



**STMA ARENA BOARD AGENDA  
MONDAY, SEPTEMBER 12, 2016  
ALBERTVILLE CITY HALL  
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF AUGUST 8, 2016** (pgs. 1-2)
- 4. FINANCE REPORTS**
  - a) Approve the August list of claims as presented in the amount of \$10,301.35 and August report (pgs. 3-5)
- 5. ARENA MANAGER**
  - a) Monthly report (pg. 6)
- 6. YOUTH HOCKEY ASSOCIATION**
- 7. ADJOURN**

# ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

August 8, 2016

6:00 p.m.

**Present:** Members Chris Schumm, Gayle Weber, John Vetsch, Walter Hudson, Cody Gulick, and Jeff Lindquist. Also present: Arena Manager Grant Fitch, City Administrator Adam Nafstad, Paul Youngquist and Kurt Sjelin. The meeting was called to order at 7:00 p.m. by Chris Schumm.

## Set Agenda

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

## Approval of Minutes

Members Gulick/Hudson **moved** to approve the minutes of the May 9, 2016 Board Meeting as presented. All voted aye.

## Design Committee Update

Paul Youngquist from ARY presented the concept plan that the Design Committee has for the second ice sheet arena addition. The completed concept has an estimated cost of 9.2 Million dollars. There was a change from the addition position from being beside the current arena to being parallel to the existing structure due to traffic flow. There will be parking on the south side and expanded on the east side as much as two times the parking. Youngquist went through each level of the current concept and stated there is a warm area in addition to the bleachers. The current sheet is a practice sheet with the new sheet being a varsity sheet with entry in the southwest corner and additional lockers under the bleacher seating area.

Members Vetsch/Hudson **moved** to accept the Design Committee's concept plan for the second sheet. All voted aye.

## Finance Reports

Members Hudson/Gulick **moved** to approve the May-July list of claims totaling \$23,021.01 and the July Financial Report as presented. All voted aye.

## New Business

Nafstad updated the Board on the difficulties staff is having securing part-time help at the Ice Arena. In order to obtain and retain Zamboni Driver/Shift Supervisor position staff feels it is necessary to increase the pay scale range to \$10- \$15 per hour. Lannes reported that this increase is not included in the current budget. Nafstad explained that there is a need for approximately 70 hours of part time Zamboni staff a week and the increased hours and pay rate could be covered by increasing ice rental sales. Fitch noted the shortage of staff is of real concern and he is also concerned about finding reliable help for the season. The Board discussed the impact and options.

Members Weber/Gulick **moved** to approve the Zamboni Driver/Shift Supervisor pay scale as presented with a range of \$10.00-\$15.00 per hours. All voted aye.

## Arena Manager's Report

Fitch presented the Arena Manager's report for the month of June-July.

## Blue Line Club

Sjelin talked to the board about the High School Hockey Blue Line Club and as president they wanted to request the board to look into creating a press box area in the existing arena maybe in the southeast

corner. Nafstad requested that staff would need more information and plans to see if this request is possible.

Sjelin also requested more bleachers or stadium seating. Nafstad stated that Terry was looking into seeing if the portable bleachers could fit in the arena when needed. For both of these request staff suggested needing a cost estimate and a recommendation from the building inspector before moving forward.

### **Adjourn**

Members Hudson\Gulick **moved** to adjourn at approximately 8:16 p.m. All voted aye.

