



Andover YMCA Community Center Advisory Commission Meeting

Monday, June 12, 2017
6:00 pm

*Andover City Hall
Conference Room A*

Call to Order

1. Agenda Approval
2. Approval of Minutes – April 10, 2017
3. Approval of Minutes – May 8, 2017

Consent Items

Discussion Items

4. City Council Workshop Presentation Recap
5. Prioritization Guidelines

Updates

6. AHYHA
7. YMCA
8. ACC

Commission Input

Adjournment



Andover YMCA Community Center
Advisory Commission Meeting Minutes

Monday, April 10, 2017

Andover YMCA Community Center

In Attendance: Tony Peterson, Allison Boes, Frank Kellogg, Don Schmeichel, Erick Sutherland and Ted Butler (left at 7:45 pm)

Absent: Tony Howard and Val Holthus

Frank Kellogg called the meeting to order at 6:00 pm

Agenda Approval

Motion to move discussion item 3) Appoint Commission Chair and Vice Chair towards end of meeting when Mr. Tony Howard is in attendance; otherwise agenda was approved as written.

Approval of Minutes

Motion by Tony Peterson, Second by Ted Bulter to approve the minutes as written. Motion carried unanimously.

City Council Workshop Presentation

Each year the Andover YMCA Community Center Advisory Commission meets with the city council to provide an Andover YMCA Community Center update. This year's workshop will take place on Tuesday May 23rd at 6 pm at Andover City Hall. Erick suggested that the presentation include information that has come back from the city-wide survey. In addition, Allison and Erick suggested users of the facility attend the meeting to share their stories. Users could include, those involved with the YMCA senior programs, individuals who have been impacted by the annual giving program/scholarships, as well youth who have participated in the after school youth center/YMCA Youth Thrive Award.

Commission members suggested that a few power point slides are made for the presentation regarding non-prime time hours sold and noting that there is no room to add more hours during the prime season preventing future growth. Frank suggested we look at what's critical to the operation; over capacity, YMCA partnership, review survey results and include the future vision of the Andover YMCA Community Center. Commission members agreed that it would be nice to host the workshop here at the Andover YMCA Community Center. Allison will check room availability as the YMCA currently has the date reserved for programs.

Staff will create power point slides and send them to the commission prior to the next commission meeting scheduled for May 8th.

Frank reviewed time elements as he understands with the commission:

- City Survey Results – Should be compiled and to council by end of April 2017
- RFP Creation – in process
- CIP – to city council for approval Oct/Nov 2017
- Council should make decision in November if they wish to move forward with Andover YMCA Community Center expansion. A recommendation will be made to begin expansion in 2018 or 2019.

Frank asked Allison for an update on the YMCA feasibility study. Allison expects the results to be shared with the board by August and then Allison will be able to share information with the commission.

Cindy will forward Don a copy of last year's commission presentation to the council as well as a copy of the approved city campus master plan, expansion brainstorming notes and prioritization list.

Review Final 2016 Financials

Frank thought the advisory commission approved a 0 balance budget for 2016, however looking back at meeting minutes dated August 10, 2015 the requested budget at that meeting for 2016 showed a deficit of \$(134,549) it was then that the commission asked staff to go back review the budget. Staff presented a revised budget to the commission at the August 25, 2015 meeting showing a \$(55,749) deficit, knowing that CIP items will total close to \$56,000 in 2016.

Frank and the commission commended staff on the final 2016 budget – he is very happy with the outcome of the 2016 budget ending at \$56,140 especially keeping in mind of the CIP items.

Frank would like staff to take a look at the non-prime utilization in the field house and see how that could be increased. Frank acknowledged adding additional programs would require additional staffing costs.....take a look at P & L.

Ted suggested looking at ideas to improve Pro Shop merchandise availability by adding a product vending machine that could offer items for facility users which could include; mouth guards, tape, swim goggles, etc. Ted also suggested speaking with Andover Baseball and seeing if they would be interested in adding in some summer evening baseball clinics or camps that could include both indoor and outdoor field usage.

Frank also suggested we could take a look at opportunities and collaborations with businesses specializing in vision performance training or like specialties.

