



**STMA ARENA BOARD AGENDA  
MONDAY OCTOBER 8, 2018  
ALBERTVILLE CITY HALL  
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF SEPTEMBER 10, 2018** (pgs. 1-2)
- 4. FINANCE REPORTS**
  - a) Approve the September list of claims as presented in the amount of \$14,714.05 and September report (pgs. 3-6)
- 5. ARENA MANAGER**
  - a) Monthly report (pg. 7)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
  - a) Arena Addition Opening (Discussion)
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

# ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

September 10, 2018

6:00 p.m.

**Present:** Chairman Walter Hudson and members Jeff Lindquist, Kevin Kasel, Gayle Weber, Kari Dwinnell, John Vetsch and Cody Gulick. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, Arena Manager Grant Fitch, Garret K. and Karl A. from STMA Youth Hockey Association. The meeting was called to order at 6:00 p.m. by Chairman Walter Hudson.

## Set Agenda

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

## Approval of Minutes

Members Dwinnell/Lindquist **moved** to approve the minutes of the August 13, 2018 Board Meeting as presented. All voted aye.

## Finance Reports

Members Kasel/Weber **moved** to approve the August list of claims totaling \$11,853.51 and the August Financial Report as presented. All voted aye.

## Arena Manager's Report

Fitch reported that there is ice booked for the new sheet starting November 1. Youth Hockey has started the season. Nafstad updated the board on the staffing status and asked the board if they wanted involvement. The board indicated they did not want involvement. Nafstad mentioned that the City of Albertville Council will approve the hiring of new staff since the arena staff are City employees. There was discussion regarding how the new staffing will work having two new full-time employees compared to in the past using part-time employees.

Member Kasel asked for an update on the roof leak. Nafstad mentioned that there were a couple roof leaks in the locker room and hallway caused by a plugged roof drain and an issue with a pipe boot in the existing building. The issue has been fixed and roof repaired.

Nafstad updated the board on humidity issues in the existing rink. The issue are related to the construction activity and will not be an issue when the project is complete.

Member Weber asked if the STMA Arena board will be able to go over and see the new rink before it opens. Nafstad said he would check with the school and see if that could occur.

Member Lindquist mentioned that an open house promoted through youth hockey, would be nice.

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

## Youth Hockey

Garret K. from STMA Youth Hockey Association presented to the board a history of advertising revenues and expenses. Chairman Hudson asked for clarification on the revenues and expenses. Garret informed the board that the revenues come from banner ads, board ad and in-ice ads at the arena. The expenses include the \$12,000 annually to the STMA Arena Board, printing for banners, and materials or supplies used to put the ads up. The labor is strictly volunteer so no salaries.

Karl A. mentioned to the board that STMA Youth Hockey Association plans on doing a kickoff event on the new Ice Sheet which they have several fun ideas such as MN Wild mascot and skate with Santa as a community event, but it is just in the planning stage. Karl also mentioned that they know some

miscellaneous expenses will come up, such as table and chairs, for the new addition and would encourage the board to request assistance from youth hockey and their board would discuss the requests. The association does want to help where they can and give back to the community as a whole.

The board discussed the advertising agreement approved at the last meeting and some of the agreement specifics.

**Adjourn**

Members Dwinnell/Kasel **moved** to adjourn at approximately 6:33 p.m. All voted aye.

Attest:

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Tina L. Lannes, City Finance Director



