CITY OF STOUGHTON
PARKS & RECREATION DEPARTMENT
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Shelter Fees

The average fee for park shelters in Dane County communities in 2019 was $66.54 for residents and $99.40 for non-residents. The City of Stoughton fee for 2019 was $50 for residents and $70 for non-residents. We have raised fees by $10 each of the past two years with no impact on the number of shelter reservation permits issued. My recommendation would be to approve a $10 increase for 2020 and another $10 increase in 2021 to get to market rate. I also recommend eliminating the additional picnic table fee. The shelters are booked almost solid and we do not have any extra picnic tables that we can move from shelter to shelter.

Athletic Field Fees

The City currently charges Stoughton athletic groups $5/player to use the fields. In exchange, the groups have provided some maintenance of the fields and facility improvements. Examples of this would be the soccer association lining soccer fields and the baseball organizations providing batting cages at Racetrack Park and Norse Park. Other communities charge a small per player fee for similar situations. My recommendation is to formally create an Athletic Field Policy which creates a sanctioned organization policy as a subsection. The athletic field policy formalizes the agreement between the City and organizations. Currently the City hold contracts with the groups to use City facilities. The fee of $5/player is market rate. The lower charge for field use allows for the local organizations to pass the savings onto Stoughton residents.

Athletic field fees vary wildly from community to community. We currently charge the following hourly rates:

	Residents	**Non-Residents**
Ball Field	$10	$15
Tennis Court	$10	$15
Basketball Court	$10	$15
Ball Field Lights	$15	$20

Proposed:

	Individual Residents/	**Individual Non-Residents/**

City of Stoughton, 207 S. Forrest Street, Stoughton WI 53589

RESOLUTION OF THE COMMON COUNCIL	
Approve Setting Park Shelter and Athletic Field Fees. Park shelter fees to be set at $60 for Residents and $80 for Non-Residents in 2020, and $70 for residents and $90 for Non-Residents in 2021. Athletic field fees would be set at $5 per player per season for sanctioned organizations, $20 per hour for individual residents and local unsanctioned non-profit resident organizations, and $40 per hour for individual non-residents and outside non-profit organizations. Ball field lights would be set at $25 per hour. Committee Action: Parks & Recreation Committee approved 4-0 on December 17, 2019 Fiscal Impact: Estimated surplus of $1,200 revenue generated in 2020	
File Number:	**Date Introduced:**

WHEREAS, the City has historically held contracts with local sport organizations which created inefficiencies in park usage; and

WHEREAS, the Parks & Recreation Department will be eliminating contracts and moving to an Athletic Field Policy in 2020 to create efficiencies with schedule; and

WHEREAS, the Athletic Field Policy will determine the classification of organizations; and

WHEREAS, there will be three classifications of groups in the Athletic Field Policy; sanctioned organizations, individual residents and local non-profit organizations, and individual non-residents and outside non-profit organizations; and

WHEREAS, the athletic field fees would be set at $5 per player per season for sanctioned organizations, $20 per hour for individual residents and local unsanctioned non-profit resident organizations, and $40 per hour for individual non-residents and outside non-profit organizations. Ball field lights would be set at $25 per hour.; and

WHEREAS, park shelter fees were examined as part of the athletic field fees; and

WHEREAS, it was identified that our shelter fees were lower than comparable shelters in communities in the Dane County region; and

WHEREAS, the park shelter fees would be set at $60 for residents and $80 for non-residents in 2020, and $70 for residents and $90 for non-residents in 2021.; and

WHEREAS, the park shelter fee increase would get the City's rate up to market.; and

WHEREAS, the City of Stoughton Parks & Recreation Committee met on December 17, 2019 and approved the athletic field and park shelter fee schedule. Motion carried 4-0; and

WHEREAS, the City of Stoughton Finance Committee met on January 14, 2020 and approved. Now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton to approve park shelter fees to be set at $60 for Residents and $80 for Non-Residents in 2020, and $70 for residents and $90 for Non-Residents in 2021. Athletic field fees would be set at $5 per player per season for sanctioned organizations, $20 per hour for individual residents and local unsanctioned non-profit resident organizations, and $40 per hour for individual non-residents and outside non-profit organizations. Ball field lights would be set at $25 per hour.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Tim Swadley, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

	Non-Profit with more than 90% Stoughton Residents		Non-Profit with less than 90% Stoughton Residents
Athletic Field	$20		$40
Baseball/Softball Diamond	$20		$40
Tennis Court	$20		$40
Basketball Court	$20		$40
Ball Field Lights	$25	$25	
Ball Diamond Prep	$20	$40	

We see very limited use of the fields outside of the local organizations and special events. This is mainly due to our current booking system where the fields are not scheduled hourly. We anticipate the demand to increase with the new online system. The cost increase is due to the extra staff time required to work with people who wish to use the fields. The prices are within the range charged by other communities.

