



**STMA ARENA BOARD AGENDA
MONDAY, MARCH 13, 2017
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF FEBRUARY 13, 2017 (pgs.1-2)**
- 4. FINANCE REPORTS**
 - a) Approve the February list of claims as presented in the amount of \$17,763.14 and February report (pgs.3-6)
- 5. ARENA MANAGER**
 - a) Monthly report (pg.7)
- 6. OLD BUSINESS**
 - a) Draft Preliminary 2017 Budget (pg.8)
- 7. NEW BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

February 13, 2017

6:00 p.m.

Present: Chairman Walter Hudson and members Kari Dwinnell, John Vetsch, Jeff Lindquist, Kevin Kasel and Keith Wettschreck. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, Arena Manager Grant Fitch, and St. Michael City Administrator Steve Bot. The meeting was called to order at 6:00 p.m. by Chairman Walter Hudson.

Set Agenda

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

Approval of Minutes

Members Kasel/Wettschreck **moved** to approve the minutes of the January 9, 2017 Board Meeting as presented. All voted aye. Vetsch abstained.

Finance Reports

Members Lindquist/Kasel **moved** to approve the January list of claims totaling \$43,224.02 and the January Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch reported on ice rates around the area of other rinks for informational purposes in preparations of budget discussions. In addition they discussed hour's rented verses hours available and the difference between the rates.

Fitch updated the Board regarding the possibility of allowing lacrosse to place turf in the arena during the spring/summer months, but as of now there will not be turf available for spring lacrosse they are going to keep it in Delano. Homegrown still wants to rent the hours even without the turf.

New Business

The board discussed the possible items to consider with the referendum passing for the second sheet of ice. Member Kasel wants the Board to consider how we keep the original sheet of ice funded for capital moving forward and believes depreciation of the original rink needs to be covered. In addition Kasel mentioned that future budgets may need to include separate rental rates for each sheet and consideration of how the revenues are split to keep funding future capital needs of the original sheet because it is a long term asset and it needs to be kept and maintained. Lindquist agreed and brought into the discussion the partnership of the three entities. In addition Lindquist brought up that the operations agreement will change and discussion should be starting and mentioned that the School along with the two cities has been having discussions on the topic. Nafstad updated the Board on recent staff discussions and informed the Board that the School District is taking the lead on a draft operations agreement for the entities to consider. The Board had general discussion on different options for operations with the second sheet. The consensus of the Arena Board was to have staff from all three entities work together on a draft agreement.

Lannes went over the first draft 2017 budget and pointed out that revenues were higher than expected for 2016 and the expenses for gas and electric were lower than expected. The draft budget presented with no increase in rates and a decrease in electric and gas. The budget is very similar to 2016 and staff is just looking for direction from the Board for future discussion and adoption. Lannes stated no action was required at this time. Chairman Hudson asked if there would be any impact from the second sheet for the 2017 budget. Lannes stated that if the staff at the arena needed to be increase before 2018 due to the second sheet there would need to be an amendment to the 2017 budget and

funding would need to be addressed. Chairman Hudson asked about heating and utility expenses during construction of the new building. Nafstad stated that was a good question and he believed the contractor would be responsible for those costs. Member Wettschreck asked when the Board reviews the capital improvements budget. Lannes explained for the past few years each entity contributes \$15,000 annually for capital. Nafstad stated that there is a draft plan for capital replacement but there are no replacement years noted for the items. He continued that we had a few unexpected capital improvements that depleted the fund and that the dedicated capital fund needs to be built up to a certain point before we can identify a capital improvement plan. Member Kasel inquired whether there is sufficient fund balance to cash flow operations through the summer. Nafstad stated no that the City of Albertville has temporarily funded any deficits. Lannes mentioned that after the audit if there is an excess cash balance available beyond covering annual operations, a recommendation to transfer those to capital will be brought forward to the board.

Lannes presented the tort liability coverage options to the Board mentioning in the past the Board has waived the monetary limits and is recommended to do so by the insurance agent. The cost to waive the limits is about \$850. The Board discussed the difference between waiving or not waiving the limits.

Members Lindquist/Kasel **moved** to waive the monetary limits on tort liability to the extent of the limits of the liability coverage obtained from LMCIT. All voted aye.

Nafstad reminded the Board that the award of the Mighty Ducks Grant is still intact and the Board needs to enter into the agreement. The agreement is currently at MASC and is being amended slightly from the last draft seen by the Board. Since the changes are minor such as completion date and Nafstad asked the Board to authorize the Chair, Walter Hudson, to execute the agreement. Chairman Hudson asked the new members if they have any questions about the grant. Kasel would like review the agreement to see the conditions of the grant before it is executed, member Wettschreck agreed. Nafstad stated he could circulate the revised agreement to the Board for any questions or comments before Chairman Hudson signs.

