



**STMA ARENA BOARD AGENDA
MONDAY, APRIL 11, 2016
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF MARCH 14, 2016** (pgs. 1-2)
- 4. BERGANKDV – 2015 AUDIT – CAROLINE STUTSMAN** (Separate Attachment – Financial Statements 12/31/15)
- 5. FINANCE REPORTS**
 - a) Approve the March list of claims as presented in the amount of \$11,697.43 and March report (pgs. 3-6)
- 6. ARENA MANAGER**
 - a) Monthly report (pg. 7)
- 7. OLD BUSINESS**
 - a) Preliminary 2016 Budget (pg. 8)
(Motion to adopt the 2016 proposed budget as presented)
- 8. NEW BUSINESS**
- 9. YOUTH HOCKEY ASSOCIATION**
- 10. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

March 14, 2016

7:00 p.m.

Present: Members Gayle Weber, John Vetsch, Walter Hudson, and Cody Gulick. Chairman Chris Schumm and Jeff Lindquist were absent. Also present: City Administrator Adam Nafstad, City Arena Manager Grant Fitch, and Youth Hockey Association Chris Hanson. The meeting was called to order at 7:02 p.m. by Cody Gulick.

Set Agenda

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

Approval of Minutes

Members Hudson\Vetsch **moved** to approve the minutes of the February 8, 2016 Board Meeting as presented. All voted aye.

Design Committee

Nafstad stated the Design Committee met prior to the Arena Board meeting. The committee discussed what they learned from their recent arena tours, reviewed the list of facility-related questions for the architect, and developed a list of recommended changes/additions for the current concept. The next committee meeting will be once the architect has completed the revised concepts and cost estimates.

Vetsch stated he wants to make sure the architects and engineers working on the design are experienced with arenas.

Finance Reports

Members Hudson\Vetsch **moved** to approve the February list of claims totaling \$13,025.78 and the February Financial Report as presented. All voted aye.

Arena Manager's Report

There was general discussion on ice rates, summer rental rates, and summer ice vs. removing the ice in the summer.

Draft Preliminary 2016 Budget

Nafstad noted no rate increase is being proposed for 2016. Nafstad also noted the 2016 rates and budget will need to be approved at the next meeting to allow the STMA-YHA time to schedule ice.

Auditor Recommendation: Appoint Arena Manager as Responsible Party for Petty Cash

Members Vetsch\Hudson **moved** to appoint the STMA Arena Manager as the responsible party for petty cash including reconciliation. All voted aye.

Auditor Recommendation: Adopt Changes to STMA Bi-Laws to Correct Fiscal Year

Members Vetsch\Hudson **moved** to adopt the 2016 STMA Ice Arena Joint Powers Board Bi-Laws as presented. All voted aye.

Youth Hockey Association

Mr. Hanson briefly summarized the YHA's season and emphasized the ice-challenges and shortage of home ice the association has. Hanson expressed his appreciation for all the effort and time the Board has put towards the second sheet.

Adjourn

Meeting adjourned at approximately 7:40 p.m.

Attest:

Adam Nafstad, City Administrator

DRAFT



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

	2016 2nd draft preliminary budget	Mar 2016 Actual	2016 Actual YTD 3/31/16	% Annual
Income				
Ice Rental (currently includes Dec Acct. Rec.Collected)	\$271,700.00	\$35,821.25	\$131,095.00	48.25%
Concessions	\$35,000.00	\$173.25	\$16,647.75	47.57%
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	\$35,994.50	\$150,392.00	45.34%
Expenses				
Salaries, wages, taxes & Benefits	\$120,018.04	\$8,964.19	\$34,733.39	28.94%
Supplies (Office, misc)	\$1,600.00	\$634.27	\$634.27	39.64%
Supplies (Concession)	\$13,950.00	\$1,055.06	\$5,466.60	39.19%
Fuel, Misc	\$1,800.00	\$220.58	\$412.36	22.91%
Professional Services	\$15,000.00	\$759.45	\$1,430.81	9.54%
Sales Tax	\$2,700.00	\$379.00	\$1,684.00	62.37%
Telephone	\$900.00	\$152.77	\$240.55	26.73%
Electric	\$66,800.00	\$4,591.63	\$10,016.16	14.99%
Gas	\$25,000.00	\$2,043.18	\$4,599.89	18.40%
Water	\$20,000.00	\$3,145.36	\$8,927.98	44.64%
Refuse	\$2,400.00	\$286.95	\$1,446.73	60.28%
Insurance	\$9,569.73	\$44.00	\$2,340.00	24.45%
Administration	\$12,278.23	\$2,046.38	\$3,069.57	25.00%
Misc.	\$2,185.00	\$0.00	\$1,469.67	67.26%
Repair Maintenance – Machinery	\$10,000.00	\$0.00	\$7.19	0.07%
Repair Maintenance – Building	\$27,500.00	\$982.47	\$2,605.77	9.48%
Total Operating Expenses	\$331,701.00	\$25,305.29	\$79,084.94	23.84%
Net Income/Loss	(\$1.00)	\$10,689.21	\$71,307.06	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