Attest:

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Tina L. Lannes, City Finance Director



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

	2016 Budget to Date	August 2016 Actual	2016 Actual YTD 8/31/16	% Annual
<b>Income</b>				
Ice Rental	\$171,171.00	\$17,475.00	\$157,572.50	92.06%
Concessions	\$18,550.00	\$884.50	\$18,928.00	102.04%
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.	\$3,900.00	\$1,387.00	\$3,012.00	77.23%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,200.00	\$44.00	\$1,340.00	
<b>Total Income</b>	<b>\$211,321.00</b>	<b>\$19,790.50</b>	<b>\$181,336.75</b>	<b>85.81%</b>
<b>Expenses</b>				
Salaries, Wages, Taxes & Benefits	\$80,012.03	\$7,253.80	\$72,225.96	90.27%
Supplies (Office, Misc.)	\$1,066.67	\$0.00	\$843.88	79.11%
Supplies (Concession)	\$5,670.00	\$1,942.38	\$7,413.63	130.75%
Fuel, Misc.	\$1,200.00	\$0.00	\$520.25	43.35%
Professional Services	\$11,333.33	\$30.00	\$10,148.59	89.55%
Sales Tax	\$1,800.00	\$0.00	\$1,305.00	72.50%
Telephone	\$600.00	\$86.50	\$655.74	109.29%
Electric	\$28,056.00	\$5,682.17	\$25,422.31	90.61%
Gas	\$17,000.00	\$494.82	\$6,957.59	40.93%
Water	\$14,400.00	\$641.46	\$12,370.44	85.91%
Refuse	\$1,600.00	\$170.67	\$1,651.48	103.22%
Insurance	\$9,569.73	\$0.00	\$8,122.62	84.88%
Administration	\$8,185.49	\$1,023.22	\$8,185.52	100.00%
Misc.	\$2,185.00	\$198.76	\$1,810.96	82.88%
Repair Maintenance – Machinery	\$6,666.67	\$0.00	\$485.71	7.29%
Repair Maintenance – Building	\$18,333.33	\$3,407.11	\$12,653.83	69.02%
<b>Total Operating Expenses</b>	<b>\$207,678.24</b>	<b>\$20,930.89</b>	<b>\$170,773.51</b>	<b>82.23%</b>
<b>Net Income/Loss</b>	<b>\$3,642.76</b>	<b>(\$1,140.39)</b>	<b>\$10,563.24</b>	

# STMA ICE ARENA CASH BALANCES AND RECEIVABLES

## August 31, 2016

### Cash Balance Operations

Cash Balance Operations 1/1/16	\$123,526
Add Revenues collected for 2015 in 2016	\$ 9,124
Add Revenues (collected in 2016)	\$181,337
Less Payables 2015 paid in 2016	\$ 7,523
Less Expenses	\$170,774
<b>Cash Balance Operations 8/31/16</b>	<b>\$135,691</b>

### Accounts Receivable (invoiced)

Operations August 31, 2016 - \$0

### Cash Balance Dedicated Capital Improvement Fund

<b>Arena Owner Dedicated Cap. Imp. Fund</b>	
Beginning Balance 1/1/16 (includes Kraft money)	\$121,014
Arena Wall	(\$8,936)
Rebate CenterPoint Energy	\$6,500
<b>Balance 8/31/16</b>	<b>\$118,578</b>

