



**STMA ARENA BOARD AGENDA
MONDAY, JANUARY 8, 2018
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF DECEMBER 11, 2017** (pgs. 1-2)
- 4. FINANCE REPORTS**
 - a) Approve the December list of claims as presented in the amount of \$19,739.72 and December report (pgs. 3-7)
- 5. ARENA MANAGER**
 - a) Monthly report (pg. 8)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

**ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES
DECEMBER 11, 2017**

6:00 p.m.

Present: Chairman Walter Hudson and members Kari Dwinnell, Jeff Lindquist, Keith Wettschreck, Kevin Kasel and Jeff Lindquist. Member John Vetsch was absent. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, STMA Arena Manager Grant Fitch and Bill Robinson from STMA Youth Hockey Association. The meeting was called to order at 6:00 p.m. by Chairman Walter Hudson.

Set Agenda

Members Wettschreck/Lindquist **moved** to set the agenda as presented. All voted aye.

Approval of Minutes

Members Kasel/Wettschreck **moved** to approve the minutes of the November 13, 2017 Board Meeting as presented. All voted aye.

Finance Reports

Member Wettschreck asked why professional services were over budget for the year. Lannes stated it was mostly attorney fees for the new sheet of ice. Nafstad informed the board that the attorney fees were related to the new joint powers agreement.

Members Kasel/Wettschreck **moved** to approve the November list of claims totaling \$13,420.55 and the November Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch reported to the board that the total hours rented for November was where it should be this time of year. In addition, Fitch mentioned that the new Zamboni would need to be purchased early in the year in order to have it by November 2018. Quotes for the resurfacers will be brought back to the board in January; bids are not needed as both are part of the state contract.

Old Business

Nafstad updated the board that the new parking lot agreement has been executed and is in use. The lot has about ninety (90) stalls.

In addition, there was a discussion on the advertising for the new sheet of ice. The plan is to carry over the current arrangement with youth hockey and would include some agreement updates for the new rink. Also, the scoreboard is not available for advertisement, but all other advertising sold by the youth hockey association will include the walls and boards. Nafstad stated there is a plan to amend the current advertising agreement with youth hockey to include the second sheet in the next few months.

New Business

Nafstad mentioned that effective January 1, 2018 the addition of a third school board member to the Arena board will be effective.

There was some discussion on direction for the draft 2018 budget, which will include the second sheet for a portion of the season. The budget will need to acknowledge the tentative November opening could be delayed.

STMA Youth Hockey

Bill Robinson, youth hockey fundraising coordinator, thanked the board for the temporary parking lot, lights, and stop signs for increased safety. Robinson also inquired about more street lights, as it is still dark in front of the arena. Bill mentioned that they are encouraging parents to drop the kids off at the Arena entrance door for safety reasons due to the darkness.

Nafstad mentioned that Xcel Energy did add the security light in the temporary parking lot. Member Dwinnell asked staff if Xcel Energy re-lamped the light posts to the higher wattage. Nafstad stated he believed that was completed and they were updated from 150 watts to 300 watts. Nafstad also mentioned that staff has not yet received proposals for adding more light poles down Lachman from Xcel Energy.

Nafstad updated the board that the City of Albertville has signed the new Joint Powers Agreement and believed it was at St. Michael for signature and then will be forwarded to the STMA School District for signature. All three entities had approved the agreement.

Adjourn

Members Kasel/Wettschreck **moved** to adjourn at approximately 6:21 p.m. All voted aye.

Attest:

Tina L. Lannes, City Finance Director



STMA Ice Arena Budget to Actual December 2017 (Cash Basis)

	2017 Annual Budget	December 2017 Actual	Prelim 2017 Actual YTD 12/31/17	2017 YTD % of Budget
Income				
Ice Rental	\$277,100.00	\$0.00	\$256,712.50	92.64%
Concessions	\$35,000.00	\$7,705.00	\$35,994.25	102.84%
Other Revenues (Advertising/LMC/Ins Claims)	\$12,100.00	\$765.00	\$15,827.00	130.80%
Vending	\$1,000.00	\$68.80	\$1,227.20	122.72%
Open Skate/Hockey, etc.	\$5,000.00	\$870.00	\$4,415.00	88.30%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$48.00	\$405.50	
Total Income	\$332,800.00	\$9,456.80	\$314,581.45	94.53%
Expenses				
Salaries, Wages, Taxes & Benefits	\$126,327.50	\$15,676.22	\$133,295.78	105.52%
Supplies (Office, Misc.)	\$1,850.00	\$125.24	\$1,147.47	62.03%
Supplies (Concession)	\$15,000.00	\$6,200.96	\$15,022.85	100.15%
Fuel, Misc.	\$1,800.00	\$174.04	\$1,162.97	64.61%
Professional Services	\$15,000.00	\$452.58	\$23,651.48	157.68%
Sales Tax	\$4,000.00	\$73.00	\$1,982.00	49.55%
Telephone	\$1,000.00	\$105.94	\$1,376.15	137.62%
Electric	\$60,000.00	\$6,224.15	\$54,055.56	90.09%
Gas	\$15,000.00	\$2,014.37	\$12,274.78	81.83%
Water	\$20,000.00	\$3,037.93	\$20,416.65	102.08%
Refuse	\$2,400.00	\$223.77	\$1,304.98	54.37%
Insurance	\$9,000.00	\$0.00	\$7,557.00	83.97%
Administration	\$12,646.50	\$1,053.38	\$12,640.56	99.95%
Misc.	\$2,285.00	\$0.00	\$2,178.11	95.32%
Repair Maintenance – Machinery	\$10,000.00	\$121.66	\$6,884.25	68.84%
Repair Maintenance – Building	\$27,500.00	\$2,507.75	\$22,073.66	80.27%
Total Operating Expenses	\$323,809.00	\$37,990.99	\$317,024.25	97.90%
Net Income/Loss	\$8,991.00	(\$28,534.19)	(\$2,442.80)	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

