



**STMA ARENA BOARD AGENDA  
MONDAY, FEBRUARY 8, 2016  
ALBERTVILLE CITY HALL  
7:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF JANUARY 11, 2016** (pgs. 1-2)
- 4. DESIGN COMMITTEE**
  - a) Meeting Notes from 11, 2016 (pgs.3-4)
  - b) Design Committee Update
- 5. FINANCE REPORTS**
  - a) Approve the January list of claims as presented in the amount of \$17,885.95 and January report (pgs. 5-8)
  - b) December 2015 update summary (for information purposes only) (pgs. 9-10)
- 6. ARENA MANAGER**
  - a) Monthly report (pg. 11)
- 7. OLD BUSINESS**
  - a) 2<sup>nd</sup> Draft Preliminary 2016 Budget (pg. 12)
- 8. NEW BUSINESS**
  - a) Discussion on Board Chair and Acting Chair for 2015 (keep them the same or change)
  - b) Set the fee for the Knights to remember Event - \$850 (pg. 13)
- 9. YOUTH HOCKEY ASSOCIATION**
- 10. ADJOURN**

# ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

January 11, 2016

7:00 p.m.

**Present:** Members Jeff Lindquist, Gayle Weber, John Vetsch, and Walter Hudson were present. Chairman Chris Schumm and member Cody Gulick were absent. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, and Youth Hockey Association Chris Hanson. The meeting was called to order at 7:10 p.m. by Jeff Lindquist.

## Set Agenda

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

## Approval of Minutes

Members Vetsch\Hudson **moved** to approve the minutes of the December 14, 2015 Board Meeting as presented. All voted aye.

## Finance Reports

Member Lindquist asked if there will still be more revenue coming in for 2015. Lannes informed the board that yes there are still revenues for 2015 coming in and also some expenses going out so this is not the final budget to actual report for 2015.

Members Hudson\Weber **moved** to approve the December list of claims totaling \$21,197.70 and the December Financial Report as presented. All voted aye.

## Arena Manager's Report

The report showed normal ice time rental for this time of year in the amount of 232.75 hours

## Mighty Ducks Grant

Nafstad updated the Board on the status of the Mighty Ducks Grant mentioning representatives from the three entities meet with Mark from MASC. They found out there is still an opportunity for the use of the grant. There will come a time when the grant dollars are lost, but that date not been determined. Once there is a schedule to present for possible referendum it will be shared with MASC. MASC wants to see the grant go to ice time in this area. To MASC, the project had a lot of merit because of demand. Weber asked if it matters to MASC on ownership or funding. Nafstad mentioned they have not said either way, but did not believe MASC would have concerns with funding coming from the school district levy. The Board thanked Nafstad and the Youth Hockey Association for their hard work on putting the application together and submission.

## Insurance Liability Coverage

Lannes presented the annual renewal of the STMA Arena Liability insurance. The first step is to decide whether or not to waive the tort liability limits by the State. Lannes mentioned in the past the board has chosen to waive the limits to the extent of coverage purchased.

Members Hudson\Vetsch **moved** to waive the monetary limits on municipal tort liability established by MN Statutes, Section 466.04 to the extent of the liability obtained from LMCIT. All voted aye.

## First Draft Preliminary 2016 Budget

Lannes presented the first draft of the preliminary 2016 budget for review and discussion at the next meeting. In the draft budget there was not a rate increase for ice time. Lannes pointed some expenses like natural gas was reduced for 2016, but water was increase and miscellaneous. The miscellaneous increase is largely due to the annual license the arena needs to purchase from BMI for music.

**Design Committee Update**

Nafstad updated the board on the design committee meeting that occurred just before the STMA Ice Arena Board meeting this evening. The committee discussed engaging ARY Architect to do preliminary work at no charge at this time. The next meeting is not scheduled yet, but the group will be making arrangements to tour various arenas.

**Adjourn**

Members Vetsch\Hudson **moved** to adjourn at approximately 7:43 p.m. All voted aye.

