



Andover YMCA Community Center Advisory Commission Meeting

Monday, April 10, 2017
6:30 pm

*Andover YMCA Community Center
Meeting Room B*

Call to Order

1. Agenda Approval
2. Approval of Minutes – February 16, 2017

Consent Items

Discussion Items

3. Appoint Commission Chair and Vice-Chair
4. City Council Workshop Presentation
5. Review Final 2016 Financials

Updates

6. AHYHA
7. YMCA
8. ACC

Commission Input

Adjournment



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Andover YMCA Community Center
Advisory Commission Meeting Minutes

Thursday, February 16, 2017

Andover City Hall

In Attendance: Tony Peterson, Tony Howard, Ted Butler, Val Holthus, Allison Boes, Frank Kellogg, Don Schmeichel and Erick Sutherland

Additional: Jim Dickenson,

Ted Butler called the meeting to order at 6:02 pm

The board welcomed Don Schmeichel to commission.

Agenda Approval

Approved as written

Approval of Minutes

Motion by Tony Peterson, Second by Val Holthus, to approve the minutes as written. Motion carried unanimously.

Appoint Chair

Motion by Tony Peterson, Second by Val Holthus, to table the board appointments until the next meeting. Motion carried unanimously.

Discuss Community Survey

The City of Andover is looking for input from the ACC Advisory Commission for the city wide survey it will be conducting in April/May. In addition to this scheduled meeting, the Advisory Commission will be meeting with the Park Commission to review survey questions as a group.

Val felt the survey was too long. She suggested we ask the group in charge of the survey what's average for total questions. Also, how many responses are they looking for? Ted suggested there is confusion on what YMCA is and what's City. There should be a short paragraph that helps explain what's what at the facility, help ensure the public understands. Don asked what's the overall goal of the survey, and how can we compare past surveys to this one. Do we see any trends or do things appear to be better or worse compared to earlier surveys. Jim followed up on what the overall goals of the survey would be that it's an educational piece for the council to help for planning and future discussions. Jim also got into what some other parts of the survey will ask that are not related to the ACC/YMCA. Ted asked that the commission have a chance to review the survey before it gets started. Jim said he would get a copy of the final survey to the commission prior to calls being made.

Andover YMCA Community Center
Advisory Commission Minutes
February 16, 2017

Motion by Val Holthus, Second by Allison Boes, to close the meeting at 6:55pm. Motion carried unanimously.

The ACC Advisory Commission will be a guest at the upcoming Andover Park Commission meeting, scheduled at 7:00 pm.

Submitted by,

Erick Sutherland

2017 Meeting Calendar

Andover YMCA Community Center Advisory Commission

| Date | Topic |
|-----------|---|
| January | |
| February | Joint Meeting with Park & Rec Commission - Survey Questions |
| March | Prioritization Guidelines |
| April | |
| May | City Council Workshop Presentation |
| June | Preliminary Budget Review |
| July | Review Facility Rates/2018 Review CIP |
| August | Approve Budget / Review CIP |
| September | Facility Tour |
| October | Plan for 2018/Outside Tours |
| November | |
| December | Holiday Dinner Meeting |