December 31, 2017

Cash Balance Operations

Cash Balance Operations 1/1/17	\$114,448
Add Revenues (collected in 2017)	\$314,581
Less Expenses	\$317,024
Est. Cash Balance Operations 12/31/17	\$112,005

Accounts Receivable (invoiced)

Operations December 31, 2017 - \$56,088.75

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
Beginning Balance 1/1/17	\$165,024
Annual Contribution St. Michael (invoiced 10/17)	\$15,000
Annual Contribution Albertville (invoiced 10/17)	\$15,000
Annual Contribution ISD 885 (invoiced 10/17)	\$15,000
Bleachers	-\$14,006
Kraft Money to School	-\$40,000
Balance 12/31/17	\$156,018

STMA Ice Arena Vendor Check Detail Register

December 2017

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 005892E	12/4/2017	BUSINESS ESSENTIALS - CH			
E 810-00000-200	Office Supplies (GENERAL)	\$190.55	OE-461088-1	STMA Arena Can Liners, Bath Tissue, Cleaner	
Paid Chk# 005895E	12/4/2017	CTM SERVICES, INC			
E 810-00000-404	Repair/Maint - Machinery/Equip	\$40.36	3939	STMA Arena Edger Blade Adj Tool	
Paid Chk# 005906E	12/4/2017	RANDYS ENVIRONMENTAL SERVICES			
E 810-00000-384	Refuse/Garbage Disposal	\$223.77	ARENA DEC 17	STMA Arena Garbage	
Paid Chk# 005909E	12/4/2017	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale	\$602.57	882698	STMA Arena Concessions	
Paid Chk# 005932E	12/12/2017	WRIGHT-HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities	\$27.95		STMA Arena Fire Panel Monitor Jan 18	
Paid Chk# 005951E	12/18/2017	COURI & RUPPE, P.L.L.P.			
E 810-00000-300	Professional Srvs (GENERAL)	\$193.75		STMA Ice Arena	
Paid Chk# 005953E	12/18/2017	FERRELLGAS			
E 810-00000-212	Motor Fuels	\$92.62	1098409877	STMA Arena Propane	
E 810-00000-212	Motor Fuels	\$81.42	1098545054	STMA Arena Propane	
Paid Chk# 005961E	12/18/2017	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale	\$1,377.08	883062	STMA Arena Concessions	
E 810-00000-252	Food/Concessions For Resale	\$465.65	883324	STMA Arena Concessions	
Paid Chk# 005985E	12/27/2017	BROTHERS FIRE & SECURITY			
E 810-00000-405	Repair/Maint - Buildings	\$220.00	23402	STMA Arena Annual Sprinkler Inspect	
Paid Chk# 005986E	12/27/2017	BUSINESS ESSENTIALS - CH			
E 810-00000-200	Office Supplies (GENERAL)	(\$65.31)	CP-OE-439850-1-	STMA Arena Return Hand Soap	
Paid Chk# 005988E	12/27/2017	DEHMER FIRE PROTECTION			
E 810-00000-405	Repair/Maint - Buildings	\$50.00	6342	STMA Arena Service Fire Extinguishers	
Paid Chk# 005994E	12/27/2017	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale	\$452.38	883503	STMA Arena Concessions	
E 810-00000-252	Food/Concessions For Resale	\$683.19	88732	STMA Arena Concessions	
Paid Chk# 037235	12/4/2017	ALS COFFEE			
E 810-00000-252	Food/Concessions For Resale	\$1,018.80	126401	STMA Arena Concessions	
Paid Chk# 037236	12/4/2017	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings	\$16.00	1718814497	STMA Mats & Mop	
Paid Chk# 037237	12/4/2017	BANYON DATA SYSTEMS			
E 810-00000-300	Professional Srvs (GENERAL)	\$222.86	156638	License, Permits, Timecard Support	
Paid Chk# 037261	12/4/2017	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings	\$690.00	C001692	STMA Arena Refrig Maint Contract	