# STMA Ice Arena Vendor Check Detail Register

August 2016

		Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>				
Paid Chk#	004675E	8/1/2016	<b>BECKER ARENA PRODUCTS, INC</b>	
E 810-00000-405	Repair/Maint - Buildings	\$1,140.92	1002322	STMA Arena Labor Layout Rink w/Install
Paid Chk#	004683E	8/1/2016	<b>RANDYS ENVIRONMENTAL SERVICES</b>	
E 810-00000-384	Refuse/Garbage Disposal	\$19.49	AUGUST2016	STMA Arena Garbage
Paid Chk#	035765	8/1/2016	<b>ARAMARK UNIFORM SERVICES</b>	
E 810-00000-405	Repair/Maint - Buildings	\$19.73	1718507947	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	035779	8/1/2016	<b>METLIFE-GROUP BENEFITS</b>	
E 810-00000-130	Employer Paid Ins (GENERAL)	\$181.88	AUG 2016	Emp Life, Dental, Std, Vision
Paid Chk#	035788	8/1/2016	<b>SCR, INC - ST. CLOUD</b>	
E 810-00000-405	Repair/Maint - Buildings	\$464.93	314318	STMA Arena Replaced Copper Condensate Line
Paid Chk#	035790	8/1/2016	<b>SUNRISE PLUMBING</b>	
E 810-00000-405	Repair/Maint - Buildings	\$397.00	12174	STMA Arena Repair pipe & valve in concession area
Paid Chk#	035797	8/8/2016	<b>CHARTER COMMUNICATIONS</b>	
E 810-00000-321	Telephone	\$15.82	STMA AUG	STMA Arena Cable TV
Paid Chk#	035801	8/8/2016	<b>WRIGHT-HENNEPIN COOP ELECTRIC</b>	
E 810-00000-381	Electric Utilities	\$27.95	STMA SEPT	STMA Arena Fire Panel Monitor Sept 2016
Paid Chk#	035802	8/15/2016	<b>ARAMARK UNIFORM SERVICES</b>	
E 810-00000-405	Repair/Maint - Buildings	\$19.73	1718516899	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	035803	8/15/2016	<b>BCBS OF MINNESOTA</b>	
E 810-00000-130	Employer Paid Ins (GENERAL)	\$902.50	CI261100SEP20	Emp Health Ins
Paid Chk#	035807	8/15/2016	<b>CENTERPOINT ENERGY</b>	
E 810-00000-383	Gas Utilities	\$494.82	STMA JULY	STMA Arena 5898 Lachman Ave
Paid Chk#	035810	8/15/2016	<b>CULLIGAN</b>	
E 810-00000-405	Repair/Maint - Buildings	\$19.80	101X29160705	STMA Arena Carbon Tank Rental
Paid Chk#	035829	8/15/2016	<b>SCR, INC - ST. CLOUD</b>	
E 810-00000-405	Repair/Maint - Buildings	\$660.00	318869	STMA Arena Refrig Maint Contract
Paid Chk#	035836	8/17/2016	<b>CHARTER COMMUNICATIONS</b>	
E 810-00000-321	Telephone	\$70.68	STMA	STMA Arena Telephone
Paid Chk#	035838	8/17/2016	<b>XCEL ENERGY</b>	
E 810-00000-381	Electric Utilities	\$5,654.22	STMA	STMA Arena
Paid Chk#	035846	8/31/2016	<b>BCA</b>	
E 810-00000-300	Professional Svcs (GENERAL)	\$30.00	STMA083116	STMA Arena Background Checks
		<b>Total BCA</b>	<b>\$30.00</b>	

**810 STMA ARENA**

**\$10,301.35**



**MANAGER' GENERAL UPDATE**

**Date:** September 12th, 2016  
**To:** STMA Arena Board  
**From:** Grant Fitch, STMA Arena Manager

**ARENA RENTAL HOURS – AUGUST**

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	10 hours	
Adult Hockey	0 hours	
High School Boys/Girls	0 hours	
Public Skating/OH	28.25 hours	
Private rentals	51 hours	
Learn to Skate	0 hours	
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Total hours	89.25 hours ( Public sessions 28.25)	
Projected Hours	98.00 hours (Public sessions 38.00)	

**Staffing:** We are currently in the process of hiring and training 2 new employees

**Bleachers:** The High School Hockey Blue line Club would like to add bleachers to the west end of the arena to help with the current seating problem. I checked with Terry Zerwas and the School District does not have a set that will fit in this space. Pricing for a small bleacher system is below. Is this something the Board would like staff to pursue?

Description and Price

One (1) Special Elevated Bleacher, to Include:

- 5 Rows x 21' Long
- Approximately 55 Seats
- Elevated 16" to Front Walk, Steps off both ends
- 16" Rise per row, 24" Tread Depth, 17" Seat Height
- Aluminum Closed Deck
- 2 x 10 Seat with Plastic Cover – Color Chosen by Owner
- Guardrails on Ends Only
- One (1) Aisle with Half-Steps and Center Rails

Total Materials Delivered and Installed \$13,856.00

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