



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

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF NOVEMBER 13, 2018** (pgs. 1-2)
- 4. FINANCE REPORTS**
 - a) Approve the November list of claims as presented in the amount of \$37,461.68 and November report (pgs. 3-7)
- 5. ARENA MANAGER**
 - a) Monthly report (pgs. 8-9)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - a) Consider the purchase of the benches, tables and stools for the concession and lobby areas of addition (pg. 10)
 - b) Discuss use of the Community Room (pg. 11)
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

November 13, 2018

6:00 p.m.

Present: Chairman Walter Hudson and members Jeff Lindquist, Kevin Kasel, Gayle Weber, Kari Dwinnell and Keith Wettschreck. Member John Vetsch was absent. Also present: City Administrator Adam Nafstad 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

Chairman Hudson requested a correction to the agenda under new business under item A to state three monitors instead of four.

Members Lindquist/Weber **moved** to set the agenda as amended. All voted aye.

Approval of Minutes

Members Weber/Kasel **moved** to approve the minutes of the October 8, 2018 Board Meeting as presented. All voted aye.

Finance Reports

Nafstad informed the Board that the November revenues will be lower than projected in the budget due to the second sheet opening late; however, summer sales were more than projected.

Members Kasel/Wettschreck **moved** to approve the October list of claims totaling \$14,058.84 and the October Financial Report as presented. All voted aye.

Arena Manager's Report

There were no comments on the managers' report

New Business

Nafstad presented the two quotes for the new arena menu board and locker assignment boards. The first quote from Tierney is to purchase and install the monitors; the second quote is for the software installation and annual fee. Member Lindquist asked why the for need software. Nafstad understood the software to be for the menu (to list item and price), locker room assignments (to list team and locker room number) in addition there is a scrolling feature for sponsors or advertising. Nafstad mentioned that there was a third party vendor for advertising but had Lannes look into it. Lannes meet with REACH and insured that all programming including advertisements can be done by staff easily.

Member Kasel asked why two licenses. Nafstad said it was his understanding that one is needed for the menu board and one for the locker assignments, but would need to check to be sure. Member Lindquist and Weber stated that the license fee seems high. The Board continued to discuss the need and cost of the software.

Member Wettschreck asked why this was not included as part of the project and if it should have been? Nafstad did not know why it was not included with the project and noted it was not a planned Arena Board purchase, but the capital improvement fund could be used to make the purchase and he believed it was a necessary purchase.

The Board continued to discuss the software, cost and funding.

Members Kasel\Lindquist **moved** to approve the purchase of three (3) monitors for the menu Board and locker room assignments for \$4,016.80, subject to staff review and verification. All voted aye.

Members Kasel\Lindquist **moved** to approve the purchase, up to \$2,378.38, for hardware and software to display the menu Board and locker room assignments, subject to staff review and verification. All voted aye.

Nafstad asked for feedback on furniture for the new arena. The addition has no furnishings included in the project for the concession area, lobby area, or the community room. Youth Hockey has a member that is willing to donate some furniture for the community room and Youth Hockey Association is considering donating TV's for the community room and concessions area. Nafstad asked the Board to consider furnishing the concession area. The recommendation was made to purchase user friendly maintenance free furnishings such as recycled plastic benches, tables and chairs and examples we provided. Nafstad suggested a furniture budget of \$7,000 as he thought it would allow for at least six benches and six high-top tables. Nafstad said no immediate actions was needed, but wanted to begin the discussion.

The Board discussed the ideas for furnishings for concessions area and decided to wait and see how the area works during games before further discussion. Nafstad said he would get more accurate pricing and bring it back at a future meeting.

Youth Hockey

Karl informed the Board that they are excited to get into the new arena.

Adjourn

Members Kasel/Wettschreck **moved** to adjourn at approximately 6:40 p.m. All voted aye.

Attest:

Tina L. Lannes, City Finance Director



STMA Ice Arena Budget to Actual November 2018 (Cash Basis)