Attest:

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Tina Lannes, City Finance Director

DRAFT

**Meeting Summary:  
Hockey Arena Design Committee Meeting  
Albertville City Hall  
1/11/16, 5:00 p.m.**

**Present:** Jeff Lindquist, Mayor Jerry Zachman, Dr. Jim Behle, Chris Hansen, Steve Bot, Adam Nafstad.

**1. Committee member introductions**

**2. Set meeting norms**

*As this was the group's first meeting, a brief discussion was had on the importance of positive and respectful contributions by all.*

**3. Charge to the Committee**

*Review in-place design concepts, tour facilities (if needed), develop a concept/facility recommendation and obtain a cost estimate for the project to recommend to the Arena Board.*

**4. Update from cities and school on current positions for funding a second sheet of ice**

*It was reported by all that they believed their respective Board/Council remained supportive of a second sheet, supported the referendum option, and would be open to sharing operational costs if the District were to own the second sheet.*

*Group discussed referendum timing and potential voting dates.*

*Group discussed Mighty Duck Grant and it still possibly being available, however, the availability of those funds is dependent on timing and results of vote.*

*ARY has traditionally been the District's architect. It was reported that ARY would not charge for conceptual plans and cost estimates, provided they get the final design work.*

**5. Presentation of design concepts completed to date**

*The group reviewed the evolution of the 2011 preferred concept prepared by ARY. The 2011 concept drawings reviewed include the entry level floor plan, seating level floor plan, building section, parking lot layout, and an interior elevation of the entryway/concessions area.*

*The group reviewed parking projections and site limitations.*

**6. Identify met and unmet needs of the current design concept**

*While the group very much favored the 2011 concept, the following list of questions was developed for further research.*

- *Is the proposed concession area sufficient?*
- *Options for repurposing the west end of the existing rink?*
- *Is seating sufficient? Cost difference between 800 seats and 1200 seats?*

- *Cost to include a walkway and more standing room around the perimeter on the seating level (second level)?*
- *Cost to include a warm viewing area and multi-purpose room on the second level?*
- *Where would the press box be located?*
- *Are showers included?*
- *Is there a non-locker room space for benches that can be used for public skating, etc.?*
- *Should there be a walkway between the new lobby and old locker room corridor?*

*ARY will be asked to address these questions.*

## **7. Identify next steps and future meeting schedule**

*Group would like to know costs associated with the list of items above and would like to tour Elk River, Rogers, and Buffalo, as starters*

*Adam will send questions to ARY*

*Steve to coordinate arena tour*

*Next committee meeting date TBD*



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

	2016 2nd draft preliminary budget	Jan 2016 Actual	2016 Actual YTD 1/31/16	% Annual
<b>Income</b>				
Ice Rental (currently includes Dec Acct. Rec.Collected	\$271,700.00	\$43,341.25	\$43,341.25	15.95%
Concessions	\$35,000.00	\$7,438.50	\$7,438.50	21.25%
Other Revenues (Advertising/LMC/ins claims)	\$14,500.00	\$0.00	\$0.00	0.00%
Vending	\$1,000.00	\$0.00	\$0.00	0.00%
Open Skate/Hockey, etc	\$6,500.00	\$570.00	\$570.00	8.77%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc Revenue	\$2,000.00	\$741.00	\$741.00	
<b>Total Income</b>	<b>\$331,700.00</b>	<b>\$52,090.75</b>	<b>\$52,090.75</b>	<b>15.70%</b>
<b>Expenses</b>				
Salaries, wages, taxes & Benefits	\$120,018.04	\$13,150.84	\$13,150.84	10.96%
Supplies (Office, misc)	\$1,600.00	\$0.00	\$0.00	0.00%
Supplies (Concession)	\$13,950.00	\$2,226.83	\$2,226.83	15.96%
Fuel, Misc	\$1,800.00	\$0.00	\$0.00	0.00%
Professional Services	\$15,000.00	\$355.71	\$355.71	2.37%
Sales Tax	\$2,700.00	\$0.00	\$0.00	0.00%
Telephone	\$900.00	\$79.87	\$79.87	8.87%
Electric	\$67,000.00	\$27.95	\$27.95	0.04%
Gas	\$25,300.00	\$0.00	\$0.00	0.00%
Water	\$20,000.00	\$2,478.06	\$2,478.06	12.39%
Refuse	\$1,900.00	\$655.99	\$655.99	34.53%
Insurance	\$9,569.73	\$2,296.00	\$2,296.00	23.99%
Administration	\$12,278.23	\$1,023.19	\$1,023.19	8.33%
Misc.	\$2,185.00	\$1,428.00	\$1,428.00	65.35%
Repair Maintenance – Machinery	\$10,000.00	\$0.00	\$0.00	0.00%
Repair Maintenance – Building	\$27,500.00	\$867.60	\$867.60	3.15%
<b>Total Operating Expenses</b>	<b>\$331,701.00</b>	<b>\$24,590.04</b>	<b>\$24,590.04</b>	<b>7.41%</b>
<b>Net Income/Loss</b>	<b>(\$1.00)</b>	<b>\$27,500.71</b>	<b>\$27,500.71</b>	

