



## **STMA ARENA BOARD AGENDA**

**Monday, April 13, 2020**

**Via Video/Phone Conference**

**6:00 p.m.**

***Zoom Meeting Link:***

<https://zoom.us/j/206263547?pwd=WW9tRndGUXZOdu9vd2pxY1ZlODhDUT09>

***Zoom Audio Number:*** 1 (312) 626 6799

***Zoom Meeting ID:*** 206 263 547

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF MARCH 09, 2020 (pg.2)**
- 4. FINANCE REPORTS**
  - a) Approve the March list of claims as presented in the amount of \$56,475.16 and March report (pgs.3-7)
  - b) Spring Ice Memo (pg. 8)
- 5. ARENA MANAGER**
  - a) Monthly report (pg. 9-10)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS5**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

# ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

March 9, 2020

6:00 p.m.

**Present:** Chairman Kevin Kasel and members, Larry Sorensen, Keith Wettschreck, and Aaron Cocking. Members Kari Dwinnell, Tim Lewis and Rebecca Halling was absent. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, STMA Arena Manager Grant Fitch, and Scott Verness STMA Arena. The meeting was called to order at 6:02 p.m. by Chairman Kasel.

## Set Agenda

Members Cocking/Sorensen **moved** to set the agenda as presented. All voted aye.

## Approval of Minutes

Members Sorensen/Wettschreck **moved** to approve the minutes of the February 10, 2020 Board Meeting as amended. All voted aye.

## Finance Reports

Lannes reported that as usual this time of year the cash balance is building up and will start to decrease through the summer. Lannes also noted that all three entity annual contributions have been received.

Members Wettschreck/Cocking **moved** to approve the February list of claims totaling \$39,577.92 and the February Financial Report as presented. All voted aye.

## Arena Manager's Report

Fitch updated the board on hours sold and noted the ice was out on the old sheet. In addition, the bleacher railings have been corrected by the contractor. Fitch reported that chunks of concrete fell in the new lockerroom hallway and the contractor has been notified. Chairman Kasel asked when the ice was coming out on the new sheet. Nafstad stated the plan is for the warranty work to be completed in June.

## Old Business

Fitch mentioned to the board that the sun glare is happening again on the west end. The glare is for about ten minutes, effects play on the ice and occurs especially in the early and late part of the season. Nafstad will bring this back to the school's attention.

Chairman Kasel to finish the work on the hours and the Capital Improvement Plan spreadsheets and get the items sent out.

## New Business

Nafstad reported that staff will follow the recommendations of the school district for any operational changes and closures related to Covid-19.

## Adjourn

Members Wettschreck/Sorensen **moved** to adjourn at approximately 6:20 p.m. All voted aye.

Attest:

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Tina L. Lannes, City Finance Director



STMA Ice Arena Budget to Actual March 2020 (**Cash Basis**)

	<b>2020 Budget</b>	<b>March 2020 Actual</b>	<b>2020 Actual YTD 03/31/20</b>	<b>2020 YTD % of Budget</b>
<b>Income</b>				
Ice Rental	\$667,770.00	\$27,462.50	\$181,047.48	27.11%
Concessions	\$65,000.00	\$1,578.00	\$40,312.00	62.02%
Room Rental	\$500.00	\$0.00	\$37.26	
Other Revenues (Advertising/LMC/Ins Claims/ATM)	\$20,000.00	\$0.00	\$350.00	1.75%
Vending	\$1,500.00	\$0.00	\$448.75	29.92%
Open Skate/Hockey, etc.	\$12,000.00	\$265.00	\$1,645.00	13.71%
Interest	\$1,600.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$400.00	\$8.00	\$172.00	
<b>Total Income</b>	<b>\$768,770.00</b>	<b>\$29,313.50</b>	<b>\$224,012.49</b>	<b>29.14%</b>
<b>Expenses</b>				
Salaries, Wages, Taxes & Benefits	\$331,824.50	\$20,568.10	\$78,496.97	23.66%
Supplies (Office, Misc.)	\$1,500.00	\$0.00	\$72.25	4.82%
Supplies (Concession)	\$28,850.00	\$3,741.43	\$12,004.03	41.61%
Fuel, Misc.	\$1,500.00	\$148.90	\$268.76	17.92%
Professional Services	\$28,000.00	\$3,200.14	\$7,158.57	25.57%
Sales Tax	\$6,352.00	\$815.49	\$3,452.35	54.35%
Telephone	\$1,700.00	\$285.68	\$452.47	26.62%
Electric	\$150,000.00	\$9,541.26	\$20,389.83	13.59%
Gas	\$60,000.00	\$5,652.95	\$11,834.98	19.72%
Water	\$20,000.00	\$697.71	\$2,165.73	10.83%
Refuse	\$2,500.00	\$0.00	\$929.44	37.18%
Insurance	\$20,000.00	\$13,200.00	\$13,200.00	66.00%
Education/Training	\$1,500.00	\$0.00	\$0.00	0.00%
Administration	\$13,410.35	\$1,117.54	\$3,352.59	25.00%
Misc.	\$3,385.00	\$200.00	\$2,921.53	86.31%
Repair Maintenance – Machinery	\$11,000.00	\$1,739.96	\$2,608.37	23.71%
Repair Maintenance – Building	\$30,000.00	\$4,518.53	\$6,761.43	22.54%
<b>Total Operating Expenses</b>	<b>\$711,521.85</b>	<b>\$65,427.69</b>	<b>\$166,069.30</b>	<b>23.34%</b>
<b>Net Income/Loss</b>	<b>\$57,248.15</b>	<b>(\$36,114.19)</b>	<b>\$57,943.19</b>	