STMA Ice Arena Vendor Check Detail Register

December 2017

			Check Amt	Invoice	Comment
Paid Chk#	037273	12/7/2017			CARD SERVICES(ARENA)
E 810-00000-252	Food/Concessions For Resale		\$24.92	111015	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$19.48	112816	STMA Arena Concessions
Paid Chk#	037275	12/7/2017			CHARTER COMMUNICATIONS
E 810-00000-321	Telephone		\$31.80	131538112417	STMA Arena Cable TV
Paid Chk#	037280	12/12/2017			BCBS OF MINNESOTA
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,439.50	171211470211	Emp Health Ins
Paid Chk#	037281	12/12/2017			CHARTER COMMUNICATIONS
E 810-00000-321	Telephone		\$74.14	131702120217	STMA Arena Telephone
Paid Chk#	037284	12/18/2017			ARAMARK UNIFORM SERVICES
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718822941	STMA Arena Mats, Mop
Paid Chk#	037286	12/18/2017			B & D PLUMBING
E 810-00000-405	Repair/Maint - Buildings		\$265.00	132369	STMA Arena Repair Bathroom Sink
Paid Chk#	037292	12/18/2017			DJS TOTAL HOME CARE CTR-ARENA
E 810-00000-405	Repair/Maint - Buildings		\$8.97	100156	STMA Arena Key
E 810-00000-405	Repair/Maint - Buildings		\$6.99	100218	Caution Tape
E 810-00000-405	Repair/Maint - Buildings		\$4.99	100239	STMA Arena Cleaner
E 810-00000-405	Repair/Maint - Buildings		\$19.99	99876	STMA Arena Earmuff
E 810-00000-405	Repair/Maint - Buildings		\$0.80	99988	STMA Arena Fasteners
Paid Chk#	037298	12/18/2017			GREAT LAKES COCA-COLA DISTRIB
E 810-00000-254	Soft Drinks/Mix For Resale		\$1,095.82	3597203096	STMA Arena Concessions
Paid Chk#	037321	12/18/2017			XCEL ENERGY
E 810-00000-381	Electric Utilities		\$6,196.20	701384173	STMA Arena 5898 Lachman Ave
Paid Chk#	037325	12/27/2017			ARAMARK UNIFORM SERVICES
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718831350	STMA Arena Mats & Mop
Paid Chk#	037334	12/27/2017			GREAT LAKES COCA-COLA DISTRIB
E 810-00000-254	Soft Drinks/Mix For Resale		\$461.07	3597203263	STMA Arena Concessions
Paid Chk#	037335	12/27/2017			HILLYARD
E 810-00000-404	Repair/Maint - Machinery/Equip		\$81.30	602810381	Sensor Filter Bag & Nutra-Rinse
Paid Chk#	037339	12/27/2017			MARKS CONCESSION REPAIR LLC
E 810-00000-405	Repair/Maint - Buildings		\$142.82	1895	STMA Arena Popcorn Machine Repair
Paid Chk#	037340	12/27/2017			METLIFE-GROUP BENEFITS
E 810-00000-130	Employer Paid Ins (GENERAL)		\$185.73	JAN 2018	Emp Life, Dental, STDis, Vision
Paid Chk#	037344	12/27/2017			SCR, INC - ST. CLOUD
E 810-00000-405	Repair/Maint - Buildings		\$690.00	C001793	STMA Arena Refrig Maint Contract
E 810-00000-405	Repair/Maint - Buildings		\$242.00	W25480	STMA Arena Stand Up Freezer Repair
Paid Chk#	037349	12/27/2017			STEP SAVER INC
E 810-00000-405	Repair/Maint - Buildings		\$118.19	114942	STMA Arena Bulk Salt

STMA Ice Arena Vendor Check Detail Register

December 2017

810 STMA ARENA

\$19,739.72



MANAGER' GENERAL UPDATE

Date: January 8th, 2018
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – DECEMBER

<u>Name</u>	<u>Prime-time</u>
Youth Hockey	153 hours
Adult Hockey	0 hours
High School Boys/Girls	64.75 hours
Public Skating/OH	14 hours
Private rentals	0 hours
Learn to Skate	0 hours
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Total hours	231.75 hours
Projected Hours	225 hours

Operations: No major repairs at this time.

High School Games: In December, Seven at home High School Games were held. All had maximum attendance in the 450-550 range. Operations ran smoothly and we encountered no problems.

Open Hockey: scheduled 8 hours of O/H over the holiday break, good turn out with about 25 skaters per session.

Mn Wild Special Hockey: Chris Poshek with MSH called and requested some hours in February. Most of their hours are rented in Rogers but had some issues with a Youth Hockey Tournament. Chris is hoping to rent more hours when the 2nd sheet opens November 2018.

Building Maintenance: Dehumidification Alarm on Saturday, December 30th. St. Cloud Refrigeration was called to service the unit. The react wheel in temp sensor failed and system shut down due to temperature dropping below 32 degrees during resurface mode. The work was completed with no interruption to arena operations. Repair covered under SCR maintenance blanket.

Resurfacers: Staff is research and getting quotes to purchase the second resurfacers. We expect to have a recommendation for the Board at the February meeting.

Ice Rental: Staff is working to develop rental projections for the 2018/19 season. We are also looking at multiple off-season rental usages. We intend on having a draft budget to share at the February meeting.