March 31, 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)	\$150,392
Less Expenses	\$ 79,085
Cash Balance Operations 3/31/16	\$183,320

Accounts Receivable (invoiced)

Operations March 31, 2016 - \$1,155

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 3/31/16	\$118,578

STMA Ice Arena Vendor Check Detail Register

March 2016

			Check Amt	Invoice	Comment
10100 Premier Bank					
Paid Chk#	004344E	3/7/2016	BERTELSON		
E 810-00000-200	Office Supplies (GENERAL)		\$203.54	OE-414927-1	STMA Arena Hand Soap, Lysol, Betco Cleaner, Odor Digester
E 810-00000-200	Office Supplies (GENERAL)		\$23.93	OE-414965-1	STMA Arena Kitchen Roll Towels
E 810-00000-200	Office Supplies (GENERAL)		\$56.80	OE-415001-1	STMA Arena Bath Tissue, Urinal Screens
Paid Chk#	004356E	3/7/2016	RANDYS ENVIRONMENTAL SERVICES		
E 810-00000-384	Refuse/Garbage Disposal		\$286.95	MAR2016	STMA Arena Garbage
Paid Chk#	004360E	3/7/2016	WATSON COMPANY		
E 810-00000-252	Food/Concessions For Resale		\$422.89	861074	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$195.17	861485	STMA Arena Concessions
Paid Chk#	004372E	3/14/2016	WRIGHT-HENNEPIN COOP ELECTRIC		
E 810-00000-381	Electric Utilities		\$27.95	STMA	STMA Arena Fire Panel Monitoring Apr 16
Paid Chk#	004389E	3/21/2016	FERRELLGAS		
E 810-00000-212	Motor Fuels		\$110.29	1090730690	STMA Arena Propane
E 810-00000-212	Motor Fuels		\$110.29	1090944217	STMA Arena Propane
Paid Chk#	035312	3/7/2016	ARAMARK UNIFORM SERVICES		
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718407765	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	035314	3/7/2016	BANYON DATA SYSTEMS		
E 810-00000-300	Professional Svcs (GENERAL)		\$97.14	153960	POS Addt'l Entity Support
Paid Chk#	035316	3/7/2016	BCBS OF MINNESOTA		
E 810-00000-130	Employer Paid Ins (GENERAL)		\$902.50	CI261100 APR16	Emp Health Ins
Paid Chk#	035322	3/7/2016	CARD SERVICES(ARENA)		
E 810-00000-252	Food/Concessions For Resale		\$17.88	20515	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$8.94	21916	STMA Arena Concessions
Paid Chk#	035326	3/7/2016	CHARTER COMMUNICATIONS		
E 810-00000-321	Telephone		\$72.89	STMA FEB2016	STMA Arena Telephone
Paid Chk#	035328	3/7/2016	COCA COLA ENTERPRISES BOTTLING		
E 810-00000-254	Soft Drinks/Mix For Resale		\$410.18	168164206	STMA Arena Concessions
Paid Chk#	035347	3/7/2016	PRECISION PLUMBING & HEATING		
E 810-00000-405	Repair/Maint - Buildings		\$182.95	8081	STMA Arena Install Diaphragm at Urinal, Repair Faucet
Paid Chk#	035348	3/7/2016	SCR, INC - ST. CLOUD		
E 810-00000-405	Repair/Maint - Buildings		\$660.00	312136	STMA Arena Refrig Equip Maint Contract
Paid Chk#	035360	3/14/2016	CHARTER COMMUNICATIONS		
E 810-00000-321	Telephone		\$7.91	STMA MAR2016	STMA Arena Cable TV
E 810-00000-321	Telephone		\$71.97	STMA MAR2016	STMA Arena Telephone
Paid Chk#	035361	3/14/2016	CULLIGAN		
E 810-00000-405	Repair/Maint - Buildings		\$19.00	101X28654609	STMA DI Carbon Standby Rental

March 2016

			Check Amt	Invoice	Comment
Paid Chk# 035371	3/21/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718416961	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 035373	3/21/2016	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$2,043.18	STMA FEB2016	STMA Arena 5898 Lachman Ave
Paid Chk# 035376	3/21/2016	DAN DEHMER LANDSCAPING INC			
E 810-00000-300	Professional Svcs (GENERAL)		\$505.00	5998	STMA Arena Feb 2016 Snowplow Contract
Paid Chk# 035389	3/21/2016	LEAGUE OF MN CITIES INS TRUST			
E 810-00000-150	Worker s Comp (GENERAL)		\$44.00	31767	STMA Arena Work Comp Audit
Paid Chk# 035393	3/21/2016	MAXIMUM SOLUTIONS, INC			
E 810-00000-200	Office Supplies (GENERAL)		\$350.00	18408	STMA Arena MaxEnterprise Software Annual
Paid Chk# 035398	3/21/2016	STEP SAVER INC			
E 810-00000-405	Repair/Maint - Buildings		\$81.12	97738	STMA Arena Bulk Salt
Paid Chk# 035405	3/21/2016	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$4,563.68	STMA FEB2016	STMA Arena 5898 Lachman
Paid Chk# 035410	3/29/2016	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$181.88	APR 2016	Emp Life, Dental, Stdis, Vision

