



**STMA ARENA BOARD AGENDA
MONDAY, APRIL 10, 2017
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF MARCH 13, 2017 (pg. 1)**
- 4. FINANCE REPORTS**
 - a) Approve the March list of claims as presented in the amount of \$14,190.16 and March report (pgs. 2-5)
- 5. ARENA MANAGER**
 - a) Monthly report (pg. 6)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

March 13, 2017

6:00 p.m.

Present: Chairman Walter Hudson and members Kari Dwinnell, John Vetsch, Kevin Kasel and Keith Wettschreck. **Absent:** Jeff Lindquist and Grant Fitch. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, and St. Michael City Administrator Steve Bot. The meeting was called to order at 6:05 p.m. by Chairman Walter Hudson.

Set Agenda

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

Approval of Minutes

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

Finance Reports

Lannes and Nafstad walked through the financial reports including asking if the board would like to see any changes in the format or information provided.

Members Dwinnell/Kasel **moved** to approve the February list of claims totaling \$17,763.14 and the February Financial Report as presented. All voted aye.

Arena Manager's Report

Arena Manager was absent from the meeting, but the board had no comments or questions.

Old Business

Lannes presented the 2017 Preliminary budget without changes from last meeting requesting comments, changes or approval. Nafstad stated that the 2017 budget will not include anything for second sheet of ice. The board discussed rates, budgeted expenses, and the dedicated capital improvement fund. Lannes mentioned that depreciation is not included in the operations budget that each entity contributes \$15,000 annually. Kasel asked if we have a capital improvement plan for the arena. Nafstad stated there is a draft with an estimated \$500,000 for the original sheet of ice. Kasel continued to discuss with the board the concern of funding future capital improvements that will be needed for the original sheet of ice even with the efficiencies of the second sheet of ice. There was discussion of if there were any profits from the arena to transfer to the capital fund. Lannes explained that she didn't foresee any funds being transferred with trying to follow the Office of the State Auditor requirements for reserves. Kasel asked about increase rates by \$5.00 and Nafstad stated he believes it would generate about \$6,000 for the year, but would have staff verify it and bring it back to the board. Lannes mentioned based on the average number of hours it would be \$7,200 increase in revenue. Board decided to start planning for future capital and maybe look at a rate increase for 2018 or have a discussion on funding capital. Nafstad will work with Grant to identify a list of items for capital improvements with an estimated cost, but not a planned year replacement. The board continued the discussion of future option possibilities.

Members Vetsch/Kasel **moved** to adopt the 2017 budget as presented. All voted aye.

Adjourn

Members Kasel/Dwinnell **moved** to adjourn at approximately 6:43 p.m. All voted aye.

Attest:

Tina L. Lannes, City Finance Director



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

	2017 Annual Budget	March 2017 Actual	2017 Actual YTD 03/28/17	2017 YTD % of Budget
Income				
Ice Rental	\$277,100.00	\$0.00	\$122,826.25	44.33%
Concessions	\$35,000.00	\$82.75	\$17,591.50	50.26%
Other Revenues (Advertising/LMC/Ins Claims)	\$12,100.00	\$0.00	\$3,062.00	25.31%
Vending	\$1,000.00	\$0.00	\$650.10	65.01%
Open Skate/Hockey, etc.	\$5,000.00	\$660.00	\$1,358.00	27.16%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$8.00	\$270.50	
Total Income	\$332,800.00	\$750.75	\$145,758.35	43.80%
Expenses				
Salaries, Wages, Taxes & Benefits	\$126,327.50	\$10,134.93	\$36,550.16	28.93%
Supplies (Office, Misc.)	\$1,850.00	\$418.33	\$596.65	32.25%
Supplies (Concession)	\$15,000.00	\$752.15	\$4,057.71	27.05%
Fuel, Misc.	\$1,800.00	\$200.85	\$456.27	25.35%
Professional Services	\$15,000.00	\$1,123.18	\$3,313.44	22.09%
Sales Tax	\$4,000.00	\$61.53	\$1,240.78	31.02%
Telephone	\$1,000.00	\$105.45	\$425.24	42.52%
Electric	\$60,000.00	\$5,326.01	\$11,215.38	18.69%
Gas	\$15,000.00	\$2,327.16	\$5,208.21	34.72%
Water	\$20,000.00	\$3,278.17	\$9,874.19	49.37%
Refuse	\$2,400.00	\$269.30	\$693.90	28.91%
Insurance	\$9,000.00	\$83.00	\$2,186.00	24.29%
Administration	\$12,646.50	\$1,053.38	\$3,160.14	24.99%
Misc.	\$2,285.00	\$0.00	\$1,640.00	71.77%
Repair Maintenance – Machinery	\$10,000.00	\$4,563.13	\$4,599.13	45.99%
Repair Maintenance – Building	\$27,500.00	\$0.00	\$2,274.13	8.27%
Total Operating Expenses	\$323,809.00	\$29,696.57	\$87,491.33	27.02%
Net Income/Loss	\$8,991.00	(\$28,945.82)	\$58,267.02	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES
March 28, 2017