The light cost is an estimate utilities cost to run the lights.

The ball diamond prep is for dragging and lining baseball/softball diamonds. The $20 cost covers our direct expenses such as equipment use, supplies, and staff time. The $40 charge includes an estimate of indirect expenses such as supervisor time and coordination with maintenance.

Committee Action:

Motion to recommend to Finance Committee an increase of Park Shelter fees $10.00 for 2020 and an additional $10.00 increase for 2021 and ball diamond fees $20.00 per hour for residents and to $40.00 per hour for non-residents by, Riley seconded by Caravello

Motion carried unanimously.

Fiscal Impact

The City averages 120 shelter reservations per year with the revenue generated going towards the general fund. This would result in approximately an additional $1,200 in revenue in 2020 and another $1,200 in revenue in 2021. There was some discussion in the Parks & Recreation Committee about allocating the additional revenue to the Park Development Fund for future park improvements, but it went undecided on how that would work.

There will be no negative financial impact to the City by implementing the athletic field rates. The local youth sport organizations currently pay $5 per player per season. This low fee allows these non-profit volunteer groups to offer affordable options to Stoughton residents. Outside groups have been wanting to use fields, but we were not equipped to handle the additional requests at the time. With the addition of the new scheduling software we should be able to accommodate some requests which will additional unbudgeted revenue. It is difficult to estimate a number at this point in time.

2019 Athletic Field Fees

	Resident			Non-Resident				
Community	**Ball Diamonds**	**Athletic Fields**	**Tennis/Pickleball Court**	**Ball Diamonds**	**Athletic Fields**	**Tennis/Pickleball Court**	**Other Fees**	**Notes**
Fitchburg	$5 - practice, $35 - game	$5 - practice, $35 - game	$5 per court	$45 - practice, $100 - game	$40 - practice, $100 - game	$25 per court	Lights - $10/$20	Games include lining and/or dragging
Cottage Grove	$20 - practice, $100 - game	$15	NA	$30 - practice, $125 - game	$20	NA	Lights - $60/$75 for three hours	Games include lining and dragging, No prep for athletic fields, City sponsored groups such as home talent have fee waived
Middleton	$40	$15	$2.50	$60	$22.50	$3.75		
Madison	$60/4 hour block with prep or $15/hour w/ no prep	$25	$15/4 hour block or $5/hour				Lights - $5/quarter hour	No non-resident fee
Waunakee	$65	$65	NA	$130	$130	NA		There is a small discount if the rental is between 8:00 am to 5:00 pm
DeForest	$30 - games			$75 - practice, $125 - games				
Oregon								
McFarland								
Monona								
Verona								
Cross Plains								
Sun Prairie	$15/hour	$20/hour		$30/hour	$40/hour			Outdated per director
Mount Horeb								
Stoughton	$10/hour	$10/hour	$10/hour	$15/hour	$15/hour	$15/hour	Lights - $15/$20	City sponsored groups like Little League are charged $5/player

