



**STMA ARENA BOARD AGENDA  
TUESDAY, NOVEMBER 13, 2018  
ALBERTVILLE CITY HALL  
6:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF OCTOBER 8, 2018** (pgs. 1-2)
- 4. FINANCE REPORTS**
  - a) Approve the October list of claims as presented in the amount of \$14,058.84 and October report (pgs. 3-6)
- 5. ARENA MANAGER**
  - a) Monthly report (pg. 7)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
  - a) Tierney purchase and install of four (3) monitors for menu board and locker room assignments. (pg. 8-9)

(Motion to approve the purchase of the four (3) monitors for the menu board and locker room assignments for \$4,016.80)
  - b) Tierney purchase and install REACH software and annual license for menu board and locker room assignments. (pg. 10)

(Motion to approve the purchase of the REACH software and license for the menu board and locker room assignments for \$2,378.38)
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

# ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

October 8, 2018

6:00 p.m.

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

## Set Agenda

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

## Approval of Minutes

Members Weber/Kasel **moved** to approve the minutes of the September 10, 2018 Board Meeting as presented. All voted aye.

## Finance Reports

Members Kasel/Lindquist **moved** to approve the September list of claims totaling \$14,714.05 and the September Financial Report as presented. All voted aye.

## Arena Manager's Report

Fitch reported that projected ice time for next spring/summer is looking like it will be increased by 200 hours. Fitch reported one of the two new fulltime staff members has begun work and hiring of the second is on the agenda for the next Albertville City Council meeting.

Members Vetsch/Kasel **moved** to approve the Arena Manager's monthly report. All voted aye.

## New Business

Nafstad informed the board that there is a joint governance meeting that is slated to be at the new arena. In addition there are some items that will need to be purchased for the second sheet. These items include, computer, monitors, etc. about \$3,500 in electronics on order for the new arena. Other items are trash receptacles, cleaning supplies, other miscellaneous items, working with Hilliard, totaling about \$5,200. Other items that Nafstad and Fitch are working on are the locker room monitors, menu board which they hope to funded through an advertising arrangement. In addition, nets and logos are on order. To add a double door refrigerator and freezer would cost about \$6,000. Table and chairs for the community room will be considered at a later time.

Nafstad reported that staff will be working on a policy for the community room.

Member Weber asked if the tables and chairs were for the community room and if we don't have them can it be used. Nafstad stated that currently there will be no tables or chairs for the room at this time. Karl from STMA Youth Hockey Association mentioned that they would be willing to consider assisting with some of the items needed by providing financial support. Karl stated he would bring the tables and chairs request to the STMA Youth Hockey Board.

Nafstad informed the board that STMA Youth Hockey is moving forward on the advertising.

## Youth Hockey

Karl updated the board the registration numbers look good again this year and that it was close to last season.

**Adjourn**

Members Kasel/Lindquist **moved** to adjourn at approximately 6:17 p.m. All voted aye.

Attest:

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Tina L. Lannes, City Finance Director



