



**STMA ARENA BOARD AGENDA
MONDAY, JUNE 8, 2020
VIA Video Conference
6:00 PM**

Zoom Meeting Link:

<https://us02web.zoom.us/j/88230753081?pwd=R2RoQmhINmJYT3ZRdTRFVjEVBjeWJldz09>

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

Zoom Meeting ID: 882 3075 3081

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF MAY 11, 2020** (pgs. 2-3)
- 4. FINANCE REPORTS**
 - a) Approve the May list of claims as presented in the amount of \$26,176.99 and May report (pgs. 4-7)
- 5. ARENA MANAGER**
 - a) Monthly report (pgs. 8-9)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. YOUTH HOCKEY ASSOCIATION**
- 9. ADJOURN**

ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

May 11, 2020

6:00 p.m.

Present via video conference: Chairman Kevin Kasel and members, Larry Sorensen, Keith Wettschreck and Kari Dwinnell. Absent members Rebecca Halling, Aaron Cocking and Tim Lewis. Also present: City Administrator Adam Nafstad, City Finance Director Tina Lannes, STMA Arena Manager Grant Fitch, STMA School District Superintendent Dr. Ann-Marie Foucault, City of St. Michael Administrator Steven Bot, Andrew Berg Abdo, Eick and Meyers, LLC and Karl from STMA Youth Hockey Association. The meeting was called to order at 6:00 p.m. by Chairman Kasel.

Set Agenda

Members Sorensen\Wettschreck **moved** to set the agenda as presented. All voted aye.

2019 Audit Presentation

Andrew Berg presented the 2019 annual audit to the board. They issued an unmodified, clean opinion on the STMA Arena 2019 Financial Statements. Berg continued by going through revenues and expenses compared to budgeted amount in the general fund. In addition, Berg presented the review of the Capital fund balance for 2019. The items of note were an increase of revenues and expenses showing the second sheet of ice and the Zamboni purchase.

Members Sorensen\Dwinnell **moved** to accept the 2019 audit report as presented. All voted aye.

Approval of Minutes

Members Wettschreck\Sorensen **moved** to approve the minutes of the April 13, 2020 Board Meeting as presented. All voted aye.

Finance Reports

Lannes reported that on the financial report the revenues collected in April was for Ice sold in March or before since the arena was closed in the middle of March.

Members Wettschreck\Sorensen **moved** to approve the April list of claims totaling \$17,417.64 and the March Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch updated the board on operations that the two full time employees have started work at each of the cities. Also, Fitch added that the summer AAA is looking to start on July 13 and run through August 31st pending on when the Arena can open. Fitch reported that the ice on the blue sheet will be taken out tomorrow and will not be put back in for a week. Nafstad stated that the plan is to shut down the blue rink and work with the contractors and plan on having the gold rink usable June 1st, but if there is still a shutdown they are considering leaving both sheets out.

Fitch mentioned that with the reopening they are working on guidelines to implement social distancing. Nafstad updated the board that reopening he is hopeful to get guidance from the state and work with the district on a policy along with open the sheets of ice as it becomes possible.

Fitch stated he had requests from coaches to rent the ice with one player. Superintendent Dr. Ann-Marie Foucault reminded the board that opening has to be careful as the school has to follow the executive order that students can not be in any school facility.

STMA Youth Hockey

Karl from Youth Hockey stated there is nothing to report at this time but thanked the board and staff for all their work.

Adjourn

Members Sorensen\ Wettschreck **moved** to adjourn at approximately 6:19 p.m. All voted aye.

Attest:

Tina L. Lannes, City Finance Director



STMA Ice Arena Budget to Actual May 2020 (Cash Basis)