Revised April 1, 2017

General Ledger
Expense vs Budget By
Dept



User: LBrezinka
Printed: 04/05/17 08:45:36
Period 01 - 13
Fiscal Year 2016

| Account Number | Description | Budget | MTD | YTD | % Expensed | P-YTD |
|------------------|--------------------------------------|------------|------------|------------|------------|------------|
| 2130 44000 | Community Center Community Center | | | | | |
| | Salaries & Benefits | | | | | |
| 2130-44000-60110 | Salaries - Regular | 329,307.00 | 251,367.26 | 251,367.26 | 76.33 | 240,741.74 |
| 2130-44000-60210 | FICA | 20,417.00 | 15,196.01 | 15,196.01 | 74.43 | 13,929.02 |
| 2130-44000-60220 | Medicare | 4,775.00 | 3,554.07 | 3,554.07 | 74.43 | 3,257.38 |
| 2130-44000-60310 | Health Insurance | 37,170.00 | 38,205.57 | 38,205.57 | 102.79 | 37,050.25 |
| 2130-44000-60320 | Dental Insurance | 1,575.00 | 1,617.21 | 1,617.21 | 102.68 | 1,565.61 |
| 2130-44000-60330 | Life Insurance | 60.00 | 40.19 | 40.19 | 66.98 | 40.55 |
| 2130-44000-60340 | Long-Term Disability | 482.00 | 525.31 | 525.31 | 108.99 | 468.76 |
| 2130-44000-60410 | PERA | 24,537.00 | 19,507.08 | 19,507.08 | 79.50 | 17,992.75 |
| 2130-44000-60520 | Workers Comp | 8,506.00 | 6,479.00 | 6,479.00 | 76.17 | 7,926.00 |
| 2130-44000-60990 | Inter-City Labor Allocation | -90,598.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Salaries & Benefits | 336,231.00 | 336,491.70 | 336,491.70 | 100.08 | 322,972.06 |
| | Departmental | | | | | |
| 2130-44000-61005 | Supplies - General | 0.00 | 1,801.08 | 1,801.08 | 0.00 | 1,175.75 |
| 2130-44000-61020 | Supplies - Operating | 18,000.00 | 18,276.96 | 18,276.96 | 101.54 | 18,454.71 |
| 2130-44000-61050 | Supplies - Diesel Fuel | 300.00 | 201.39 | 201.39 | 67.13 | 0.00 |
| 2130-44000-61105 | R & M Supplies - General | 0.00 | 9.30 | 9.30 | 0.00 | 0.00 |
| 2130-44000-61120 | R & M Supplies - Building | 0.00 | 431.88 | 431.88 | 0.00 | 828.00 |
| 2130-44000-61310 | Meals Lodging | 0.00 | 95.02 | 95.02 | 0.00 | 0.00 |
| 2130-44000-61315 | Continuing Education | 0.00 | 89.00 | 89.00 | 0.00 | 0.00 |
| 2130-44000-61320 | Annual Dues Licenses | 750.00 | 636.00 | 636.00 | 84.80 | 635.00 |
| 2130-44000-61410 | Transportation Mileage | 0.00 | 309.29 | 309.29 | 0.00 | 461.64 |
| | Departmental | 19,050.00 | 21,849.92 | 21,849.92 | 114.70 | 21,555.10 |
| | Operating | | | | | |
| 2130-44000-62005 | Electric | 200,000.00 | 192,187.20 | 192,187.20 | 96.09 | 195,959.72 |
| 2130-44000-62010 | Water & Sewer Service | 24,000.00 | 23,155.00 | 23,155.00 | 96.48 | 26,149.31 |
| 2130-44000-62015 | Natural Gas | 137,500.00 | 84,806.52 | 84,806.52 | 61.68 | 100,212.51 |
| 2130-44000-62020 | Refuse Collection | 4,200.00 | 4,884.53 | 4,884.53 | 116.30 | 5,209.90 |
| 2130-44000-62025 | Storm Water Utility Charge | 1,500.00 | 1,875.08 | 1,875.08 | 125.01 | 2,211.23 |
| 2130-44000-62030 | Telephone | 6,500.00 | 5,227.51 | 5,227.51 | 80.42 | 4,650.21 |
| 2130-44000-62100 | Insurance | 13,283.00 | 13,283.00 | 13,283.00 | 100.00 | 13,283.00 |
| 2130-44000-62200 | Rentals | 2,000.00 | 1,743.05 | 1,743.05 | 87.15 | 2,004.36 |
| 2130-44000-62300 | Equipment Maintenance Contract | 18,875.00 | 16,688.93 | 16,688.93 | 88.42 | 19,132.07 |
| 2130-44000-62305 | Software Maintenance Contracts | 0.00 | 1,348.05 | 1,348.05 | 0.00 | 1,143.85 |
| | Operating | 407,858.00 | 345,198.87 | 345,198.87 | 84.64 | 369,956.16 |
| | Professional Services | | | | | |
| 2130-44000-63005 | Professional Services | 3,000.00 | 1,238.09 | 1,238.09 | 41.27 | 297.50 |
| 2130-44000-63010 | Contractual Services | 15,000.00 | 20,214.44 | 20,214.44 | 134.76 | 15,155.23 |
| 2130-44000-63025 | Publishing | 0.00 | 504.47 | 504.47 | 0.00 | 649.09 |
| 2130-44000-63030 | Printing | 1,000.00 | 180.62 | 180.62 | 18.06 | 0.00 |
| 2130-44000-63100 | R & M Labor - General | 0.00 | 1,582.61 | 1,582.61 | 0.00 | 815.00 |
| 2130-44000-63105 | R & M Labor - Building | 34,500.00 | 26,936.74 | 26,936.74 | 78.08 | 20,958.26 |

5a-2

| <u>Account Number</u> | <u>Description</u> | <u>Budget</u> | <u>MTD</u> | <u>YTD</u> | <u>% Expensed</u> | <u>P-YTD</u> |
|-----------------------|-----------------------------|------------------|------------------|------------------|-------------------|--------------|
| | Professional Services | 53,500.00 | 50,656.97 | 50,656.97 | 94.69 | 37,875.08 |
| 2130-44000-65600 | Capital Outlay Equipment | <u>20,000.00</u> | <u>12,976.80</u> | <u>12,976.80</u> | <u>64.88</u> | <u>0.00</u> |
| | Capital Outlay | <u>20,000.00</u> | <u>12,976.80</u> | <u>12,976.80</u> | <u>64.88</u> | <u>0.00</u> |
| 44000 | Community Center | 836,639.00 | 767,174.26 | 767,174.26 | 91.70 | 752,358.40 |

5-a3

| Account Number | Description | Budget | MTD | YTD | % Expensed | P-YTD |
|------------------|-----------------------|------------------|------------------|------------------|---------------|------------------|
| 44100 | Concessions | | | | | |
| | Operating | | | | | |
| 2130-44100-62005 | Electric | 8,200.00 | 5,943.93 | 5,943.93 | 72.49 | 6,060.60 |
| 2130-44100-62010 | Water & Sewer Service | 700.00 | 716.13 | 716.13 | 102.30 | 809.04 |
| 2130-44100-62020 | Refuse Collection | 4,000.00 | 4,339.47 | 4,339.47 | 108.49 | 3,978.31 |
| 2130-44100-62030 | Telephone | <u>800.00</u> | <u>672.47</u> | <u>672.47</u> | <u>84.06</u> | <u>673.02</u> |
| | Operating | 13,700.00 | 11,672.00 | 11,672.00 | 85.20 | 11,520.97 |
| | Professional Services | | | | | |
| 2130-44100-63010 | Contractual Services | 0.00 | 2,461.81 | 2,461.81 | 0.00 | 3,257.92 |
| 2130-44100-63100 | R & M Labor - General | <u>1,500.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| | Professional Services | <u>1,500.00</u> | <u>2,461.81</u> | <u>2,461.81</u> | <u>164.12</u> | <u>3,257.92</u> |
| 44100 | Concessions | 15,200.00 | 14,133.81 | 14,133.81 | 92.99 | 14,778.89 |