# STMA ICE ARENA CASH BALANCES AND RECEIVABLES

## March 30, 2020

### Cash Balance Operations

Est. Cash Balance Operations 1/1/20	\$ 35,408
Less expenses paid for 2019	\$ (20,045)
Add Revenues	\$ 224,012
Less Expenses	\$(166,069)
<b>Est. Cash Balance Operations 03/30/20</b>	<b><u>\$ 73,306</u></b>

### Accounts Receivable (invoiced)

Operations March 30, 2020 - \$148,007.32

### Cash Balance Dedicated Capital Improvement Fund

<b>Arena Owner Dedicated Cap. Imp. Fund</b>	
Beginning Balance 1/1/20	\$51,369
Invoiced St. Michael \$15,000	\$15,000
Invoiced ISD 885 \$15,000	\$15,000
Invoiced City of Albertville \$15,000	\$15,000
City of Albertville Utility Bill Customer Donation	\$43
<b>Balance 03/30/20</b>	<b><u>\$96,412</u></b>

# STMA Ice Arena Vendor Check Detail Register

March 2020

			Check Amt	Invoice	Comment
Paid Chk# 008203E	3/2/2020	<b>CTM SERVICES, INC</b>			
E 810-00000-404	Repair/Maint - Machinery/Equip		\$308.68	4517	repairs on both Olympia Ice Resurfacers
Paid Chk# 008210E	3/2/2020	<b>WATSON COMPANY</b>			
E 810-00000-252	Food/Concessions For Resale		\$670.61	106879	Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$945.99	107022	Arena Concessions
Paid Chk# 008215E	3/4/2020	<b>SIGNAPAY</b>			
E 810-00000-300	Professional Srvs (GENERAL)		\$174.20		Arena cc fees
Paid Chk# 008240E	3/16/2020	<b>AMERIPRIDE SERVICES, INC.</b>			
E 810-00000-405	Repair/Maint - Buildings		\$31.79	2201303257	Arena mops,mats
Paid Chk# 008242E	3/16/2020	<b>DAN DEHMER LANDSCAPING INC</b>			
E 810-00000-300	Professional Srvs (GENERAL)		\$980.00	8802	February 2020 plowing per contract
Paid Chk# 008247E	3/16/2020	<b>RANDYS ENVIRONMENTAL SERVICES</b>			
E 810-00000-405	Repair/Maint - Buildings		\$491.79	MARCH 2020	Arena trash removal
Paid Chk# 008256E	3/16/2020	<b>FERRELLGAS</b>			
E 810-00000-212	Motor Fuels		\$148.88	5005485634	fuel
Paid Chk# 008266E	3/15/2020	<b>STMA - ARENA</b>			
E 810-00000-382	Water Utilities		\$459.50		arena wtr bill 3/15/20 87-0000315-00-0
E 810-00000-382	Water Utilities		\$238.21		arena wtr bill 3/15/20 87-0000310-00-5
Paid Chk# 008294E	3/27/2020	<b>DAN DEHMER LANDSCAPING INC</b>			
E 810-00000-300	Professional Srvs (GENERAL)		\$240.00	8812	Ice Removal
Paid Chk# 039870	3/2/2020	<b>B &amp; D PLUMBING</b>			
E 810-00000-405	Repair/Maint - Buildings		\$468.00	171014	Service Call: Sink Leak,urinal problem,bottle filter
Paid Chk# 039871	3/2/2020	<b>BANYON DATA SYSTEMS</b>			
E 810-00000-300	Professional Srvs (GENERAL)		\$68.00	159969	Inventory Support & POS Addl Entity Support
Paid Chk# 039872	3/2/2020	<b>CANTEEN REFRESHMENT SERVICES</b>			
E 810-00000-252	Food/Concessions For Resale		\$959.88	MSP9824	caribou blen,cappuccino,hot cocoa whipper,sleeves
Paid Chk# 039874	3/2/2020	<b>CHARTER COMM-ARENA</b>			
E 810-00000-321	Telephone		\$115.11	0131702021020	Arena Voice 8352305160131702
