



**STMA ARENA BOARD AGENDA
MONDAY, JANUARY 9, 2017
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF DECEMBER 12, 2016** (pg.1)
- 4. FINANCE REPORTS**
 - a) Approve the December list of claims as presented in the amount of \$26,025.90 and December report (pgs.2-6)
- 5. ARENA MANAGER**
 - a) Monthly report December (pg.7)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - a) Discussion on Board Chair and Acting Chair for 2017
 - b) Set the fee for the Knights to remember Event - \$850 in 2016
 - c) Alcohol Consumption for “Knight to Remember” Event (pg.8)
(Motion to allow the consumption of alcohol at the STMA Arena, located at 5898 Lachman Avenue NE, for the date of March 25, 2017.)
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

December 12, 2016

6:00 p.m.

Present: Acting Chairman Jeff Lindquist and members Gayle Weber, John Vetsch, Walter Hudson (joined at 6:08 p.m.), and Cody Gulick. **Absent:** Chairman Chris Schumm. **Also present:** City Administrator Adam Nafstad, City Finance Director Tina Lannes, Arena Manager Grant Fitch and Kurt Sjelin. The meeting was called to order at 6:01 p.m. by Acting Chairman Jeff Lindquist.

Set Agenda

Nafstad requested to add a discussion about Lacrosse as item 5b. Members Vetsch/Weber **moved** to set the agenda as amended. All voted aye.

Approval of Minutes

Members Weber/Gulick **moved** to approve the minutes of the October 10, 2016 Board Meeting as presented. All voted aye.

Finance Reports

Members Gulick/Weber **moved** to approve the October-November list of claims totaling \$22,590.96 and the November Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch presented the Arena Manager's report for the month of November. Fitch informed the Board that the plans for the new bleachers are to be installed December 14th in time for Saturday's game and that the exterior wall was completed.

Fitch has been discussing options with Great Northern Box League. They League would like to provide turf for the arena and they would assist in installing and uninstalling the turf. In addition the league plans on storing the turf in the off season. Great Northern Box League was wondering if they do provide the turf if they would receive a discounted rate. Staff requested the board allow them to look into the options with Great Northern Box League, explore expenses and revenues. The board conceptually is in favor of the option and requested staff to look into it. Once staff is ready to report back the discussion could continue.

Adjourn

Members Hudson/Gulick **moved** to adjourn at approximately 6:20 p.m. All voted aye.

Attest:

Tina L. Lannes, City Finance Director



STMA Ice Arena Budget to Actual December 2016 (Cash Basis)

	2016 Budget to Date	December 2016 Actual	2016 Actual YTD 12/31/16	% Annual
Income				
Ice Rental	\$271,700.00	\$6,437.50	\$227,492.50	83.73%
Concessions	\$35,000.00	\$0.00	\$26,516.50	75.76%
Other Revenues (Advertising/LMC/Ins Claims)	\$14,500.00	\$0.00	\$12,100.00	83.45%
Vending	\$1,000.00	\$367.75	\$1,077.25	107.73%
Open Skate/Hockey, etc.	\$6,500.00	\$135.00	\$4,439.50	68.30%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$2,000.00	\$91.00	\$1,578.00	
Total Income	\$331,700.00	\$7,031.25	\$273,203.75	82.36%
Expenses				
Salaries, Wages, Taxes & Benefits	\$120,018.04	\$14,229.41	\$120,638.57	100.52%
Supplies (Office, Misc.)	\$1,600.00	\$46.74	\$1,567.82	97.99%
Supplies (Concession)	\$13,950.00	\$4,822.64	\$14,854.51	106.48%
Fuel, Misc.	\$1,800.00	\$300.47	\$1,257.18	69.84%
Professional Services	\$13,000.00	\$2,879.76	\$14,307.61	110.06%
Sales Tax	\$2,700.00	\$676.00	\$2,474.47	91.65%
Telephone	\$900.00	\$77.70	\$958.71	106.52%
Electric	\$66,800.00	\$5,797.35	\$47,029.09	70.40%
Gas	\$25,000.00	\$1,454.60	\$10,704.59	42.82%
Water	\$20,000.00	\$1,788.27	\$18,286.75	91.43%
Refuse	\$2,400.00	\$568.33	\$2,390.53	99.61%
Insurance	\$9,569.73	\$0.00	\$8,122.62	84.88%
Administration	\$12,278.23	\$1,023.19	\$12,278.23	100.00%
Misc.	\$2,185.00	\$371.00	\$2,235.09	102.29%
Repair Maintenance – Machinery	\$10,000.00	\$1,686.93	\$2,359.64	23.60%
Repair Maintenance – Building	\$27,500.00	\$8,240.88	\$22,883.90	83.21%
Total Operating Expenses	\$329,701.00	\$43,963.27	\$282,349.31	85.64%
Net Income/Loss	\$1,999.00	(\$36,932.02)	(\$9,145.56)	

This is not the final budget to actual for 2016

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

December 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)	\$273,204
Less Payables 2015 paid in 2016	\$ 7,523
Less Expenses	\$282,349
Cash Balance Operations 12/31/16	\$115,982