5-a4

| <u>Account Number</u> | <u>Description</u> | <u>Budget</u> | <u>MTD</u> | <u>YTD</u> | <u>% Expensed</u> | <u>P-YTD</u> |
|-----------------------|----------------------|-----------------|-----------------|-----------------|-------------------|-----------------|
| 44200 | Pro Shop | | | | | |
| | Departmental | | | | | |
| 2130-44200-61020 | Supplies - Operating | 800.00 | 2,018.33 | 2,018.33 | 252.29 | 1,959.57 |
| 2130-44200-61245 | Items for Resale | <u>1,000.00</u> | <u>1,224.72</u> | <u>1,224.72</u> | <u>122.47</u> | <u>899.99</u> |
| | Departmental | <u>1,800.00</u> | <u>3,243.05</u> | <u>3,243.05</u> | <u>180.17</u> | <u>2,859.56</u> |
| 44200 | Pro Shop | 1,800.00 | 3,243.05 | 3,243.05 | 180.17 | 2,859.56 |

5-95

| Account Number | Description | Budget | MTD | YTD | % Expensed | P-YTD |
|------------------|--------------------------------|-------------------|-------------------|-------------------|---------------|-------------------|
| 44300 | Ice Arena | | | | | |
| | Salaries & Benefits | | | | | |
| 2130-44300-60110 | Salaries - Regular | 0.00 | 71,048.19 | 71,048.19 | 0.00 | 72,380.90 |
| 2130-44300-60210 | FICA | 0.00 | 4,534.24 | 4,534.24 | 0.00 | 4,455.37 |
| 2130-44300-60220 | Medicare | 0.00 | 1,060.45 | 1,060.45 | 0.00 | 1,041.97 |
| 2130-44300-60410 | PERA | 0.00 | 322.36 | 322.36 | 0.00 | 3,299.48 |
| 2130-44300-60520 | Workers Comp | 0.00 | 1,667.00 | 1,667.00 | 0.00 | 0.00 |
| 2130-44300-60990 | Inter-City Labor Allocation | <u>75,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| | Salaries & Benefits | 75,000.00 | 78,632.24 | 78,632.24 | 104.84 | 81,177.72 |
| | Departmental | | | | | |
| 2130-44300-61005 | Supplies - General | 0.00 | 669.71 | 669.71 | 0.00 | 807.78 |
| 2130-44300-61020 | Supplies - Operating | 10,000.00 | 26,499.87 | 26,499.87 | 265.00 | 32,984.52 |
| 2130-44300-61055 | Supplies - Programs | 5,000.00 | 0.00 | 0.00 | 0.00 | 3,532.55 |
| 2130-44300-61120 | R & M Supplies - Building | 4,000.00 | 4,405.79 | 4,405.79 | 110.14 | 2,567.39 |
| 2130-44300-61220 | Software | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2130-44300-61225 | Technology Upgrades | 0.00 | 1,950.00 | 1,950.00 | 0.00 | 0.00 |
| 2130-44300-61310 | Meals Lodging | 800.00 | 8.49 | 8.49 | 1.06 | 358.88 |
| 2130-44300-61320 | Annual Dues Licenses | 1,500.00 | 1,241.00 | 1,241.00 | 82.73 | 1,329.00 |
| 2130-44300-61405 | Postage | 0.00 | 63.01 | 63.01 | 0.00 | 132.55 |
| 2130-44300-61410 | Transportation Mileage | <u>200.00</u> | <u>28.08</u> | <u>28.08</u> | <u>14.04</u> | <u>0.00</u> |
| | Departmental | 22,500.00 | 34,865.95 | 34,865.95 | 154.96 | 41,712.67 |
| | Operating | | | | | |
| 2130-44300-62205 | Central Equipment Services | 5,589.00 | 5,589.00 | 5,589.00 | 100.00 | 5,589.00 |
| 2130-44300-62305 | Software Maintenance Contracts | <u>800.00</u> | <u>975.00</u> | <u>975.00</u> | <u>121.88</u> | <u>712.50</u> |
| | Operating | 6,389.00 | 6,564.00 | 6,564.00 | 102.74 | 6,301.50 |
| | Professional Services | | | | | |
| 2130-44300-63005 | Professional Services | 10,000.00 | 10,015.75 | 10,015.75 | 100.16 | 11,655.75 |
| 2130-44300-63010 | Contractual Services | 0.00 | 840.00 | 840.00 | 0.00 | 0.00 |
| 2130-44300-63025 | Publishing | 500.00 | 2,319.98 | 2,319.98 | 464.00 | 1,078.77 |
| 2130-44300-63100 | R & M Labor - General | 0.00 | 700.00 | 700.00 | 0.00 | 404.00 |
| 2130-44300-63105 | R & M Labor - Building | <u>25,000.00</u> | <u>16,929.13</u> | <u>16,929.13</u> | <u>67.72</u> | <u>69,095.22</u> |
| | Professional Services | 35,500.00 | 30,804.86 | 30,804.86 | 86.77 | 82,233.74 |
| | Capital Outlay | | | | | |
| 2130-44300-65300 | Improvements | <u>36,000.00</u> | <u>34,881.58</u> | <u>34,881.58</u> | <u>96.89</u> | <u>0.00</u> |
| | Capital Outlay | <u>36,000.00</u> | <u>34,881.58</u> | <u>34,881.58</u> | <u>96.89</u> | <u>0.00</u> |
| 44300 | Ice Arena | 175,389.00 | 185,748.63 | 185,748.63 | 105.91 | 211,425.63 |