Shelter Reservation Fees 2019

Community	Resident	Non Resident	# of Shelters	10 Years or Newer	Security Deposit	Concession Area	Alcohol Permit	Restrooms	Population	Comments
Cottage Grove	$50.00	$75.00	4	0	$100.00	$50.00	$20.00	4	6,939	
Waunakee	$85.00	$125.00	12	5	N/A	$50.00	N/A	10	13,755	
Cambridge	$105.50	N/A	3	1	N/A	$27.00	Only if alcohol is sold	1	1,518	Fees are Averaged
Fitchburg	$95.00	$130.00	7	4	N/A	$100.00	Only if alcohol is sold	7	29,485	Fees are average. Charged based on number attending. 2 new, 2 remodled. Charge $100 for 2 shelters with indoor area
Monroe	$75.00	N/A	9	1	N/A	$75.00	Included With Permit	6	10,827	Kitchen Area Included for $150
Mt. Horeb	$50.00	$70.00	6	1	N/A	$10.00	Only if alcohol is sold	6	7,421	
DeForest	$75.00	$150.00	9	1	$75.00	Included	Beer is legal in parks	7	10,340	$75 w Restrooms and electrical.
Watertown	$50.00	$75.00	15	2	N/A	$20.00	Only if alcohol is sold	14	23,655	Have cheaper weekday rates. Restrooms within walking distance of shelters
Janesville	$100.00	$123.00	12	1	N/A	Included	$50.00	12	64,359	Fees are average Range from $30-$155R; $45 - $170NR
Monona	**Did not provide information**								8,104	
Stoughton	$50.00	$70.00	7	1	N/A	No Charge	$5.00	5	13,088	
Fort	$35.00	N/A	5	0	$35.00	$125.00	Only if alcohol is sold	5	12,482	$35 for 3 open air shelters. $125 Ave for 2 other pavillions. 1 shelter remodeled in 2017. Security Deposit is average. Average for kitchen rental
Verona	$50.00	$100.00							10,619	$50 & $100 based on 50 people
Jefferson	$55.00	N/A	6	1	$100.00	N/A	Only if alcohol is sold	6	7,997	$40 weekdays; 2 shelters have attached RR's 4 have stand alone RR's
Maple Bluff	Per hr rental	No rentals to NR	3	2	$100.00	N/A	N/A	2	1,331	$40/hr. peak $20/hr. off peak
Marshall	$56.00	$76.00	6	6	$50.00	N/A	$25.00	6	3,973	*Fees are an average based on 6 shelters
Averages	**$66.54**	**$99.40**	**7.428571429**	**1.857142857**	**$76.67**	**$57.13**	**$25.00**	**6.5**	**15,420**	

CITY OF STOUGHTON
PARK RESERVATION POLICY/PROCEDURE MANUAL
Adopted by Council: February 13, 2018

RESERVATIONS
Anyone desiring use of a specific park area for their particular group or anyone who wants to bring beer and/or wine coolers under 6% alcohol by volume (no hard liquor allowed) into a public park must apply for and obtain a Park Reservation Permit. Applications are accepted starting on the first work day of the year following New Year's Day. Park facilities are reserved on a first-requested, first-reserved basis. A request must become a reserve within 7 days. A reserve consists of a signed contract and paid fees. The adult signing the reservation form is the duly authorized representative for any and all damages, missing items and clean up. The user is required to clean up the shelter or picnic area after use.

Parks available for reservation are Norse Park, East Park, Bjoin Park, Virgin Lake Park, Stoughton Rotary Park, Westview Ridge Park and Nordic Ridge Park.

FEES AND RESIDENCY
Fees are based on residency. A resident is defined as any person residing or organization located within the corporate limits of the City of Stoughton as well as property owners within. Individuals and/or organizations within the Stoughton School District, but not within the corporate city limits, are considered non-residents and pay non-resident rates.

Exemption(s) from park rental fees are provided for the Syttende Mai Festival, Coffee Break Festival, Stoughton Schools, Stoughton Rotary Club at the Rotary Gazebo, and the Stoughton Junior Fair. No other exemptions will be allowed.

PARK HOURS
Except for authorized events, all City parks shall be closed from 10:00 p.m. to 5:00 a.m.

MOTORIZED VEHICLES
Motor vehicles are restricted to the roads, drives and parking areas. Vehicles are allowed to drop off people and picnic supplies at park shelters, when conditions are appropriate; however, all vehicles must be parked on the street or in designated parking areas. No person shall operate any off-the-road vehicle, motorcycle, snowmobile, trail bike, all-terrain vehicle, truck or other motorized vehicle in any park, playground, or public area.

ALCOHOL USE
Glass beverage bottles are prohibited in parks. This park permit will allow consumption of beer and/or wine coolers under 6% alcohol by volume (no hard liquor allowed). Usage of beer/wine coolers shall be kept to within 30 feet of a reserved shelter (within reserved shelter time), within the marked usage areas at Racetrack Park and Mandt Park (Attachment "C"), and inside the sidewalk where applicable.

If beer, or wine coolers under 6% alcohol by volume are to be sold (Mandt Park, Norse Park, and Racetrack Park only), a Temporary Class "B" Picnic license must be obtained from the City Clerk's Office, per guidelines set forth in Chapter 125 of the Wis. Statutes, and city code 14.461 (1)O, as well as fees paid for the license and to the Recreation Dept. Temporary Class "B" licenses can take from 45-60 days to be processed. These licenses will only be granted to bona fide clubs, lodges, societies and churches which have been in existence for at least six months, or be veteran's organizations or fair associations.