810 STMA ARENA

\$11,697.43



MANAGER’ GENERAL UPDATE

Date: April 7th, 2016
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

Arena Rental Hours – Lacrosse 80 Hours

Spring Maintenance Projects

- Building Clean up: Rink floor and bleachers, etc.
- Touch up Painting: Locker rooms, players boxes, lobby, corridor and bathrooms
- Scheduling 2016/17 Ice Time
- Rink Board Cleaning: puck marks on boards and Ad panels
- Rink Glass Cleaning: Interior and exterior
- Machine maintenance
- Snow pit clean and repair
- Paint / repair: 1 set of hockey nets
- Bleacher repair
- Rubber matting replacement

Maintenance Contract: May 1st 2016 is the anniversary date of the maintenance agreement with SCR. Staff is in the process of renewing the annual agreement for coverage to continue through April of 2017. The blanket coverage program establishes a predetermined price for maintenance service of the arenas existing refrigeration, HVAC and dehumidification systems. Should the actual cost of maintenance fall short of the agreement price, the arena receives 50% of the balance back. When costs exceed the agreement price, the vendor (SCR) covers all overages. The arena has been using this program for 5 years and believes it has worked very well. The proposed agreement price for 2016-2017 is \$8,742 (\$706 per month). Below is a summary of the blanket program for the last five years:

<u>Year</u>	<u>Agreement Price</u>	<u>Time and Material Cost</u>	<u>Balance</u>
2011-2012	\$7,000.00	\$4,596.00	\$1202.00 (Divided 50/50)
2012-2013	\$7,000.00	\$7,137.98	\$137.98 (Excess Covered by Contract)
2013-2014	\$7,000.00	\$10,301.95	\$3,301.95 (Excess Covered by Contract)
2014-2015	\$7,920.00	\$11,312.00	\$3392.00 (Excess Covered by Contract)
2015-2016	\$7,920.00	\$11,750.00	\$3830.00 (Excess Covered by Contract)

2016-2017 Contract Price \$8,472.00 (\$552 increase)

	2015 Budget	2015 Actual YTD 12/31/15	2016 Proposed Budget	% Change
Income				
Ice Rental (currently includes Dec Acct. Rec.Collected)	\$271,700.00	\$250,857.25	\$271,700.00	0.00%
Concessions	\$32,000.00	\$35,307.62	\$35,000.00	9.38%
Other Revenues (Advertising/LMC/ins claims)	\$14,500.00	\$14,399.00	\$14,500.00	0.00%
Vending	\$1,000.00	\$538.00	\$1,000.00	0.00%
Open Skate/Hockey, etc	\$6,500.00	\$4,737.00	\$6,500.00	0.00%
Interest	\$1,000.00	\$0.00	\$1,000.00	0.00%
Misc Revenue	\$2,000.00	\$2,260.00	\$2,000.00	
Total Income	\$328,700.00	\$308,098.87	\$331,700.00	0.91%
Expenses				
Salaries, wages, taxes & Benefits	\$115,713.00	\$113,864.38	\$120,018.04	3.72%
Supplies (Office, misc)	\$1,500.00	\$1,675.29	\$1,600.00	6.67%
Supplies (Concession)	\$13,250.00	\$13,955.24	\$13,950.00	5.28%
Fuel, Misc	\$1,800.00	\$1,429.73	\$1,800.00	0.00%
Professional Services	\$15,000.00	\$11,769.66	\$15,000.00	0.00%
Sales Tax	\$2,700.00	\$2,628.00	\$2,700.00	0.00%
Telephone	\$900.00	\$887.25	\$900.00	0.00%
Electric	\$70,000.00	\$48,470.41	\$66,800.00	-4.57%
Gas	\$29,500.00	\$14,050.73	\$25,000.00	-15.25%
Water	\$17,800.00	\$18,912.70	\$20,000.00	12.36%
Refuse	\$1,400.00	\$1,874.66	\$2,400.00	71.43%
Insurance	\$9,000.00	\$9,291.00	\$9,569.73	6.33%
Administration	\$11,920.61	\$11,920.61	\$12,278.23	3.00%
Misc.	\$725.00	\$2,366.49	\$2,185.00	201.38%
Repair Maintenance – Machinery	\$10,000.00	\$1,722.24	\$10,000.00	0.00%
Repair Maintenance – Building	\$27,500.00	\$27,379.77	\$27,500.00	0.00%
Total Operating Expenses	\$328,708.61	\$282,198.16	\$331,701.00	0.91%
Net Income/Loss	(\$8.61)	\$25,900.71	(\$1.00)	