5-a6

| Account Number | Description | Budget | MTD | YTD | % Expensed | P-YTD |
|------------------|--------------------------------|------------------|------------------|------------------|---------------|------------------|
| 44400 | Fieldhouse | | | | | |
| | Salaries & Benefits | | | | | |
| 2130-44400-60110 | Salaries - Regular | 0.00 | 32,724.83 | 32,724.83 | 0.00 | 32,025.64 |
| 2130-44400-60210 | FICA | 0.00 | 2,132.29 | 2,132.29 | 0.00 | 1,951.64 |
| 2130-44400-60220 | Medicare | 0.00 | 498.64 | 498.64 | 0.00 | 456.41 |
| 2130-44400-60410 | PERA | 0.00 | 52.80 | 52.80 | 0.00 | 719.71 |
| 2130-44400-60520 | Workers Comp | 0.00 | 800.00 | 800.00 | 0.00 | 0.00 |
| 2130-44400-60990 | Inter-City Labor Allocation | <u>30,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| | Salaries & Benefits | 30,000.00 | 36,208.56 | 36,208.56 | 120.70 | 35,153.40 |
| | Departmental | | | | | |
| 2130-44400-61020 | Supplies - Operating | 6,000.00 | 12,898.73 | 12,898.73 | 214.98 | 4,358.58 |
| 2130-44400-61055 | Supplies - Programs | 2,500.00 | 1,475.60 | 1,475.60 | 59.02 | 1,144.00 |
| 2130-44400-61105 | R & M Supplies - General | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2130-44400-61120 | R & M Supplies - Building | 0.00 | 1,593.97 | 1,593.97 | 0.00 | 93.30 |
| 2130-44400-61225 | Technology Upgrades | 0.00 | 1,950.00 | 1,950.00 | 0.00 | 2,915.00 |
| 2130-44400-61405 | Postage | 0.00 | 63.01 | 63.01 | 0.00 | 132.56 |
| 2130-44400-61410 | Transportation Mileage | <u>0.00</u> | <u>5.40</u> | <u>5.40</u> | <u>0.00</u> | <u>0.00</u> |
| | Departmental | 13,500.00 | 17,986.71 | 17,986.71 | 133.23 | 8,643.44 |
| | Operating | | | | | |
| 2130-44400-62200 | Rentals | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2130-44400-62300 | Equipment Maintenance Contract | 0.00 | 525.00 | 525.00 | 0.00 | 0.00 |
| 2130-44400-62305 | Software Maintenance Contracts | <u>700.00</u> | <u>975.00</u> | <u>975.00</u> | <u>139.29</u> | <u>712.50</u> |
| | Operating | 1,200.00 | 1,500.00 | 1,500.00 | 125.00 | 712.50 |
| | Professional Services | | | | | |
| 2130-44400-63005 | Professional Services | 5,000.00 | 2,850.00 | 2,850.00 | 57.00 | 3,004.96 |
| 2130-44400-63025 | Publishing | 0.00 | 175.18 | 175.18 | 0.00 | 0.00 |
| 2130-44400-63105 | R & M Labor - Building | <u>5,000.00</u> | <u>4,935.53</u> | <u>4,935.53</u> | <u>98.71</u> | <u>2,248.05</u> |
| | Professional Services | <u>10,000.00</u> | <u>7,960.71</u> | <u>7,960.71</u> | <u>79.61</u> | <u>5,253.01</u> |
| 44400 | Fieldhouse | 54,700.00 | 63,655.98 | 63,655.98 | 116.37 | 49,762.35 |

5-a7

| Account Number | Description | Budget | MTD | YTD | % Expensed | P-YTD |
|-----------------------|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| 44900 | Comm Ctr - Misc | | | | | |
| 2130-44900-67101 | Other Financing Uses Operating Transfers Out | <u>371,598.00</u> | <u>300,000.00</u> | <u>300,000.00</u> | <u>80.73</u> | <u>300,000.00</u> |
| | Other Financing Uses | <u>371,598.00</u> | <u>300,000.00</u> | <u>300,000.00</u> | <u>80.73</u> | <u>300,000.00</u> |
| 44900 | Comm Ctr - Misc | 371,598.00 | 300,000.00 | 300,000.00 | 80.73 | 300,000.00 |

5-98

| Account Number | Description | Budget | MTD | YTD | % Expensed | P-YTD |
|-----------------------|--------------------|---------------------|---------------------|---------------------|-------------------|---------------------|
| 2130 | Community Center | <u>1,455,326.00</u> | <u>1,333,955.73</u> | <u>1,333,955.73</u> | <u>91.66</u> | <u>1,331,184.83</u> |
| Expense Total | | 1,455,326.00 | 1,333,955.73 | 1,333,955.73 | 0.92 | 1,331,184.83 |