This is not the final cash balance operations for 2016

Accounts Receivable (invoiced)

Operations December 31, 2016 - \$93,906.02

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 12/31/16	\$163,578

STMA Ice Arena Vendor Check Detail Register

December 2016

			Check Amt	Invoice	Comment
Paid Chk# 004965E	12/5/2016	INNOVATIVE OFFICE SOLUTIONS			
E 810-00000-200	Office Supplies (GENERAL)		\$39.94	IN1405993	STMA Arena Printer Cartridge
Paid Chk# 004969E	12/5/2016	RANDYS ENVIRONMENTAL SERVICES			
E 810-00000-384	Refuse/Garbage Disposal		\$218.19	ARENA DEC	STMA Arena Garbage
Paid Chk# 004970E	12/5/2016	RUSSELL SECURITY RESOURCE INC.			
E 810-00000-405	Repair/Maint - Buildings		\$1,963.45	A28717	STMA Arena Repair Doors
Paid Chk# 004973E	12/5/2016	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale		\$363.83	870910	STMA Arena Concessions
Paid Chk# 004999E	12/13/2016	WRIGHT-HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities		\$27.95	ARENA JAN17	STMA Arena Fire Panel Monitor Jan 17
Paid Chk# 005016E	12/19/2016	FERRELLGAS			
E 810-00000-212	Motor Fuels		\$91.09	1093771810	STMA Arena Propane
E 810-00000-212	Motor Fuels		\$91.09	1093943992	STMA Arena Propane
Paid Chk# 005023E	12/19/2016	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale		\$591.75	871374	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$673.84	871594	STMA Arena Concessions
Paid Chk# 005075E	12/28/2016	FERRELLGAS			
E 810-00000-212	Motor Fuels		\$118.29	1094345526	STMA Arena Propane
Paid Chk# 005078E	12/28/2016	RANDYS ENVIRONMENTAL SERVICES			
E 810-00000-384	Refuse/Garbage Disposal		\$350.14	ARENA JAN	STMA Arena Garbage
Paid Chk# 005079E	12/28/2016	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale		\$649.88	871824	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$256.69	872037	STMA Arena Concessions
Paid Chk# 036150	12/5/2016	AMERICAN SUPPLY GROUP INC.			
E 810-00000-405	Repair/Maint - Buildings		\$166.17	48041A	Roll Towels, Bath Tissue
Paid Chk# 036151	12/5/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718588282	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 036152	12/5/2016	BANYON DATA SYSTEMS			
E 810-00000-300	Professional Svcs (GENERAL)		\$222.86	155029	License, Permits, Timecard Support
Paid Chk# 036160	12/5/2016	DAN DEHMER LANDSCAPING INC			
E 810-00000-300	Professional Svcs (GENERAL)		\$1,820.00	6491	STMA Arena Grade, Seed, Edge, Rock North Side of Bldg
Paid Chk# 036162	12/5/2016	FEHN COMPANIES			
E 810-00000-405	Repair/Maint - Buildings		\$301.86	955	STMA Arena Class 5 Gravel
Paid Chk# 036166	12/5/2016	HIGH PERFORMANCE COATINGS, INC			
E 810-00000-405	Repair/Maint - Buildings		\$1,740.00	2107	STMA Arena Paintng Doors, Locker Rooms, Players Boxes

December 2016

			Check Amt	Invoice	Comment
Paid Chk# 036171	12/5/2016	MINNESOTA DEPT OF HEALTH			
E 810-00000-433	Dues and Subscriptions		\$305.00	ARENA 2017	STMA Arena 2017 Food, Beverage License
Paid Chk# 036178	12/5/2016	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	C000267	STMA Arena Refrigeration Equip Maintenance
Paid Chk# 036180	12/5/2016	STEP SAVER INC			
E 810-00000-405	Repair/Maint - Buildings		\$123.80	103765	STMA Arena Bulk Salt & Iron Out
Paid Chk# 036182	12/5/2016	STMAYHA			
R 810-00000-34780	Park/City Hall Rental Fees		\$536.25	20160188	Refund: Invoice 20160188 was a duplicate
Paid Chk# 036192	12/8/2016	CARD SERVICES(ARENA)			
E 810-00000-252	Food/Concessions For Resale		\$14.90	110507	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$14.90	112609	STMA Arena Concessions
Paid Chk# 036194	12/8/2016	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$7.91	ARENA DEC	STMA Arena Cable TV
Paid Chk# 036195	12/8/2016	CULLIGAN			
E 810-00000-405	Repair/Maint - Buildings		\$19.80	101X29566604	STMA Arena Carbon Tank Rental
Paid Chk# 036197	12/13/2016	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$69.79	STMAARENA	STMA Arena Phone
Paid Chk# 036204	12/19/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718597314	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 036208	12/19/2016	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$1,454.60	ARENA NOV	STMA Arena 5898 Lachman Ave
Paid Chk# 036211	12/19/2016	DAN DEHMER LANDSCAPING INC			
E 810-00000-300	Professional Svcs (GENERAL)		\$310.00	6527	STMA Arena Nov Plowing Contract
Paid Chk# 036215	12/19/2016	DJS TOTAL HOME CARE CTR-ARENA			
E 810-00000-405	Repair/Maint - Buildings		\$12.48	94271	STMA Arena Glass Cleaner, Blade Scraper
E 810-00000-405	Repair/Maint - Buildings		\$26.45	94366	STMA Arena Wire Hooks, Replacement Strips
Paid Chk# 036218	12/19/2016	GREAT LAKES COCA-COLA DISTRIB			
E 810-00000-254	Soft Drinks/Mix For Resale		\$729.43	3605201439	STMA Arena Concessions
Paid Chk# 036220	12/19/2016	HASSAN SAND & GRAVEL, INC.			
E 810-00000-300	Professional Svcs (GENERAL)		\$272.00	109704	STMA Arena Pulverized Topsoil
Paid Chk# 036221	12/19/2016	HORIZON ROOFING			
E 810-00000-405	Repair/Maint - Buildings		\$568.19	BE4127	STMA Arena Repair Hole in Roof Membrane
Paid Chk# 036237	12/19/2016	STEP SAVER INC			
E 810-00000-405	Repair/Maint - Buildings		\$67.60	104932	STMA Arena Bulk Salt
Paid Chk# 036242	12/20/2016	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,074.00	CI261100	Emp Health Ins

