April 2016 (Cash Basis)

	2016 Budget	Apr 2016 Actual	2016 Actual YTD 4/30/16	% Annual
Income				
Ice Rental	\$271,700.00	\$695.00	\$131,790.00	48.51%
Concessions	\$35,000.00	\$488.50	\$17,136.25	48.96%
Other Revenues (Advertising/LMC/Ins Claims)	\$14,500.00	\$0.00	\$0.00	0.00%
Vending	\$1,000.00	\$0.00	\$484.25	48.43%
Open Skate/Hockey, etc.	\$6,500.00	\$0.00	\$1,235.00	19.00%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$2,000.00	\$0.00	\$930.00	
Total Income	\$331,700.00	\$1,183.50	\$151,575.50	45.70%
Expenses				
Salaries, Wages, Taxes & Benefits	\$120,018.04	\$6,979.82	\$41,713.21	34.76%
Supplies (Office, Misc.)	\$1,600.00	\$0.00	\$634.27	39.64%
Supplies (Concession)	\$13,950.00	\$0.00	\$5,466.60	39.19%
Fuel, Misc.	\$1,800.00	\$107.89	\$520.25	28.90%
Professional Services	\$15,000.00	\$5,200.00	\$6,630.81	44.21%
Sales Tax	\$2,700.00	\$0.00	\$1,684.00	62.37%
Telephone	\$900.00	\$82.99	\$323.54	35.95%
Electric	\$66,800.00	\$1,013.94	\$11,030.10	16.51%
Gas	\$25,000.00	\$897.59	\$5,497.48	21.99%
Water	\$20,000.00	\$2,524.86	\$11,452.84	57.26%
Refuse	\$2,400.00	\$0.00	\$1,446.73	60.28%
Insurance	\$9,569.73	\$5,640.00	\$7,980.00	83.39%
Administration	\$12,278.23	\$1,023.19	\$4,092.76	33.33%
Misc.	\$2,185.00	\$0.00	\$1,469.67	67.26%
Repair Maintenance – Machinery	\$10,000.00	\$278.52	\$285.71	2.86%
Repair Maintenance – Building	\$27,500.00	\$718.40	\$3,324.17	12.09%
Total Operating Expenses	\$331,701.00	\$24,467.20	\$103,552.14	31.22%
Net Income/Loss	(\$1.00)	(\$23,283.70)	\$48,023.36	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

April 30, 2016

Cash Balance Operations

Cash Balance Operations 1/1/16	\$124,126
Less Receivables for 2015 collected 2016	\$(12,113)
Add Revenues (collected in 2016)	\$151,576
Less Expenses	\$103,552
Cash Balance Operations 4/30/16	\$160,036

Accounts Receivable (invoiced)

Operations April 30, 2016 - \$4,417.50

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
Beginning Balance 1/1/16	\$121,014
Arena Wall	(\$8,936)
Rebate Centerpoint Energy	\$6,500
Balance 4/30/16	\$118,578

STMA Ice Arena Vendor Check Detail Register

April 2016

			Check Amt	Invoice	Comment
Paid Chk# 004438E	4/11/2016	WRIGHT-HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities		\$27.95	STMA	STMA Arena Fire Panel Monitor MAY 16
Paid Chk# 004444E	4/18/2016	FERRELLGAS			
E 810-00000-212	Motor Fuels		\$95.89	1091143118	STMA Arena Propane
E 810-00000-212	Motor Fuels		\$12.00	RNT6392337	STMA Arena Cylinder Rack Rental
Paid Chk# 035413	4/4/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718426110	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 035414	4/4/2016	BERGAN KDV			
E 810-00000-301	Auditing and Acct g Services		\$5,000.00	912318	STMA Arena 2015 Audit Interim Billing
Paid Chk# 035415	4/4/2016	DAN DEHMER LANDSCAPING INC			
E 810-00000-300	Professional Svcs (GENERAL)		\$200.00	6019	STMA Arena Ice Removal
Paid Chk# 035435	4/11/2016	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$7.91	STMA	STMA Arena Cable TV
E 810-00000-321	Telephone		\$75.08	STMA	STMA Arena Telephone
Paid Chk# 035436	4/11/2016	HILLYARD			
E 810-00000-404	Repair/Maint - Machinery/Equip		\$278.52	700223723	STMA Arena Advance Adfinity20C Service
Paid Chk# 035437	4/11/2016	LEAGUE OF MN CITIES INS TRUST			
E 810-00000-361	General Liability Ins		\$5,640.00	32212	STMA Arena Prop, Liability, Auto, Equip Ins
Paid Chk# 035442	4/18/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718435234	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 035443	4/18/2016	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$902.50	CI261100MAY2	Emp Health Ins
Paid Chk# 035446	4/18/2016	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$897.59	STMA MAR2016	STMA Arena 5898 Lachman Ave
Paid Chk# 035447	4/18/2016	CULLIGAN			
E 810-00000-405	Repair/Maint - Buildings		\$19.00	101X28747700	STMA Arena DI Carbon Standby Rental
Paid Chk# 035468	4/18/2016	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	313323	STMA Arena Refrig Equip Maint
Paid Chk# 035478	4/21/2016	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$985.99	0616278508	STMA Arena 5898 Lachman Ave

810 STMA ARENA

\$14,841.83



MANAGER’S GENERAL UPDATE

Date: May 9th, 2016
To: STMA Ice Arena Board
From: Grant Fitch, STMA Ice Arena Manager

ICE ARENA RENTAL HOURS – APRIL

<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	98 hours	
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Total hours	98 hours	

Ice-In Schedule: Compressors on June 2nd
Tack floor June 4th and 5th
Paint floor, install logos, lines and goal-creases June 6th
Flood June 7th through the 12th

Rink Open: First Ice rental Monday June 13th

Ice Time sold (June through August 2016): Total hours 275 to date

Summer Hockey Camps: Start in June and run through August

Spring Projects

- **Reverse Osmosis:** The RO system struggles to keep up when filling the Olympia. 4 membranes need to be replaced before Ice install. Existing membranes are about 10 years old, cost \$2044 (filters ordered for install by June 1st 2016)
- **Black Matting:** replacing worn rubber matting in various locations, particularly in door openings.
- **Exterior North wall:** Due to rain run-off, soil along the north wall has eroded along the foundation. Approximate cost to repair \$1900, price includes adding dirt and rock to prevent future problems.
- **Board Cleaning:** Scheduled for July 2016
- **Olympia repair:** replace bearings on horizontal and vertical augers, inspect all hydraulic hoses and fluids.