5b-1

General Ledger
 Revenue vs Budget By
 Dept



User: LBrezinka
 Printed: 04/05/17 08:45:35
 Period 01 - 12
 Fiscal Year 2016

| Account Number | Description | Budget | MTD | YTD | % Collected | P-YTD |
|------------------|----------------------------|--------------------|-------------------|-------------------|---------------|-------------------|
| 2130 | Community Center | | | | | |
| 44000 | Community Center | | | | | |
| | Charges for Services | | | | | |
| 2130-44000-55550 | Equipment Rental | 0.00 | -60.00 | -60.00 | 0.00 | -177.00 |
| 2130-44000-55551 | Equipment Rental - Taxable | 0.00 | -5.00 | -5.00 | 0.00 | 0.00 |
| 2130-44000-55570 | Vending Machines | <u>-1,500.00</u> | <u>-1,531.29</u> | <u>-1,531.29</u> | <u>102.09</u> | <u>-1,798.83</u> |
| | Charges for Services | -1,500.00 | -1,596.29 | -1,596.29 | 106.42 | -1,975.83 |
| | Miscellaneous Revenue | | | | | |
| 2130-44000-58100 | Refunds & Reimbursements | -130,000.00 | -107,065.70 | -107,065.70 | 82.36 | -108,806.05 |
| 2130-44000-58105 | Rent | <u>0.00</u> | <u>-800.00</u> | <u>-800.00</u> | <u>0.00</u> | <u>0.00</u> |
| | Miscellaneous Revenue | -130,000.00 | -107,865.70 | -107,865.70 | 82.97 | -108,806.05 |
| | Other Financing Sources | | | | | |
| 2130-44000-59100 | Operating Transfers In | <u>0.00</u> | <u>13,067.50</u> | <u>13,067.50</u> | <u>0.00</u> | <u>13,067.50</u> |
| | Other Financing Sources | <u>0.00</u> | <u>13,067.50</u> | <u>13,067.50</u> | <u>0.00</u> | <u>13,067.50</u> |
| 44000 | Community Center | -131,500.00 | -96,394.49 | -96,394.49 | 73.30 | -97,714.38 |

5-62

| <u>Account Number</u> | <u>Description</u> | <u>Budget</u> | <u>MTD</u> | <u>YTD</u> | <u>% Collected</u> | <u>P-YTD</u> |
|-----------------------|--------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| 44100 | Concessions | | | | | |
| | Miscellaneous Revenue | | | | | |
| 2130-44100-58100 | Refunds & Reimbursements | -16,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2130-44100-58105 | Rent | <u>0.00</u> | <u>-16,301.30</u> | <u>-16,301.30</u> | <u>0.00</u> | <u>-17,958.46</u> |
| | Miscellaneous Revenue | <u>-16,000.00</u> | <u>-16,301.30</u> | <u>-16,301.30</u> | <u>101.88</u> | <u>-17,958.46</u> |
| 44100 | Concessions | -16,000.00 | -16,301.30 | -16,301.30 | 101.88 | -17,958.46 |

5-b3

| <u>Account Number</u> | <u>Description</u> | <u>Budget</u> | <u>MTD</u> | <u>YTD</u> | <u>% Collected</u> | <u>P-YTD</u> |
|-----------------------|----------------------|------------------|------------------|------------------|--------------------|------------------|
| 44200 | Pro Shop | | | | | |
| | Charges for Services | | | | | |
| 2130-44200-55515 | Skate Sharpening | -4,000.00 | -3,382.00 | -3,382.00 | 84.55 | -3,583.00 |
| 2130-44200-55516 | Merchandise | -1,200.00 | -1,752.50 | -1,752.50 | 146.04 | -1,363.50 |
| 2130-44200-55550 | Equipment Rental | <u>-3,500.00</u> | <u>-4,213.00</u> | <u>-4,213.00</u> | <u>120.37</u> | <u>-4,312.00</u> |
| | Charges for Services | <u>-8,700.00</u> | <u>-9,347.50</u> | <u>-9,347.50</u> | <u>107.44</u> | <u>-9,258.50</u> |
| 44200 | Pro Shop | -8,700.00 | -9,347.50 | -9,347.50 | 107.44 | -9,258.50 |

5-64

| Account Number | Description | Budget | MTD | YTD | % Collected | P-YTD |
|-----------------------|----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 44300 | Ice Arena | | | | | |
| | Charges for Services | | | | | |
| 2130-44300-55505 | Ice Rental | -340,000.00 | -252,086.29 | -252,086.29 | 74.14 | -242,640.36 |
| 2130-44300-55506 | Ice Rental - Taxable | 0.00 | -98,434.17 | -98,434.17 | 0.00 | -103,927.65 |
| 2130-44300-55510 | Open Skate | -12,500.00 | -10,660.00 | -10,660.00 | 85.28 | -12,409.00 |
| 2130-44300-55511 | Ice Arena Programs | -30,000.00 | -29,897.25 | -29,897.25 | 99.66 | -28,255.00 |
| 2130-44300-55530 | Fee Admissions | -10,000.00 | -14,912.00 | -14,912.00 | 149.12 | -13,386.92 |
| 2130-44300-55570 | Vending Machines | -8,000.00 | -7,056.85 | -7,056.85 | 88.21 | -7,303.07 |
| 2130-44300-55580 | Advertising | -12,000.00 | -13,950.00 | -13,950.00 | 116.25 | -15,557.86 |
| | | <u>-412,500.00</u> | <u>-426,996.56</u> | <u>-426,996.56</u> | <u>103.51</u> | <u>-423,479.86</u> |
| | Charges for Services | <u>-412,500.00</u> | <u>-426,996.56</u> | <u>-426,996.56</u> | <u>103.51</u> | <u>-423,479.86</u> |
| 44300 | Ice Arena | -412,500.00 | -426,996.56 | -426,996.56 | 103.51 | -423,479.86 |