December 2016

			Check Amt	Invoice	Comment
Paid Chk# 036245	12/20/2016	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$5,769.40	650094127	STMA Arena 5898 Lachman Ave
Paid Chk# 036247	12/28/2016	ALS COFFEE			
E 810-00000-252	Food/Concessions For Resale		\$752.52	148271	STMA Arena Concessions
Paid Chk# 036248	12/28/2016	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718606242	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 036253	12/28/2016	DEHMER FIRE PROTECTION			
E 810-00000-405	Repair/Maint - Buildings		\$185.60	5029	STMA Arena Fire Extinguisher Service
Paid Chk# 036257	12/28/2016	GREAT LAKES COCA-COLA DISTRIB			
E 810-00000-254	Soft Drinks/Mix For Resale		\$716.90	3605201629	STMA Arena Concessions
Paid Chk# 036259	12/28/2016	JORSON & CARLSON INC			
E 810-00000-300	Professional Svcs (GENERAL)		\$56.15	468553	Ice Scraper Knives Cleaned, Sharpened
Paid Chk# 036264	12/28/2016	MECHANICAL ENERGY SYSTEMS			
E 810-00000-405	Repair/Maint - Buildings		\$975.00	S21630	STMA Arena Move Outlets for Bleachers
E 810-00000-405	Repair/Maint - Buildings		\$722.48	S21710	STMA Arena Repair Outside Light
Paid Chk# 036265	12/28/2016	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$185.73	JAN 2017	Emp Life, Dental, Stdis, Vision
Paid Chk# 036272	12/28/2016	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	C000461	STMA Arena Refirg Equip Maintenance

810 STMA ARENA

\$26,025.90



MANAGER' GENERAL UPDATE

Date: January 9th, 2017
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – DECEMBER 2016

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	139.75 hours	
Adult Hockey	0 hours	
High School Boys/Girls	72.75 hours	
Public Skating/OH	12.5 hours	
Private rentals	0 hours	
Learn to Skate	0 hours	
<hr/>		
Total hours	225 hours	
Hours Dec 2015	232 hours	

Bleachers: Install completed December 16th 2016. Approximately 60 seats added

Spring Lacrosse: I was unable to meet with Aaron Lipkin (Director Homegrown Lacrosse) over the holidays. I will gather information for the February meeting.

Projected hours April/May 2017: Homegrown Lacrosse 100 and STMA Lacrosse 60

Hours Sold Spring of 2016: Total 98 @ \$75

Hourly Rates: No Turf \$75, with Turf range \$215 to \$450

Lobby Furnace: Cracks found in the heat exchanger, system unable to run properly. Heat exchanger was still under warranty (cost approx \$900). Labor to lower the unit to the floor, repair, reassemble and put back up in the ceiling. Approximately \$1300 (Completed December 29th 2016)

Ice out: March 12th 2017

Knight to Remember/2017: Event is scheduled for Saturday March 25th 2017



MEMORANDUM

Date: January 5, 2017
To: STMA Arena Board
From: Adam Nafstad, Albertville Administrator
Re: Alcohol Consumption for “Knight to Remember” Event

The annual “Knight to Remember” event is being held on March 25, 2017 at the arena. In years past, liquor was provided by The Millside Tavern. This year, D. Michael’s B’s is applying for a catering permit through the State of Minnesota in order to serve food and alcohol for the event. Although no local approval is needed for the alcohol sales, the Arena Board will need to address the consumption of alcohol on the premises of the arena. Generally, alcohol consumption is prohibited from all school and city facilities.

The caterer’s liquor liability insurance certificate must show coverage for off premises events and the certificate will need to be submitted prior to the event.

If there is no opposition from the Arena Board, the following motion is requested:

MOTION TO: Allow the consumption of alcohol at the STMA Arena, located at 5898 Lachman Avenue NE, for the date of March 25, 2017.