



**STMA ARENA BOARD AGENDA
MONDAY, DECEMBER 12, 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 (November meeting cancelled due to no quorum) (pg.1)**
- 4. FINANCE REPORTS**
 - a) Approve the October-November list of claims as presented in the amount of \$22,590.96 and November report (pgs.2-6)
- 5. ARENA MANAGER**
 - a) Monthly report November (pg.7)
- 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 November 2016 (Cash Basis)

	2016 Budget to Date	November 2016 Actual	2016 Actual YTD 11/30/16	% Annual
Income				
Ice Rental	\$195,624.00	\$42,022.50	\$221,055.00	113.00%
Concessions	\$27,650.00	\$5,285.75	\$26,516.50	95.90%
Other Revenues (Advertising/LMC/Ins Claims)	\$14,500.00	\$100.00	\$12,100.00	83.45%
Vending	\$1,000.00	\$0.00	\$709.50	70.95%
Open Skate/Hockey, etc.	\$5,850.00	\$115.00	\$4,304.50	73.58%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,800.00	\$49.00	\$1,487.00	
Total Income	\$247,424.00	\$47,572.25	\$266,172.50	107.58%
Expenses				
Salaries, Wages, Taxes & Benefits	\$110,016.54	\$16,889.03	\$106,409.16	96.72%
Supplies (Office, Misc.)	\$1,466.67	\$0.00	\$1,521.08	103.71%
Supplies (Concession)	\$8,868.00	\$2,591.96	\$10,031.87	113.12%
Fuel, Misc.	\$1,650.00	\$209.38	\$956.71	57.98%
Professional Services	\$12,583.33	\$244.28	\$11,427.85	90.82%
Sales Tax	\$2,475.00	\$21.00	\$1,798.47	72.67%
Telephone	\$825.00	\$77.70	\$881.01	106.79%
Electric	\$46,760.00	\$4,974.30	\$41,231.74	88.18%
Gas	\$21,750.00	\$1,028.48	\$9,249.99	42.53%
Water	\$18,000.00	\$1,429.86	\$16,498.48	91.66%
Refuse	\$2,200.00	\$151.23	\$1,822.20	82.83%
Insurance	\$9,569.73	\$0.00	\$8,122.62	84.88%
Administration	\$11,255.04	\$1,023.18	\$11,255.04	100.00%
Misc.	\$2,185.00	\$53.13	\$1,864.09	85.31%
Repair Maintenance – Machinery	\$9,166.67	\$0.00	\$672.71	7.34%
Repair Maintenance – Building	\$25,208.33	\$1,116.78	\$14,643.02	58.09%
Total Operating Expenses	\$283,979.31	\$29,810.31	\$238,386.04	83.94%
Net Income/Loss	(\$36,555.31)	\$17,761.94	\$27,786.46	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

November 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)	\$266,173
Less Payables 2015 paid in 2016	\$ 7,523
Less Expenses	\$238,386
Cash Balance Operations 11/30/16	\$152,914

Accounts Receivable (invoiced)

Operations November 30, 2016 - \$40,757.50

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 Annual contribution billed \$15k	\$15,000
St. Michael Annual contribution billed \$15k	\$15,000
Albertville Annual contribution billed \$15k	\$15,000
Balance 11/30/16	\$163,578

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, Stdis, 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, Stdis, Vision