5-105

| Account Number | Description | Budget | MTD | YTD | % Collected | P-YTD |
|------------------|-----------------------------|--------------------|--------------------|--------------------|---------------|--------------------|
| 44400 | Fieldhouse | | | | | |
| | Charges for Services | | | | | |
| 2130-44400-55520 | Fieldhouse Rental | -130,000.00 | -84,787.50 | -84,787.50 | 65.22 | -100,852.00 |
| 2130-44400-55521 | Fieldhouse Rental - Taxable | 0.00 | -39,268.09 | -39,268.09 | 0.00 | -24,999.42 |
| 2130-44400-55522 | Open Fieldhouse | -40,000.00 | -55,552.70 | -55,552.70 | 138.88 | -45,312.50 |
| 2130-44400-55523 | Fieldhouse Programs | -14,000.00 | -16,662.43 | -16,662.43 | 119.02 | -13,756.32 |
| 2130-44400-55525 | Tot Time | 0.00 | -3,015.00 | -3,015.00 | 0.00 | -2,086.50 |
| 2130-44400-55580 | Advertising | <u>-12,000.00</u> | <u>-12,500.00</u> | <u>-12,500.00</u> | <u>104.17</u> | <u>-16,200.00</u> |
| | Charges for Services | -196,000.00 | -211,785.72 | -211,785.72 | 108.05 | -203,206.74 |
| | Miscellaneous Revenue | | | | | |
| 2130-44400-58100 | Refunds & Reimbursements | <u>0.00</u> | <u>-1,252.85</u> | <u>-1,252.85</u> | <u>0.00</u> | <u>-1,069.28</u> |
| | Miscellaneous Revenue | <u>0.00</u> | <u>-1,252.85</u> | <u>-1,252.85</u> | <u>0.00</u> | <u>-1,069.28</u> |
| 44400 | Fieldhouse | -196,000.00 | -213,038.57 | -213,038.57 | 108.69 | -204,276.02 |

5-66

| <u>Account Number</u> | <u>Description</u> | <u>Budget</u> | <u>MTD</u> | <u>YTD</u> | <u>% Collected</u> | <u>P-YTD</u> |
|-----------------------|------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 44900 | Comm Ctr - Misc | | | | | |
| | Investment Income | | | | | |
| 2130-44900-56910 | Interest Earned | 0.00 | -1,754.34 | -1,754.34 | 0.00 | 1,233.11 |
| 2130-44900-56920 | Valuation Adjustment | <u>0.00</u> | <u>-192.00</u> | <u>-192.00</u> | <u>0.00</u> | <u>0.00</u> |
| | Investment Income | 0.00 | -1,946.34 | -1,946.34 | 0.00 | 1,233.11 |
| | Miscellaneous Revenue | | | | | |
| 2130-44900-58105 | Rent | <u>-638,000.00</u> | <u>-639,502.27</u> | <u>-639,502.27</u> | <u>100.24</u> | <u>-638,220.31</u> |
| | Miscellaneous Revenue | <u>-638,000.00</u> | <u>-639,502.27</u> | <u>-639,502.27</u> | <u>100.24</u> | <u>-638,220.31</u> |
| 44900 | Comm Ctr - Misc | -638,000.00 | -641,448.61 | -641,448.61 | 100.54 | -636,987.20 |

5-67

| <u>Account Number</u> | <u>Description</u> | <u>Budget</u> | <u>MTD</u> | <u>YTD</u> | <u>% Collected</u> | <u>P-YTD</u> |
|-----------------------|--------------------|----------------------|----------------------|----------------------|--------------------|----------------------|
| 2130 | Community Center | <u>-1,402,700.00</u> | <u>-1,403,527.03</u> | <u>-1,403,527.03</u> | <u>100.06</u> | <u>-1,389,674.42</u> |
| Revenue Total | | -1,402,700.00 | -1,403,527.03 | -1,403,527.03 | -1.00 | -1,389,674.42 |

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**Andover YMCA Community Center
Advisory Commission
Status Report**

April 1, 2017

Upcoming Programming/Events/Revenue Update

Field House

- March 5 – MN Premier VB Tournament
- March 11 – North Suburban Home Improvement Show
- March 25 - Ladies Day Out Event
- March 30 – Fridley MS Field Trip
- April 2 – AHYHA Skate Banquet
- April 3 – 10 – Just Between Friends Consignment Sales Event
- April 22 – Carousel Craft Show
- May 5 – Boy Scout Troop 233 – Swim/Gym/Skate Event
- May 6-7 – 3rd Annual Andover Pickleball Tournament
- May 20 – MN Credit Union/Girl Scouts River Valleys Council
- May 26 – PACT Senior Class Party Overnight Lock-In Event

Ice Arena

- March 3 – 5 – MN Hockey U15 Hockey Playoffs
- March 13 – 19 – Titan Hockey Tournament
- March 20 – Intro to Ice Program Begins (3weeks) – Monday mornings
- March 21 – ACC 3 v 3 Begins
- March 25 – Learn to Skate Spring Program Starts (6 sessions)
- April 11 – Intro to Ice Program Begins (3 weeks) – Tuesday mornings
- May 5-7 – North American Jr. Hockey Showcase Tryouts
- May 19-21 – MN Wilderness American Tier II junior ice hockey team tryouts
- May 25 – 28 – Minot Minotauros American Tier II junior ice hockey team tryouts
- June 8 – Learn to Skate Spring Program Starts (6 sessions)

• **Miscellaneous – Future Items of Interest/Working On**

- Misc. Lock-In and Field Trip Requests

Fall/Winter Programming (September 2016 – April/May 2017) - Ongoing

- Indoor Walking Club - Monday – Friday – 5:30 am – 9:00 am – Summer hours begin June 12th (5 am – 7 am).
- Pickle Ball – Offered Weekdays, Weeknights and Weekends. Revised Summer hours to begin in June.
- After School Free Student Open Gym - Monday – Friday 2:30 – 4:45 pm
- After School Youth Center (YMCA) – Monday – Friday 3 – 4:45 pm
- Tot-Time Open Gym Mondays & Tuesdays, 9:30 - 11:30. – ending April 25th.
 - Monthly: Story Time, Crafts and Inflatables
- Daytime Open Skate Monday & Fridays 10:00 – 11:30 am
- Adult Open Hockey – Mondays, Wednesdays & Fridays. 11:30 am – 1:00 pm – ending June 9th. Summer hours are being determined.