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

	<b>2018 Annual Budget</b>	<b>October 2018 Actual</b>	<b>2018 Actual YTD 10/31/18</b>	<b>2018 YTD % of Budget</b>
<b>Income</b>				
Ice Rental	\$419,896.25	\$28,921.25	\$257,227.33	61.26%
Concessions	\$36,857.15	\$31.39	\$24,858.05	67.44%
Other Revenues (Advertising/LMC/Ins Claims)	\$13,000.00	\$0.00	\$12,000.00	92.31%
Vending	\$1,100.00	\$78.00	\$949.00	86.27%
Open Skate/Hockey, etc.	\$5,000.00	\$170.00	\$2,825.50	56.51%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$4.00	\$268.50	
<b>Total Income</b>	<b>\$478,453.40</b>	<b>\$29,204.64</b>	<b>\$298,128.38</b>	<b>62.31%</b>
<b>Expenses</b>				
Salaries, Wages, Taxes & Benefits	\$238,932.91	\$16,674.57	\$118,739.57	49.70%
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	\$119.08	\$1,203.95	66.89%
Professional Services	\$22,000.00	\$2,218.84	\$19,269.86	87.59%
Sales Tax	\$2,500.00	\$202.66	\$3,024.46	120.98%
Telephone	\$1,500.00	\$137.97	\$1,125.38	75.03%
Electric	\$75,000.00	\$7,654.16	\$56,334.62	75.11%
Gas	\$20,000.00	\$844.98	\$13,253.57	66.27%
Water	\$25,000.00	\$1,254.30	\$20,223.70	80.89%
Refuse	\$3,000.00	\$71.44	\$1,631.16	54.37%
Insurance	\$12,000.00	\$0.00	\$8,115.00	67.63%
Administration	\$14,625.00	\$1,218.75	\$12,187.50	83.33%
Misc.	\$2,585.00	\$0.00	\$1,682.50	65.09%
Repair Maintenance – Machinery	\$11,000.00	\$553.43	\$7,140.09	64.91%
Repair Maintenance – Building	\$30,000.00	\$2,358.25	\$14,760.80	49.20%
<b>Total Operating Expenses</b>	<b>\$477,942.91</b>	<b>\$33,308.43</b>	<b>\$286,112.15</b>	<b>59.86%</b>
 <b>Net Income/Loss</b>	 <b>\$510.49</b>	 <b>(\$4,103.79)</b>	 <b>\$12,016.23</b>	

# STMA ICE ARENA CASH BALANCES AND RECEIVABLES

## October 31, 2018

### Cash Balance Operations

Cash Balance Operations 1/1/18	\$ 100,757
Add Revenues (collected in 2018)	\$ 298,128
Less Expenses	\$(286,112)
<b>Est. Cash Balance Operations 10/31/18</b>	<b>\$ 112,773</b>

### Accounts Receivable (invoiced)

Operations October 31, 2018 - \$47,842.50

### 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	(\$34,919)
ISD 885 2018 Contribution	\$15,000
St. Michael 2018 Contribution	\$15,000
Albertville 2018 Contriubtion	\$15,000
<b>Balance 10/31/18</b>	<b>\$167,241</b>