Paid Chk# 039875	3/2/2020	<b>CONTINENTAL SAFETY EQUIPMENT</b>			
E 810-00000-300	Professional Srvs (GENERAL)		\$296.72	451419	Arena 10 PPM No2 Cal Gas
Paid Chk# 039880	3/2/2020	<b>GREAT LAKES COCA-COLA DISTRIB</b>			
E 810-00000-254	Soft Drinks/Mix For Resale		\$427.77	3593200861	Arena Concessions
E 810-00000-254	Soft Drinks/Mix For Resale		\$395.29	3597207874	Arena Concessions
Paid Chk# 039881	3/2/2020	<b>HILLYARD</b>			
E 810-00000-404	Repair/Maint - Machinery/Equip		\$752.71	603768165	Arsenal,tissue,foam soap,glove,kitchen towels

# STMA Ice Arena Vendor Check Detail Register

March 2020

			Check Amt	Invoice	Comment
Paid Chk# 039884	3/2/2020	<b>LEAGUE OF MN CITIES INS TRUST</b>			
E 810-00000-360	Insurance (GENERAL)		\$13,200.00		Arena Renewal P 3/10/20-3/10/21 #1002022-4
Paid Chk# 039885	3/2/2020	<b>LVC COMPANIES, INC.</b>			
E 810-00000-405	Repair/Maint - Buildings		\$605.00	29361	Service Call: Panel Troubles
Paid Chk# 039886	3/2/2020	<b>METLIFE-GROUP BENEFITS</b>			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$475.44		Emp Life, Dental, Stdis, Vision
Paid Chk# 039887	3/2/2020	<b>MR CUTTING EDGE</b>			
E 810-00000-404	Repair/Maint - Machinery/Equip		\$60.00	1983	Ice scraper blade 84"
Paid Chk# 039891	3/2/2020	<b>PREMIUM WATERS INC</b>			
E 810-00000-405	Repair/Maint - Buildings		\$155.00	802827-01-20	Arena Water Delivery
Paid Chk# 039894	3/2/2020	<b>SCR, INC - ST. CLOUD</b>			
E 810-00000-405	Repair/Maint - Buildings		\$951.00	C004508	Monthly Blanket Billing
Paid Chk# 039896	3/2/2020	<b>STEP SAVER INC</b>			
E 810-00000-405	Repair/Maint - Buildings		\$106.80	135178	Bulk Salt - #2
Paid Chk# 039898	3/2/2020	<b>SUNRISE PLUMBING</b>			
E 810-00000-405	Repair/Maint - Buildings		\$290.00	13049	urinal valve leaking
Paid Chk# 039905	3/11/2020	<b>CHARTER COMM - CH</b>			
E 810-00000-321	Telephone		\$51.68	0131538030120	STMA Arena
Paid Chk# 039906	3/11/2020	<b>COMDATA ARENA</b>			
E 810-00000-252	Food/Concessions For Resale		\$82.49		stma arena concessions CB951
Paid Chk# 039910	3/16/2020	<b>AEM FINANCIAL SOLUTIONS, LLC</b>			
E 810-00000-301	Auditing and Acctg Services		\$441.22	425818	Professional Audit/Accounting Services
Paid Chk# 039915	3/16/2020	<b>CENTERPOINT ENERGY</b>			
E 810-00000-383	Gas Utilities		\$5,652.95	5390131-0	arena gas util
Paid Chk# 039918	3/16/2020	<b>CULLIGAN</b>			
E 810-00000-405	Repair/Maint - Buildings		\$21.00	101X33519300	DI carbon standby rental service
Paid Chk# 039924	3/16/2020	<b>GREAT LAKES COCA-COLA DISTRIB</b>			
E 810-00000-252	Food/Concessions For Resale		\$259.40	3597207953	Arena Concessions
Paid Chk# 039931	3/16/2020	<b>LEAGUE OF MN CITIES INS TRUST</b>			
E 810-00000-360	Insurance (GENERAL)		\$13,200.00	40003210	prop cas insurance
Paid Chk# 039933	3/16/2020	<b>MR CUTTING EDGE</b>			
E 810-00000-404	Repair/Maint - Machinery/Equip		\$60.00	2040	Ice Scraper Blade 84"