**PARK AND RECREATION COMMISSION MEETING – FEBRUARY 16, 2017
MINUTES**

A Joint Meeting of the Andover Park and Recreation Commission and the Andover YMCA Community Center Advisory Commission was called to order by Chair Stenzel on February 16 2017, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Shane Stenzel, Vice Chair Jim Lindahl
Commissioners Ted Butler, Angela Marinello, Mark Miskowiec and Dawn Perra.

Commissioners Absent: Commissioner John Angell.

YMCA Community Center Advisory Commissioners Present: Commissioners Allison Boes, Ted Butler (member of both), Val Holthus, Tony Peterson, and Don Schmeichel.

Commissioners Absent: Chair Frank Kellogg and Commissioner Tony Howard.

Also Present: City Administrator Jim Dickinson, Community Center Facilities Manager Erick Sutherland and Peter Leatherman, Survey Consultant.

OATH OF OFFICE/NEWLY APPOINTED COMMISSIONER

Chair Stenzel read the Oath of Office to Commissioner Dawn Perra.

APPROVAL OF AGENDA

The agenda was approved.

MEET WITH YMCA COMMUNITY CENTER ADVISORY COMMISSION TO CONSIDER QUESTIONS FOR UPCOMING COMMUNITY WIDE SURVEY.

Commissioner Butler reviewed that Jim Dickinson, City Administrator, Erick Sutherland, Community Center Facilities Manager, along with the Survey Consultant are present to help formulate what type of questions related to parks and the Community Center should be considered as part of the survey. The parks section of the Community survey that was done in late 2013 and early 2014 were provided for Commission review. The Park and

Recreation Commission is requested to review the survey to see if any modifications should be made or if the Commission would like to include additional questions in the survey.

Commissioner Butler stated prior to this meeting the YMCA Community Center Advisory Commission met to review questions for the Community survey. He stated there has been some confusion by some residents calling it the YMCA and others the Andover Community Center. They would like to address questions regarding facilities indoor and outdoor, trails, etc. rather than specific Park questions and YMCA CC questions. Councilmember Holthus recommended non-athletic programming be surveyed. The needs of the residents that are not being met are important to hear.

Mr. Dickinson is acting on behalf of Mr. Haas this evening stated some of the questions from the previous survey were provided for review. Mr. Peter Leatherman, from the Morris Leatherman Group, is the survey consultant and present to answer questions of the Commissions.

Chair Stenzel asked about “funding questions” and how are questions asked regarding funding and how many funding questions should be included in the survey.

Mr. Leatherman stated when he has worked with school district surveys for referendums have a variety of funding sources. Mr. Leatherman suggested three or less questions should deal with funding. He stated there are ways to write the survey to address funding questions.

Chair Stenzel gave the example of Open Space which was funded and is not included in Park and Recreation Commission purview.

Mr. Leatherman suggested having a question constructed after the topics are reviewed, as to how much the resident would like to have their taxes increased.

Mr. Dickinson stated in his discussions with Council there will likely be one funding question for the trail system.

Commissioner Butler suggested asking “what are you willing to spend for these improvements.” Mr. Leatherman stated a priority should be obtained in the survey as far as what residents think is most important.

Chair Stenzel referred to the last survey question #70. He stated the answers were good but no further input was given. Mr. Leatherman stated there could be follow-up questions. Some people never say “excellent”.

Commissioner Butler asked about question #73 and suggested getting rid of #73, 74, and 75.

Commissioner Marinello suggested questions be added as to how the residents feel as far as safety in the parks, what improvements should be made, are parks clean and well maintained, etc.

Chair Stenzel stated pickle ball has come up recently in discussions so a question regarding more active older adult recreational activities should be included. He asked if the needs are being met for the older adults in the community and would like to see suggestions from the community. Youth athletics and programs are always included.

Mr. Sutherland asked if the safety and recreational facilities questions would pertain to the community center or just the park.

Commissioner Butler suggested there be a section on indoor facilities, outdoor facilities and overall recreational opportunities as a whole.

Chair Stenzel suggested something included about Open Space and Mr. Dickinson stated the Open Space questions would be limited because all of the money is spent. Chair Stenzel stated many people do not know the difference between Open Space and a Park. He liked the idea of having questions regarding trails within the City regarding access, connectivity, condition and maintenance. Trails are a big component of the overall recreation in the City. Chair Stenzel stated another thing that should be included are amenities near the trails (drinking fountains, benches, etc.). There is a shortage of bike racks.

Commissioner Miskowiec asked if there is an open-ended question at the end of the park and recreation portion of the survey. It would be nice to see if people had “pet projects” they would like to see. Mr. Leatherman stated that is known as a “fishing expedition” and would be appropriate at the end of the survey.

Councilmember Holthus read the introduction to the last survey which was not provided for the Commission. She felt it was a negative statement with the use of the word “issues”.

Chair Stenzel asked how many questions would be included in the survey. Mr. Dickinson estimated there will be about 110 questions. Commissioner Butler stated he is worried about the length of the survey. Mr. Leatherman stated many of the calls will be by appointment making it convenient for the survey-takers.

Commissioner Miskowiec asked how the telephone numbers are obtained as many people do not have home phones. Mr. Leatherman stated they call cell phones. A list of cell phone numbers can be purchased but they cannot be used for solicitation. Mr. Leatherman stated the survey takes two weeks to complete and key demographic information is checked and sampling is selected.