Members Kasel/Lindquist **moved** to direct Arena Board Chair, Walter Hudson, the authority to execute the Mighty Ducks Grant Agreement upon adequate time for members to review and submit comment. All voted aye.

Adjourn

Members Lindquist/Kasel **moved** to adjourn at approximately 7:04 p.m. All voted aye.

Attest:

Tina L. Lannes, City Finance Director



STMA Ice Arena Preliminary Budget to Actual February 2017 (Cash Basis)

	2017 prelim budget	2017 prelim budget to date	February 2017 Actual	2017 Actual YTD 02/28/17	% Annual
Income					
Ice Rental	\$277,100.00	\$99,756.00	\$46,586.25	\$122,826.25	44.33%
Concessions	\$35,000.00	\$17,500.00	\$9,378.00	\$17,508.75	50.03%
Other Revenues (Advertising/LMC/Ins Claims)	\$12,100.00	\$0.00	\$0.00	\$3,062.00	25.31%
Vending	\$1,000.00	\$166.67	\$551.60	\$650.10	65.01%
Open Skate/Hockey, etc.	\$5,000.00	\$1,000.00	\$443.00	\$698.00	13.96%
Interest	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$320.00	\$60.00	\$262.50	
Total Income	\$332,800.00	\$118,742.67	\$57,018.85	\$145,007.60	43.57%
Expenses					
Salaries, Wages, Taxes & Benefits	\$126,327.50	\$21,054.59	\$14,251.80	\$26,415.23	20.91%
Supplies (Office, Misc.)	\$1,850.00	\$308.33	\$178.32	\$178.32	9.64%
Supplies (Concession)	\$15,000.00	\$4,840.50	\$2,841.73	\$3,305.56	22.04%
Fuel, Misc.	\$1,800.00	\$300.00	\$255.42	\$255.42	14.19%
Professional Services	\$15,000.00	\$2,500.00	\$1,699.54	\$2,190.26	14.60%
Sales Tax	\$4,000.00	\$1,033.33	\$1,179.25	\$1,179.25	29.48%
Telephone	\$1,000.00	\$166.67	\$101.30	\$319.79	31.98%
Electric	\$60,000.00	\$7,200.00	\$5,861.42	\$5,889.37	9.82%
Gas	\$15,000.00	\$3,450.00	\$2,881.05	\$2,881.05	19.21%
Water	\$20,000.00	\$6,800.00	\$2,875.77	\$6,596.02	32.98%
Refuse	\$2,400.00	\$4,000.00	\$424.60	\$424.60	17.69%
Insurance	\$9,000.00	\$1,980.00	\$0.00	\$2,103.00	23.37%
Administration	\$12,646.50	\$2,107.75	\$1,053.38	\$2,106.76	16.66%
Misc.	\$2,285.00	\$410.00	\$200.00	\$1,640.00	71.77%
Repair Maintenance – Machinery	\$10,000.00	\$1,666.67	\$0.00	\$36.00	0.36%
Repair Maintenance – Building	\$27,500.00	\$4,583.33	\$2,274.13	\$2,274.13	8.27%
Total Operating Expenses	\$323,809.00	\$62,401.17	\$36,077.71	\$57,794.76	17.85%
Net Income/Loss	\$8,991.00	\$56,341.50	\$20,941.14	\$87,212.84	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

February 28, 2017

Cash Balance Operations

Cash Balance Operations 1/1/17	\$113,155
Add Revenues (collected in 2017)	\$145,008
Less Expenses	\$ 57,795
Cash Balance Operations 2/28/17	\$ 200,368

Accounts Receivable (invoiced)

Operations February 28, 2017 - \$487.50

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
Beginning Balance 1/1/17	\$163,578
Bleachers	-\$14,006
Balance 2/28/17	\$149,572

STMA Ice Arena Vendor Check Detail Register

February 2017

Check Amt Invoice Comment

10100 Premier Bank

Paid Chk# 005146E 2/6/2017 **ABDO, EICK & MEYERS LLP**

E 810-00000-301 Auditing and Acctg Services \$1,221.43 376675 Pro Audit/Acctg Services

Paid Chk# 005148E 2/6/2017 **BUSINESS ESSENTIALS**

E 810-00000-200 Office Supplies (GENERAL) \$47.70 OE-436694-1 STMA Arena Can Liners
E 810-00000-200 Office Supplies (GENERAL) \$130.62 OE-439850-1 STMA Arena Hand Soap

