



**STMA ARENA BOARD AGENDA
MONDAY, MAY 8, 2017
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. PRESENTATION OF ANNUAL AUDIT – ANDY BERG**
- 4. APPROVAL OF THE MINUTES OF APRIL 10, 2017 (pg. 1)**
- 5. FINANCE REPORTS**
 - a) Accept the 2016 Financial Statements
 - b) Approve the April list of claims as presented in the amount of \$15,163.69 and April report (pgs. 2-5)
- 6. ARENA MANAGER**
 - a) Monthly report (pg. 6)
- 7. OLD BUSINESS**
 - a) Authorize staff to release the \$40,000 Kraft monies from the Dedicated Capital Improvements Fund to ISD #885
- 8. NEW BUSINESS**
- 9. YOUTH HOCKEY ASSOCIATION**
- 10. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

April 10, 2017

6:00 p.m.

Present: Acting Chairman John Vetsch and members Kari Dwinnell, Kevin Kasel and Keith Wettschreck.
Absent: Chairman Walter Hudson and member Jeff Lindquist. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, STA Arena Manager Grant Fitch and Youth Hockey Association Josh Opiola. The meeting was called to order at 6:03 p.m. by Acting Chairman John Vetsch.

Set Agenda

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

Approval of Minutes

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

Finance Reports

Lannes presented the financial reports and stated the annual audit will be presented in May.

Members Dwinnell/Wettschreck **moved** to approve the March list of claims totaling \$14,190.16 and the March Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch reported on the annual maintenance contract with St. Cloud Refrigeration (SCR) which covers 100% replacement of freon in the contract. For any cost that exceeds the agreement amount the vendor covers all overages and if the actual costs of maintenance are less than the contract price the refund amount is split 50/50 between the STMA Arena and SCR.

Members Kasel/Wettschreck **moved** to approve the contract with SCR for 2017-2018 season. All voted aye.

Old Business

Nafstad updated the Board that the Knights to remember event was successful and staff are working with them for next year's event. Staff has worked on the Capital Improvement plan and putting it into a draft document to bring to the Board next month. Nafstad stated the school has selected a contract manager for the arena addition. Also, the School District will have another design committee meeting at the end of April. He also mentioned that he has received the draft operations agreement for the arena and arena addition and will be passing it on to the School District and St. Michael for review.

Kasel mentioned that the agreement should be discussed between the administrators and the superintendent then brought to the respective arena board members. After those discussions the arena board members bring it back to their respective boards for approval.

Youth Hockey Association

Opiola respectively thanked all the members of the past and current arena board for their hard work for the second sheet and are very grateful. The hockey association will be recognized by Minnesota Hockey and USA Hockey for the continued growth of the program. The girl's program growth exceeded the expectations and numbers for recruiting and retaining the program. The U12A team came in 3rd in the State this year which was a tremendous achievement. For the upcoming season they are expecting to have 6 squirt teams maybe 7 and 6 peewee teams.

Adjourn

Members Kasel/Vetsch **moved** to adjourn at approximately 6:18 p.m. All voted aye.

Attest:

Tina L. Lannes, City Finance Director



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

	2017 Annual Budget	April 2017 Actual	2017 Actual YTD 04/30/17	2017 YTD % of Budget
Income				
Ice Rental	\$277,100.00	\$12,037.50	\$134,863.75	48.67%
Concessions	\$35,000.00	\$38.50	\$17,630.00	50.37%
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	\$0.00	\$1,358.00	27.16%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$0.00	\$270.50	
Total Income	\$332,800.00	\$12,076.00	\$157,834.35	47.43%
Expenses				
Salaries, Wages, Taxes & Benefits	\$126,327.50	\$8,004.59	\$44,554.75	35.27%
Supplies (Office, Misc.)	\$1,850.00	(\$0.00)	\$596.65	32.25%
Supplies (Concession)	\$15,000.00	\$0.00	\$4,057.71	27.05%
Fuel, Misc.	\$1,800.00	\$48.35	\$504.62	28.03%
Professional Services	\$15,000.00	\$7,685.86	\$10,999.30	73.33%
Sales Tax	\$4,000.00	\$54.99	\$1,295.77	32.39%
Telephone	\$1,000.00	\$105.56	\$530.80	53.08%
Electric	\$60,000.00	\$2,371.51	\$13,586.89	22.64%
Gas	\$15,000.00	\$1,387.81	\$6,596.02	43.97%
Water	\$20,000.00	\$2,965.13	\$12,839.32	64.20%
Refuse	\$2,400.00	\$0.00	\$693.90	28.91%
Insurance	\$9,000.00	\$0.00	\$2,186.00	24.29%
Administration	\$12,646.50	\$1,053.38	\$4,213.52	33.32%
Misc.	\$2,285.00	\$0.00	\$1,640.00	71.77%
Repair Maintenance – Machinery	\$10,000.00	\$0.00	\$4,599.13	45.99%
Repair Maintenance – Building	\$27,500.00	\$0.00	\$2,274.13	8.27%
Total Operating Expenses	\$323,809.00	\$23,677.18	\$111,168.51	34.33%
Net Income/Loss	\$8,991.00	(\$11,601.18)	\$46,665.84	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES
April 30, 2017

Cash Balance Operations

Cash Balance Operations 1/1/17	\$113,155
Add Revenues (collected in 2017)	\$157,834
Less Expenses	\$111,169
Cash Balance Operations 4/30/17	\$159,821

Accounts Receivable (invoiced)

