



**STMA ARENA BOARD AGENDA
MONDAY, FEBRUARY 12, 2018
ALBERTVILLE CITY HALL
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF JANUARY 8, 2018** (pgs. 1-2)
- 4. FINANCE REPORTS**
 - a) Approve the January list of claims as presented in the amount of \$5,842.04 and January report (pgs. 3-5)
- 5. ARENA MANAGER**
 - a) Monthly report (pg. 6)
 - b) Resurfacer Purchase (pg. 7)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - a) Tort Liability Waiver (pgs. 8-9)
 - b) 2018 Preliminary Budget (Discussion) (pg. 10)
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

JANUARY 8, 2018

6:00 p.m.

Present: Chairman Walter Hudson and members Kari Dwinnell, Jeff Lindquist, Keith Wettschreck, Kevin Kasel, John Vetsch, Gayle Weber and Jeff Lindquist. Also present: City Administrator Adam Nafstad, STMA Arena Manager Grant Fitch and Josh Opiola from STMA Youth Hockey Association. The meeting was called to order at 6:00 p.m. by Chairman Walter Hudson.

Set Agenda

Prior to setting the agenda Chairman Hudson asked if they board needed to select a new chairman or if it was every two years. Nafstad mentioned, if the board was still comfortable with the practice, it has been every two years.

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

Approval of Minutes

Members Dwinnell/Kasel **moved** to approve the minutes of the December 11, 2017 Board Meeting as presented. Members Vetsch and Weber abstained. All voted aye.

Finance Reports

Prior to the meeting Member Wettschreck emailed some questions about the packet information. The following are the questions that member Wettschreck submitted as well as the responses from Nafstad in Lannes's absence.

1. DEC 17 Ice Rentals Actuals are listed as 0.00. When will we know that?

No ice rental fees were collected as of 12/31/17 for December. November was billed on December 4th that is the receivables amount in the packet; we have not seen payment yet but should in the next week. December ice time is billed in January. Ice time is billed a month after use.

2. What caused Salaries, Wages, Taxes and Benefits to be over by 5.52% (\$6968.28) for 2017?

Salaries and wages are over for 2017 for the part-time staff. We estimated the amount of help needed, but more hours were used by part-time staff than projected.

3. What caused Professional Services to be over by 57.68% (\$8,651.48) for 2017?

The \$8,600.48 over in professional services included \$4,000 in legal for joint powers agreement. Then there is \$2,300 in ice painting and \$2,500 in scraper and knives.

Nafstad mentioned the final year end will be presented with the annual audit and should close out the year under budget for expenses.

Members Vetsch/Wettschreck **moved** to approve the December list of claims totaling \$19,739.72 and the December Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch reported on the resurfacer he is still getting quotes and should have them for the board for approval next meeting and would receive the resurfacer by November which will work.

Nafstad mentioned they are looking at both Zamboni and Olympia brand resurfacers, but with either brand staff recommends an electric machine to get away from the potential air quality issues. There was discussion on the differences in the machines and also the difference in electric verses propane.

Fitch summarized the monthly hours and the hours over holiday break.

Members Vetsch/Wettschreck **moved** to approve the December Arena Managers report. All voted aye.

Old Business

Nafstad address the additional questions emailed by Member Wettschreck.

Regarding Arena Board Documents -the documents are on the City of Albertville Website under Ice Arena. It is current through 2016, but staff will make sure all items are up to date through 2017. As far as the agreements they have not been on the website in the past, but would add additional public documents as needed. The current advertising agreement was handed out to the board as it would not be put online. The current agreement will be discussed with the second sheet of ice.

Nafstad also passed out a draft CIP to the board for replacement planning. There was a short discussion on the items on the plan.

There was discussion on new demands on ice for when the second sheet is running and keeping ice in both sheets year round. Some of the items brought up were curling, sled hockey and broomball. We are looking into possibilities for additional ice rentals, stated Nafstad.

Youth Hockey Association

Opiola updated the board and there really is not an update since December is more of a quite time for them. Currently the number one question is status on the new rink and any updates. Member Lindquist mentioned that the School District's website has good information on the second sheet. Opiola mentioned there will be additional teams added next year.

Kasel on behalf of the board welcomed Member Weber back.