Erick continued to review the 2016 budget and distributed a one page spreadsheet of the budget vs actual. Tony Peterson asked if there was any feedback from the council on the final 2016 budget and Erick indicated that he had not heard any response from council. Erick will follow-up with Jim.

Frank asked the commission to recap the park and recreation joint meeting with the advisory commission. Commission indicated that everyone agreed to keep survey questions general and to limit to 15-20 questions. There was a lot of interest from the park and recreation commission to work together with the advisory commission and it was suggested to hold joint meetings at least one time each year.

Ted reiterated that the Andover YMCA Community Center and the Andover Park Commission have a lot of the same customers and that it will be more feasible to create one document to collect information for indoor and outdoor space needs throughout the city. We also need to ask where these athletic organizations and groups are going elsewhere to fulfill their needs. Ted also mentioned that the park commission has received requests for outdoor pickleball courts and wondered if the community center could assist in checking out nets and equipment. Mr. Butler felt that equipment could be rented out for a small fee to help cover staff costs as well as to set-aside monies for equipment repair and replacement.

AHYHA Update

Tony Peterson stated that the AHYHA Girls U15A won state and that the Girls U12A lost the championship game, 3 – 2. AHYHA had a great season. Jeremy Coe will continue as President of AHYHA and Tony Peterson has been appointed the Vice President of the AHYHA. Tony will be speaking to the board to see if he will be the one to continue representing AHYHA as Facilities Director on the commission or if another individual will be appointed. Frank commented that he hopes AHYHA will consider keeping Tony Peterson on the advisory commission. As there is a need for a strong, consistent person at this time.

YMCA Update

The Andover YMCA has seen 54,000 more visits than last year at this time. More than 60,000 visits occurred in January, which is an all-time record for the Andover YMCA. The annual giving campaign has raised \$96,000 for 2017 and the Y gave \$252,000 back to the community through scholarship and program assistance throughout 2016.

Summer programs are at 75% of enrollment goal. Soon more than 400 youth will be here for 12 hours a day attending Y summer programs. May 6th will be camp work day where staff will visit Camp Guy Robinson and perform spring clean-up.

The YMCA has partnered with the Anoka County Sheriff's Office in offering a Kids Summer Safety Series, formerly known as Safety Camp. The safety series will be held on several Thursday afternoons for kids who are enrolled in the Y Summer Power program in grades 3 – 5. The series will include information on bullying prevention, fire, water and bike safety. The sheriff's office is finalizing details and additional registration spaces may become available to youth not enrolled in the YMCA Summer Power program.

ACC Update

Erick reviewed the status report of events being held at the community center. More than 250 women participated in the Ladies Day Out MS Fundraising Event back in March. The organizers of the event raised more than \$6,900 for the MS Society. This was their 3rd year hosting the event at the community center and they are looking to reserve space for their 2018 event. Erick also noted that a new Jr B hockey team will utilize the center for tryouts this Spring.

The League of MN Cities is working on a story about private and public partnerships and they had a photographer come out and take a few photos. Erick will forward information about this story as it becomes available.

Appoint Chair

Motion by Ted Butler to name Mr. Frank Kellogg as Chair of Commission, Seconded by Tony Peterson. Motion carried unanimously.

Andover YMCA Community Center
Advisory Commission Minutes
April 10, 2017

Motion by Frank Kellogg to name Mr. Ted Butler Vice-Chair of Commission, seconded by Tony Peterson.
Motion carried unanimously.

Commission Input

Input from commission was included throughout meeting minutes.

The next advisory commission meeting will be held on Monday, May 8th at **6:00 pm** at the Andover YMCA Community Center, Room B.

Meeting Adjourned at 8:10 pm

Submitted by,

Cindy Ramseier



Andover YMCA Community Center
Advisory Commission Meeting Minutes

Monday, May 8, 2017

Andover YMCA Community Center

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

Absent: Tony Peterson and Ted Butler

Frank Kellogg called the meeting to order at 6:02 pm

Agenda Approval

Agenda approved as written.