Chair Stenzel asked why another survey is being done so soon after the last one. Mr. Dickinson stated there will be some target questions from the Council and there will be a focus on facilities. The last survey addressed public safety, quality of life, etc. Chair Stenzel stated the last survey had 14 park questions out of 105. He asked if there will be more questions than the 14 addressing park and recreation and Mr. Dickinson stated there will likely be more.

Councilmember Holthus stated since the entire city campus is being considered for redesigned and Council wants citizen input. Mr. Leathermore suggests surveys be done in a high growth area such as Andover they recommend a survey be done every three or four years.

Chair Stenzel asked if funding would be questioned pertaining to specific items or would bundling being done. Mr. Dickinson stated questions could be asked regarding facilities related to specific activities. Chair Stenzel added the “Something for Everybody” would be easier. Mr. Leatherman stated since the City is not asking for a bond referendum the questions would be worded accordingly without a summation at the end of the survey. Chair Stenzel stated there has been a push for funding to deal with the park infrastructure that needs replacement and park projects that need to be completed. There needs to be plans for replacement and park completion. Mr. Dickinson stated if the Commission feels strongly about asking a referendum question he will need direction to bring that request forward from the Commission.

Commissioner Butler stated if there is going to be an outlay of funding for recreational activities, some of the funds would need to go for repair, maintenance and future amenities. Commissioner Butler asked if the Commission will have an opportunity to see the survey before it is finalized. Mr. Dickinson stated he would like to share with the Commissions prior to taking it to the Council at the end of the month, but timing will be tight.

Commissioner Schmeichel asked if there would be an online survey available in addition to the phone surveys. Chair Stenzel stated that may alter the demographic results. Mr. Leatherman stated an online survey is not scientific and self-selection would occur.

Mr. Sutherland expressed the importance of youth and teen athletics and other programs being included in the survey.

Commissioner Peterson asked if the City is meeting the needs of its residents compared to other cities. Commissioner Miskowiec stated it is difficult to make comparisons with larger cities than Andover. Commissioner Butler stated those that travel to other communities for youth sports would have knowledge while other residents may not have comparison information.

Mr. Dickinson asked the Commission if comparison questions to other cities should be included or is it more important to find out what residents feel is missing in Andover. There may be a question regarding Fun Fest.

Commissioner Butler suggested the survey would be better giving input on the needs of the community.

Mr. Dickinson stated questions will be added for active adults, indoor and outdoor activities, activities currently available, limited open space, trails, summary open-ended question, and comparisons to other cities.

Chair Stenzel would like to see an overall encompassing question on funding.

Mr. Dickinson stated questions will be included regarding YMCA membership, teen and senior programming within the facility. Chair Stenzel asked if there is still thought for a water feature at the YMCA Community Center. Mr. Sutherland stated a splash pad is part of the expansion plan. Commissioner Butler reviewed some of the amenities proposed in the YMCA Community Center expansion.

Mr. Dickinson will share the draft of the survey with the Commissions next week.

The YMCA Community Center Advisory Commissioners and Mr. Leatherman left the meeting at 8:15 p.m.

CONSIDER PAVING LUND'S NORTH PARK PARKING LOT

Mr. Dickinson referred to the drawing provided to the Commission identifying the area where City streets will be reconstructed for the upcoming construction season. The streets are in poor condition and need to be replaced. As part of the reconstruction of the street, there is a possibility of including the paving of the existing parking lot at Lund's North Park. The existing parking lot already has some gravel but additional gravel will be necessary. The Commission has the option to include improvements as part of the base bid, bid as an alternate to the base bid, or not pave the lot at this time. Concrete curb is not included in the estimate and not necessary at this time.

The estimate to pave the parking lot is \$50,446.19. This improvement is not included in the current Capital Improvement Plan (CIP). There is an existing ball field that is used by the Andover Baseball Association for younger age players. The field is not irrigated and generally is used Monday through Thursday during the spring summer season. If constructed it would be funded by Park Dedication Funds.

Mr. Dickinson did an update on the park cash flow statement and there appeared to be availability of \$40,000 in cash. Commissioner Miskowiec stated in the past it was discussed to possibly do a bunch of parking lots at the same time. He asked how much would be saved to do it at this time. Mr. Dickinson stated the cheapest time to do a park

is when the streets are being done in the area. Mr. Dickinson estimated the savings would be 15-20%.

Chair Stenzel state funds are not there and it may be better to do some other projects. Doing this project would delay projects currently in line and waiting.

Commissioner Butler stated Lunds North would be down the list of parking lots to be paved with many others that would be better options. This park only has one ball field.

Commissioner Lindahl asked if the asphalt would be milled and possibly that could be used on the parking lot and compacted. Mr. Dickinson suggested the possibly of the parking lot being used as a staging area and excess material could remain and then be compacted for a better surface.

Commissioner Perra asked what the maintenance is on a gravel parking lot and Mr. Dickinson stated grading of the parking lot. A paved lot allows for more efficient parking as it is striped.

Commissioner Lindahl stated there is very little use of the ball field at Lund's North Park when compared to others.

Chair Stenzel stated if the money was available it should be done but at the current funding rate should not be paved.

Motion by Lindahl, seconded by Butler, to reject the paving of Lunds North Park Parking Lot. Motion carried on a 6-ayes, 0-nays, 1-absent (Angell) vote.

ADJOURNMENT

Motion by Commissioner Lindahl, seconded by Commissioner Marinello, to adjourn the meeting at 8:30 p.m. Motion carried on a 6-ayes, 0-nays, 1-absent (Angell) vote.

Respectfully Submitted,

Debbie Wolfe, Recording Secretary
TimeSaver Off Site Secretarial, Inc.