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 Budget to Actual December 2018 (Cash Basis)

	Prelim 2018 Annual Budget	January 2018 Actual	2018 Actual YTD 01/31/18	2018 YTD % of Budget
Income				
Ice Rental	\$413,896.25	\$0.00	\$0.00	0.00%
Concessions	\$36,857.15	\$8,498.00	\$8,498.00	23.06%
Other Revenues (Advertising/LMC/Ins Claims)	\$13,000.00	\$0.00	\$0.00	0.00%
Vending	\$1,100.00	\$440.00	\$440.00	40.00%
Open Skate/Hockey, etc.	\$5,000.00	\$185.00	\$185.00	3.70%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$116.00	\$116.00	
Total Income	\$472,453.40	\$9,239.00	\$9,239.00	1.96%
Expenses				
Salaries, Wages, Taxes & Benefits	\$238,932.91	\$14,320.68	\$14,320.68	5.99%
Supplies (Office, Misc.)	\$1,500.00	\$0.00	\$0.00	0.00%
Supplies (Concession)	\$15,400.00	\$483.20	\$483.20	3.14%
Fuel, Misc.	\$1,800.00	\$0.00	\$0.00	0.00%
Professional Services	\$26,000.00	\$1,000.71	\$1,000.71	3.85%
Sales Tax	\$2,500.00	\$0.00	\$0.00	0.00%
Telephone	\$1,500.00	\$106.05	\$106.05	7.07%
Electric	\$75,000.00	\$27.95	\$27.95	0.04%
Gas	\$20,000.00	\$0.00	\$0.00	0.00%
Water	\$25,000.00	\$3,401.93	\$3,401.93	13.61%
Refuse	\$3,000.00	\$498.45	\$498.45	16.62%
Insurance	\$12,000.00	\$2,254.00	\$2,254.00	18.78%
Administration	\$14,625.00	\$1,218.75	\$1,218.75	8.33%
Misc.	\$2,585.00	\$0.00	\$0.00	0.00%
Repair Maintenance – Machinery	\$11,000.00	\$0.00	\$0.00	0.00%
Repair Maintenance – Building	\$30,000.00	\$32.18	\$32.18	0.11%
Total Operating Expenses	\$481,942.91	\$23,343.90	\$23,343.90	4.84%
Net Income/Loss	(\$9,489.51)	(\$14,104.90)	(\$14,104.90)	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES
January 31, 2018

Cash Balance Operations

Cash Balance Operations 1/1/18	\$165,461
Add Revenues (collected in 2018)	\$ 9,239
Less Expenses	\$ 23,344
Est. Cash Balance Operations 1/31/18	\$151,356

Accounts Receivable (invoiced)
 Operations January 31, 2018 - \$58,350.00

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
Beginning Balance 1/1/18	\$156,018
Balance 1/31/18	\$156,018

STMA Ice Arena Vendor Check Detail Register

January 2018

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 006012E	1/10/2018	RANDYS ENVIRONMENTAL SERVICES			
E 810-00000-384	Refuse/Garbage Disposal		\$498.45	ARENA JAN 18	STMA Arena Garbage
Paid Chk# 006013E	1/10/2018	WRIGHT-HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities		\$27.95	ARENA FEB	STMA Arena Fire Panel Monitor Feb 18
Paid Chk# 006014E	1/16/2018	ABDO, EICK & MEYERS, LLP			
E 810-00000-301	Auditing and Acctg Services		\$660.00	393172	Prof Audit/Acctg Services
Paid Chk# 006019E	1/16/2018	WATSON COMPANY			
E 810-00000-252	Food/Concessions For Resale		\$483.20	884069	STMA Arena Concessions
Paid Chk# 037380	1/10/2018	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,439.50	18012093511	Emp Health Ins
Paid Chk# 037383	1/10/2018	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$31.80	131538122417	STMA Arena Cable TV
Paid Chk# 037409	1/16/2018	ARAMARK UNIFORM SERVICES			
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718839778	STMA Arena Mats, Mop, Laundry Bag
Paid Chk# 037410	1/16/2018	BANYON DATA SYSTEMS			
E 810-00000-300	Professional Srvs (GENERAL)		\$340.71	156826	UB, Fund, & Payroll Support
Paid Chk# 037412	1/16/2018	CULLIGAN			
E 810-00000-405	Repair/Maint - Buildings		(\$63.82)	101X30482007	STMA Arena Deionization Rental
E 810-00000-405	Repair/Maint - Buildings		\$20.00	101X30583309	STMA Arena Carbon Tanks Oct 17
E 810-00000-405	Repair/Maint - Buildings		\$20.00	101X30685807	STMA Arena Carbon Tanks Nov 17
E 810-00000-405	Repair/Maint - Buildings		\$20.00	101X30785706	STMA Arena Carbon Tanks Dec 17
E 810-00000-405	Repair/Maint - Buildings		\$20.00	101X30884004	STMA Arena Carbon Tanks Jan18
Paid Chk# 037444	1/18/2018	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$74.25	131702010218	STMA Arena Phone
Paid Chk# 037445	1/18/2018	LEAGUE OF MN CITIES INS TRUST			
E 810-00000-150	Workers Comp (GENERAL)		\$2,254.00	40001973-2018	STMA Arena Workers Comp Ins

