



**STMA ARENA BOARD AGENDA
MONDAY, NOVEMBER 14, 2016
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF October 10, 2016 (pg. 1)**
- 4. FINANCE REPORTS**
 - a) Approve the October list of claims as presented in the amount of \$10,023.04 and October report (pgs. 2-4)
- 5. ARENA MANAGER**
 - a) Monthly report (pg. 5)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

October 10, 2016

6:00 p.m.

Present: Chairman Chris Schumm and members Gayle Weber, John Vetsch, Walter Hudson, Cody Gulick, and Jeff Lindquist. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, and Arena Manager Grant Fitch. The meeting was called to order at 6:02 p.m. by Chairman Chris Schummt.

Set Agenda

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

Approval of Minutes

Members Hudson/Gulick **moved** to approve the minutes of the September 12, 2016 Board Meeting as presented. All voted aye.

Finance Reports

Members Vetsch/Weber **moved** to approve the September list of claims totaling \$10,040.91 and the September Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch presented the Arena Manager's report for the month of September. Fitch informed the board that the new seasonal employees are doing well and there is a need to purchase a new refrigerator for the concessions. Additional purchases discussed was a third set of hockey nets which are needed. Finally Fitch updated to board on the progress of the new bleachers that they should be installed in about 6-8 weeks. Also, that the press box has not been started yet.

Old Business

There was a discussion on the original funding of the second sheet of ice. Nafstad mentioned to the board that the Kraft monies are still designated and there is still the possibility of receiving the Mighty Ducks Grant. The board decided it would be in their best interest to officially designate and acknowledge those two funding sources.

Members Lindquist/Weber **moved** to designate the Kraft Hockeyville proceeds, in the amount of \$40,000, towards the STMA Arena 2nd Sheet Expansion to reduce the amount of the School District's bond needed for the proposed Arena improvements, and in the event the referendum fails, proceeds are to be designated to the Arena Capital Improvement Fund. All voted aye.

Members Hudson/Lindquist **moved** to designate the Mighty Ducks Program Grant in the amount of \$250,000, which is contingent on passage of the referendum, towards the STMA Arena 2nd Sheet Expansion to reduce the amount of the School District's bond needed for the proposed Arena improvements. All voted aye.

Adjourn

Members Lindquist/Gulick **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 October 2016 (Cash Basis)

| | 2016 Budget to Date | October 2016 Actual | 2016 Actual YTD 10/31/16 | % Annual |
|---|------------------------|---------------------------|--------------------------------|---------------|
| Income | | | | |
| Ice Rental | \$192,907.00 | \$18,560.00 | \$179,032.50 | 92.81% |
| Concessions | \$21,700.00 | \$2,257.75 | \$21,230.75 | 97.84% |
| Other Revenues (Advertising/LMC/Ins Claims) | \$14,500.00 | \$12,000.00 | \$12,000.00 | 82.76% |
| Vending | \$1,000.00 | \$225.25 | \$709.50 | 70.95% |
| Open Skate/Hockey, etc. | \$5,200.00 | \$467.50 | \$4,189.50 | 80.57% |
| Interest | \$1,000.00 | \$0.00 | \$0.00 | 0.00% |
| Misc. Revenue | \$1,600.00 | \$76.00 | \$1,438.00 | |
| Total Income | \$237,907.00 | \$33,586.50 | \$218,600.25 | 91.88% |
| Expenses | | | | |
| Salaries, Wages, Taxes & Benefits | \$100,015.03 | \$9,662.35 | \$89,520.13 | 89.51% |
| Supplies (Office, Misc.) | \$1,333.33 | \$677.20 | \$1,521.08 | 114.08% |
| Supplies (Concession) | \$6,948.00 | \$0.00 | \$7,439.91 | 107.08% |
| Fuel, Misc. | \$1,500.00 | \$108.80 | \$747.33 | 49.82% |
| Professional Services | \$12,166.67 | \$1,034.98 | \$11,183.57 | 91.92% |
| Sales Tax | \$2,250.00 | \$381.04 | \$1,777.47 | 79.00% |
| Telephone | \$750.00 | \$77.70 | \$803.31 | 107.11% |
| Electric | \$41,416.00 | \$5,498.00 | \$36,257.44 | 87.54% |
| Gas | \$20,250.00 | \$724.18 | \$8,221.51 | 40.60% |
| Water | \$16,400.00 | \$2,129.72 | \$15,068.62 | 91.88% |
| Refuse | \$2,000.00 | \$19.49 | \$1,670.97 | 83.55% |
| Insurance | \$9,569.73 | \$0.00 | \$8,122.62 | 84.88% |
| Administration | \$10,231.86 | \$1,023.18 | \$10,231.86 | 100.00% |
| Misc. | \$2,185.00 | \$0.00 | \$1,810.96 | 82.88% |
| Repair Maintenance – Machinery | \$8,333.33 | \$187.00 | \$672.71 | 8.07% |
| Repair Maintenance – Building | \$22,916.67 | \$872.41 | \$13,526.24 | 59.02% |
| Total Operating Expenses | \$258,265.62 | \$22,396.05 | \$208,575.73 | 80.76% |

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

October 31, 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) | \$218,600 |
| Less Payables 2015 paid in 2016 | \$ 7,523 |
| Less Expenses | \$208,576 |
| Cash Balance Operations 10/31/16 | \$135,152 |

Accounts Receivable (invoiced)

Operations October 31, 2016 - \$41,486

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 |
| ISD 885 2016 contribution billed \$15,000 | \$0 |
| St. Michael 2016 contribution billed \$15,000 | \$0 |
| Alberville 2016 contribution billed \$15,000 | \$0 |
| Balance 10/31/16 | \$118,578 |

