



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

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF OCTOBER 9, 2017** (pgs.1-2)
- 4. FINANCE REPORTS**
 - a) Approve the October list of claims as presented in the amount of \$10,017.74 and October report (pgs.3-6)
- 5. ARENA MANAGER**
 - a) Monthly report (pg.7)
- 6. OLD BUSINESS**
 - a) Temporary Parking (Discussion)
- 7. NEW BUSINESS**
 - a) Advertising Contracts (Discussion)
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

October 9, 2017

6:00 p.m.

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

Set Agenda

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

Approval of Minutes

Members Kasel/Wettschreck **moved** to approve the minutes of the September 11, 2017 Board Meeting as presented. All voted aye.

Finance Reports

Members Dwinnell/Kasel **moved** to approve the September list of claims totaling \$14,062.83 and the September Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch updated the board on the ice time projected for spring/summer and Midwest Hockey is ready to book 230 hours. Fitch asked the board what their thoughts were about open skate. He mentioned that a representative of youth hockey requested that the arena not have open skate on Sundays due to such limit ice availability. Lindquist asked what the average for open skate attendance is. Fitch stated it fluxgates. The board discussed the topic and came to a consensus to keep open skate available and consistent. In addition Fitch may adjust the time as needed.

Old Business

Nafstad updated the board on the changes made to the arena management agreement. The changes in the agreement were mainly on capital expenditures. The language was changed to require approval from the three parties, not just the Arena Board, for expenditures in excess of the Arena Capital Improvement Fund.

Members Lindquist/Kasel moved to approve the draft Arena Management Agreement subject to approval by the three entities. All voted aye

Nafstad provided a construction update to the board with the plan for bid opening on October 19th. Chairman Hudson asked about the grant monies from the mighty ducks requiring prevailing wage. Nafstad stated that most jobs funded with state money are prevailing wage. There was some discussion at the school level with this and school district would address this. Nafstad stated the grant dollars are from the state, which requires the job to be prevailing wage. Lindquist stated that the school is in the position of waiting for the bids to come in and are aware of the requirements of accepting the grant for construction.

Nafstad also informed the board that Albertville is looking at parking options for the Arena during construction.

STMA Youth Hockey

Lannes provided an update on behalf of youth hockey. Tryouts are complete except U15 (after girls High School). There are over 525 skaters and the season starts November 5th. In addition STMA Youth Hockey Association is excited for ground breaking in November.

Adjourn

Members Kasel/Wettschreck **moved** to adjourn at approximately 6:27 p.m. All voted aye.

Attest:

Tina L. Lannes, City Finance Director



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

	2017 Annual Budget	October 2017 Actual	2017 Actual YTD 10/31/17	2017 YTD % of Budget
Income				
Ice Rental	\$277,100.00	\$19,185.00	\$214,672.50	77.47%
Concessions	\$35,000.00	\$2,205.25	\$21,235.50	60.67%
Other Revenues (Advertising/LMC/Ins Claims)	\$12,100.00	\$0.00	\$3,062.00	25.31%
Vending	\$1,000.00	\$0.00	\$735.10	73.51%
Open Skate/Hockey, etc.	\$5,000.00	\$365.00	\$3,045.00	60.90%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$24.00	\$342.50	
Total Income	\$332,800.00	\$21,779.25	\$243,092.60	73.04%
Expenses				
Salaries, Wages, Taxes & Benefits	\$126,327.50	\$10,977.79	\$98,175.01	77.71%
Supplies (Office, Misc.)	\$1,850.00	\$50.58	\$1,022.23	55.26%
Supplies (Concession)	\$15,000.00	\$102.66	\$5,857.59	39.05%
Fuel, Misc.	\$1,800.00	\$127.03	\$732.77	40.71%
Professional Services	\$15,000.00	\$192.69	\$23,101.74	154.01%
Sales Tax	\$4,000.00	\$120.00	\$1,909.00	47.73%
Telephone	\$1,000.00	\$105.79	\$1,164.27	116.43%
Electric	\$60,000.00	\$6,251.44	\$42,223.42	70.37%
Gas	\$15,000.00	\$582.76	\$9,379.29	62.53%
Water	\$20,000.00	\$795.69	\$15,767.67	78.84%
Refuse	\$2,400.00	\$87.47	\$992.99	41.37%
Insurance	\$9,000.00	\$0.00	\$7,557.00	83.97%
Administration	\$12,646.50	\$1,053.38	\$10,533.80	83.29%
Misc.	\$2,285.00	\$0.00	\$1,793.11	78.47%
Repair Maintenance – Machinery	\$10,000.00	\$0.00	\$6,762.59	67.63%
Repair Maintenance – Building	\$27,500.00	\$0.00	\$16,512.76	60.05%
Total Operating Expenses	\$323,809.00	\$20,447.28	\$243,485.24	75.19%
Net Income/Loss	\$8,991.00	\$1,331.97	(\$392.64)	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES
October 31, 2017