810 STMA ARENA

\$5,842.04



MANAGER' GENERAL UPDATE

Date: February 12th, 2018
To: STMA Arena Board
From: Grant Fitch, STMA Arena Manager

ARENA RENTAL HOURS – JANUARY

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	183.75 hours	
Adult Hockey	0 hours	
High School Boys/Girls	69 hours	
Public Skating/OH	4 hours	
Private rentals	0 hours	
<u>Learn to Skate</u>	<u>0 hours</u>	
Total hours	256.75 hours	
Hours Jan 2017	241.75 hours	

Operations: We are reviewing costs and options to replace the netting over the boards and replace the glass at each end of the rink with taller glass.

Ice Rates: For the Board's use, tabulated below is a summary of current and past rates for local arenas. It should be noted most of the arenas surveyed also offer a spring/summer rate averaging \$155/hr. Rates for the 2018-19 season will be set with the 2018/19 Budget.

<u>Ice Rates</u>	<u>2018-19 Season</u>	<u>2017-18 Season</u>	<u>2016-17 Season</u>
Rogers	A=\$200/B=\$150	A=\$195/B=\$150	A=\$195/B=\$145
Monticello	A=\$200/B=\$150	A=\$195/B=\$150	A=\$190/B=\$145
Buffalo	A=\$199/B=\$155	A=\$197/B=\$155	A=\$195/B=\$150
Elk River	A=\$200/B=\$150	A=\$195/B=\$145	A=\$190/B=\$145
Waconia	A=\$220/B=\$135	A=\$215/B=\$130	A=\$205/B=\$130
Delano	A=\$210/B=\$180	A=\$205/B=\$175	A=\$200/\$175
Orono	A=\$225/B=\$170	A=\$220/\$165	A=\$220/B=\$165
Maple Grove	A=\$205/B=\$170	A=\$200/B=\$165	A=\$195/B=\$160
Plymouth	A=\$215/B=\$180	A=\$210	A=\$210
Sartell	A=\$190/B=\$180	A=\$185/B=\$175	A=\$170
St Cloud MAC	A=\$175	A=\$175/B=\$170	A=\$170/B=\$160
Minnetonka	A=\$215	A=\$210	A=\$200
Princeton	A=\$210	A=\$205	A=\$200
Champlin	A=\$210	A=\$205	A=\$200
St Cloud NHC	A=\$180/B=\$170	A=\$175/B=\$165	A=\$160/B=\$150
Blain Super Rink	A=\$205/B=\$155	A=\$205/\$155	A=\$200/\$150
STMA	A=\$195/B=\$175	A=\$195/B=\$175	A=\$195/B=\$175



Purchase of New Ice Resurfacers

Date: February 7, 2018

To: STMA Arena Board

From: Adam Nafstad

Staff has researched new ice resurfacers and would like to discuss the various options with the Board at the meeting. The two brands reviewed are the Zamboni and Olympia. The manufactures of both offer LPG and electric models. It should be noted LPG models cost considerably less; however, only the electric models are being considered given the air quality issues and testing requirements associated with the gas models.

The Arena's existing resurfacers is a 2002 LPG Olympia. This machine has generally been very dependable and problem free. It is planned that this machine will be replaced in the next 3 to 5 years, if not sooner due to indoor air quality requirements.

Purchase Options to Discuss:

Olympia model Millennium-E (with stainless upgrades)

Total Price = \$174,595

Warranty: 2 years and includes parts, labor, travel. 5 years on batteries and 25 years on chassis.

Includes and electric ice edger (\$6,000 value)

Planned 20 year Service Life

Olympia model Millennium-E

Total Price = \$154,610

Warranty: 2 years and includes parts, labor, travel. 5 years on batteries

Planned 15 year Service Life

Zamboni model 552AC

Total Price = \$148,085

Warranty: 2 years parts only

Planned 15 year Service Life

All above options represent top quality machines. Zamboni is believed to be the more popular of the two manufactures in Minnesota; however, Olympia is the staff recommended purchase, as it is preferred to have both resurfacers be the same brand (training, service, interchangeable parts, etc.).