# STMA Ice Arena Vendor Check Detail Register

March 2020

			Check Amt	Invoice	Comment
Paid Chk# 039942	3/16/2020	<b>XCEL ENERGY</b>			
E 810-00000-381	Electric Utilities		\$9,530.52		STMA Arena 51-5873315-4
Paid Chk# 039945	3/26/2020	<b>ACE OF ALBERTVILLE - ARENA</b>			
E 810-00000-405	Repair/Maint - Buildings		\$15.99	111944/1	MR Clean Roller mop
E 810-00000-405	Repair/Maint - Buildings		\$29.36	112010/1	kitchen sink opener,grease
E 810-00000-405	Repair/Maint - Buildings		\$6.59	112080/1	magnetic point,fasteners
E 810-00000-405	Repair/Maint - Buildings		\$3.99	112113/1	hook med holds
E 810-00000-405	Repair/Maint - Buildings		\$5.99	112125/1	adapter 'Y' 3.5MM to RCA
E 810-00000-405	Repair/Maint - Buildings		\$36.77	112142/1	dawn ultra,hook mini,swivel window squeegee
E 810-00000-405	Repair/Maint - Buildings		(\$27.99)	112176/1	swivel window squeegee 18"
Paid Chk# 039948	3/26/2020	<b>CHARTER COMM-ARENA</b>			
E 810-00000-321	Telephone		\$118.89	0131702031020	Arena Voice 8352305160131702
Paid Chk# 039952	3/26/2020	<b>METLIFE-GROUP BENEFITS</b>			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$475.44		Emp Life, Dental, Stdis, Vision
Paid Chk# 039955	3/26/2020	<b>PREMIUM WATERS INC</b>			
E 810-00000-405	Repair/Maint - Buildings		\$180.50	802827-02-20	Arena Water Delivery
Paid Chk# 039956	3/26/2020	<b>SCR, INC - ST. CLOUD</b>			
E 810-00000-405	Repair/Maint - Buildings		\$951.00	C004616	Monthly Blanket Billing
Paid Chk# 039958	3/26/2020	<b>STEP SAVER INC</b>			
E 810-00000-405	Repair/Maint - Buildings		\$536.77	132287	24"x72" brine tank w/PVC salt platform,well funnel,filter

**810 STMA ARENA**

**\$56,475.16**

## **SPRING ICE HOURS UPDATE**

**Date:** April 6, 2020

**To:** STMA Arena Board

**From:** Tina Lannes, Finance Director

Below is a projection of actual and potential loss of rent for March-May 2020:

**March** – Ice hours cancelled for March 2020 was 80 hours at the rate of \$165 totaling \$13,200 (projected hours was 23.5 so no loss in budgeted revenue)

**April** – Ice hours cancelled for April are 191 hours at the rate of \$165 totaling \$31,515 (projected hours was 196, loss in budgeted revenue \$32,340)

**May** – Potential ice hours cancelled for May are 145 at the rate of \$165 totaling \$23,925 (projected hours was 193, loss in budgeted revenue \$31,845)

If the arena is unable to operate through the end of May, based on budgeted/projected ice sales, the arena will realize a budgeted revenue loss of \$64,185

Looking at the budget for revenues and expenses this will have an estimated impact of, with all other budgetary items remaining the same, a net loss of \$6,936.85 for the year instead of the \$57,248.15 net income budgeted. Again, this assumes all other items remain unchanged. With the ice out on the Gold rink utility expenses should be less, but likely offset by revenue generation from concessions, vending, open skate, etc.