Cash Balance Operations

Cash Balance Operations 1/1/17	\$114,448
Add Revenues (collected in 2017)	\$243,093
Less Expenses	\$243,485
Cash Balance Operations 10/31/17	\$114,055

Accounts Receivable (invoiced)

Operations October 31, 2017 - \$54,040.00

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
Beginning Balance 1/1/17	\$165,024
Annual Contribution St. Michael	\$15,000
Annual Contribution Albertville	\$15,000
Annual Contribution ISD 885 (invoiced 10/17)	-----
Bleachers	-\$14,006
Kraft Money to School	-\$40,000
Balance 10/31/17	\$141,018

STMA Ice Arena Vendor Check Detail Register

October 2017

			Check Amt	Invoice	Comment
Paid Chk# 005747E	10/2/2017	ECM PUBLISHERS, INC.			
E 810-00000-351	Legal Notices	Publishing	\$79.15	529216	STMA Arena PHN Ad #731935
Paid Chk# 005783E	10/9/2017	WRIGHT-HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities		\$27.95	ARENA NOV	STMA Arena Fire Panel Monitoring Nov 2017
Paid Chk# 005786E	10/16/2017	BROTHERS FIRE & SECURITY			
E 810-00000-405	Repair/Maint	- Buildings	\$225.00	22291	STMA Arena 2017 Fire Alarm Inspection
Paid Chk# 005788E	10/16/2017	FERRELLGAS			
E 810-00000-212	Motor Fuels		\$127.03	1097646395	STMA Arena Propane
Paid Chk# 005794E	10/16/2017	RANDYS ENVIRONMENTAL SERVICES			
E 810-00000-384	Refuse/Garbage Disposal		\$87.47	ARENA OCT	STMA Arena Garbage
Paid Chk# 005796E	10/16/2017	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale		\$102.66	880291	STMA Arena Franks
Paid Chk# 037054	10/2/2017	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint	- Buildings	\$16.00	1718772613	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 037076	10/2/2017	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$185.73	OCT 2017	Emp Life, Dental, STDIs, Vision
Paid Chk# 037082	10/2/2017	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint	- Buildings	\$690.00	C001479	STMA Arena Refrig Equip Maint Contract
Paid Chk# 037085	10/2/2017	STEP SAVER INC			
E 810-00000-405	Repair/Maint	- Buildings	\$87.74	112507	STMA Arena Bulk Salt
Paid Chk# 037090	10/9/2017	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$582.76	ARENA SEP	5898 Lachman Ave #5390131-0
Paid Chk# 037092	10/9/2017	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$31.65	0131538092417	STMA Arena Cable TV
Paid Chk# 037095	10/16/2017	AMERICAN SUPPLY GROUP INC.			
E 810-00000-405	Repair/Maint	- Buildings	\$187.26	48925A	STMA Arena Bath Tissue, Urinal Cakes
Paid Chk# 037096	10/16/2017	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint	- Buildings	\$16.00	1718780984	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 037098	10/16/2017	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,074.00	171002035971	Emp Health Ins
Paid Chk# 037101	10/16/2017	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$74.14	0131702100217	STMA Arena Phone
Paid Chk# 037104	10/16/2017	DJS TOTAL HOME CARE CTR-ARENA			
E 810-00000-405	Repair/Maint	- Buildings	\$13.98	99363	STMA Arena Toilet Parts

STMA Ice Arena Vendor Check Detail Register

October 2017

			Check Amt	Invoice	Comment
Paid Chk# 037132	10/16/2017	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$6,223.49	0692838296	Arena 303459708 5898 Lachman Ave
Paid Chk# 037136	10/23/2017	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$185.73	NOV 2017	Emp Life, Dental, STDis, Vision

810 STMA ARENA

\$10,017.74



MANAGER' GENERAL UPDATE

Date: November 13th, 2017

To: STMA Arena Board

From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – OCTOBER

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	192.25 hours	
Adult Hockey	0 hours	
High School Boys/Girls	12.5 hours	
Public Skating/OH	16 hours	
Private rentals	0 hours	
Learn to Skate	0 hours	
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Total hours	220.75 hours	
Projected Hours	218.25 hours	

Arena Equipment

- Freezer compressor replaced, still under 5 year warranty
- Popcorn machine needs repair. Might be cheaper to replace (cost \$650)
- Old hockey nets need some repair and welding. New set of nets (cost estimate \$1450)

Operations: Friday November 3rd Freon leak detected and St Cloud Refrigeration was called to check system. Repairs covered under Arena maintenance blanket.

2nd Sheet: Construction scheduled to begin Monday November 13th