# STMA ICE ARENA CASH BALANCES AND RECEIVABLES

## January 31, 2016

### Cash Balance Operations

Cash Balance 1/1/15 (est.)	\$114,942
Less Receivables for 2015 collected 2016	\$ (43,341)
Add Revenues (collected in 2016)	\$ 52,091
Less Expenses	\$ 24,590
<b>Cash Balance 1/31/16</b>	<b>\$ 99,102</b>
Cash for operations	\$99,102
Total Cash Balance 1/31/16	\$99,102

### Accounts Receivable (invoiced)

Operations January 31, 2016 - \$3,802.50

### Cash Balance Dedicated Capital Improvement Fund

<b>Arena Owner Dedicated Cap. Imp. Fund</b>	
Beginning Balance 1/1/16	\$123,192
Rebate CenterPoint Energy	\$6,500
Balance 1/31/16	<b>\$129,692</b>

# STMA Ice Arena Vendor Check Detail Register

January 2016

Check Amt Invoice Comment

Paid Chk# 004181E	1/4/2016	<b>RANDYS ENVIRONMENTAL SERVICES</b>			
E 810-00000-384	Refuse/Garbage Disposal		\$655.99	STMA JAN2016	STMA Arena Garbage
Paid Chk# 004240E	1/19/2016	<b>WATSON COMPANY</b>			
E 810-00000-252	Food/Concessions For Resale		\$272.37	859699	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$462.17	859918	STMA Arena Concessions
Paid Chk# 035104	1/6/2016	<b>CARD SERVICES(ARENA)</b>			
E 810-00000-252	Food/Concessions For Resale		\$11.92	120416	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$11.92	121214	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$11.92	121716	STMA Arena Concessions
Paid Chk# 035107	1/6/2016	<b>CHARTER COMMUNICATIONS</b>			
E 810-00000-321	Telephone		\$7.91	STMA JAN2016	STMA Arena Cable TV
Paid Chk# 035135	1/11/2016	<b>CHARTER COMMUNICATIONS</b>			
E 810-00000-321	Telephone		\$71.96	STMA JAN16	STMA Arena Telephone
Paid Chk# 035136	1/11/2016	<b>WRIGHT-HENNEPIN COOP ELECTRIC</b>			
E 810-00000-381	Electric Utilities		\$27.95	STMA FEB2016	STMA Arena Fire Panel Monitoring Feb 2016
Paid Chk# 035157	1/19/2016	<b>ACCURATE CONCRETE SAWING</b>			
E 811-00000-405	Repair/Maint - Buildings		\$8,936.00	15-098-01	STMA Arena Wall saw, patch, frames & doors, core filling
Paid Chk# 035158	1/19/2016	<b>ALS COFFEE</b>			
E 810-00000-252	Food/Concessions For Resale		\$636.18	125806	STMA Arena Concessions
Paid Chk# 035159	1/19/2016	<b>ARAMARK UNIFORM SERVICES</b>			
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718380501	STMA Arena Mats, Mop, Laundry.
Paid Chk# 035160	1/19/2016	<b>BANYON DATA SYSTEMS</b>			
E 810-00000-300	Professional Svcs (GENERAL)		\$340.71	153764	Fund, Pay, UB Win Support
Paid Chk# 035161	1/19/2016	<b>BCBS OF MINNESOTA</b>			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$902.50	CI261100FEB20	Emp Health Ins
E 601-49450-130	Employer Paid Ins (GENERAL)		\$541.28	CI261HB3FEB2	Emp Health Ins
Paid Chk# 035163	1/19/2016	<b>BMI</b>			
E 810-00000-433	Dues and Subscriptions		\$1,428.00	27431484	STMA Arena Music License Fee
Paid Chk# 035164	1/19/2016	<b>COCA COLA ENTERPRISES BOTTLING</b>			
E 810-00000-252	Food/Concessions For Resale		\$767.67	168161210	STMA Arena Concessions
Paid Chk# 035165	1/19/2016	<b>CROW RIVER LIGHTING SERVICES</b>			
E 810-00000-405	Repair/Maint - Buildings		\$168.20	3020	STMA Arena Bulbs
Paid Chk# 035170	1/19/2016	<b>LEAGUE OF MN CITIES INS TRUST</b>			
E 810-00000-150	Worker s Comp (GENERAL)		\$2,296.00	31176	STMA Arena Workers Comp Ins
Paid Chk# 035181	1/19/2016	<b>SCR, INC - ST. CLOUD</b>			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	309022	STMA Arena Refrig Maint Contract