810 STMA ARENA OCTOBER 2016

\$10,023.04

STMA Ice Arena Vendor Check Detail Register

November 2016

Check Amt Invoice Comment

10100 Premier Bank

Paid Chk#	004893E	11/7/2016	RANDYS ENVIRONMENTAL SERVICES		
E 810-00000-384	Refuse/Garbage Disposal		\$151.23	STMA	STMA Arena Garbage
Paid Chk#	004898E	11/7/2016	WATSON COMPANY		
E 810-00000-252	Food/Concessions For Resale		\$380.94	869832	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$250.08	870058	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$451.72	870269	STMA Arena Concessions
Paid Chk#	004900E	11/9/2016	WRIGHT-HENNEPIN COOP ELECTRIC		
E 810-00000-381	Electric Utilities		\$27.95	ARENA DEC	STMA Arena Fire Panel Monitoring
Paid Chk#	004924E	11/21/2016	FERRELLGAS		
E 810-00000-212	Motor Fuels		\$104.69	1093428077	STMA Arena Propane
E 810-00000-212	Motor Fuels		\$104.69	1093599847	STMA Arena Propane
Paid Chk#	004935E	11/21/2016	WATSON COMPANY		
E 810-00000-252	Food/Concessions For Resale		\$761.55	870708	STMA Arena Concessions
Paid Chk#	036033	11/7/2016	ARAMARK UNIFORM SERVICES		
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718561409	STMA Arena Mats, Mop, Laundry Bag
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718570434	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	036035	11/7/2016	BANYON DATA SYSTEMS		
E 810-00000-300	Professional Svcs (GENERAL)		\$97.14	154877	POS & Fixed Assessts Support
Paid Chk#	036037	11/7/2016	BCBS OF MINNESOTA		
E 810-00000-130	Employer Paid Ins (GENERAL)		\$902.50	CI261100	Emp Health Ins
Paid Chk#	036048	11/7/2016	CULLIGAN		
E 810-00000-405	Repair/Maint - Buildings		\$19.80	101X29464909	STMA Arena Carbon Tank Rental
Paid Chk#	036058	11/7/2016	GREAT LAKES COCA-COLA DISTRIB		
E 810-00000-254	Soft Drinks/Mix For Resale		\$797.04	3605201063	STMA Arena Concessions
E 810-00000-254	Soft Drinks/Mix For Resale		(\$91.58)	3605201064	STMA Arena Concessions
Paid Chk#	036077	11/7/2016	SCR, INC - ST. CLOUD		
E 810-00000-405	Repair/Maint - Buildings		\$660.00	C000175	STMA Arena Refrigeration Maint Contract
Paid Chk#	036082	11/7/2016	STRATEGIC EQUIPMENT & SUPPLY		
E 810-00000-580	Capital - Other Equipment		\$1,394.80	2731988	STMA Arena Replace Refrigerator
Paid Chk#	036083	11/7/2016	SUNRISE PLUMBING		
E 810-00000-405	Repair/Maint - Buildings		\$177.00	12228	STMA Arena Replace Relief Valve
Paid Chk#	036090	11/9/2016	CENTERPOINT ENERGY		
E 810-00000-383	Gas Utilities		\$1,028.48	ARENA	STMA Arena 5898 Lachman Ave
Paid Chk#	036091	11/9/2016	CHARTER COMMUNICATIONS		
E 810-00000-321	Telephone		\$7.91	ARENA	STMA Arena Cable TV

November 2016

Check Amt Invoice Comment

Paid Chk# 036094 11/17/2016 CHARTER COMMUNICATIONS		
E 810-00000-321	Telephone	\$69.79 ARENA NOV STMA Arena Phone
Paid Chk# 036095 11/17/2016 XCEL ENERGY		
E 810-00000-381	Electric Utilities	\$4,946.35 645865507 STMA Arena #303459708
Paid Chk# 036100 11/17/2016 ARAMARK UNIFORM SERVICES		
E 810-00000-405	Repair/Maint - Buildings	\$16.00 1718579299 STMA Arena Mats, Mop. Laundry Bag
Paid Chk# 036109 11/17/2016 DJS TOTAL HOME CARE CTR-ARENA		
E 810-00000-405	Repair/Maint - Buildings	\$7.99 93505 STMA Arena Plunger
E 810-00000-405	Repair/Maint - Buildings	\$28.95 93604 STMA Arena Mouse Trap, Bowl Brush, Gloves
E 810-00000-405	Repair/Maint - Buildings	(\$6.98) 93763 STMA Arena Steel Pole, Return Mouse Trap
Paid Chk# 036131 11/17/2016 POSTMASTER		
E 810-00000-433	Dues and Subscriptions	\$66.00 ARENA 2016 STMA Arena PO Box 193 Annual Renewal
Paid Chk# 036148 11/29/2016 METLIFE-GROUP BENEFITS		
E 810-00000-130	Employer Paid Ins (GENERAL)	\$181.88 DEC 2016 Emp Life, Dental, Stdis, Vision

810 STMA ARENA NOVEMBER 2016 \$12,567.92

810 STMA ARENA TOTAL \$22,590.96



MANAGER' GENERAL UPDATE

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

ARENA RENTAL HOURS – NOVEMBER

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	173.25 hours	
Adult Hockey	0 hours	
High School Boys/Girls	43 hours	
Public Skating/OH	3 hours	
Private rentals	1.25 hours	
Learn to Skate	0 hours	
<hr/>		
Total hours	220.50 hours	
Projected Hours	216.50 hours	

Bleachers: (Install date, December 14th 2016) 3 days to install.

Roof Leak: Water dripping in Locker room #2 by roof drain. Repaired 12/01/16

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

Operations: No major repairs at this time.