STMA Ice Arena Vendor Check Detail Register

October 2016

Check Amt Invoice Comment

10100 Premier Bank

| | | | | | |
|-------------------|-----------------------------|--------------------------------------|------------|---------------|---|
| Paid Chk# 004777E | 10/3/2016 | RANDYS ENVIRONMENTAL SERVICES | | | |
| E 810-00000-384 | Refuse/Garbage Disposal | | \$19.49 | STMA OCT | STMA Arena Garbage |
| Paid Chk# 004782E | 10/12/2016 | BERTELSON | | | |
| E 810-00000-200 | Office Supplies (GENERAL) | | \$399.50 | OE-425762-1 | STMA Arena Can Liners, Bathroom Tissue, Air Fresheners, |
| E 810-00000-200 | Office Supplies (GENERAL) | | (\$41.94) | OE-425762-1-1 | STMA Arena Return Can |
| Paid Chk# 004794E | 10/17/2016 | BERTELSON | | | |
| E 810-00000-200 | Office Supplies (GENERAL) | | (\$110.32) | CP-OE-429054- | STMA Arena Return Gloves |
| E 810-00000-200 | Office Supplies (GENERAL) | | \$285.16 | OE-429054-1 | STMA Arena Gloves, Can Liners |
| Paid Chk# 004797E | 10/17/2016 | FERRELLGAS | | | |
| E 810-00000-212 | Motor Fuels | | \$108.80 | 1093196670 | STMA Arena Propane |
| Paid Chk# 004799E | 10/17/2016 | WRIGHT-HENNEPIN COOP ELECTRIC | | | |
| E 810-00000-381 | Electric Utilities | | \$27.95 | ARENA | STMA Arena Fire Panel Monitoring Nov 2016 |
| Paid Chk# 035963 | 10/3/2016 | METLIFE-GROUP BENEFITS | | | |
| E 810-00000-130 | Employer Paid Ins (GENERAL) | | \$181.88 | OCT 2016 | Emp Life, Dental, Std, Vision |
| Paid Chk# 035969 | 10/3/2016 | SCR, INC - ST. CLOUD | | | |
| E 810-00000-405 | Repair/Maint - Buildings | | \$660.00 | 322434 | STMA Arena Refrig Equip Maint Contract |
| Paid Chk# 035982 | 10/12/2016 | CHARTER COMMUNICATIONS | | | |
| E 810-00000-321 | Telephone | | \$7.91 | STMA | STMA Arena Cable TV |
| Paid Chk# 035986 | 10/17/2016 | ARAMARK UNIFORM SERVICES | | | |
| E 810-00000-405 | Repair/Maint - Buildings | | \$25.00 | 1718552568 | STMA Arena Mats, Mop, Laundry Bag |
| Paid Chk# 035989 | 10/17/2016 | BCBS OF MINNESOTA | | | |
| E 810-00000-130 | Employer Paid Ins (GENERAL) | | \$902.50 | CI261100 | Emp Health Ins |
| Paid Chk# 035991 | 10/17/2016 | CENTERPOINT ENERGY | | | |
| E 810-00000-383 | Gas Utilities | | \$724.18 | ARENA | STMA Arena 5898 Lachman Ave |
| Paid Chk# 035992 | 10/17/2016 | CHARTER COMMUNICATIONS | | | |
| E 810-00000-321 | Telephone | | \$69.79 | ARENA | STMA Arena Telephone |
| Paid Chk# 035993 | 10/17/2016 | CINTAS CORPORATION | | | |
| E 810-00000-300 | Professional Svcs (GENERAL) | | \$946.61 | 470026950 | STMA Arena Bleacher & Restroom Cleaning |
| Paid Chk# 035995 | 10/17/2016 | CULLIGAN | | | |
| E 810-00000-405 | Repair/Maint - Buildings | | \$19.80 | 101X29364307 | STMA Arena Carbon Tank Rental |
| Paid Chk# 036024 | 10/19/2016 | XCEL ENERGY | | | |
| E 810-00000-381 | Electric Utilities | | \$5,470.05 | ARENA | STMA Arena 5898 Lachman |
| Paid Chk# 036027 | 10/27/2016 | ADVANCED FIRST AID, INC. | | | |
| E 810-00000-200 | Office Supplies (GENERAL) | | \$144.80 | 816-293 | STMA Arena AED Battery & Electrodes |
| Paid Chk# 036029 | 10/27/2016 | METLIFE-GROUP BENEFITS | | | |
| E 810-00000-130 | Employer Paid Ins (GENERAL) | | \$181.88 | NOV 2016 | Emp Life, Dental, Std, Vision |

810 STMA ARENA

\$10,023.04



MANAGER' GENERAL UPDATE

Date: November 14th, 2016

To: STMA Arena Board

From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – OCTOBER

| <u>Name</u> | <u>Prime-time</u> | <u>Off-peak</u> |
|------------------------|---------------------------------------|-----------------|
| Youth Hockey | 182 hours | |
| Adult Hockey | 0 hours | |
| High School Boys/Girls | 19 hours | |
| Public Skating/OH | 14.25 hours | |
| Private rentals | 1.5 hours | |
| Learn to Skate | 0 hours | |
| <hr/> | | |
| Total hours | 216.75 hours (Public sessions 14.25) | |
| Projected Hours | 218.25 hours (Public sessions 11.25) | |

Bleachers: (Projected install date, November 30th 2016) 2 to 3 days to install.

Arena Equipment

- New Refrigerator delivered 10/14/16
- New hockey nets ordered and should arrive next week.

Arena Exterior Wall: backfill to raise grade along north wall and add decorative granite rock. Project will be complete by 11/18/16

Operations: No major repairs at this time.