January 2016

Check Amt Invoice Comment

Paid Chk# 035197 1/26/2016 **BCA**  
E 810-00000-300 Professional Svcs (GENERAL) \$15.00 STMA RIOS STMA Arena Background Check Joseph Rios

Paid Chk# 035199 1/26/2016 **METLIFE-GROUP BENEFITS**  
E 810-00000-130 Employer Paid Ins (GENERAL) \$181.88 FEB 2016 Emp Life, Dental, Stdis, Vision

STMA ARENA \$17,885.95



STMA Ice Arena Budget to Actual December 2015 (Cash Basis) (updated 01/31/16)

	2015 Budget	Dec 2015 Actual	2015 Actual YTD 12/31/15	% Annual
<b>Income</b>				
Ice Rental (currently includes Dec Acct. Rec.Collected)	\$271,700.00	\$0.00	\$250,857.25	92.33%
Concessions	\$32,000.00	\$951.75	\$36,259.37	113.31%
Other Revenues (Advertising/LMC/ins claims)	\$14,500.00	\$0.00	\$14,399.00	99.30%
Vending	\$1,000.00	\$0.00	\$538.00	53.80%
Open Skate/Hockey, etc	\$6,500.00	\$0.00	\$4,737.00	72.88%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc Revenue	\$2,000.00	\$0.00	\$2,260.00	
<b>Total Income</b>	<b>\$328,700.00</b>	<b>\$951.75</b>	<b>\$309,050.62</b>	<b>94.02%</b>
<b>Expenses</b>				
Salaries, wages, taxes & Benefits	\$115,713.00	\$0.00	\$113,864.38	98.40%
Supplies (Office, misc)	\$1,500.00	\$52.84	\$1,728.13	115.21%
Supplies (Concession)	\$13,250.00	\$0.00	\$13,955.24	105.32%
Fuel, Misc	\$1,800.00	\$330.87	\$1,760.60	97.81%
Professional Services	\$15,000.00	\$896.74	\$12,666.40	84.44%
Sales Tax	\$2,700.00	\$472.00	\$3,100.00	114.81%
Telephone	\$900.00	\$0.00	\$887.25	98.58%
Electric	\$70,000.00	\$4,596.71	\$53,067.12	75.81%
Gas	\$29,500.00	\$2,016.89	\$16,067.62	54.47%
Water	\$17,800.00	\$0.00	\$18,912.70	106.25%
Refuse	\$1,400.00	\$0.00	\$1,874.66	133.90%
Insurance	\$9,000.00	\$0.00	\$9,291.00	103.23%
Administration	\$11,920.61	\$0.00	\$11,920.61	100.00%
Misc.	\$725.00	\$0.00	\$1,893.33	261.15%
Repair Maintenance – Machinery	\$10,000.00	\$850.46	\$2,572.70	25.73%
Repair Maintenance – Building	\$27,500.00	\$370.39	\$27,750.16	100.91%
<b>Total Operating Expenses</b>	<b>\$328,708.61</b>	<b>\$9,586.90</b>	<b>\$291,311.90</b>	<b>88.62%</b>
<b>Net Income/Loss</b>	<b>(\$8.61)</b>	<b>(\$8,635.15)</b>	<b>\$17,738.72</b>	