Approval of Minutes

Tabled due to lack of quorum

City Council Workshop Presentation

The 2016 year in review presentation agenda will include 1) Serving our Community 2) Financial Review and 3) Our Future. To open the presentation, Allison Boes has invited two guest speakers to the workshop. They will represent the Andover YMCA's Forever Well (Senior) and Youth Center Programs. In addition, Erick is working with Tony Peterson to identify an individual from the Andover Huskies Youth Hockey Association to attend. These guest speakers will share how programs offered through the Andover YMCA Community Center have served them as well as others throughout our community.

Mr. Howard would like to know how many other YMCA's have dedicated youth and senior spaces; and what their membership numbers are compared to the Andover YMCA. If a dedicated space cannot be offered at the Andover YMCA, Mr. Howard wonders if members will start going elsewhere. He asked how the YMCA and Community Center can continue to support their current customers, knowing that new families and additional senior communities are continuing to be built throughout the City of Andover.

Mr. Kellogg suggested we form a partnership with the senior housing facilities within the city. Allison stated that the YMCA established partnerships with the senior facilities throughout Andover a number of years ago. Allison explained that residents of these facilities participate in programs here at the facility as well as Y staff hosting events right at these senior communities. The new senior apartments that are being built north of Oak View Middle School are affiliated with Arbor Oaks, when that building becomes occupied, the Y will continue to partner with those individuals as well.

Val Holthus mentioned that the City of Maple Grove has a nice teen center. The commission had toured the Maple Grove facility a few years back and agreed with Ms. Holthus that not only did they have a separate teen center area but also a separate area for seniors which included technology pieces/computers. Val feels that finding a place for students at Oak View Middle School to hang out is a huge priority. Tony Howard asked if the City of Andover would rather invest in our youth rather than pay more money towards law enforcement services. If the city were to invest in the youth, he'd hope there would be less vandalism and juvenile crime within Andover.

Mr. Kellogg wonders if there are any statistics available that identify youth crime rates within communities that have designated teen centers/hangout areas vs communities who do not. Frank suggested that Val check with the school, Allison with the YMCA and Erick with the Sheriff's office as surrounding communities to see if they have conducted any research or have data on such topic.

Val mentioned that the city survey results were released to the Andover City Council and that a lot of Andover residents didn't know that they could receive 4 free passes per household, per year. Cindy will work with Allison and provide a facebook post to help educate the residents.

Don Schmeichel recommended that bullet points be added to the revenue slides showing percentage of usage and possibly lost revenue due to space limitation. After further discussion, the commission recommended that a new slide be inserted into the presentation after the Budget Review slide to identify the top 3 or 4 community center customers who contributed to the 1.4 million dollar revenue in 2016.

Prioritization Guidelines

This item was tabled and will be discussed at the next advisory commission meeting.

AHYHA Update

None Given – Tony Peterson absent

YMCA Update

Y staff is preparing for summer programs!

ACC Update

Staff is working with the Andover Park and Recreation Commission on establishing a pickleball net check-out system for pickleball nets that can be utilized outdoors at Andover City Parks. The park commission is in the process of identifying which parks will have striped courts. Erick also shared that several NAHL hockey teams will be utilizing the community center ice arena throughout the summer for their team tryouts. Mr. Kellogg reminded the commission that this is a great opportunity to stop by the community center and watch some good hockey.

Commission Input

Mr. Kellogg reminded the commission that they are strongly encouraged to attend all commission meetings and stay for the entire meeting. He knows everyone is busy with family and activities however, as a commitment to this commission he asks commission members to set-aside 2 hours per month for the Andover YMCA Community Center Advisory Commission Meetings.

The next advisory commission meeting will be held on Monday, June 12th at **6:00 pm** at the Andover City Hall.

Meeting Adjourned at 7:20 pm

Submitted by,

Cindy Ramseier

Andover Community Center Prioritization of Use for Facilities

Due to the large number of organizations that request to use the Community Center facilities, it is necessary to establish a set of factors to be used in determining the allocation of facilities in order to best meet community needs.

Process for Requesting Facility Reservations

The Andover Community Center Facility Manager will establish a priority use deadline each season for requesting facility use based on the priority questions listed below. Applications for facility reservations received after that date will be processed on a first come, first serve basis.

