



**STMA ARENA BOARD AGENDA  
MONDAY SEPTEMBER 10, 2018  
ALBERTVILLE CITY HALL  
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF AUGUST 13, 2018 (pgs. 1-2)**
- 4. FINANCE REPORTS**
  - a) Approve the August list of claims as presented in the amount of \$11,853.51 and August report (pgs. 3-5)
- 5. ARENA MANAGER**
  - a) Monthly report (pgs. 6-7)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
  - a) Historical recap of advertising revenue and expenses
- 9. ADJOURN**

# ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

August 13, 2018

6:00 p.m.

**Present:** Chairman Walter Hudson and members Keith Wettschreck, Gayle Weber, and Kari Dwinnell. Absent: members Jeff Lindquist, Kevin Kassel, City Administrator Adam Nafstad. Also present: City Finance Director Tina Lannes, Arena Manager Grant Fitch, Dr. Ann Marie Foucault, Karl A and Garrett K from STMA Youth Hockey Association. The meeting was called to order at 6:01 p.m. by Chairman Walter Hudson.

Member John Vetsch arrived at 6:14

## Set Agenda

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

## Approval of Minutes

Members Wettschreck/Weber **moved** to approve the minutes of the July 9, 2018 Board Meeting as presented. All voted aye.

## Finance Reports

Member Weber asked to verify if the STMA Arena was calendar year or school year and if we were ever on school year for the STMA Arena Financials. Lannes confirmed that we were on calendar and confirmed that before the City of Albertville took over management it was school year.

Members Dwinnell/Wettschreck **moved** to approve the July list of claims totaling \$11,121.01 and the July Financial Report as presented. All voted aye.

## Arena Manager's Report

Fitch reported that the compressor #5 had a line crack and we lost about 150 pounds of R-22 on July 18<sup>th</sup> but was covered under our maintenance blanket and the price per pound for R-22 is up to \$45.

In addition Fitch reported that the advertisement for the full-time maintenance position and shift supervisor has been posted along with part-time drivers and concession workers. Staff is hoping to have individuals hired for the different positions in September.

Members Weber/Wettschreck **moved** to accept the arena managers' report as presented. All voted aye.

## New Business

Lannes updated the board on the STMA YHA Advertising agreement in the packet. Staff worked with STMA Youth Hockey Association while drafting the agreement. The items noted were:

No sign advertisements can be installed in the Arena Addition prior to November 1<sup>st</sup>  
The first year payment will be \$12,000 (for 2018) and \$20,000 each year after  
This is a 5 year agreement

The board had discussion on the agreement amounts to charge STMA Youth Hockey Association. The discussion included the amounts used in the agreement and a flat fee verses a percentage of revenue. The board requested that the STMA Youth Hockey Association come back to present a historical view of advertising revenues and expenses. Lannes mentioned that in this agreement the Arena Board retains all right to sign advertising associated with ATMs, electronic concessions menu board, electronic locker room assignment board and exterior electronic reader boards. Lannes explained that by keeping the advertising rights on these items would be to off-set any associated fees for using them such as programming, software, etc.

Members Vetsch/Weber **moved** to approve St. Michael/Albertville Youth Hockey Association Advertising Agreement. Ayes: Hudson, Vetsch, Weber and Dwinnell. Nay: Wettschreck

**Youth Hockey Association**

Carl A. from youth hockey addressed the board that the organization is still growing and this will be the biggest year yet. Carl A. also thanked the board for their continued support of the program.

**Adjourn**

Members Dwinnell/Wettschreck **moved** to adjourn at approximately 6:30 p.m. All voted aye.

Attest:

---

Tina L. Lannes, City Finance Director



**STMA Ice Arena Budget to Actual August 2018 (Cash Basis)**

	<b>2018 Annual Budget</b>	<b>August 2018 Actual</b>	<b>2018 Actual YTD 08/31/18</b>	<b>2018 YTD % of Budget</b>
<b>Income</b>				
Ice Rental	\$419,896.25	\$9,749.24	\$211,528.22	50.38%
Concessions	\$36,857.15	\$4,767.41	\$24,826.66	67.36%
Other Revenues (Advertising/LMC/Ins Claims)	\$13,000.00	\$0.00	\$0.00	0.00%
Vending	\$1,100.00	\$68.00	\$871.00	79.18%
Open Skate/Hockey, etc.	\$5,000.00	\$385.00	\$2,340.50	46.81%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$15.50	\$255.50	
<b>Total Income</b>	<b>\$478,453.40</b>	<b>\$14,985.15</b>	<b>\$239,821.88</b>	<b>50.12%</b>
<b>Expenses</b>				
Salaries, Wages, Taxes & Benefits	\$238,932.91	\$15,878.83	\$98,639.39	41.28%
Supplies (Office, Misc.)	\$1,500.00	\$0.00	\$586.78	39.12%
Supplies (Concession)	\$15,400.00	\$0.00	\$6,833.21	44.37%
Fuel, Misc.	\$1,800.00	\$0.00	\$892.91	49.61%
Professional Services	\$22,000.00	\$1,193.11	\$16,119.57	73.27%
Sales Tax	\$2,500.00	\$676.80	\$2,637.68	105.51%
Telephone	\$1,500.00	\$106.20	\$881.21	58.75%
Electric	\$75,000.00	\$7,185.83	\$41,636.68	55.52%
Gas	\$20,000.00	\$624.03	\$11,698.96	58.49%
Water	\$25,000.00	\$919.45	\$17,758.72	71.03%
Refuse	\$3,000.00	\$105.98	\$1,559.72	51.99%
Insurance	\$12,000.00	\$0.00	\$8,115.00	67.63%
Administration	\$14,625.00	\$1,218.75	\$9,750.00	66.67%
Misc.	\$2,585.00	\$0.00	\$1,682.50	65.09%
Repair Maintenance – Machinery	\$11,000.00	\$0.00	\$6,586.66	59.88%
Repair Maintenance – Building	\$30,000.00	\$2,235.86	\$11,063.12	36.88%
<b>Total Operating Expenses</b>	<b>\$477,942.91</b>	<b>\$30,144.84</b>	<b>\$236,442.11</b>	<b>49.47%</b>
<b>Net Income/Loss</b>	<b>\$510.49</b>	<b>(\$15,159.69)</b>	<b>\$3,379.77</b>	

**STMA ICE ARENA CASH BALANCES AND RECEIVABLES**  
**August 31, 2018**

**Cash Balance Operations**

Cash Balance Operations 1/1/18	\$ 100,757
Add Revenues (collected in 2018)	\$ 239,822
Less Expenses	<u>\$(236,442)</u>
<b>Est. Cash Balance Operations 8/31/18</b>	<b>\$ 104,137</b>

**Accounts Receivable (invoiced)**

Operations August 31, 2018 - \$14,512.50

**Cash Balance Dedicated Capital Improvement Fund**

<b>Arena Owner Dedicated Cap. Imp. Fund</b>	
Beginning Balance 1/1/18	\$157,160
Down payment on Zamboni	<u>(\$34,919)</u>
<b>Balance 8/31/18</b>	<b>\$122,241</b>