STMA Arena	2020 Budget	May 2020 Actual	2020 Actual YTD 05/31/20	2020 YTD % of Budget
Income				
Ice Rental	\$667,770.00	\$11,554.61	\$320,386.10	47.98%
Concessions	\$65,000.00	\$0.00	\$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	\$0.00	\$1,645.00	13.71%
Interest	\$1,600.00	\$0.00	\$0.00	0.00%
reimbursement - Cities	\$0.00	\$0.00	\$0.00	0.00%
Misc. Revenue	\$400.00	\$0.00	\$172.00	
Total Income	\$768,770.00	\$11,554.61	\$363,351.11	47.26%
Expenses				
Salaries, Wages, Taxes & Benefits	\$331,824.50	\$19,755.85	\$130,420.72	39.30%
Supplies (Office, Misc.)	\$1,500.00	\$0.00	\$72.25	4.82%
Supplies (Concession)	\$28,850.00	\$0.00	\$12,015.19	41.65%
Fuel, Misc.	\$1,500.00	\$0.00	\$288.75	19.25%
Professional Services	\$28,000.00	\$7,314.95	\$14,669.83	52.39%
Sales Tax	\$6,352.00	\$137.65	\$3,590.00	56.52%
Telephone	\$1,700.00	\$168.50	\$789.47	46.44%
Electric	\$150,000.00	\$4,867.07	\$30,298.55	20.20%
Gas	\$60,000.00	\$1,758.42	\$16,608.18	27.68%
Water	\$20,000.00	\$355.60	\$3,086.55	15.43%
Refuse	\$2,500.00	\$0.00	\$929.44	37.18%
Insurance	\$20,000.00	\$0.00	\$14,027.00	70.14%
Education/Training	\$1,500.00	\$0.00	\$0.00	0.00%
Administration	\$13,410.35	\$1,117.53	\$5,587.65	41.67%
Misc.	\$3,385.00	\$173.88	\$3,171.28	93.69%
Misc.	\$850.00	\$173.88	\$249.75	
dues	\$2,500.00	\$0.00	\$2,921.53	
taxes	\$35.00	\$0.00	\$0.00	
Repair Maintenance – Machinery	\$11,000.00	\$56.50	\$5,109.30	46.45%
Repair Maintenance – Building	\$30,000.00	\$7,449.95	\$14,996.56	49.99%
Total Operating Expenses	\$711,521.85	\$43,155.90	\$255,660.72	35.93%
Net Income/Loss	\$57,248.15	(\$31,601.29)	\$107,690.39	

STMA ICE ARENA CASH BALANCES AND RECEIVABLES

May 31, 2020

Cash Balance Operations

Cash Balance Operations 1/1/20	\$ 41,943
Less expenses paid for 2019	\$ (20,045)
Add Revenues	\$ 363,351
Less Expenses	\$(255,661)
Est. Cash Balance Operations 05/31/20	<u>\$ 129,588</u>

Accounts Receivable (invoiced)

Operations May 31, 2020 - \$19,830.49
(\$10,607.65 cities for employees)

Cash Balance Dedicated Capital Improvement Fund

Arena Owner Dedicated Cap. Imp. Fund	
Beginning Balance 1/1/20	\$53,599
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
Balance 05/31/20	<u>\$98,642</u>

STMA Ice Arena Vendor Check Detail Register

May 2020

Paid Chk#	Invoice Date	Vendor Name	Check Amt	Invoice	Comment
Paid Chk# 008380E	5/4/2020	ABDO, EICK & MEYERS, LLP			
E 810-00000-301	Auditing and Acctg Services		\$6,000.00	426677	Arena - Certified Audit Services for YE 12/31/19
Paid Chk# 008400E	5/4/2020	RUSSELL SECURITY RESOURCE INC.			
E 810-00000-405	Repair/Maint - Buildings		\$5,358.65	A37030	Arena - Install protected key & lock cylinder system
Paid Chk# 008413E	5/4/2020	SIGNAPAY			
E 810-00000-300	Professional Srvs (GENERAL)		\$14.95	MAY 2020	Arena CC Fees
Paid Chk# 008414E	5/7/2020	CITY OF ALBERTVILLE			
E 810-00000-382	Water Utilities		\$161.42	MAY 2020	Arena Water 87-00000315-00-0 / 4/21/2020
E 810-00000-382	Water Utilities		\$194.18	MAY 2020	Arena Water 87-00000310-00-5 / 4/21/2020
Paid Chk# 008415E	5/20/2020	BCBS OF MINNESOTA			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$3,430.00	200501190712	Emp Health Ins
E 810-00000-130	Employer Paid Ins (GENERAL)		\$776.00	200501190712	Emp Health Ins
Paid Chk# 008421E	5/18/2020	ABDO, EICK & MEYERS, LLP			
E 810-00000-301	Auditing and Acctg Services		\$1,300.00	429766	Arena Certified Audit Services for YE 12/31/19
Paid Chk# 008424E	5/18/2020	ATHLETICA SPORTS SYSTEMS			
E 810-00000-404	Repair/Maint - Machinery/Equip		\$56.50	412440	net lacing twine
Paid Chk# 008430E	5/18/2020	CULLIGAN			
E 810-00000-405	Repair/Maint - Buildings		\$21.00	101X33726103	DI Carbon Standby Rental Service 5/1/20-5/31/20
Paid Chk# 008438E	5/18/2020	LVC COMPANIES, INC.			
E 810-00000-405	Repair/Maint - Buildings		\$335.00	34651	JDACT Trouble on Panel
Paid Chk# 008454E	5/18/2020	WRIGHT HENNEPIN COOP ELECTRIC			
E 810-00000-381	Electric Utilities		\$10.74		Arena Elevator Monitoring 5/31/20
Paid Chk# 040049	5/4/2020	PREMIUM WATERS INC			
E 810-00000-405	Repair/Maint - Buildings		\$62.00	802827-03-20	Arena Water Delivery
Paid Chk# 040050	5/4/2020	SCR, INC - ST. CLOUD			
E 810-00000-405	Repair/Maint - Buildings		\$951.00	C004721	Arena Monthly Blanket Billing
Paid Chk# 040051	5/4/2020	SHERWIN-WILLIAMS ALBERTVILLE			
E 810-00000-405	Repair/Maint - Buildings		\$431.39	9151-5	Arena Paint
E 810-00000-405	Repair/Maint - Buildings		\$97.84	9539-1	Arena Paint
Paid Chk# 040058	5/18/2020	ACE OF ALBERTVILLE - ARENA			
E 810-00000-405	Repair/Maint - Buildings		\$11.98	112876/1	trim roller refills,handy roller cup pint
E 810-00000-405	Repair/Maint - Buildings		\$46.96	112891/1	masking tape,handy paint cup,paint tray kit
E 810-00000-405	Repair/Maint - Buildings		\$25.46	112908/1	rstp voco,trim roller refills,masking tape
E 810-00000-405	Repair/Maint - Buildings		\$52.94	112944/1	rstp voco,silicone,roller cover
E 810-00000-405	Repair/Maint - Buildings		\$24.99	112970/1	zone mark ltx yel
E 810-00000-405	Repair/Maint - Buildings		\$24.74	113002/1	masking tape,roller frame,paint tray liner
E 810-00000-405	Repair/Maint - Buildings		(\$4.49)	113034/1	vinegar white dist gal
E 810-00000-405	Repair/Maint - Buildings		(\$11.98)	113035/1	silicone
E 810-00000-405	Repair/Maint - Buildings		\$22.47	113036/1	ties cable,10x3/4 ph flat