# STMA ICE ARENA CASH BALANCES AND RECEIVABLES

## December 31, 2015

### Cash Balance Operations

Cash Balance 1/1/15	\$108,337
Less Receivables for 2014 collected 2015	\$ (11,134)
Add Revenues (collected in 2015)	\$309,051
Less Expenses	\$291,312
<b>Cash Balance 12/31/15</b>	<b>\$114,942</b>
Cash for operations	\$114,942
Total Cash Balance 12/31/15	\$114,942

### Accounts Receivable (invoiced)

Operations December 31, 2015 - \$47,143.75

### Cash Balance Dedicated Capital Improvement Fund

<b>Arena Owner Dedicated Cap. Imp. Fund</b>	
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
<b>Balance 12/31/15</b>	<b>\$123,192</b>



**MANAGER' GENERAL UPDATE**

**Date:** February 8th, 2016  
**To:** STMA Arena Board  
**From:** Grant Fitch, STMA Arena Manager

**ARENA RENTAL HOURS – JANUARY**

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	182.25 hours	
Adult Hockey	0 hours	
High School Boys/Girls	62.25 hours	
Public Skating/OH	8.5 hours	
Private rentals	3 hours	
Learn to Skate	0 hours	
<hr/>		
Total hours	256 hours	

**Operations:** No major repairs at this time.

**Minnesota Hockey Girls 12-B Regional Tournament:** STMA-YHA will be hosting this tournament February 26 – 28 at STMA Arena.

**Ice Out:** March 1 to May 31

**Knight to Remember/2016:** Event is scheduled for Saturday, March 12

**JV/Varsity Boys Game vs Holy Family:** Tuesday 02/09/16. Game times J/V 5:15 and Varsity 7:00pm. We are expecting a good crowd and are using 3 sets of portable bleachers from the High School to help with seating.

**Homegrown Lacrosse Box League:** Looking for 96 hours at \$70 per hour between March 19 and May 1, 2016. We will require a signed contract and a non-refundable deposit to reserve hours.

	2015 Budget	2015 Actual YTD 12/31/15	2016 Proposed Budget	% Change
<b>Income</b>				
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	
<b>Total Income</b>	<b>\$328,700.00</b>	<b>\$308,098.87</b>	<b>\$331,700.00</b>	0.91%
<b>Expenses</b>				
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	\$67,000.00	-4.29%
Gas	\$29,500.00	\$14,050.73	\$25,300.00	-14.24%
Water	\$17,800.00	\$18,912.70	\$20,000.00	12.36%
Refuse	\$1,400.00	\$1,874.66	\$1,900.00	35.71%
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%
<b>Total Operating Expenses</b>	<b>\$328,708.61</b>	<b>\$282,198.16</b>	<b>\$331,701.00</b>	0.91%
<b>Net Income/Loss</b>	<b>(\$8.61)</b>	<b>\$25,900.71</b>	<b>(\$1.00)</b>	



**2016 Knight to Remember cost estimate**

**Date:** February 3, 2016  
**To:** STMA Arena Board  
**From:** Tina Lannes, City Finance Director

As requested, below please find an estimated break-down of operational costs associated with the annual Knight to Remember Event. In the past Youth Hockey Association has paid \$400 to \$450 per event, but in 2015 the fee was \$625. Based on the amount below, the charge for 2016 will be \$850, unless directed otherwise. At the request of the Youth Hockey Association they wanted to double the dumpster size which was a large increase (\$335).

<b>Expense</b>	<b>Estimated Amount</b>
Garbage ( 1 ea)	\$450.00
Employees (12 hrs)	\$170.00
Heat (30 hours)	\$90.00
Lighting (30 hrs)	\$60.00
Dehumid. (10 hrs)	\$80.00
<b>Total</b>	<b>\$850.00</b>

**This amount does not include Grant's time**