# STMA Ice Arena Vendor Check Detail Register

## CITY OF ALBERTVILLE

October 2018

			Check Amt	Invoice	Comment
Paid Chk# 006726E	10/1/2018	<b>AMERIPRIDE SERVICES, INC.</b>			
E 810-00000-405	Repair/Maint - Buildings		\$16.00	2201100190	Arena Mats
Paid Chk# 006727E	10/1/2018	<b>BROTHERS FIRE &amp; SECURITY</b>			
E 810-00000-405	Repair/Maint - Buildings		\$220.00	27213	Arena-2018 Annual Sprinkler Inspections
Paid Chk# 006753E	10/16/2018	<b>BROTHERS FIRE &amp; SECURITY</b>			
E 810-00000-405	Repair/Maint - Buildings		\$1,105.00	108531	ISD 885 - tripped dry fire sprinkler system
E 810-00000-405	Repair/Maint - Buildings		\$225.00	27250	Arena-2018 Annual Alarm Inspection
Paid Chk# 006757E	10/16/2018	<b>FERRELLGAS</b>			
E 810-00000-212	Motor Fuels		\$119.08	1102699726	Arena Propane
Paid Chk# 006765E	10/16/2018	<b>WRIGHT-HENNEPIN COOP ELECTRIC</b>			
E 810-00000-381	Electric Utilities		\$27.95		April 18 monitoring 050-1427-0100
E 810-00000-381	Electric Utilities		\$112.95		Nov Monitoring and repair 050-1427-0100
Paid Chk# 006766E	10/16/2018	<b>RANDYS ENVIRONMENTAL SERVICES</b>			
E 810-00000-384	Refuse/Garbage Disposal		\$71.44		OCTOBER 2018
Paid Chk# 006768E	10/20/2018	<b>MN DEPARTMENT OF REVENUE</b>			
E 810-00000-315	Sales Tax		\$202.66		Arena Sales Tax
Paid Chk# 038192	10/1/2018	<b>METLIFE-GROUP BENEFITS</b>			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$185.73	09162018	emp life,dental,stdis,vision
Paid Chk# 038200	10/1/2018	<b>SCR, INC - ST. CLOUD</b>			
E 810-00000-405	Repair/Maint - Buildings		\$690.00	C002736	Monthly Blanket Billing
Paid Chk# 038205	10/1/2018	<b>TWIN PINES IMPRINTING</b>			
E 810-00000-300	Professional Svcs (GENERAL)		\$1,680.42	1722	Vinyl mesh banners
Paid Chk# 038210	10/3/2018	<b>BUREAU OF CRIMINAL APPREHENSIO</b>			
E 810-00000-300	Professional Svcs (GENERAL)		\$15.00		Scott Verness Background Check
Paid Chk# 038213	10/15/2018	<b>ACE OF ALBERTVILLE - ARENA</b>			
E 810-00000-405	Repair/Maint - Buildings		\$19.97	104754/1	pine sol/clorx cleanup
Paid Chk# 038217	10/15/2018	<b>CENTERPOINT ENERGY</b>			
E 810-00000-383	Gas Utilities		\$844.98		Arena-5898 Lachman Avenue NE 5390131-0
Paid Chk# 038221	10/15/2018	<b>CHARTER COMMUNICATIONS</b>			
E 810-00000-321	Telephone		\$31.77	01315380924	Arena Cable
Paid Chk# 038223	10/15/2018	<b>CULLIGAN</b>			
E 810-00000-405	Repair/Maint - Buildings		\$21.00	101X3159240	Arena-8/1/18-8/31/18 Carbon Rental
E 810-00000-405	Repair/Maint - Buildings		\$21.00	101X3168750	Arena-9/1/18-9/30/18 Carbon Rental
E 810-00000-405	Repair/Maint - Buildings		\$21.00	101X3179140	Arena-10/1/18-10/31/18
	<b>Total CULLIGAN</b>		<b>\$63.00</b>		

# STMA Ice Arena Vendor Check Detail Register

## CITY OF ALBERTVILLE

October 2018

		Check Amt	Invoice	Comment
Paid Chk# 038234	10/15/2018 <b>HILLYARD</b>			
E 810-00000-404	Repair/Maint - Machinery/Equip	\$553.43	603164337	vacuum sensor,sensor filter bag pack
Paid Chk# 038253	10/15/2018 <b>SAFETY SIGNS LLC</b>			
E 810-00000-300	Professional Srvs (GENERAL)	\$195.00	181116	Arena-Traffic Control
Paid Chk# 038260	10/22/2018 <b>BCA</b>			
E 810-00000-300	Professional Srvs (GENERAL)	\$15.00		STMA Arena Background Check Thomas Puent
E 810-00000-300	Professional Srvs (GENERAL)	\$15.00		STMA Arena Background Check Jared Grove
Paid Chk# 038261	10/22/2018 <b>CHARTER COMMUNICATIONS</b>			
E 810-00000-321	Telephone	\$31.77		Arena Cable 5898 Lachman Avenue NE
E 810-00000-321	Telephone	\$74.43	01317021002	Arena Voice 5898 Lachman Avenue NE
Paid Chk# 038264	10/22/2018 <b>XCEL ENERGY</b>			
E 810-00000-381	Electric Utilities	\$7,513.26	610471744	Arena 5898 Lachman Avenue NE 51-5873315-4
Paid Chk# 038266	10/29/2018 <b>BCA</b>			
E 810-00000-300	Professional Srvs (GENERAL)	\$15.00		Arena Background Check-Carrie Kitzberger
Paid Chk# 038267	10/31/2018 <b>BUREAU OF CRIMINAL APPREHENSIO</b>			
E 810-00000-300	Professional Srvs (GENERAL)	\$15.00		Makenna Swenson Background Check