Paid Chk# 005150E 2/6/2017 **DAN DEHMER LANDSCAPING INC**

E 810-00000-300 Professional Svcs (GENERAL) \$310.00 6646 STMA Arena Jan 2017 Snowplow

Paid Chk# 005162E 2/6/2017 **RANDYS ENVIRONMENTAL SERVICES**

E 810-00000-384 Refuse/Garbage Disposal \$424.60 ARENA FEB STMA Arena Garbage

Paid Chk# 005166E 2/6/2017 **WATSON COMPANY**

E 810-00000-252 Food/Concessions For Resale \$257.10 872626 STMA Arena Concessions
E 810-00000-252 Food/Concessions For Resale \$201.90 872919 STMA Arena Concessions
E 810-00000-252 Food/Concessions For Resale \$834.35 873045 STMA Arena Concessions

Paid Chk# 005169E 2/8/2017 **WRIGHT-HENNEPIN COOP ELECTRIC**

E 810-00000-381 Electric Utilities \$27.95 ARENA STMA Arena Fire Panel Monitor March 17

Paid Chk# 005170E 2/21/2017 **ATHLETICA SPORTS SYSTEMS**

E 810-00000-405 Repair/Maint - Buildings \$303.00 406031 STMA Arena Acrylic

Paid Chk# 005178E 2/21/2017 **FERRELLGAS**

E 810-00000-212 Motor Fuels \$73.07 1094573751 STMA Arena Propane
E 810-00000-212 Motor Fuels \$80.89 1094816106 STMA Arena Propane
E 810-00000-212 Motor Fuels \$101.46 1095039926 STMA Arena Propane

Paid Chk# 005186E 2/21/2017 **WATSON COMPANY**

E 810-00000-252 Food/Concessions For Resale \$421.46 873286 STMA Arena Concessions
E 810-00000-252 Food/Concessions For Resale \$316.56 873513 STMA Arena Concessions

Paid Chk# 036395 2/6/2017 **ARAMARK UNIFORM SERVICES**

E 810-00000-405 Repair/Maint - Buildings \$16.00 1718624215 STMA Arena Mat, Mop, Laundry Bag

Paid Chk# 036397 2/6/2017 **ATHLETICA SPORTS SYSTEMS**

E 810-00000-405 Repair/Maint - Buildings \$750.00 406028 STMA Arena Glass

Paid Chk# 036400 2/6/2017 **CARD SERVICES(ARENA)**

E 810-00000-252 Food/Concessions For Resale \$11.92 10516 STMA Arena Concessions
E 810-00000-252 Food/Concessions For Resale \$11.92 11408 STMA Arena Concessions
E 810-00000-252 Food/Concessions For Resale \$14.90 12810 STMA Arena Concessions

Paid Chk# 036403 2/6/2017 **CULLIGAN**

E 810-00000-405 Repair/Maint - Buildings \$20.00 101X29770503 STMA Arena DI Carbon Tank Rental

Paid Chk# 036410 2/6/2017 **GREAT LAKES COCA-COLA DISTRIB**

E 810-00000-254 Soft Drinks/Mix For Resale \$609.33 3605201838 STMA Arena Concessions

February 2017

			Check Amt	Invoice	Comment
Paid Chk# 036415				2/6/2017	METLIFE-GROUP BENEFITS
E 810-00000-130	Employer Paid Ins (GENERAL)		\$185.73	FEB 2017	Emp Life, Dental, Stdis, Vision
Paid Chk# 036422	2/6/2017	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	C000581	STMA Arena Refrigeration Maint Contract
Paid Chk# 036429	2/8/2017	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,074.00	170202316554	Emp Health Ins CI261-10-0
Paid Chk# 036430	2/8/2017	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$2,881.05	ARENA JAN17	STMA Arena 5898 Lachman Ave NE
Paid Chk# 036432	2/8/2017	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$31.62	ARENA FEB17	STMA Arena Cable TV
Paid Chk# 036437	2/15/2017	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$69.68	ARENA FEB	STMA Arena Telephone
Paid Chk# 036440	2/21/2017	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718633253	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 036450	2/21/2017	GREAT LAKES COCA-COLA DISTRIB			
E 810-00000-254	Soft Drinks/Mix For Resale		\$91.38	3605202059	STMA Arena Concessions
E 810-00000-254	Soft Drinks/Mix For Resale		\$60.92	3605202135	STMA Arena Concessions
Paid Chk# 036456	2/21/2017	MECHANICAL ENERGY SYSTEMS			
E 810-00000-405	Repair/Maint - Buildings		\$473.13	S22108	STMA Arena Hang LED Light
Paid Chk# 036457	2/21/2017	MINNESOTA ICE ARENA MGRS ASSOC			
E 810-00000-433	Dues and Subscriptions		\$200.00	INV 416	STMA Arena 2017 Membership Dues
Paid Chk# 036478	2/22/2017	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$5,833.47	658517348	STMA Arena 5898 Lachman Ave

