



**STMA ARENA BOARD AGENDA
MONDAY, OCTOBER 10, 2016
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF SEPTEMBER 12, 2016** (pgs. 1-2)
- 4. FINANCE REPORTS**
 - a) Approve the September list of claims as presented in the amount of \$10,040.91 and September report (pgs. 3-6)
- 5. ARENA MANAGER**
 - a) Monthly report (pg.7)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

September 12, 2016

6:00 p.m.

Present: Members Gayle Weber, John Vetsch, Walter Hudson, Cody Gulick, and Jeff Lindquist. Chairman Chris Schumm was absent. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, Arena Manager Grant Fitch and Kurt Sjelin. The meeting was called to order at 6:08 p.m. by Jeff Lindquist.

Set Agenda

Members Hudson/Gulick **moved** to set the agenda as with addition of High School Hockey Blue Line Club item 6b. All voted aye.

Approval of Minutes

Members Weber/Gulick **moved** to approve the minutes of the August 8, 2016 Board Meeting as presented. All voted aye.

Finance Reports

Members Hudson/Gulick **moved** to approve the August list of claims totaling \$10,301.35 and the August Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch presented the Arena Manager's report for the month of August. Fitch informed the board that he is in the process of hiring two new employees which should start within the week and work for six months.

Blue Line Club

Sjelin talked to the board about the High School Hockey Blue Line Club addition on the southeast end of the existing sheet of the locked press box. The design is a locked room and it will be railed off upstairs with a half wall. In addition the Blue Line Club is prepared to pay for the design and construction of the press box. Acting Chairman Jeff Lindquist complemented the Blue Line Club for the efforts and their contribution to the Arena.

Sjelin also reported that they had a company come in to quote custom built bleachers on the West end of the current ice sheet for students and the band. The bleachers delivered and installed will cost \$13,856.00. There was discussion the location of the bleachers and how they would be incorporated if the second sheet moves forward. The Blue Line Club would like to propose this to the arena board as a nice improvement to the Arena, but the club will not be able to fund this entire project and are willing to contribute \$1,000-\$2,000 towards it. Acting Chair Jeff Lindquist asked about contacting Terri at the school about bleachers. Fitch stated they did work with Terri and there is nothing the school has on the existing fields that would work for the Arena. There was discussion about seating in the arena. Member Gulick asked where the funding would come from. Lannes stated the project would come from the dedicated capital improvement fund.

Members Hudson/Vetsch **moved** to fund the bleacher addition from the dedicated capital improvement fund contingent upon approvals and a contribution up to \$2,000 from the Blue Line Club. All voted aye.

New Business

Member Weber brought up that at one of the school board meeting while discussion of the bond if Youth Hockey will still contribute \$1,000,000.00 for the project. There was discussion about the

previous financing plan that is still an option which includes the \$40,000 from Kraft and \$250,000 Mighty Ducks Grant. Member Weber also questioned whether the School District, as owner of a new facility, would continue to pay for operations through ice rental rates, as they do today. Member Lindquist mentioned that there needs to be discussions on the operating arrangements for a new sheet. The Board had a general discussion on options of splitting operations on both sheets. It was suggested that the School District draft an operating agreement for the two cities to consider.

Adjourn

Members Gulick/Hudson **moved** to adjourn at approximately 7:13 p.m. All voted aye.

Attest:

Tina L. Lannes, City Finance Director



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

	2016 Budget to Date	September 2016 Actual	2016 Actual YTD 9/30/16	% Annual
Income				
Ice Rental	\$190,190.00	\$2,900.00	\$160,472.50	84.37%
Concessions	\$18,900.00	\$45.00	\$18,973.00	100.39%
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.	\$4,875.00	\$710.00	\$3,722.00	76.35%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,500.00	\$22.00	\$1,362.00	
Total Income	\$231,965.00	\$3,677.00	\$185,013.75	79.76%
Expenses				
Salaries, Wages, Taxes & Benefits	\$90,013.53	\$7,631.82	\$79,857.78	88.72%
Supplies (Office, Misc.)	\$1,200.00	\$0.00	\$843.88	70.32%
Supplies (Concession)	\$6,150.00	\$26.28	\$7,439.91	120.97%
Fuel, Misc.	\$1,350.00	\$118.28	\$638.53	47.30%
Professional Services	\$11,750.00	\$0.00	\$10,148.59	86.37%
Sales Tax	\$2,025.00	\$91.43	\$1,396.43	68.96%
Telephone	\$675.00	\$69.87	\$725.61	107.50%
Electric	\$34,736.00	\$5,337.13	\$30,759.44	88.55%
Gas	\$19,250.00	\$539.74	\$7,497.33	38.95%
Water	\$14,400.00	\$568.46	\$12,938.90	89.85%
Refuse	\$1,800.00	\$0.00	\$1,651.48	91.75%
Insurance	\$9,569.73	\$0.00	\$8,122.62	84.88%
Administration	\$9,208.67	\$1,023.16	\$9,208.68	100.00%
Misc.	\$2,185.00	\$0.00	\$1,810.96	82.88%
Repair Maintenance – Machinery	\$7,500.00	\$0.00	\$485.71	6.48%
Repair Maintenance – Building	\$20,625.00	\$167.61	\$12,821.44	62.16%
Total Operating Expenses	\$232,437.93	\$15,573.78	\$186,347.29	80.17%
Net Income/Loss	(\$472.93)	(\$11,896.78)	(\$1,333.54)	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

