



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

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF MAY 9, 2016 (pg.1)**
- 4. FINANCE REPORTS**
 - a) Approve the May-July list of claims as presented in the amount of \$23,021.01 and July report (pgs.2-6)
- 5. OLD BUSINESS**
 - a) Design Committee Update
- 6. NEW BUSINESS**
 - a) Zamboni Driver/Shift Supervisor Seasonal Pay Rate
(Move to approve the Zamboni Driver/Shift Supervisor pay scale as presented with a range of \$10.00-\$15.00 per hour.) (pg.7)
- 7. ARENA MANAGER**
 - a) Monthly report (pg.8-9)
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

May 9, 2016

6:00 p.m.

Present: Members Gayle Weber, John Vetsch, Walter Hudson, and Jeff Lindquist. Members Gulick and Schumm were absent. Also present: Arena Manager Grant Fitch, City Administrator Adam Nafstad, Youth Hockey Association representative Chris Hanson. The meeting was called to order at 6:06 p.m. by Jeff Lindquist.

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 April 11, 2016 Board Meeting as presented. All voted aye, with Lindquist abstaining.

Finance Reports

There was brief discussion regarding operations cash flow was where one could expect it to be at this point in the year, specifically noting the negative net loss for April. It was noted that rental income is minimal in summer months and when the ice is out.

Members Weber/Hudson **moved** to approve the April list of claims totaling \$14,841.83 and the April Financial Report as presented. All voted aye.

Arena Manager's Report

Nafstad noted the spring projects Fitch will be working to complete.

Nafstad stated the agendas for June and July will be very light. The Board directed staff to evaluate the need for summer meetings monthly.

Adjourn

Meeting adjourned at approximately 6:25 p.m.

Attest:

Adam Nafstad, City Administrator

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

	2016 Budget to Date	May-July 2016 Actual	2016 Actual YTD 7/31/16	% Annual
Income				
Ice Rental	\$152,152.00	\$8,307.50	\$140,097.50	92.08%
Concessions	\$18,200.00	\$907.25	\$18,043.50	99.14%
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.	\$3,250.00	\$390.00	\$1,625.00	50.00%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,000.00	\$366.00	\$1,296.00	
Total Income	\$191,102.00	\$9,970.75	\$161,546.25	84.53%
Expenses				
Salaries, Wages, Taxes & Benefits	\$70,010.52	\$23,258.95	\$64,972.16	92.80%
Supplies (Office, Misc.)	\$933.33	\$209.61	\$843.88	90.42%
Supplies (Concession)	\$5,670.00	\$4.65	\$5,471.25	96.49%
Fuel, Misc.	\$1,050.00	\$0.00	\$520.25	49.55%
Professional Services	\$10,916.67	\$3,487.78	\$10,118.59	92.69%
Sales Tax	\$1,575.00	\$926.08	\$2,610.08	165.72%
Telephone	\$525.00	\$245.70	\$569.24	108.43%
Electric	\$28,056.00	\$8,710.04	\$19,740.14	70.36%
Gas	\$16,000.00	\$965.29	\$6,462.77	40.39%
Water	\$13,600.00	\$276.14	\$11,728.98	86.24%
Refuse	\$1,400.00	\$34.08	\$1,480.81	105.77%
Insurance	\$9,569.73	\$142.62	\$8,122.62	84.88%
Administration	\$7,162.30	\$3,069.54	\$7,162.30	100.00%
Misc.	\$2,185.00	\$142.53	\$1,612.20	73.78%
Repair Maintenance – Machinery	\$5,833.33	\$200.00	\$485.71	8.33%
Repair Maintenance – Building	\$16,041.67	\$5,922.55	\$9,246.72	57.64%
Total Operating Expenses	\$190,528.55	\$47,595.56	\$151,147.70	79.33%
Net Income/Loss	\$573.45	(\$37,624.81)	\$10,398.55	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

July 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)	\$161,546
Less Expenses	\$151,148
Cash Balance Operations 7/31/16	\$122,412

Accounts Receivable (invoiced)

Operations July 31, 2016 - \$16,725

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 7/31/16	\$118,578

STMA Ice Arena Vendor Check Detail Register

City of Albertville

08/04/16 10:24 AM
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*Check Detail Register©