**810 STMA ARENA**

**\$14,058.84**



**MANAGER' GENERAL UPDATE**

**Date:** November 13<sup>th</sup> 2018  
**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	178 hours	
Adult Hockey	0 hours	
High School Boys/Girls	26 hours	
Public Skating/OH	5 hours	
Private rentals	8 hours	
Learn to Skate	0 hours	
<hr/>		
Total hours	217	
Total hours 2017	220	

**Knights to Remember Event:** Youth hockey fundraiser Scheduled for March 23<sup>rd</sup> 2019

**New Rink:** Projected open date is Wednesday November 14<sup>th</sup> 2018

**Staffing:** Our two new full-time employees are trained and on the schedule for November. Welcome to Brian Leduc and Scott Verness.

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

1. Midwest Hockey Program - 350
2. Summer Hockey Development Boys and Girls - 140
3. STMAYHA - 32
4. Private rental - 16
5. Open Hockey and Open Skate - 75
6. Hockey Finder - 50
7. 94's AAA - 100
8. Pond Hockey League - 40

**Total 2019 projected hours = 803 (574 in 2018)**

**Tournaments Scheduled Spring-Summer 2019:**

- April 12-14 – Early Trailblazer
- April 19-21 – Early Trailblazer AA (Limited to B Level Players)
- May 10-12 – Spring Stampede
- May 17-19 – Spring Stampede AA (Limited to B Level Players)
- August 16-18 – Summer Round Up AA (Limited to B Level Players)
- August 23-25 – Summer Round Up





# Change Request

Serving the States of: CO | IL | IN | IA | KY | MI | MN | MO | ND | NE | OH | SD | WI

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108  
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424  
 www.tierneybrothers.com

Quote #	Date
139943	11/5/2018
Page 1 of 2	

**Site Address**

Jody Johanson/Wayne Hoistad  
 St. Michael/Albertville- middle school west  
 District Office  
 11343 50th Street NE  
 Albertville MN 55301

Sales Rep	Project
476 Chris Jensen	6996 6996 Hockey arena panels (19223)

Contract	Memo
CPC #17.3-ITS	

**Contact Phone**

Qty	Item	Description	Price	Ext. Price
		Scope: Client will repurpose the QTY 2- 43 inch monitors on the order. They will replace the 43inch monitors with 55inch monitor. The 3rd 55 inch monitor is for a menu board.		
2	E557Q	55" LED Public Display Monitor with built-in ATSC (8-VSB, Clear-QAM)/NTSC tuner. 3840 x 2160 native resolution (4K / UHD), HDMI 2.0 x3, VGA, RCA Composite/Component, ON/OFF Scheduler, USB Media Player, USB Power Delivery, CEC, Integrated 10W x 2 Speakers, Wake On HDMI Functionality, RS-232C / LAN Control, 3 Year Warranty. Tabletop Stand not included (ST-43E)	1,088.10	2,176.20
2	LTM1U	Large Fusion Micro-Adjustable Tilt Wall Mount	223.50	447.00
1	Services - Integration	Integration and Installation Services (Non-Union, Non Prevailing Wage; Normal Business Hours). Union and/or Prevailing Wage rate requirement will result in a change order to the client. OR Integration and Installation Services (Union; Normal Business Hours) - Mounting of Digital Signage Players	130.00	130.00
1	E557Q	55" LED Public Display Monitor with built-in ATSC (8-VSB, Clear-QAM)/NTSC tuner. 3840 x 2160 native resolution (4K / UHD), HDMI 2.0 x3, VGA, RCA Composite/Component, ON/OFF Scheduler, USB Media Player, USB Power Delivery, CEC, Integrated 10W x 2 Speakers, Wake On HDMI Functionality, RS-232C / LAN Control, 3 Year Warranty. Tabletop Stand not included (ST-43E)	1,088.10	1,088.10
1	LTM1U	Large Fusion Micro-Adjustable Tilt Wall Mount	223.50	223.50
1	Services - Integration	Integration and Installation Services (Non-Union, Non Prevailing Wage; Normal Business Hours). Union and/or Prevailing Wage rate requirement will result in a change order to the client. OR Integration and Installation Services (Union; Normal Business Hours) - Mounting of Display	195.00	195.00
2	Item Removal	(2) MSM1U - Medium Fusion Micro-Adjustable Fixed Wall Mount	-121.50	-243.00