The resurfacers is a planned purchase. The Arena Board has sufficient capital funds designated for this purchase.



Tort Liability Insurance Renewal

Date: February 7, 2018

To: STMA Arena Board

From: Tina Lannes, Finance Director

Attached is the waiver form for review. The board can take action on one of the options listed below.

1. Motion to waive the monetary limits on tort liability to the extent of the limits of the liability coverage obtained from LMCIT.
2. Motion to NOT waive the monetary limits on tort liability

The STMA Arena Board has in past years waived our monetary limits on tort liability and purchased additional coverage up to the \$2,000,000 per occurrence and in aggregate. The League of Minnesota Cities Insurance Trust (LMCIT) requires and the SECTION I: LIABILITY COVERAGE WAIVER FORM states that members obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort limits to the extent of the coverage purchased. This decision must be made by the governing board. Entities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.

The STMA Arena Board must make a decision to waive or not waive the statutory limits prior to the March 1, 2018 expiration/renewal date per LMCIT requirements in order for coverage to continue beyond that date. Upon submission of this "signed and dated" Waiver Form, the LMCIT will issue an Extension of Coverage Binder effective with a 03/10/18 effective date.

It usually takes more than thirty (30) days for the LMCIT to process a renewal application. The Extension of Coverage Binder assures the coverage beyond the 03/10/18 renewal date.

STMA Arena Board's Insurance Agent, Arlan Middleton, continues to recommend waiving the monetary limits on tort liability for the Arena.

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

LIABILITY COVERAGE – WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

_____ accepts liability coverage limits of \$_____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting _____

Signature/Date _____

Position _____

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044

	2017 Budget	Un-Audited 2017 Actual 12/31/17	2018 Prelim Budget	% change from 2017 to 2018
Income				
Ice Rental	\$277,100.00	\$334,161.25	\$413,896.25	49.37%
Concessions	\$35,000.00	\$35,994.25	\$36,857.15	5.31%
Other Revenues (Advertising/LMC/Ins Claims)	\$12,100.00	\$15,827.00	\$13,000.00	7.44%
Vending	\$1,000.00	\$1,227.20	\$1,100.00	10.00%
Open Skate/Hockey, etc.	\$5,000.00	\$4,415.00	\$5,000.00	0.00%
Interest	\$1,000.00	\$0.00	\$1,000.00	0.00%
Misc. Revenue	\$1,600.00	\$405.50	\$1,600.00	0.00%
Total Income	\$332,800.00	\$392,030.20	\$472,453.40	41.96%
Expenses				
Salaries, Wages, Taxes & Benefits	\$126,327.50	\$133,295.78	\$240,032.91	90.01%
Supplies (Office, Misc.)	\$1,850.00	\$1,147.47	\$1,500.00	-18.92%
Supplies (Concession)	\$14,850.00	\$15,045.63	\$15,400.00	3.70%
Fuel, Misc.	\$1,800.00	\$1,532.05	\$1,800.00	0.00%
Professional Services	\$15,000.00	\$24,467.71	\$22,000.00	46.67%
Sales Tax	\$4,000.00	\$1,982.00	\$2,500.00	-37.50%
Telephone	\$1,000.00	\$1,376.15	\$1,500.00	50.00%
Electric	\$60,000.00	\$66,833.82	\$75,000.00	25.00%
Gas	\$15,000.00	\$16,859.24	\$20,000.00	33.33%
Water	\$20,000.00	\$20,416.65	\$25,000.00	25.00%
Refuse	\$2,400.00	\$2,390.53	\$3,000.00	25.00%
Insurance	\$9,000.00	\$8,122.62	\$12,000.00	33.33%
Administration	\$12,646.50	\$12,646.50	\$14,625.00	15.64%
Misc.	\$2,285.00	\$2,190.61	\$2,585.00	13.13%
Repair Maintenance – Machinery	\$10,000.00	\$7,389.10	\$11,000.00	10.00%
Repair Maintenance – Building	\$27,500.00	\$22,073.66	\$30,000.00	9.09%
Total Operating Expenses	\$323,809.00	\$337,769.52	\$477,942.91	47.60%
Net Income/Loss	\$8,991.00	\$54,260.68	(\$5,489.51)	