



**STMA ARENA BOARD AGENDA
MONDAY, DECEMBER 11, 2017
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF NOVEMBER 13, 2017** (pgs. 1-2)
- 4. FINANCE REPORTS**
 - a) Approve the November list of claims as presented in the amount of \$13,420.55 and November report (pgs. 3-6)
- 5. ARENA MANAGER**
 - a) Monthly report (pg.7)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

November 13, 2017

6:00 p.m.

Present: Chairman Walter Hudson and members Kari Dwinnell, Jeff Lindquist, Keith Wettschreck and Kevin Kasel. Members John Vetsch and Jeff Lindquist were absent. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, STMA Arena Manager Grant Fitch and Josh Opiola from STMA Youth Hockey Association. The meeting was called to order at 6:07 p.m. by Chairman Walter Hudson.

Set Agenda

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

Approval of Minutes

Members Kasel/Wettschreck **moved** to approve the minutes of the October 9, 2017 Board Meeting as presented. All voted aye.

Finance Reports

Members Kasel/Wettschreck **moved** to approve the October list of claims totaling \$10,017.74 and the October Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch reported that as far as arena hours it is where it should be this time of the year. In addition, there were repairs made to the freezer and popcorn maker. Fitch mentioned that there was a Freon leak the week before and was covered under our maintenance blanket. In addition, he added that if they are to purchase a Zamboni, it would need to be ordered by January 1, 2018 to receive it by November 1, 2018. Construction is under way at the arena site.

Old Business

Nafstad updated the board that staff has been working with Don's Bus, the old L&D site, for arena parking. He added that STMA Youth Hockey has agreed to help with the parking issues by contributing funds. Nafstad presented a draft contract that states that we can use their parking lot for five (5) years; they will receive payment of \$16,500 and allow the parking lot be created. Nafstad mentioned to the board we will need to add Don's to our insurance as additionally insured. The board agreed to the terms in the draft agreement.

Members Kasel/Dwinnell **moved** to allow staff to amend the insurance policy to allow Don's Bus to be listed as additionally insured. All voted aye.

New Business

Nafstad updated the board on the current advertising agreement with STMA Youth Hockey Association that expires in 2018. There should be an amendment to terms of that agreement to include the second sheet of ice. There was discussion of sign locations and following the school policies of advertising.

STMA Youth Hockey

Josh Opilola updated the board that the season was up and running with just under 600 skaters. He also mentioned that \$15,000 will be approved by the association to help with the parking lot. There are commitments to state tournaments coming up, but not in 2018. There will be hockey tournaments planned in 2018.

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 November 2017 (Cash Basis)

| | 2017 Annual Budget | November 2017 Actual | 2017 Actual YTD 11/30/17 | 2017 YTD % of Budget |
|--|-----------------------|-------------------------|--------------------------------|----------------------------|
| Income | | | | |
| Ice Rental | \$277,100.00 | \$42,040.00 | \$256,712.50 | 92.64% |
| Concessions | \$35,000.00 | \$7,053.75 | \$28,289.25 | 80.83% |
| Other Revenues (Advertising/LMC/Ins Claims) | \$12,100.00 | \$12,000.00 | \$15,062.00 | 124.48% |
| Vending | \$1,000.00 | \$423.30 | \$1,158.40 | 115.84% |
| Open Skate/Hockey, etc. | \$5,000.00 | \$500.00 | \$3,545.00 | 70.90% |
| Interest | \$1,000.00 | \$0.00 | \$0.00 | 0.00% |
| Misc. Revenue | \$1,600.00 | \$15.00 | \$357.50 | |
| Total Income | \$332,800.00 | \$62,032.05 | \$305,124.65 | 91.68% |
| Expenses | | | | |
| Salaries, Wages, Taxes & Benefits | \$126,327.50 | \$19,444.55 | \$117,619.56 | 93.11% |
| Supplies (Office, Misc.) | \$1,850.00 | \$0.00 | \$1,022.23 | 55.26% |
| Supplies (Concession) | \$15,000.00 | \$2,964.30 | \$8,821.89 | 58.81% |
| Fuel, Misc. | \$1,800.00 | \$256.16 | \$988.93 | 54.94% |
| Professional Services | \$15,000.00 | \$97.16 | \$23,198.90 | 154.66% |
| Sales Tax | \$4,000.00 | \$0.00 | \$1,909.00 | 47.73% |
| Telephone | \$1,000.00 | \$105.94 | \$1,270.21 | 127.02% |
| Electric | \$60,000.00 | \$5,607.99 | \$47,831.41 | 79.72% |
| Gas | \$15,000.00 | \$881.12 | \$10,260.41 | 68.40% |
| Water | \$20,000.00 | \$1,611.05 | \$17,378.72 | 86.89% |
| Refuse | \$2,400.00 | \$88.22 | \$1,081.21 | 45.05% |
| Insurance | \$9,000.00 | \$0.00 | \$7,557.00 | 83.97% |
| Administration | \$12,646.50 | \$1,053.38 | \$11,587.18 | 91.62% |
| Misc. | \$2,285.00 | \$385.00 | \$2,178.11 | 95.32% |
| Repair Maintenance – Machinery | \$10,000.00 | \$0.00 | \$6,762.59 | 67.63% |
| Repair Maintenance – Building | \$27,500.00 | \$3,053.15 | \$19,565.91 | 71.15% |
| Total Operating Expenses | \$323,809.00 | \$35,548.02 | \$279,033.26 | 86.17% |
| Net Income/Loss | \$8,991.00 | \$26,484.03 | \$26,091.39 | |