	2018 Annual Budget	November 2018 Actual	2018 Actual YTD 11/30/18	2018 YTD % of Budget
Income				
Ice Rental	\$419,896.25	\$44,437.50	\$301,664.83	71.84%
Concessions	\$36,857.15	\$6,472.87	\$31,330.92	85.01%
Other Revenues (Advertising/LMC/Ins Claims)	\$13,000.00	\$0.00	\$12,000.00	92.31%
Vending	\$1,100.00	\$238.25	\$1,187.25	107.93%
Open Skate/Hockey, etc.	\$5,000.00	\$560.00	\$3,385.50	67.71%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$1,600.00	\$1,117.95	\$1,386.45	
Total Income	\$478,453.40	\$52,826.57	\$350,954.95	73.35%
Expenses				
Salaries, Wages, Taxes & Benefits	\$238,932.91	\$16,569.81	\$135,309.38	56.63%
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	\$181.18	\$1,385.13	76.95%
Professional Services	\$22,000.00	\$388.72	\$19,658.58	89.36%
Sales Tax	\$2,500.00	\$220.75	\$3,245.21	129.81%
Telephone	\$1,500.00	\$272.37	\$1,397.75	93.18%
Electric	\$75,000.00	\$14,110.05	\$70,444.67	93.93%
Gas	\$20,000.00	\$1,434.04	\$14,687.61	73.44%
Water	\$25,000.00	\$1,516.41	\$21,740.11	86.96%
Refuse	\$3,000.00	\$215.30	\$1,846.46	61.55%
Insurance	\$12,000.00	\$6,793.00	\$14,908.00	124.23%
Administration	\$14,625.00	\$1,218.75	\$13,406.25	91.67%
Misc.	\$2,585.00	\$450.00	\$2,132.50	82.50%
Repair Maintenance – Machinery	\$11,000.00	\$569.55	\$7,709.64	70.09%
Repair Maintenance – Building	\$30,000.00	\$1,722.82	\$16,483.62	54.95%
Total Operating Expenses	\$477,942.91	\$45,662.75	\$331,774.90	69.42%
Net Income/Loss	\$510.49	\$7,163.82	\$19,180.05	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

November 30, 2018

Cash Balance Operations

Cash Balance Operations 1/1/18	\$ 100,757
Add Revenues (collected in 2018)	\$ 350,955
Less Expenses	\$(331,775)
Est. Cash Balance Operations 11/30/18	\$ 119,937

Accounts Receivable (invoiced)

Operations November 30, 2018 - \$3,700.00

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
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
Alberville 2018 Contribution	\$15,000
POS drawers, computers, monitors	(\$5,484)
Balance 11/30/18	\$161,757

STMA Ice Arena Vendor Check Detail Register

CITY OF ALBERTVILLE

November 2018

			Check Amt	Invoice	Comment
Paid Chk# 006738E	11/1/2018	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,439.50	18100239828	Emp Health Ins
Paid Chk# 006771E	11/5/2018	ELAN FINANCIAL SERVICES			
E 810-00000-570	Office Equip and Furnishings		\$50.19		VGA cable,HDMI input
E 810-00000-570	Office Equip and Furnishings		\$1,720.65		HP280 G2 SFF Core
E 810-00000-570	Office Equip and Furnishings		\$542.60		Arena-Step One, POS drawers
E 810-00000-570	Office Equip and Furnishings		\$397.74		Arena-CDWG Monitors
E 810-00000-570	Office Equip and Furnishings		\$819.40		Arena-CDWG Computers
E 810-00000-570	Office Equip and Furnishings		\$1,952.94		Arena-(3) HP250 computers,(3) monitors
Paid Chk# 006793E	11/5/2018	AMERIPRIDE SERVICES, INC.			
E 810-00000-405	Repair/Maint - Buildings		\$16.00	2201106041	Arena mats
E 810-00000-405	Repair/Maint - Buildings		\$16.00	2201111248	Arena mats
Paid Chk# 006808E	11/5/2018	RANDYS ENVIRONMENTAL SERVICES			
E 810-00000-384	Refuse/Garbage Disposal		\$215.30	NOVEMBER	Arena Trash
Paid Chk# 006811E	11/5/2018	WATSON COMPANY			
R 810-00000-34740	Park & Rec Concessions		\$439.30	892941	Arena Food Concession
Paid Chk# 006814E	11/10/2018	SIGNAPAY			
E 810-00000-300	Professional Svcs (GENERAL)		\$31.72		Arena CC Fees
Paid Chk# 006827E	11/20/2018	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,439.50	18110210934	Emp Health Insurance
E 810-00000-130	Employer Paid Ins (GENERAL)		\$1,303.00	18110210934	Emp Health Insurance
Paid Chk# 006829E	11/20/2018	MN DEPARTMENT OF REVENUE			
E 810-00000-315	Sales Tax		\$220.75		Arena Sales Tax
Paid Chk# 006830E	11/19/2018	AMERIPRIDE SERVICES, INC.			
E 810-00000-405	Repair/Maint - Buildings		\$16.00	2201116827	Arena mats
Paid Chk# 006836E	11/19/2018	FERRELLGAS			
E 810-00000-212	Motor Fuels		\$86.89	1102868084	Arena Propane
E 810-00000-212	Motor Fuels		\$94.29	1103052775	Arena Propane
Paid Chk# 006846E	11/19/2018	WRIGHT-HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities		\$27.95		Arena Fire Panel Monitoring
Paid Chk# 006847E	11/19/2018	WATSON COMPANY			
R 810-00000-34740	Park & Rec Concessions		\$950.58	893496	Arena Food
Paid Chk# 006854E	11/19/2018	ABDO, EICK & MEYERS, LLP			
E 810-00000-301	Auditing and Acctg Services		\$38.35	406637	Professional Audit/Accounting Services

