

AGENDA
City of Huntsville
Municipal Ice Board of Control
September 18, 2019

- 1. Call to order**
- 2. Minutes: From meeting held August 21, 2019**
- 3. Public Comments**
 - a. General Public
 - b. NAHA
 - c. Skating Club of Huntsville
- 4. President's Report**
- 5. F.R.I.A. Report**
- 6. Financial Reports**
- 7. Senior Manager's Report**
 - a. Incident Report
 - b. HSSTA Report
 - c. HR Report
 - d. Marketing Report
- 8. Committee Reports**
- 9. Old Business**
- 10. New Business**
- 11. Next Meeting**

**BENTON H. WILCOXON
MUNICIPAL ICE COMPLEX
BOARD OF CONTROL
REGULAR MONTHLY MEETING**

All motions passed unanimously unless otherwise stated.

MINUTES OF August 21, 2019:

Presiding Officer: David Edwards

Call to Order: David called the meeting to order at 5:22pm

Board Members:

Present: David Edwards
Sasha Sealy
Kimberly Ford
Susan Phelan
Ed Ragland
Pat Sanders

Absent: Fred Hudson
Jan Davis
Ralph Stone

Facility Representatives: Steve Clough
Chantay Naeger
Wendy Ruch
Dita Dotson-Bowser
Jillian Riley

City Representatives: John Hamilton

Visitors: Troy Skinner, Debbie Barrie, Vicki Edwards

Minutes: Approved

City Update: John Hamilton said progress is going well with the current construction in Phase 1 of the expansion totaling 2.7 million. The exact completion date is still unknown at this time. Designing, bidding and contracting for the larger phase of the expansion project is ongoing with the current major scope being, first and foremost, replacement of all the mechanical systems including ice making equipment. Other renovations are to include an elevator, additional seating & office space & other interior/exterior upgrades. John says with budget challenges he cannot 100% guarantee that the total scope of the project will be funded and parts may have to be trimmed back. However, per the City's position, the piece that's non-negotiable is all the mechanical system upgrades. John is aware of the problems that have existed for some time with the current system and unfortunately, the equipment being used to make ice was never designed for that purpose and as it has gotten older, it has gotten much less efficient and effective. The mechanical upgrades alone are in the price range of

\$6-7 million. There is a lot of work the designers still need to do to figure out what the logical cut points will be. John compares it to pulling a thread on a sweater because the mechanical systems tie into the electrical systems which tie into other areas. The city is not as optimistic as they were a couple weeks ago on the entire scope falling within the anticipated \$8 million budget. John expects these decisions to be made within the next couple of weeks determining how to move forward with this project. At this point, completing these renovations will have a significant impact on the operations of the facility. Steve has been working closely with the City's staff as well as the staff of other facilities to prepare for a sizable shutdown period in 2020. Additional ice time outside the facility will be utilized to help mitigate the lack of ice time in the facility during the closure. John then opened the Q&A period.

Q. What is the timeframe of the shutdown?

A. The timeframe depends on the total scope of work. Due to us replacing every single electrical piece within the facility, the electrical engineers required a timeframe of mid-March through mid-September. As parts of the total scope are reduced, the shutdown time should shorten.

Q. Are there any incentives in the bid process to finish quicker?

A. The City has looked into several options for early completion incentives but have not found any for this particular project...they are still exploring options.

Q. What's going to happen to employees during the shutdown?

A. We have sent communication to each employee letting them know we are still waiting to hear final details affecting their position. There are different obligations for full-time vs part-time employees. There will be efforts needed within the outside facilities we are partnering with to keep rink programs functioning.

Q. Will the VBC hold ice for rink programs?

A. John, Steve & Dita met with the VBC to create a schedule that would meet a portion of our ice needs. The VBC's schedule isn't as open as it was a few years ago which is why we have reached out to Decatur as well. Steve discussed unfortunate ice issues Decatur is currently having and it is unknown when or if they will have usable ice in the near future.

Q. When the rink reopens, will the City subsidize operation costs if need be due to shutdown repercussions?

A. As we get more certainty, the City will meet with Steve and the finance committee to get budget projections and see how to maintain.

Q. Is it too early to know when funds would be available for renovations that wouldn't be part of this 8 million in phase 2?

A. There isn't money programed into the capital plan currently but it is updated every year and generally relies on borrowed money. Generally, the City is on a 2 year borrow cycle to fund major capital projects.

Public Comments

- a. General Public:** Troy Skinner asked if there was a priority list for construction. Steve said the compressors and dehumidification are first and second is the HVAC and mechanical systems. Troy asked how the public is notified of upcoming board meetings, particularly when they are rescheduled. He was informed that meetings are typically held on the 3rd Wednesday of each month excluding July. If there are changes, it is posted on the front page of the website. He also requested that the public be informed of the upcoming construction details.

b. NAHA: None

c. Skating Club: Vicki Edwards spoke about 2 events in the works including a test session this weekend involving 34 skaters and a Christmas show.

President's Report: David thanked Steve for his service to the Ice Complex and all the work he's done for the current and upcoming expansions.

FRIA Report: Susan presented bank balances and reported that the FRIA board did not meet in July 2019. The Brass Tap has joined the 200 Club in honor of the Rocket City Curling Club.

Main Checking Account	\$ 1,662.47
M. Dotson Sponsorship/Scholarship	\$ 1,474.23
FRIA Curling Club	\$ 3,604.15
FRIA Capital Improvements	<u>\$ 10,830.54</u>
Grand Total	\$ 17,571.39

Financial Report: Steve Clough provided an itemized description of the June & July financial reports highlighting the following key items:

- Net income for June 2019 was \$2,251.66. This is \$19,957.05 less than last year. This is mostly contributed to the \$14,429.42 additional repair and maintenance costs. There have been 4 compressors replaced since April 2019.
- Net income for July 2019 is -\$13,925.38. This is \$7,272.67 less than last July. This is again mostly contributed to the \$7570 increase in repair and maintenance and \$2166 in utilities.
- Slight increase in concessions sales for both months

Facility Financials:

General Checking Account	\$ 120,871.30
Capital Account	\$ 231,031.37
Reserves Account	<u>\$ 29,992.45</u>
Grand Total	\$ 381,895.12

Senior Manager's Report:

Incident Report: As reported

HSSTA Report: As reported

HR Report: As reported

Maintenance Report: As reported

Committee Reports: The projected 2019/2020 budget is still a work in progress until more details of the 2020 shutdown are known. The ice rate will remain the same.

Old Business: None

New Business: The employee manual has been updated to reflect all of the policies that have been approved over the past year. Wendy presented a new set of employee policies to be approved including paid leave, organizational chart and background checks. The board added a marketing position to the organizational chart for future hiring. The board also decided to do annual background checks on all employees. Discussions about reforming the fundraising committee led into brainstorming different ways to expand our fundraising efforts. Wendy confirmed that signed ice contracts have not gone out because she is waiting on confirmation from NAHA on switching certain NAHA programs to be under the Fight Club umbrella. It was established that with the ice contracts, there will be a letter of compliance that all team captains and coaches must sign regarding the Ice Complex alcohol policies which include no alcoholic beverages in locker rooms.

Adjournment: The meeting adjourned at 6:41pm. The next scheduled board meeting is September 18th, 2019 at 5:15pm.