September 30, 2016

Cash Balance Operations

Cash Balance Operations 1/1/16	\$123,526
Revenues collected for 2015 in 2016	\$ 9,124
Add Revenues (collected in 2016)	\$185,014
Less Payables 2015 paid in 2016	\$ 7,523
Less Expenses	\$186,347
Cash Balance Operations 9/30/16	\$123,794

Accounts Receivable (invoiced)

Operations September 30, 2016 - \$14,625

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 9/30/16	\$118,578

STMA Ice Arena Vendor Check Detail Register

September 2016

			Check Amt	Invoice	Comment
Paid Chk# 004719E	9/6/2016	RANDYS ENVIRONMENTAL SERVICES			
E 810-00000-384	Refuse/Garbage Disposal		\$151.18	STMA	STMA Arena Garbage
Paid Chk# 004722E	9/6/2016	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale		\$933.12	867968	STMA Arena Concessions
Paid Chk# 004734E	9/19/2016	FERRELLGAS			
E 810-00000-212	Motor Fuels		\$118.28	1092739266	STMA Arena Propane
Paid Chk# 035852	9/6/2016	ALS COFFEE			
E 810-00000-252	Food/Concessions For Resale		\$505.98	126284	STMA Arena Coffee, Hot Chocolate
Paid Chk# 035853	9/6/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$25.00	1718525778	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 035858	9/6/2016	CJ S LINEN SERVICE			
E 810-00000-399	Miscellaneous		\$51.65	32422	STMA Arena Rugs Washed, Bar Towels
Paid Chk# 035859	9/6/2016	COCA COLA ENTERPRISES BOTTLING			
E 810-00000-254	Soft Drinks/Mix For Resale		\$503.28	3562200103	STMA Arena Concessions
Paid Chk# 035876	9/6/2016	NITRO GREEN			
E 810-00000-399	Miscellaneous		\$147.11	272660805	STMA Summer R-3 & Roundup
Paid Chk# 035880	9/6/2016	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	320812	STMA Arena Refrigeration Maint Contract
Paid Chk# 035887	9/8/2016	CARD SERVICES(ARENA)			
E 810-00000-252	Food/Concessions For Resale		\$26.28	81714	STMA Arena Concessions
Paid Chk# 035899	9/19/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718534576	STMA Arena Mats, Mop, Laundry Bag
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718543697	STMA Arena 5898 Lachman
Paid Chk# 035902	9/19/2016	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$902.50	CI261100	Emp Health Ins
Paid Chk# 035906	9/19/2016	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$539.74	ARENA AUG16	STMA Arena 5898 Lachman
Paid Chk# 035909	9/19/2016	CROW RIVER LIGHTING SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$91.85	3315	STMA Arena Prism Acrylic Lens
Paid Chk# 035910	9/19/2016	CULLIGAN			
E 810-00000-405	Repair/Maint - Buildings		\$19.80	101X29261909	STMA Arena Carbon Tank Rental
Paid Chk# 035914	9/19/2016	DJS TOTAL HOME CARE CTR-ARENA			
E 810-00000-405	Repair/Maint - Buildings		\$23.96	92347	STMA Arena Door Stop Wedge

STMA Ice Arena Vendor Check Detail Register

September 2016

Check Amt Invoice Comment

Paid Chk# 035951 9/22/2016 XCEL ENERGY
E 810-00000-381 Electric Utilities

\$5,309.18 STMA AUG STMA Arena 5898 Lachman

810 STMA ARENA

\$10,040.91



MANAGER' GENERAL UPDATE

Date: October 10th, 2016
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – SEPTEMBER

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	95 hours	
Adult Hockey	0 hours	
High School Boys/Girls	1 hours	
Public Skating/OH	9.5 hours	
Private rentals	3 hours	
Learn to Skate	0 hours	
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Total hours	108.5 hours (Public sessions 9.5)	
Projected Hours	100.5 hours (Public sessions 14.5)	

Staffing: 2 new employees are trained and on the schedule for October

Arena Equipment Purchases

- New refrigerator for concessions - cost \$2,200. Needed to replace 10 year old unit.
- 3rd set of hockey nets - cost \$1,600. Primarily needed for youth hockey and clinics, etc.

Bleachers: Received Shop Drawings 10-05-16 for final approval. 6 to 8 weeks to fabricate and 2 to 3 days to install. (Projected tentative date, November 30th 2016)

STMA YHA:

Registration occurred September 17th
Season started September 12th (skills and drills)
YH Try-outs Girls September 23rd, 24th and 25th
YH Try-outs Boys October 1st, 2nd, 7th, 8th and 9th

Operations: No major repairs at this time.