Cash Balance Operations

Cash Balance Operations 1/1/17	\$113,155
Add Revenues (collected in 2017)	\$145,758
Less Expenses	\$ 87,491
Cash Balance Operations 3/28/17	\$171,422

Accounts Receivable (invoiced)

Operations March 28, 2017 - \$41,823.75

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
Beginning Balance 1/1/17	\$163,578
Bleachers	-\$14,006
Balance 3/28/17	\$149,572

STMA Ice Arena Vendor Check Detail Register

March 2017

Check Amt Invoice Comment

10100 Premier Bank

Paid Chk# 005226E 3/6/2017 **ABDO, EICK & MEYERS LLP**

E 810-00000-301 Auditing and Acctg Services \$832.29 378321 Prof Audit/Acctg Services

Paid Chk# 005229E 3/6/2017 **BUSINESS ESSENTIALS**

E 810-00000-200 Office Supplies (GENERAL) \$216.16 OE-441000-1 STMA Arena Roll Towels, Air Fresheners

Paid Chk# 005238E 3/6/2017 **RANDYS ENVIRONMENTAL SERVICES**

E 810-00000-384 Refuse/Garbage Disposal \$269.30 ARENA STMA Arena Garbage

Paid Chk# 005240E 3/6/2017 **WATSON COMPANY**

E 810-00000-252 Food/Concessions For Resale \$459.05 873913 STMA Arena Concessions
E 810-00000-252 Food/Concessions For Resale \$273.73 873913 STMA Arena Concessions

Paid Chk# 005250E 3/13/2017 **FERRELLGAS**

E 810-00000-212 Motor Fuels \$41.28 1095094684 STMA Arena Propane
E 810-00000-212 Motor Fuels \$67.12 1095267256 STMA Arena Propane
E 810-00000-212 Motor Fuels \$92.45 1095466567 STMA Arena Propane

Paid Chk# 005251E 3/13/2017 **WRIGHT-HENNEPIN COOP ELECTRIC**

E 810-00000-381 Electric Utilities \$27.95 ARENA STMA Arena Fire Panel Monitor Apr17

Paid Chk# 005264E 3/20/2017 **ATHLETICA SPORTS SYSTEMS**

E 810-00000-405 Repair/Maint - Buildings \$518.00 406208 STMA Arena Crystaplex & Gasket

Paid Chk# 005266E 3/20/2017 **BUSINESS ESSENTIALS**

E 810-00000-200 Office Supplies (GENERAL) \$130.62 OE-439621-1 STMA Arena Hand Soap
E 810-00000-200 Office Supplies (GENERAL) \$71.55 OE-439849-1 STMA Arena Can Liners

Paid Chk# 005267E 3/20/2017 **COURI & RUPPE, P.L.L.P.**

E 810-00000-304 Legal Fees \$193.75 STMA Arena

Paid Chk# 036480 3/6/2017 **ARAMARK UNIFORM SERVICES**

E 810-00000-405 Repair/Maint - Buildings \$16.00 1718642087 STMA Arena Mats, Mop, Laundry Bag

Paid Chk# 036481 3/6/2017 **BANYON DATA SYSTEMS**

E 810-00000-300 Professional Svcs (GENERAL) \$97.14 155420 Win Support

Paid Chk# 036483 3/6/2017 **CARD SERVICES(ARENA)**

E 810-00000-252 Food/Concessions For Resale \$10.43 21110 STMA Arena Concessions
E 810-00000-252 Food/Concessions For Resale \$8.94 22416 STMA Arena Concessions