STMA Ice Arena Vendor Check Detail Register

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November 2018

			Check Amt	Invoice	Comment
Paid Chk# 038273	11/5/2018	BANYON DATA SYSTEMS			
E 810-00000-300	Professional Svcs (GENERAL)		\$97.14	00158009	POS Support/Fixed Assets Support
Paid Chk# 038279	11/5/2018	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$31.77	01315381024	Arena Cable
Paid Chk# 038297	11/5/2018	METLIFE-GROUP BENEFITS			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$185.73	101618	Emp Life, Dental, Stdis, Vision
Paid Chk# 038302	11/5/2018	MN DEPARTMENT OF HEALTH			
E 810-00000-433	Dues and Subscriptions		\$450.00		2019 License Renewal
Paid Chk# 038311	11/5/2018	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$690.00	C002839	Monthly Blanket Billing
Paid Chk# 038312	11/5/2018	STEP SAVER INC			
E 810-00000-405	Repair/Maint - Buildings		\$163.88	122661	bulk salt, resin cleaner IRON OUT
Paid Chk# 038320	11/19/2018	ACE OF ALBERTVILLE - ARENA			
E 810-00000-405	Repair/Maint - Buildings		\$66.32	104971/1	bucket, batteries, Mr clean eraser, floor squeegee
E 810-00000-405	Repair/Maint - Buildings		\$101.90	105034/1	safety vest, bleach, pine sol cleaner, tekk hard hat, nylon rope, sparkplug
E 810-00000-405	Repair/Maint - Buildings		(\$11.00)	105036/1	nylon rope
E 810-00000-405	Repair/Maint - Buildings		\$39.99	105038/1	multi use torch kit
E 810-00000-405	Repair/Maint - Buildings		\$4.98	105040/1	single cut key
E 810-00000-405	Repair/Maint - Buildings		(\$55.96)	105055/1	tekk hard hat, safety vest
E 810-00000-405	Repair/Maint - Buildings		\$22.99	105157/1	cartridge filter
Paid Chk# 038324	11/19/2018	B & D PLUMBING			
E 810-00000-405	Repair/Maint - Buildings		\$650.00	144163	Leaking Condensate Line
Paid Chk# 038326	11/19/2018	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$1,434.04		5898 Lachman Avenue NE 5390131-0
Paid Chk# 038327	11/19/2018	CHARTER COMMUNICATIONS			
E 810-00000-321	Telephone		\$240.60	01317021102	Arena Voice
Paid Chk# 038329	11/19/2018	CULLIGAN			
E 810-00000-405	Repair/Maint - Buildings		\$21.00	101X3188900	DI Carbon Standby Rental Service
Paid Chk# 038332	11/19/2018	E-Z SHARP			
E 810-00000-404	Repair/Maint - Machinery/Equip		\$376.80	160068	Grinding Wheel, diamond dresser
Paid Chk# 038336	11/19/2018	HILLYARD			
E 810-00000-404	Repair/Maint - Machinery/Equip		\$212.75	603200333	Disp freshner in stall auto act aire 1C, activeaire lavender 12CS
Paid Chk# 038343	11/19/2018	LEAGUE OF MN CITIES INS TRUST			
E 810-00000-150	Workers Comp (GENERAL)		\$4,132.00		40001973 Insurance Premium
E 810-00000-360	Insurance (GENERAL)		\$2,661.00		10003286 Insurance Premium
Paid Chk# 038362	11/19/2018	BUREAU OF CRIMINAL APPREHENSIO			
E 810-00000-300	Professional Svcs (GENERAL)		\$15.00		Background Check for Robert Emmer

STMA Ice Arena Vendor Check Detail Register

CITY OF ALBERTVILLE

November 2018

			Check Amt	Invoice	Comment
Paid Chk# 038364	11/20/2018	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$14,082.10	614323269	Arena-5898 Lachman Ave 51-5873315-4
Paid Chk# 038365	11/26/2018	BUREAU OF CRIMINAL APPREHENSIO			
E 810-00000-300	Professional Srvs (GENERAL)		\$15.00		Background Check Kenneth Gudmonson
Paid Chk# 038366	11/27/2018	BUREAU OF CRIMINAL APPREHENSIO			
E 810-00000-300	Professional Srvs (GENERAL)		\$15.00		Background Check Thomas Mathison