# Change Request

Quote #	Date
139943	11/5/2018

Page 2 of 2

Qty	Item	Description	Price	Ext. Price

To accept this quotation, return signed copy by email or fax.

**Terms and Conditions -**

- \* Tierney Brothers, Inc. reserves the right to bill the client for expedited shipping and handling charges incurred in any attempt to keep the project on schedule.
- \* Tierney Brothers, Inc. reserves the right to adjust the project schedule as needed as a result of this Change Request.

	<b>Subtotal</b>	4,016.80
<b>Shipping Cost (UPS Ground)</b>		0.00
	<b>Total</b>	\$4,016.80

The information contained within this proposal is supplied to you on a confidential basis and is not for disclosure to any organization without written consent of Tierney Brothers, Inc.

This document is subject to the terms and conditions found here:  
[www.tierneybrothers.com/SOTC](http://www.tierneybrothers.com/SOTC)

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit. Returns require an authorization number and must be made within 30 days. Custom orders and "Consumables", such as projector lamps, may not be returned. Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty. Restocking fees varying depending on the product line, expect a minimum charge of 25%.



# Quote

Serving the States of: CO | IL | IN | IA | KY | MI | MN | MO | ND | NE | OH | SD | WI

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108  
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424  
 www.tierneybrothers.com

Quote #	Date
139755	11/1/2018

### Bill To

Accounts Payable  
 City of Albertville  
 5959 Main Avenue NE  
 PO Box 9  
 Albertville MN 55301

### Ship To

Adam Nafstad  
 City of Albertville  
 5959 Main Ave NE  
 Albertville MN 55301

\_\_\_ Initial if correct or revise accordingly

\_\_\_ Initial if correct or revise accordingly

Expires	Sales Rep	Contract	Memo
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1/30/2019      350 Missy Johnson

Qty	Item	Description	Price	Ext. Price
1	Chief Mounting System (Custom Design)	Mounting Solution for media players	140.00	140.00
1	XD233	Two (2) Networked Interactive Player: Brightsign XD233 With SD Card Included (Required)	802.38	802.38
		HDMI and Ethernet Cables		
1	Custom Cables, Connectors, and Hardware	Cables, Connectors and Hardware	36.00	36.00
1	REACH-Set-Up	One-time set-up fee (Includes initial training(s), screen template(s) & content management system creation and customization)	350.00	350.00
2	REACH-Software-Annual Licensing	One-year software license(s). Each License includes: o Unlimited access to REACH's Content Management System, All widget options included, Multiple layouts per content stream, Access to all stock photos & templates, Any future software upgrades, Unlimited number of user accounts, Unlimited support & training for your clients.	350.00	700.00
1	REACH-Data-Web 365	DATA INTEGRATION - Microsoft Exchange	350.00	350.00

<b>Subtotal</b>	2,378.38
<b>Shipping Cost (UPS Ground)</b>	0.00
<b>Total</b>	\$2,378.38

To accept this quotation, complete the proposal summary page at the end of this document. Please review the terms, conditions and client responsibilities of this proposal in full.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit. Returns require an authorization number and must be made within 30 days. Custom orders and "Consumables", such as projector lamps, may not be returned. Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty. Restocking fees varying depending on the product line, expect a minimum charge of 25%.

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