STMA Ice Arena Vendor Check Detail Register

May 2020

			Check Amt	Invoice	Comment
Paid Chk# 040063	5/18/2020	CENTERPOINT ENERGY			
E 810-00000-383	Gas Utilities		\$1,758.42		5898 Lachman Avenue NE 5390131-0
Paid Chk# 040065	5/18/2020	CHARTER COMM-ARENA			
E 810-00000-321	Telephone		\$51.68	0131538050120	Arena Cable 8352305160131538
Paid Chk# 040093	5/18/2020	XCEL ENERGY			
E 810-00000-381	Electric Utilities		\$4,856.33	683889773	5898 Lachman Avenue NE 51-5873315-4
Paid Chk# 040096	5/21/2020	CHARTER COMM-ARENA			
E 810-00000-321	Telephone		\$116.82	0131702051020	Arena Cable 8352305160131702

810 STMA ARENA

\$26,176.99



MANAGER' GENERAL UPDATE

Date: June 8th, 2020

To: STMA Arena Board

From: Grant Fitch, STMA Arena Manager

ARENA MONTHLY RENTAL HOURS – MAY

<u>User</u>	<u>Hour Sold</u>
STMAYHA	0 hours
ERYHA (Elk River)	0 hours
RYHA (Rogers)	0 hours
Adult Hockey	8 hours
AAA/94's	112 hours
Public Skating/OH	0 hours
Private rentals	0 hours
<hr/>	
Total Hours Booked	120
Used/Billed	0
Canceled	120
Monthly Budget Projection	93

Re-opening: Ice Arenas were allowed to open June 1st with restrictions in place. STMA Ice Arena intends to open June 22nd for summer camps and be available for private ice rentals in July. Below are draft re-opening guidelines to be implemented when we open:

1. Physical Distance

- 9 players to 1 coach ratio both on the ice and at dryland. Total on the ice 2 pods of 10 including coaches. The two groups can't intermix
- There will never be more than 10 players in a locker room at one time to adhere by social distancing. 6ft spacing will be marked on the locker-room benches
- There will be no contact drills - lots of skills stations and socially distanced competitions
- Arrive and leave wearing gear.

2. Wash Hands and Practice Safe Hygiene Habits

- Encouraging players/coaches to wash their hands after they get off of the ice and after dryland
- Coaches will be wearing masks when not on the ice or instructing dryland
- We are highly encouraging athletes to wear masks into the building, in the locker room and when they leave. For their safety and the safety of the other players. They will not wear them when on the ice or when working out with dryland

3. Clean Surfaces and Equipment between Uses

- With a combination of rink staff and coaching staff members, we will wipe down and spray locker rooms in between sessions
- High touch areas and bathrooms will be cleaned and checked throughout the day
- **MUST** bring their own water bottle. Any bottles left behind will be thrown away

4. Staying Home When Sick or Experiencing Any Symptoms

- If your athlete/staff feels sick, or has any symptoms listed by the MDH or CDC: PLEASE STAY HOME

Blue Rink: Warranty repair of ice scheduled for June 15th. Planning on opening June 22nd with limited players and social distancing enforced.

Gold Rink: Tentative schedule to open Monday June 29th