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

	<b>2018 Annual Budget</b>	<b>September 2018 Actual</b>	<b>2018 Actual YTD 09/30/18</b>	<b>2018 YTD % of Budget</b>
<b>Income</b>				
Ice Rental	\$419,896.25	\$16,777.86	\$228,306.08	54.37%
Concessions	\$36,857.15	\$0.00	\$24,826.66	67.36%
Other Revenues (Advertising/LMC/Ins Claims)	\$13,000.00	\$12,000.00	\$12,000.00	92.31%
Vending	\$1,100.00	\$0.00	\$871.00	79.18%
Open Skate/Hockey, etc.	\$5,000.00	\$315.00	\$2,655.50	53.11%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$9.00	\$264.50	
<b>Total Income</b>	<b>\$478,453.40</b>	<b>\$29,101.86</b>	<b>\$268,923.74</b>	<b>56.21%</b>
<b>Expenses</b>				
Salaries, Wages, Taxes & Benefits	\$238,932.91	\$3,425.61	\$102,065.00	42.72%
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	\$191.96	\$1,084.87	60.27%
Professional Services	\$22,000.00	\$931.45	\$17,051.02	77.50%
Sales Tax	\$2,500.00	\$184.12	\$2,821.80	112.87%
Telephone	\$1,500.00	\$106.20	\$987.41	65.83%
Electric	\$75,000.00	\$7,043.78	\$48,680.46	64.91%
Gas	\$20,000.00	\$709.63	\$12,408.59	62.04%
Water	\$25,000.00	\$1,210.68	\$18,969.40	75.88%
Refuse	\$3,000.00	\$0.00	\$1,559.72	51.99%
Insurance	\$12,000.00	\$0.00	\$8,115.00	67.63%
Administration	\$14,625.00	\$1,218.75	\$10,968.75	75.00%
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	\$1,339.43	\$12,402.55	41.34%
<b>Total Operating Expenses</b>	<b>\$477,942.91</b>	<b>\$16,361.61</b>	<b>\$252,803.72</b>	<b>52.89%</b>
<b>Net Income/Loss</b>	<b>\$510.49</b>	<b>\$12,740.25</b>	<b>\$16,120.02</b>	

**STMA ICE ARENA CASH BALANCES AND RECEIVABLES**  
**September 30, 2018**

**Cash Balance Operations**

Cash Balance Operations 1/1/18	\$100,757
Add Revenues (collected in 2018)	\$268,924
Less Expenses	<u>\$(252,804)</u>
<b>Est. Cash Balance Operations 9/30/18</b>	<b>\$116,877</b>

**Accounts Receivable (invoiced)**

Operations September 30, 2018 - \$0

**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 9/30/18</b>	<b>\$122,241</b>

# STMA Ice Arena Vendor Check Detail Register

## CITY OF ALBERTVILLE

September 2018

			Check Amt	Invoice	Comment
Paid Chk#	006615E	9/4/2018	<b>AMERIPRIDE SERVICES, INC.</b>		
E 810-00000-405	Repair/Maint - Buildings		\$16.00	2201088999	Arena Mats
Paid Chk#	006620E	9/4/2018	<b>RANDYS ENVIRONMENTAL SERVICES</b>		
E 810-00000-384	Refuse/Garbage Disposal		\$71.52	SEPTEMBER	Arena Trash
Paid Chk#	006624E	9/4/2018	<b>WATSON COMPANY</b>		
R 810-00000-34740	Park & Rec Concessions		\$438.70	891113	Arena Food Concession
Paid Chk#	006627E	9/20/2018	<b>BCBS OF MINNESOTA</b>		
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,439.50	18083119921	Emp Health Ins
Paid Chk#	006639E	9/17/2018	<b>AMERIPRIDE SERVICES, INC.</b>		
E 810-00000-405	Repair/Maint - Buildings		\$16.24	2201094637	Arena Mats
Paid Chk#	006646E	9/17/2018	<b>FERRELLGAS</b>		
E 810-00000-212	Motor Fuels		\$104.28	1102170690	Arena Propane
E 810-00000-212	Motor Fuels		\$87.68	1102390894	Arena Propane
Paid Chk#	006657E	9/17/2018	<b>WRIGHT-HENNEPIN COOP ELECTRIC</b>		
E 810-00000-381	Electric Utilities		\$27.95	5898	Arena Fire Panel Monitoring 10/31/18
Paid Chk#	006685E	9/2/2018	<b>SIGNAPAY</b>		
E 810-00000-300	Professional Svcs (GENERAL)		\$27.92		Arena CC Fees
Paid Chk#	006704E	9/24/2018	<b>CITY OF ALBERTVILLE</b>		
E 810-00000-382	Water Utilities		\$1,210.68		0918 wtr bill
Paid Chk#	006721E	9/25/2018	<b>MN DEPARTMENT OF REVENUE</b>		
E 810-00000-315	Sales Tax		\$184.12		Arena Sales Tax
Paid Chk#	038114	9/4/2018	<b>METLIFE-GROUP BENEFITS</b>		
E 810-00000-130	Employer Paid Ins (GENERAL)		\$185.73	08162018	Emp Life,Dental,Stdls, Vision
Paid Chk#	038121	9/4/2018	<b>SAFETY SIGNS LLC</b>		
E 810-00000-300	Professional Svcs (GENERAL)		\$195.00	182461	Traffic Control/Lachman & 60th
Paid Chk#	038122	9/4/2018	<b>SCR, INC - ST. CLOUD</b>		
E 810-00000-405	Repair/Maint - Buildings		\$690.00	C002634	Arena Monthly Blanket Billing
Paid Chk#	038129	9/11/2018	<b>BUREAU OF CRIMINAL APPREHENSIO</b>		
E 810-00000-300	Professional Svcs (GENERAL)		\$15.00		Arena Zamboni driver background check
Paid Chk#	038130	9/17/2018	<b>ACE OF ALBERTVILLE - ARENA</b>		
E 810-00000-405	Repair/Maint - Buildings		\$30.97	103912/1	dish drainer,pine sol cleaner,clorx bleach
E 810-00000-405	Repair/Maint - Buildings		\$9.99	104132/1	easy bond square
Paid Chk#	038136	9/17/2018	<b>CENTERPOINT ENERGY</b>		
E 810-00000-383	Gas Utilities		\$709.63		Arena 5898 Lachman Ave 5390131-0