May 2016 to July 2016

			Check Amt	Invoice	Comment
10100 Premier Bank					
Paid Chk#	004534E	5/16/2016	WRIGHT-HENNEPIN COOP ELECTRIC		
E 810-00000-381	Electric Utilities		\$27.95	STMA	STMA Arena Fire Panel Monitor Jun16
Paid Chk#	004564E	6/20/2016	BECKER ARENA PRODUCTS, INC		
E 810-00000-405	Repair/Maint - Buildings		\$1,126.28	1001900	STMA Arena Pro Powder Paint
Paid Chk#	004572E	6/20/2016	INNOVATIVE OFFICE SOLUTIONS		
E 810-00000-200	Office Supplies (GENERAL)		\$79.36	IN1219205	STMA Arena Printer Ink
Paid Chk#	004580E	6/20/2016	ZEE MEDICAL SERVICE		
E 810-00000-200	Office Supplies (GENERAL)		\$130.25	54032582	STMA Arena First Aid Kit Refill
Paid Chk#	004599E	7/5/2016	RANDYS ENVIRONMENTAL SERVICES		
E 810-00000-384	Refuse/Garbage Disposal		\$34.08	JULY 2016	STMA Arena Garbage
Paid Chk#	004635E	7/18/2016	WRIGHT-HENNEPIN COOP ELECTRIC		
E 810-00000-381	Electric Utilities		\$27.95	STMA AUG	STMA Arena Fire Panel Monitor Aug 2016
Paid Chk#	035481	5/2/2016	ARAMARK UNIFORM SERVICES		
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718444634	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	035494	5/2/2016	METLIFE-GROUP BENEFITS		
E 810-00000-130	Employer Paid Ins (GENERAL)		\$181.88	MAY 2016	Emp Life, Dental, Std, Vision
Paid Chk#	035499	5/2/2016	SCR, INC - ST. CLOUD		
E 810-00000-405	Repair/Maint - Buildings		\$660.00	314649	STMA Arena Refrig Equip Maint Contract
Paid Chk#	035509	5/4/2016	CARD SERVICES(ARENA)		
E 810-00000-252	Food/Concessions For Resale		\$4.65	42408	STMA Arena Concessions
Paid Chk#	035512	5/4/2016	CHARTER COMMUNICATIONS		
E 810-00000-321	Telephone		\$7.91	STMA MAY16	STMA Arena Cable
Paid Chk#	035520	5/16/2016	ARAMARK UNIFORM SERVICES		
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718453684	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	035521	5/16/2016	BCBS OF MINNESOTA		
E 810-00000-130	Employer Paid Ins (GENERAL)		\$902.50	CI261100 JUN16	Emp Health Ins
Paid Chk#	035525	5/16/2016	CENTERPOINT ENERGY		
E 810-00000-383	Gas Utilities		\$407.84	STMA	STMA Arena 5898 Lachman Ave

May 2016 to July 2016

			Check Amt	Invoice	Comment
Paid Chk# 035526	5/16/2016	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$73.99	STMA	STMA Arena Telephone
	Total	CHARTER COMMUNICATIONS	\$73.99		
Paid Chk# 035539	5/16/2016	JORSON & CARLSON INC			
E 810-00000-300	Professional Svcs (GENERAL)		\$80.85	442968	Ice Scraper Knives Cleaned, Sharpened, Honed
Paid Chk# 035556	5/26/2016	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$181.88	JUNE 2016	Emp Life, Dental, Stdls, Vision
Paid Chk# 035559	5/26/2016	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$996.43	620525158	STMA Arena 5898 Lachman Ave
Paid Chk# 035562	6/6/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718462886	STMA Arena Mats, Mop, Laundry Bag
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718471781	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 035565	6/6/2016	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$902.50	CI261100	Emp Health Ins
Paid Chk# 035571	6/6/2016	CULLIGAN			
E 810-00000-405	Repair/Maint - Buildings		\$19.00	101X28851403	STMA Arena Carbon Tank Rental
Paid Chk# 035598	6/6/2016	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	315983	STMA Arena Refrig Equip Maint
Paid Chk# 035609	6/13/2016	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$117.89	STMA	STMA Arena 5898 Lachman Ave
Paid Chk# 035611	6/13/2016	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$7.91	STMA JUNE	STMA Arena Cable TV
E 810-00000-321	Telephone		\$73.99	STMA	STMA Arena Telephone
Paid Chk# 035612	6/13/2016	CULLIGAN			
E 810-00000-405	Repair/Maint - Buildings		\$19.00	101X28951302	STMA Arena Carbon Tank Rental
Paid Chk# 035619	6/20/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$19.73	1718481126	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 035619E	6/13/2016	WRIGHT-HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities		\$27.95	JULY 2016	STMA Arena 5898 Lachman Ave
Paid Chk# 035638	6/20/2016	GUTZWILLER, KURT			
E 810-00000-404	Repair/Maint - Machinery/Equip		\$200.00		STMA Arena Weld Compressor Legs
] Paid Chk# 035647	6/20/2016	NITRO GREEN			
E 810-00000-399	Miscellaneous		\$67.11	272660525	STMA Arena Sumemr R-2
E 810-00000-399	Miscellaneous		\$75.42	272660525	STMA Arena Round-up
Paid Chk# 035665	6/20/2016	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$1,801.54	624833579	STMA Arena 5998 Lachman Ave