**MANAGER' GENERAL UPDATE**

**Date:** April 13<sup>th</sup>, 2020

**To:** STMA Arena Board

**From:** Grant Fitch, STMA Arena Manager

ARENA MONTHLY RENTAL HOURS – MARCH

<u>User</u>	<u>Hour Sold</u>
STMAYHA	59 hours
ERYHA (Elk River)	0 hours
RYHA (Rogers)	7 hours
Adult Hockey	8 hours
AAA/94's	32 hours
Public Skating/OH	13 hours
Private rentals	8 hours
<hr/>	
Total Hours Booked	127 (1 sheet)
Used/Billed	47
Canceled	80
Monthly Budget Projection	23.5 (1 sheet)

**Budget Projection:** Hours increased due to 2 added tournaments and the Midwest Hockey Programs was scheduled to start March 23<sup>rd</sup> not April 1<sup>st</sup>, STMAYHA used practice Ice until March 12<sup>th</sup> for teams going to State and we hosted the District 5 Squirt A tournament March 6<sup>th</sup> 7<sup>th</sup> and 8<sup>th</sup>

**Construction:**

Voss (Concrete) will be repairing sidewalks, curbs, and street areas in the coming weeks. These items are covered under warranty.

**Arena Staff:** The arena will remain closed to the general public. I will work remotely as much as possible, while ensuring the facility is secured and the mechanical equipment remains functional. Arena staff has been on Administrative Leave during the Governor’s Executive Order Directing Minnesotan’s (To-Stay-at-Home) until April 10<sup>th</sup> 2020. With the extended Stay-at-Home order, staff will develop plans to be complete of season maintenance, but with modified schedules, rotating shifts, and other precautions, while abiding by the executive order.

**Operations:** The safety of our players, coaches, parents, and spectators is a top priority. As of March 13<sup>th</sup>, the facility has been closed to the public.

**Arena Deep Cleaning:** All bathrooms, Locker-rooms, concession stand and high traffic areas have been cleaned and disinfected. Arena staff will continue to work on cleaning and other maintenance projects throughout the month of April.

**Gold Rink:** Tentative Ice install May 11 (originally scheduled for April 6)

**Blue Rink:** Warranty repair of ice scheduled for the month of May.

**STMAYHA:** PAA State Tournament was scheduled for March 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> 2020. Canceled due to the Corona Virus (COVID 19) 22 hours of ice time lost

**State Tournament Banquet:** STMAYHA hosted the banquet on March 12

**Furnace Replacement:** One of the furnaces for the old locker rooms went out. The cost to replace the furnace has been quoted at \$17,480. This work is on hold for now.

**Spring Maintenance Items:**

1. Clean north and south snow pits
2. Clean rink boards Blue and Gold
3. Paint: corridor, bathrooms, L-rooms, rails etc.
4. Patch repair all nets
5. Organize, inventory and restock rink glass for both rinks.
6. Order 8 more panels of white poly backer to enclose the outside of east end boards.  
(looking into cost)
7. Install TOD clock east end above overhead door
8. Shampoo clean Community Room carpet
9. Modify Refs locker-room: add benches and hooks
10. Replace broken hardware in bathrooms and replace damaged ceiling tiles
11. Build shelf in compressor room for air filters
12. Repair old bleachers (broken seats)
13. Install sump pump in old header trench
14. New overhead door gaskets and seal doors
15. Get balloons/pucks/other items down in Gold and Blue rink
16. Replace matting in Gold rink players boxes?
17. 3M coatings for west end glass
18. Replace fixtures in women's bathroom
19. New supply line for Slushy Machine
20. Warranty fix on LED lights Blue rink SE corner
21. Coordinate removal of 2 pull stations under scoreboard and in the old lobby
22. Mop and clean all seats in the bleachers Gold and Blue Rink
23. Deep clean Boys Varsity room
24. Cleanout old mechanical room
25. Olympia (x2) maintenance items