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

November 30, 2017

Cash Balance Operations

| | |
|---|------------------|
| Cash Balance Operations 1/1/17 | \$114,448 |
| Add Revenues (collected in 2017) | \$305,125 |
| Less Expenses | \$279,033 |
| Cash Balance Operations 11/30/17 | \$140,539 |

Accounts Receivable (invoiced)

Operations November 30, 2017 - \$35,437.50

Cash Balance Dedicated Capital Improvement Fund

| | |
|--|------------------|
| Arena Owner Dedicated Cap. Imp. Fund | |
| Beginning Balance 1/1/17 | \$165,024 |
| Annual Contribution St. Michael (invoiced 10/17) | \$15,000 |
| Annual Contribution Albertville (invoiced 10/17) | \$15,000 |
| Annual Contribution ISD 885 (invoiced 10/17) | \$15,000 |
| Bleachers | -\$14,006 |
| Kraft Money to School | -\$40,000 |
| Balance 11/30/17 | \$156,018 |

STMA Ice Arena Vendor Check Detail Register

November 2017

| | | | Check Amt | Invoice | Comment |
|-----------------|-----------------------------|------------|--------------------------------------|---------------|---|
| Paid Chk# | 005848E | 11/6/2017 | RANDYS ENVIRONMENTAL SERVICES | | |
| E 810-00000-384 | Refuse/Garbage Disposal | | \$88.22 | ARENA NOV17 | STMA Arena Garbage |
| Paid Chk# | 005852E | 11/6/2017 | WATSON COMPANY | | |
| E 810-00000-252 | Food/Concessions For Resale | | \$947.91 | 881680 | STMA Arena Concessions |
| E 810-00000-252 | Food/Concessions For Resale | | \$200.98 | 882058 | STMA Arena Concessions |
| Paid Chk# | 005854E | 11/8/2017 | WRIGHT-HENNEPIN COOP ELECTRIC | | |
| E 810-00000-381 | Electric Utilities | | \$27.95 | ARENA DEC | STMA Arena Fire Panel Monitoring Dec 17 |
| Paid Chk# | 005874E | 11/20/2017 | FERRELLGAS | | |
| E 810-00000-212 | Motor Fuels | | \$91.22 | 1097897192 | STMA Arena Propane |
| E 810-00000-212 | Motor Fuels | | \$78.27 | 1098044000 | STMA Arena Propane |
| E 810-00000-212 | Motor Fuels | | \$86.67 | 1098213004 | STMA Arena Propane |
| Paid Chk# | 005886E | 11/20/2017 | WATSON COMPANY | | |
| E 810-00000-252 | Food/Concessions For Resale | | \$408.61 | 882304 | STMA Arena Concessions |
| E 810-00000-252 | Food/Concessions For Resale | | \$221.86 | 882622 | STMA Arena Concessions |
| Paid Chk# | 037142 | 11/6/2017 | ALS COFFEE | | |
| E 810-00000-252 | Food/Concessions For Resale | | \$86.60 | 126332 | STMA Arena Coffee Cups & Lids |
| Paid Chk# | 037144 | 11/6/2017 | ARAMARK UNIFORM SERVICES | | |
| E 810-00000-405 | Repair/Maint - Buildings | | \$16.00 | 1718789362 | STMA Arena Mat, Mop, Laundry Bag |
| E 810-00000-405 | Repair/Maint - Buildings | | \$16.00 | 1718797670 | STMA Arena Mats, Mop, Laundry Bag |
| Paid Chk# | 037146 | 11/6/2017 | BANYON DATA SYSTEMS | | |
| E 810-00000-300 | Professional Svcs (GENERAL) | | \$97.14 | 156492 | POS & Fixed Assest Support |
| Paid Chk# | 037149 | 11/6/2017 | CARD SERVICES(ARENA) | | |
| E 810-00000-252 | Food/Concessions For Resale | | \$6.00 | 102616 | STMA Arena Concessions |
| Paid Chk# | 037180 | 11/6/2017 | SCR, INC - ST. CLOUD | | |
| E 810-00000-405 | Repair/Maint - Buildings | | \$690.00 | C001590 | STMA Arena Refrig Maintenance Contract |
| Paid Chk# | 037188 | 11/8/2017 | CHARTER COMMUNICATIONS | | |
| E 810-00000-321 | Telephone | | \$31.80 | 0131538102417 | STMA Arena Cable TV |
| Paid Chk# | 037191 | 11/16/2017 | CHARTER COMMUNICATIONS | | |
| E 810-00000-321 | Telephone | | \$74.14 | 0131702110217 | STMA Arena Cable TV |
| Paid Chk# | 037192 | 11/16/2017 | XCEL ENERGY | | |
| E 810-00000-381 | Electric Utilities | | \$5,580.04 | 0697119068 | STMA Arena #303459708 |
| Paid Chk# | 037196 | 11/20/2017 | AMERICAN SUPPLY GROUP INC. | | |
| E 810-00000-405 | Repair/Maint - Buildings | | \$350.22 | 49294A | STMA Arena Cleaners & Can Liners |
| Paid Chk# | 037197 | 11/20/2017 | ARAMARK UNIFORM SERVICES | | |
| E 810-00000-405 | Repair/Maint - Buildings | | \$16.00 | 1718806024 | STMA Arena Mats, Mop, Laundry Bag |
| Paid Chk# | 037199 | 11/20/2017 | CENTERPOINT ENERGY | | |
| E 810-00000-383 | Gas Utilities | | \$881.12 | ARENA OCT | STMA Arena 5898 Lachman Ave |