810 STMA ARENA

\$37,461.68



MANAGER' GENERAL UPDATE

Date: December 10th, 2018
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	232 hours	
Adult Hockey	0 hours	
High School Boys/Girls	66 hours	
Public Skating/OH	18 hours	
Private rentals	9 hours	
Learn to Skate	0 hours	
<hr/>		
Total hours	325 (2 sheets)	
Total hours 2017	233 (1 sheet)	

Accident at Rink: We had a very unfortunate and severe head injury occur as the result of a fall on the ice on 11-27-18. We have received many questions regarding emergency protocol and generally related to who should be contacting family of a victim and availability of emergency contact information. We are looking into having emergency contact information for players and coaches at the rink.

New Rink: Occupancy of Ice surface November 15th, Building occupancy Friday November 23rd and JV/Varsity Locker-rooms projected to be complete by Friday December 14th. Punchlist work will be ongoing.

Operations:

1. 11-18-18 (Old rink) Found compressor #5 discharge line had a crack and we shut the compressor down to contain the leak. Also had R-22 delivered and SCR (St Cloud Refrigeration) returned to re-pipe discharge line. Added 210lb to system to get the receiver above the 1st sight glass. Cost covered under maintenance agreement.
2. 12-2-18 (Old Rink) Had issues with dehumidification system. After talking to SCR, we believe it may have tripped due to construction. We'll continue to monitor the unit.

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 36
5. Open Hockey and Open Skate 75
6. Hockey Finder 50

7. 94's AAA 100
8. Pond Hockey League 40

Total projected hours 823 (2019) vs Actual 574 (2018)

Community Room Use: Arena staff is looking for direction on use of the community room. We are receiving questions about use and reservation requests. We have been allowing hockey groups to use for it for meetings, team pictures, etc.

Furniture for Arena: We have reviewed furniture options and pricing and would like to discuss further with the Arena Board.

Arena Clock and Sub-Scoreboard: We have received requests for these items and will need time to further research for the Board. The District is researching these items as well.

Clarification on menu and locker room assignment hardware and software: At the last meeting the Board authorized the purchase of monitors and software, but asked staff to clarify a few things. The bullets below address those questions:

1. There are two players (hard drive devices), one for the menu board and one for the locker room assignments. They are separate digital displays.
2. Each player device has to have its own license for \$350.
3. The software is designed for ice arenas and is used in thousands of locations. They are also a leader in the industry and have been in this business for over 14 years.
4. The software has the ability to scroll, change, advertise, and schedule for each display item. It also has several different layouts so it can be changed anytime in addition to changing position of ads or announcements with an auto population feature. The software is all inclusive, so there is not the ability to remove capability such as advertising to reduce the price.
5. This is a web based software and application so the description of unlimited access is where you can log in to change the items displaying on the boards, not load the same software license on multiple devices.
6. The price for this software, designed specifically to accomplish the goals such as how it displays, schedule, content, advertising is \$350/license in the quote. Upon checking into the same type of software needed to do what we need it to display correctly ranged \$500-\$700 annually per license.



Furnishings for Arena Addition

Date: December 7, 2018

To: STMA Arena Board

From: Adam Nafstad

Staff would like to continue the discussion of purchasing furniture for the concession area and lobby area, as well as, providing stools for the drink rail in the ice arena. We have worked with Callan's Furniture to review the space and determine what furniture would work best for the space. We believe high quality recycled plastic furniture would be economical and withstand the normal use to be expected at a public rink. The following pieces are proposed for the various areas:

Concession Area

5 - 60" benches

5 - 48" benches

5 - 2" round bar height tables

13 - Stools

Lobby Area

3 - 32" round bar height tables

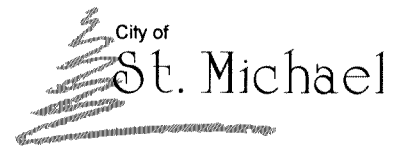
9 - Stools

Drink Rail

30 - Stools

The above furniture retails for \$33,520. Callan's has offered to sell the furniture at cost for \$16,595.

Samples and the quote will be provided at the meeting. This is not a budgeted or planned purchase, but the Board has the capital funds available should they desire to proceed with the furniture.



Community Room Use

Date: December 7, 2018

To: STMA Arena Board

From: Adam Nafstad

Staff would like direction on the use of the Community Room in the new arena addition. The School District recently discussed this topic and would like to limit the use of the space to high school games and rentals.

Currently the space is unfurnished.

Items to be discussed by the Board:

- Vision for space
- Users groups
- Swing Season vs. Off Peak
- Rental Policy/Rates
- Implementation