# STMA Ice Arena Vendor Check Detail Register

## CITY OF ALBERTVILLE

August 2018

**Check Amt    Invoice    Comment**

<b>Paid Chk# 006557E 8/7/2018 RANDYS ENVIRONMENTAL SERVICES</b>					
E 810-00000-384	Refuse/Garbage Disposal		\$34.46	AUGUST 2018	Arena Trash Service
<b>Paid Chk# 006559E 8/7/2018 WRIGHT-HENNEPIN COOP ELECTRIC</b>					
E 810-00000-381	Electric Utilities		\$27.95	STMA Arena	Arena fire panel monitoring 9/30/18
<b>Paid Chk# 006563E 8/20/2018 BCBS OF MINNESOTA</b>					
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,439.50	18080201019	Emp Health Insurance
<b>Paid Chk# 006564E 8/19/2018 MN DEPARTMENT OF REVENUE</b>					
E 810-00000-315	Sales Tax		\$38.80	July 2018	Arena Sales Tax
<b>Paid Chk# 006577E 8/20/2018 AMERIPRIDE SERVICES, INC.</b>					
E 810-00000-405	Repair/Maint - Buildings		\$16.00	2201077718	Arena mats
E 810-00000-405	Repair/Maint - Buildings		\$16.00	2201083269	Arena mats
<b>Paid Chk# 038010 8/6/2018 ARAMARK UNIFORM SERVICES</b>					
E 810-00000-405	Repair/Maint - Buildings		\$16.00	1718955032	Arena Mats
<b>Paid Chk# 038016 8/6/2018 CHARTER COMMUNICATIONS</b>					
E 810-00000-321	Telephone		\$31.77	01315380724	Arena Cable TV
<b>Paid Chk# 038034 8/6/2018 SAFETY SIGNS LLC</b>					
E 810-00000-300	Professional Svcs (GENERAL)		\$195.00	181998	Arena-Traffic Control
<b>Paid Chk# 038035 8/6/2018 SCR, INC - ST. CLOUD</b>					
E 810-00000-405	Repair/Maint - Buildings		\$690.00	C002527	Arena Monthly Blanket Billing
<b>Paid Chk# 038047 8/20/2018 ACE OF ALBERTVILLE - ARENA</b>					
E 810-00000-405	Repair/Maint - Buildings		\$97.09	103591/1	pleat air filter
E 810-00000-405	Repair/Maint - Buildings		\$3.99	103844/1	paint edger
E 810-00000-405	Repair/Maint - Buildings		\$10.78	103856/1	foam roller,ace roller
<b>Paid Chk# 038055 8/20/2018 CENTERPOINT ENERGY</b>					
E 810-00000-383	Gas Utilities		\$624.03		STMA Arena 5898 Lachman Ave 5390131-0
<b>Paid Chk# 038056 8/20/2018 CHARTER COMMUNICATIONS</b>					
E 810-00000-321	Telephone		\$74.43	01317020802	STMA Arena Cable
<b>Paid Chk# 038083 8/20/2018 SUMMIT COMPANIES</b>					
E 810-00000-405	Repair/Maint - Buildings		\$680.00	2134700	Fire Sprinkler Service,Air Maintenance Device on th eDry Pipe Valve on the fire sprinkler system
<b>Paid Chk# 038092 8/20/2018 XCEL ENERGY</b>					
E 810-00000-381	Electric Utilities		\$7,157.88	602827507	5898 Lachman Avenue 51-5873315-4

**810 STMA ARENA**

**\$11,853.51**



**MANAGER’ GENERAL UPDATE**

**Date:** September 10th, 2018  
**To:** STMA Arena Board  
**From:** Grant Fitch, STMA Arena Manager

**ARENA RENTAL HOURS - AUGUST**

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	8 hours	
Adult Hockey	0 hours	
High School Boys/Girls	21.5 hours	
Public Skating/OH	12.5 hours	
Private rentals	89 hours	
Learn to Skate	0 hours	
<hr/>		
Total hours	131	
Total hours 2017	117	

**STMA YHA:**

- On-site Registration Saturday September 22<sup>nd</sup>
- Season starts September 10<sup>th</sup> (skills and drills)
- YH Try-outs Girls September 29<sup>th</sup> 30<sup>th</sup> and Oct 1<sup>st</sup>
- YH Try-outs Boys October 6<sup>th</sup>, 7<sup>th</sup> and 13<sup>th</sup>, 14<sup>th</sup>
- Mites start Saturday October 6<sup>th</sup>

**Operations:** The locker room roof has been leaking, but we believe the problem has been repaired. We have been experiencing dripping and humidity issues, but this due to construction and should not be a problem once construction of the addition is complete.

**New Rink:** Projected open date is November 1<sup>st</sup> 2018 – Ice is booked beginning November 1.

**Midwest Hockey Program:** The Summer Round Up Hockey Tournaments were August 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> August 24<sup>th</sup> 25<sup>th</sup> and 26<sup>th</sup> for a total of 50 rental hours. The Tournaments were well attended with about 100 people per game. This program is looking for about 300 hours of Ice time in the Spring/Summer of 2019

**Summer Camps:** Started and ran from mid-June through August 1<sup>st</sup> and I understand that the camps were well attended at all age levels for the Boys and Girls.

**Staffing:** We are advertising for a full-time maintenance and shift supervisor, part-time drivers, and concession workers. Closing date to apply for the full-time position is Friday September 7<sup>th</sup>

**STMA High School Boys and NWCRH Girls JV-Varsity:** All games and practices scheduled for the 2018-19 season.