Operations April 30, 2017 - \$30,436.25

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
Beginning Balance 1/1/17	\$163,578
Bleachers	-\$14,006
Balance 4/30/17	\$149,572

STMA Ice Arena Vendor Check Detail Register

April 2017

Check Amt Invoice Comment

10100 Premier Bank

Paid Chk# 005304E 4/3/2017 DAN DEHMER LANDSCAPING INC					
E 810-00000-300	Professional Svcs (GENERAL)	\$220.00	6685		STMA Arena Ice Removal
Paid Chk# 005317E 4/10/2017 FERRELLGAS					
E 810-00000-212	Motor Fuels	\$36.35	1095668909		STMA Arena Propane
E 810-00000-212	Motor Fuels	\$12.00	RNT6851510		STMA Arena Cylinder Rack Rental
Paid Chk# 005318E 4/10/2017 WRIGHT-HENNEPIN COOP ELECTRIC					
E 810-00000-381	Electric Utilities	\$27.95	ARENA MAY		STMA Arena Fire Panel Monitor May 17
Paid Chk# 005319E 4/17/2017 ABDO, EICK & MEYERS LLP					
E 810-00000-301	Auditing and Acctg Services	\$1,980.00	380680		Prof Audit/Accounting Services
E 810-00000-301	Auditing and Acctg Services	\$4,900.00	380689		STMA Arena 2016 Audit Services
Paid Chk# 005322E 4/17/2017 ATHLETICA SPORTS SYSTEMS					
E 810-00000-405	Repair/Maint - Buildings	\$750.00	406361		STMA Arena part 102197
E 810-00000-405	Repair/Maint - Buildings	\$27.00	406362		STMA Arena Gasket
Paid Chk# 005349E 4/17/2017 N. A. C.					
E 810-00000-300	Professional Svcs (GENERAL)	\$499.25	22840		Ice Arena Expansion
Paid Chk# 036545 4/3/2017 ARAMARK UNIFORM SERVICES					
E 810-00000-405	Repair/Maint - Buildings	\$16.00	1718661455		STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 036559 4/3/2017 METLIFE-GROUP BENEFITS					
E 810-00000-130	Employer Paid Ins (GENERAL)	\$185.73	APRIL 2017		Emp Life, Dental, Stdis, Vision
Paid Chk# 036566 4/3/2017 SCR, INC - ST. CLOUD					
E 810-00000-405	Repair/Maint - Buildings	\$660.00	C000791		STMA Arena Refrig Equip Maint
Paid Chk# 036572 4/10/2017 CHARTER COMMUNICATIONS					
E 810-00000-321	Telephone	\$73.91	ARENA		STMA Arena Telephone
E 810-00000-321	Telephone	\$31.65	ARENA TV		STMA Arena Cable TV #8352305160131538
Paid Chk# 036579 4/17/2017 B & D PLUMBING					
E 810-00000-405	Repair/Maint - Buildings	\$417.00	121944		STMA Arena Repair sink
Paid Chk# 036580 4/17/2017 BCBS OF MINNESOTA					
E 810-00000-130	Employer Paid Ins (GENERAL)	\$1,074.00	170331216243		Employee Health Insurance
Paid Chk# 036584 4/17/2017 CENTERPOINT ENERGY					
E 810-00000-383	Gas Utilities	\$1,770.04	ARENA MAR	5390131-0	STMA Arena 5898 Lachman
Paid Chk# 036586 4/17/2017 CULLIGAN					
E 810-00000-405	Repair/Maint - Buildings	\$20.00	101X29977306		STMA Arena Carbon Tank Rental
Paid Chk# 036607 4/17/2017 STEP SAVER INC					
E 810-00000-405	Repair/Maint - Buildings	\$119.25	108208		STMA Arena Bulk Salt

STMA Ice Arena Vendor Check Detail Register

April 2017

Check Amt Invoice Comment

Paid Chk# 036615	4/20/2017	XCEL ENERGY	
E 810-00000-381 Electric Utilities	\$2,343.56	667082314	STMA Arena 5898 Lachman Ave NE

810 STMA ARENA \$15,163.69



MANAGER’ GENERAL UPDATE

Date: May 8th, 2017

To: STMA Arena Board

From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – APRIL

<u>Name</u>	<u>Ice-time</u>
Youth Hockey	0 hours
Adult Hockey	0 hours
High School Boys/Girls	0 hours
Public Skating/OH	0 hours
Private rentals	0 hours
Lacrosse	45 hours
<hr/>	
Total hours	45 hours

Ice-In Schedule:

Compressors on June 1st

1. Tack floor June 3rd and 4th
2. Paint floor, install logos, lines and goal-creases June 5th
3. Flood June 6th through June 11th

Rink Open: First Ice rental Monday June 12th

Ice Time sold (June through August 2017): Total hours 225 to date

Summer Hockey Camps: Start in June and run through August

Arena Projects:

- **Rink Boards:** Repair Zamboni door, replace hinges and weld extra support to right side.
- **Black Matting:** replacing worn rubber matting in various locations, particularly in door openings and players boxes.
- **Board Cleaning:** Scheduled for August 2017
- **Olympia Maintenance:** Change hydraulic fluid, replace left side lift cylinder on dump tank, replace support bracket on the board brush, inspect conditioner for worn out bearings, and inspect all hydraulic hoses and fluids.
- **Building Maintenance:** Touch up painting, locker rooms, players boxes, lobby, corridor and bathrooms.
- **Rink Glass Cleaning:** Interior and exterior