STMA Ice Arena Vendor Check Detail Register

November 2017

| | | | Check Amt | Invoice | Comment |
|------------------|-----------------------------|--------------------------------------|------------|--------------|--|
| Paid Chk# 037203 | 11/20/2017 | DJS TOTAL HOME CARE CTR-ARENA | | | |
| E 810-00000-405 | Repair/Maint - Buildings | | \$51.32 | 99664 | STMA Arena Cleaners & Batteries |
| Paid Chk# 037208 | 11/20/2017 | GREAT LAKES COCA-COLA DISTRIB | | | |
| E 810-00000-254 | Soft Drinks/Mix For Resale | | \$1,092.34 | 3636204902 | STMA Arena Concessions |
| Paid Chk# 037215 | 11/20/2017 | MINNESOTA DEPT OF HEALTH | | | |
| E 810-00000-433 | Dues and Subscriptions | | \$315.00 | 2018 | STMA Arena 2018 Food, Beverage License |
| Paid Chk# 037220 | 11/20/2017 | POSTMASTER | | | |
| E 810-00000-433 | Dues and Subscriptions | | \$70.00 | 2018 | STMA Arena PO Box 193 Renewal |
| Paid Chk# 037222 | 11/20/2017 | SCR, INC - ST. CLOUD | | | |
| E 810-00000-405 | Repair/Maint - Buildings | | \$635.41 | W23561 | STMA Arena Replaced MAT Sensor in Dehumidifier |
| Paid Chk# 037229 | 11/20/2017 | BCBS OF MINNESOTA | | | |
| E 810-00000-130 | Employer Paid Ins (GENERAL) | | \$1,074.00 | 171102256583 | Emp Health Ins |
| Paid Chk# 037232 | 11/21/2017 | METLIFE-GROUP BENEFITS | | | |
| E 810-00000-130 | Employer Paid Ins (GENERAL) | | \$185.73 | DEC 2017 | Emp Life, Dental, STDis, Vision |

810 STMA ARENA \$13,420.55



MANAGER' GENERAL UPDATE

Date: December 11th, 2017

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 | 176 hours | |
| Adult Hockey | 0 hours | |
| High School Boys/Girls | 49 hours | |
| Public Skating/OH | 7 hours | |
| Private rentals | 1 hours | |
| Learn to Skate | 0 hours | |
| <hr/> | | |
| Total hours | 233 hours | |
| Projected Hours | 220 hours | |

Arena Equipment

- Ordered a new set of hockey nets (cost \$1,450)
- Repaired blower motor on the east end furnace
- Popcorn machine was repaired

Operations: Freon leak repaired and holding since November 3.

Arena Parking: An agreement was reached with the Barthels to use the north lot of the former L&D site to help with the parking shortage. A four way stop was added by the main entry of the arena to make sure cars slow down in front of the building where parents and players are crossing the street. Also, Adam talked to Xcel Energy about increasing the wattage on the 2 existing street lights in front of the main entrance.