Paid Chk# 036486 3/6/2017 **CULLIGAN**

E 810-00000-405 Repair/Maint - Buildings \$20.00 101X29874206 STMA Arena Carbon Tank Rental

Paid Chk# 036493 3/6/2017 **LEAGUE OF MN CITIES INS TRUST**

E 810-00000-150 Workers Comp (GENERAL) \$83.00 33715 STMA Arena 2016 Final Audit

Paid Chk# 036495 3/6/2017 **METLIFE-GROUP BENEFITS**

E 810-00000-130 Employer Paid Ins (GENERAL) \$185.73 MARCH 2017 Emp Life, Dental, Stdis, Vision

STMA Ice Arena Vendor Check Detail Register

March 2017

			Check Amt	Invoice	Comment
Paid Chk# 036503	3/6/2017	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint	- Buildings	\$660.00	C000685	STMA Arena Refrig Equip Maint
Paid Chk# 036504	3/6/2017	SEATING & ATHLETIC FACILITY			
E 810-00000-405	Repair/Maint	- Buildings	\$1,095.00		STMA Arena Bleacher End Caps & Planks
Paid Chk# 036511	3/13/2017	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$31.65	ARENA	STMA Arena 5898 Lachman Ave
E 810-00000-321	Telephone		\$73.80	ARENA	STMA Arena 5898 Lachman Ave
Paid Chk# 036517	3/20/2017	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint	- Buildings	\$16.00	1718652608	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 036518	3/20/2017	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,074.00	170302014845	Employee Health Insurance
Paid Chk# 036521	3/20/2017	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$2,327.16	ARENA FEB	STMA Arena 5898 Lachman Ave
Paid Chk# 036543	3/22/2017	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$5,298.06	662858158	STMA Arena 5898 Lachman Ave

810 STMA ARENA

\$14,190.16



MANAGER’ GENERAL UPDATE

Date: April 10th, 2017
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

Arena Rental Hours – Lacrosse 40 Hours

Maintenance Contract: May 1st 2017 is the anniversary date of the maintenance agreement with SCR. Staff is in the process of renewing the annual agreement for coverage to continue through April of 2018. The blanket coverage program establishes a predetermined price for maintenance service of the arenas existing refrigeration, HVAC and dehumidification systems. Should the actual cost of maintenance fall short of the agreement price, the arena receives 50% of the balance back. When costs exceed the agreement price, the vendor (SCR) covers all overages. The arena has been using this program for 6 years and believes it has worked very well. The proposed agreement price for 2017-2018 is \$8,280 (\$690 per month). Below is a summary of the blanket program for the last six years:

<u>Year</u>	<u>Agreement Price</u>	<u>Time and Material Cost</u>	<u>Balance</u>
2011-2012	\$7,000.00	\$4,596.00	\$1202.00 (Divided 50/50)
2012-2013	\$7,000.00	\$7,137.98	\$137.98 (Excess Covered by Contract)
2013-2014	\$7,000.00	\$10,301.95	\$3,301.95 (Excess Covered by Contract)
2014-2015	\$7,920.00	\$11,312.00	\$3392.00 (Excess Covered by Contract)
2015-2016	\$7,920.00	\$11,660.45	\$3740.45 (Excess Covered by Contract)
2016-2017	\$7,920.00	\$6,998.19	\$460.00 (Dividend to Stma Arena)

2017-2018 Contract Price \$8,280.00, Monthly payment \$690.00 (\$30 increase from last year) Total \$360

Summary K2R 2017 Youth Hockey Fundraising Event:

- **Attendance:** 400 people almost doubled from last year’s event, lots of non-hockey people and groups from neighboring communities attended. Past years it has been mainly local hockey families.
- **Proceeds:** K2R Committee did a lot of work to reduce overall expenses, they raised around \$15-\$18K. They are still calculating the final numbers. D Michael B’s was a great partner for food, drink and was a big part of helping Stmayha raise money.
- **Tentative date for next year:** Saturday April 7th, 2018