810 STMA ARENA \$17,763.14



MANAGER' GENERAL UPDATE

Date: March 13th, 2017

To: STMA Arena Board

From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – FEBRUARY

<u>Name</u>	<u>Prime-time</u>
Youth Hockey	154.25 hours
Adult Hockey	0 hours
High School Boys/Girls	55.25 hours
Public Skating/OH	18.25 hours
Private rentals	0 hours
<u>Learn to Skate</u>	<u>0 hours</u>
Total hours	227.75 hours
Hours Feb 2016	198.25 hours

Spring Maintenance:

- Building Clean up: Rink floor and bleachers, etc.
- Touch up Painting: Locker rooms, players boxes, lobby, corridor and bathrooms
- Scheduling 2017/18 Ice Time
- Rink Board cleaning: puck marks on boards and Ad panels
- Rink Glass Cleaning: Interior and exterior
- Machine maintenance
- Snow pit clean and repair
- Paint / repair: 1 set of hockey nets
- Bleacher repair
- Rubber matting
- Concession flooring
- Repair east and west end protective netting
- Zamboni door repair
- Replace 4 pieces of tempered glass
- Repair lobby area concrete

Operations: No major repairs at this time.

Mn Dept of Health Indoor Ice Arena Inspection: Air logs reported and levels checked 3 times a week. Inspection passed February 2017

Ice out: March 13, 2017

	2016 Budget to Date	2016 Actual 12/31/16	2017 Prelim Budget 02/17	% change from 2016 to 2017
Income				
Ice Rental	\$271,700.00	\$287,492.50	\$277,100.00	1.99%
Concessions	\$35,000.00	\$35,214.25	\$35,000.00	0.00%
Other Revenues (Advertising/LMC/Ins Claims)	\$14,500.00	\$12,100.00	\$12,100.00	-16.55%
Vending	\$1,000.00	\$1,077.25	\$1,000.00	0.00%
Open Skate/Hockey, etc.	\$6,500.00	\$4,729.50	\$5,000.00	-23.08%
Interest	\$1,000.00	\$0.00	\$1,000.00	0.00%
Misc. Revenue	\$2,000.00	\$1,586.00	\$1,600.00	-20.00%
Total Income	\$331,700.00	\$342,199.50	\$332,800.00	0.33%
Expenses				
Salaries, Wages, Taxes & Benefits	\$120,018.04	\$120,638.57	\$126,327.50	5.26%
Supplies (Office, Misc.)	\$1,600.00	\$1,836.58	\$1,850.00	15.63%
Supplies (Concession)	\$13,800.00	\$15,036.27	\$15,000.00	8.70%
Fuel, Misc.	\$1,800.00	\$1,348.27	\$1,800.00	0.00%
Professional Services	\$15,000.00	\$14,818.36	\$15,000.00	0.00%
Sales Tax	\$2,700.00	\$4,069.47	\$4,000.00	48.15%
Telephone	\$900.00	\$958.71	\$1,000.00	11.11%
Electric	\$66,800.00	\$52,969.17	\$60,000.00	-10.18%
Gas	\$25,000.00	\$12,847.26	\$15,000.00	-40.00%
Water	\$20,000.00	\$18,286.75	\$20,000.00	0.00%
Refuse	\$2,400.00	\$2,390.53	\$2,400.00	0.00%
Insurance	\$9,569.73	\$8,122.62	\$9,000.00	-5.95%
Administration	\$12,278.23	\$12,278.23	\$12,646.50	3.00%
Misc.	\$2,185.00	\$2,235.09	\$2,285.00	4.58%
Repair Maintenance – Machinery	\$10,000.00	\$2,872.68	\$10,000.00	0.00%
Repair Maintenance – Building	\$27,500.00	\$22,944.51	\$27,500.00	0.00%
Total Operating Expenses	\$331,701.00	\$293,653.07	\$323,809.00	-2.38%
Net Income/Loss	(\$1.00)	\$48,546.43	\$8,991.00	