The following questions will be considered when allocating multi-purpose rooms, the field house, and the ice arena for applications received by the priority use deadline. This list is not exhaustive and other factors may be considered as deemed necessary by the facility manager and advisory commission.

- Is the event sponsored by the City?
- Does the requesting group have a positive history in renting Andover Community Center facilities (particularly regarding timely payment of fees and lack of damage to facilities and equipment)?
- Is the requesting group a non-profit 501©(3) organization?
- Is the event a community-wide public service or activity?
- Is the event sponsored by a school located in Andover or whose boundaries include Andover residents?
- Is the event sponsored by other governmental units serving Andover residents?
- Does the requesting group serve Andover residents and how many of its members are Andover residents?
- Is membership in the requesting group open to all Andover residents?
- Does the requesting group have by-laws that ensure democratic procedures to gather input from resident members and that provide grievance procedure for members?
- How many hours are being purchased for the year?
- Is this a long-term agreement?

Requirement - Requesting group must produce a certificate of insurance naming the City of Andover as an additional insured.

Appeals Process

If any user group is unsatisfied with their scheduled hours they may elect to appeal their schedule at the next scheduled ACC Advisory Commission Meeting. Once both sides are heard, any changes to the schedule will be made promptly.

Ice Arena/Field House Priority of Use - Types of Use

An efficient balance of prime-time hours shall be allocated between skating lessons, figure skating, public skating and hockey in the ice arena, and between basketball, volleyball, soccer, and open gym times in the field house. Prime time hours are determined by the facilities manager and are available by contacting the Community Center.

The following projected percentages are established as a non-binding guide for balancing prime time use of the ice arena and field house in any calendar year:

Ice Arena	
Activity	% Time
Youth Hockey	50%
High School Sports	25%
Public Skate	10%
Skating Lessons	10%
Other Use	5%

Field House	
Activity	% Time
Youth Sports	50%
High School Sports	25%
Open Gym	10%
Community Ed	10%
Other Use	5%

(8)

*Andover YMCA Community Center
Advisory Commission
Status Report*

June 1, 2017

Upcoming Programming/Events/Revenue Update

Field House

- 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
- June 12 – YMCA Summer Power Begins
- June 12 – August 3 – YMCA Youth Basketball League
- June 20 – 22 – MN Premier Middle School Camp 7 – 8 grade
- July 8 – Andover Family Fun Fest Craft & Gift Show
- July 10 – 13 – 43 Hoops Basketball Camp
- July 31 – August 4 – MN Hometown Hockey Day Camp
- August 1 – 3 MN Premier Middle School Camp 6 – 8 grade
- August 7 – 11 – MN Hometown Hockey Day Camp
- August 8 – 10 – MN Premier High School Camp 9-10 grade
- August 14 – 18 – MN Hometown Hockey Intensive Camp

Ice Arena

- April 11 – Intro to Ice Program Begins (3 weeks) – Tuesday mornings
- May 8 – Intro to Ice Program Session Begins
- 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 1 – AHYHA Summer Skills Clinics Start
- June 8 – Learn to Skate Spring Program Starts (6 sessions) and Intro to Ice (3 sessions)
- June 12 – Boys Hockey Summer Program Begins
- June 13 – Girls Hockey Summer Program Begins
- June 13 – Intro to Ice Program Starts (3 sessions)
- June 16 – 17 Iron Rangers Hockey Tryout NA III Camp
- July 7-9 – MN Hometown Hockey Summer Classic Hockey Tournament – Back to the 50's
- July 28-30 – North Iowa Bulls Hockey Tryout Camp
- July 31 – August 4 – MN Hometown Hockey Day Camp
- August 7 – 11 – MN Hometown Hockey Day Camp
- August 8 – Adventures Plus (Dayton Elementary) Ice Skating Field Trip
- August 14 – 18 – MN Hometown Hockey Intensive Camp

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

- Misc. Lock-In and Field Trip Requests

Summer Programming - Ongoing

- Indoor Walking Club - Monday – Friday – 5:00 am – 7:00 am
- Pickle Ball – Many Misc. Times Throughout the Summer
- Open Basketball - See Open Gym Calendar
- Open Skate - See Open Gym Calendar
- Adult Open Hockey – Misc. dates throughout the summer including Tuesday nights