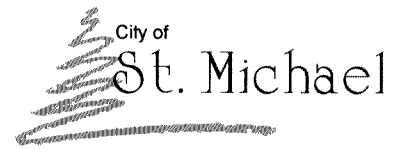
September 2018

Check Amt Invoice Comment

Paid Chk# 038139	9/17/2018	<b>CHARTER COMMUNICATIONS</b>			
E 810-00000-321	Telephone		\$31.77	01315380824	Arena Cable
E 810-00000-321	Telephone		\$74.43	01317020902	Arena Cable
Paid Chk# 038156	9/17/2018	<b>JORSON &amp; CARLSON INC</b>			
E 810-00000-300	Professional Srvs (GENERAL)		\$657.69	0555769	84x5x.495 Olympia Ice Scrapper Blade
E 810-00000-300	Professional Srvs (GENERAL)		\$61.19	0555849	ice scraper knives cleaned sharpened & honed
Paid Chk# 038172	9/17/2018	<b>S.G.O.</b>			
E 810-00000-405	Repair/Maint - Buildings		\$1,282.23	04891	extra roof work that is not under contract for Arena
Paid Chk# 038178	9/19/2018	<b>BUREAU OF CRIMINAL APPREHENSIO</b>			
E 810-00000-300	Professional Srvs (GENERAL)		\$15.00		Trevor Dewey Background check
Paid Chk# 038184	9/25/2018	<b>MRPA</b>			
E 810-00000-300	Professional Srvs (GENERAL)		\$100.00	9582	Job Posting-Ice Arena Maintenance & Shift Supervisor
Paid Chk# 038186	9/25/2018	<b>XCEL ENERGY</b>			
E 810-00000-381	Electric Utilities		\$7,015.83	606645825	5898 Lachman Ave-Arena 51-5873315-4
Paid Chk# 038187	9/27/2018	<b>BUREAU OF CRIMINAL APPREHENSIO</b>			
E 810-00000-300	Professional Srvs (GENERAL)		\$15.00		Brian LeDuc Background Check

**810 STMA ARENA**

**\$14,714.05**



**MANAGER’S GENERAL UPDATE**

**Date:** October 8, 2018  
**To:** STMA Arena Board  
**From:** Grant Fitch, STMA Arena Manager

**ARENA RENTAL HOURS - SEPTEMBER**

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	98 hours	
Adult Hockey	0 hours	
High School Boys/Girls	2.5 hours	
Public Skating/OH	8 hours	
Private rentals	4.5 hours	
Learn to Skate	0 hours	
<hr/>		
Total hours	113	
Total hours 2017	114	

**Operations:** 9/20/18 sprinkler system (dry) was fully tripped when the compressor was turned off. Brothers Fire was called to come out to drain and reset the system.

**Ice Time Projected for Spring/Summer 2019:**

1. Midwest Hockey Program -300
  2. Summer Hockey Development Boys and Girls -140
  3. STMA YHA -32
  4. Private rental -16
  5. Open Hockey and Open Skate -75
  6. Hockey Finder - 50
  7. 94’s AAA - 100
- Total projected hours -713 (2019) vs Actual -574 (2018)

**New Rink:** November 1 opening

**Staffing:** We are in the process of hiring 2 full-time employees

**STMA YHA:**

- On-site Registration was Saturday September 22<sup>nd</sup>
- Season started 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 6th