May 2016 to July 2016

			Check Amt	Invoice	Comment
Paid Chk# 035668	6/28/2016	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$181.88	JULY 2016	Emp Life, Dental, STD, Vision
Paid Chk# 035671	7/5/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$19.73	1718489971	STMA Arena Mats, Mop,
Paid Chk# 035678	7/5/2016	CONTINENTAL SAFETY EQUIPMENT			
E 810-00000-300	Professional Svcs (GENERAL)		\$189.00	442846	STMA Arena Calibrate & Repair Altair 4X
Paid Chk# 035695	7/5/2016	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	317361	STMA Arena Refrig Maint Contract
Paid Chk# 035707	7/7/2016	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$7.91	STMA JULY	STMA Arena Cable TV
Paid Chk# 035708	7/7/2016	CULLIGAN			
E 810-00000-405	Repair/Maint - Buildings		\$2,525.80	101X28951302a	STMA Arena Duobed 14', Carbon/Cullar 14', Bw30
E 810-00000-405	Repair/Maint - Buildings		\$19.80	101X29056903	STMA Arena Carbon Tank
Paid Chk# 035716	7/18/2016	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$902.50	CI261100AUG1	Emp Health Ins
Paid Chk# 035719	7/18/2016	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$439.56	STMA	STMA Arena 5898 Lachman Ave
Paid Chk# 035721	7/18/2016	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$73.99	STMA	STMA Arena July 2016
Paid Chk# 035725	7/18/2016	DJS TOTAL HOME CARE CTR-ARENA			
E 810-00000-405	Repair/Maint - Buildings		(\$7.98)	89012	STMA Arena Return Handles
E 810-00000-405	Repair/Maint - Buildings		\$8.97	91039	STMA Arena Batteries, Toggle Switch, Cleaner
E 810-00000-405	Repair/Maint - Buildings		\$8.99	91120	STMA Arena Ant Control Stakes
E 810-00000-405	Repair/Maint - Buildings		(\$3.99)	91151	STMA Arena Return Glue
E 810-00000-405	Repair/Maint - Buildings		(\$9.99)	91152	STMA Arena Return Brass Nozzle
E 810-00000-405	Repair/Maint - Buildings		\$21.98	91154	STMA Arena Foam Sleeve, Cartridge Filter
Paid Chk# 035763	7/21/2016	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$5,828.22	629014386	STMA Arena 5898 Lachman

810 STMA ARENA

\$23,021.01



Zamboni Driver/Shift Supervisor

Date: August 4, 2016

To: STMA Ice Arena Board

From: Tina Lannes, Finance Director

Below is the hourly pay scale recommended by staff for Board approval for the seasonal Zamboni Driver/Shift Supervisor positions.

<u>Start</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
10.00	11.00	12.00	13.00	14.00	15.00



MANAGER' GENERAL UPDATE

Date: August 4, 2016
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – JUNE-JULY

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	15 hours	
Adult Hockey	0 hours	
High School Boys/Girls	111.50 hours	
Public Skating/OH	49.75 hours	
Private rentals	20 hours	
Learn to Skate	0 hours	
<hr/>		
Total hours	196.25 hours (Public sessions 49.75)	
Projected Hours (June/July)	221.00 hours (Public sessions 92.50)	

Staffing: We are currently short on arena staff, which is limited to me and one PT staff, who is only able to commit to approximately 15 hrs/week. We are looking to hire a full-time seasonal Shift Supervisor for 40 hrs/week and 2 to3 PT Shift Supervisors for 15-20 hrs/week.

With the fall Hockey season fast approaching, I am very concerned about staffing. Currently, we have ads placed with The League of MN Cities (LMC), M.I.A.M.A (Minnesota Ice Arena Managers Association), St. Cloud State University (Rec Dept), and The City of Albertville social media outlets. Finding reliable help has been very challenging over the last few years. Without additional help, current staffing levels will be able to keep up. Last year was very challenging and hard on staff, and as a result we lost some very good PT employees.

Operations: No major repairs at this time.

Summer Camps: Started mid-June and ran through August 1st

Mn Dept of Health Indoor Ice Arena Inspection: No violations, inspection date July 23rd

Reverse Osmosis: 4 membranes replaced June 25th, 2016 system is working well

August Maintenance projects

- Building Clean up: bleachers, etc.
- Touch up Painting: Locker rooms, players boxes, lobby, and bathrooms
- Scheduling: 2016/17 Ice Time, JV/Varsity Boy/Girls games and practices
- Rink Glass Cleaning: Interior and exterior
- Snow pit clean and repair
- Bleacher repair
- Back fill North wall

Knight to Remember/2017: Event is scheduled for Saturday March 25th

Ice out: Monday March 13th 2017

Homegrown Lacrosse Box League: Booked 110 hours at \$75 per hour from March 19th through May 1st 2016.