FIRES
No person shall start, tend or maintain a fire except in personal grills or designated fireplaces. Personal grills shall be used only in designated picnic areas. The use of personal grills is permitted provided lawns and vegetation are not endangered.

PHONE NUMBERS: **For emergency – Police, Fire and Ambulance call 911**
Non-emergency – Police call (608) 873-3373
Reservation questions -- Parks and Recreation 873-6746

PROCEDURES

1. Applicant for a park permit requests a particular date and park area. The schedule is checked to verify availability. If available, an application form (attachment “A”, back page) is filled out in its entirety, particularly noting the person in charge and his/her telephone number and address, and where the deposit should be returned.

2. The applicant is advised of the appropriate fee as shown on Attachment "B". The fee must be paid at the time of application.

3. The use of loudspeakers or amplifying devices in the parks of the City of Stoughton is prohibited unless the party desiring to use such loudspeaker or amplifying device first obtains a permit from the Recreation Department.

4. Upon payment of fee, a copy of the permit is made. The copy of the permit is given to the applicant, along with a map (Attachment "C") showing the park area reserved. The applicant is advised to have the permit with them at the park on the day of picnic.

One copy of the reservation is given to the Police Department; one is kept in the Parks and Recreation Department file, and one to the Parks Maintenance Supervisor.

5. A refund can be made to applicants requesting such a refund, when the event was cancelled due to rain-out, or if the park reservation is cancelled by the applicant giving such notice to the Parks & Recreation Department at least 2 days prior to the date reserved. The fee paid for a Temporary Class "B" license is not refundable. All refunds are subject to an administrative processing fee of five dollars.

6. A key should be picked up one or two business days before the reservation. If a key is lost, the renter is responsible for the cost of replacement and rekeying the shelter. Shelters where a key is needed: Virgin Lake Park, Norse Park, Nordic Ridge Park, and Bjoin Park.

7. At the conclusion of the reservation, the grounds near the shelter are clean, the tables are wiped off, rest rooms are as they were found, doors locked, and lights out. Trash bags can be pulled, tied, and left next to the trash receptacles. The parks maintenance staff will check the shelter for these items on the following day. If the City incurs additional costs to cleanup or repair of damages, the applicant shall be responsible for reimbursement to the City for those costs.

Attachment B

CITY OF STOUGHTON
POLICY/PROCEDURE MANUAL

SUBJECT: FEE POLICY

PARK SHELTER	CITY RESIDENT	NON-RESIDENT*
Park Shelter	$50	$70
Beer/Wine Cooler Endorsement	$5	$5

BALLFIELDS (per hour)		
Ball Field	$10	$15
Ball Field-lights	$15	$20

OTHER (per hour)		
Racetrack Building	$10	$15
Mandt Grandstand	$50	$75
Tennis Court	$10	$15
Basketball Court	$10	$15
Equipment-Picnic Table	$10	$10

Includes Sales Tax
*Non-resident includes anyone not living or owning property in the City of Stoughton
Non profit organizations will be charged a flat fee per the Park Rental agreement.

Commented [DG1]: To be removed and included into Athletic Field Policy

Commented [DG2]: To be removed and included into Athletic Field Policy (Appendix E)

Attachment C

Approved alcohol use and sales in Mandt Park are allowed in the following areas and times:

1. Within 30 feet of the large shelter during reservations.
2. Within the defined area at the band shell
3. Within 30 feet of, as well as within the grandstand, and the area between the grandstand and the Mandt Community Center.
4. No later than 10 PM.
5. Unless additional approvals are granted by the City Council.

Approved alcohol use and sales in Racetrack Park are allowed in following areas and times:

1. Within 50 feet of fencing currently used for eligible game.
2. Within 20 feet of Racetrack Building.
3. After 15 minutes of completion of Little League.
4. Within 15 minutes of, or 15 minutes after game start and finish times.
5. No later than 10 PM
6. Unless additional approvals are granted by the City Council.

Approved alcohol use and sales in Norse Park are allowed in the following area and times:

1. Within 50 feet of the baseball diamond fencing.
2. Only during Merchant Home Talent baseball games on Thursdays and Sundays from April through October.
3. Unless additional approvals are granted by the City Council.

Commented [DG3]: To be removed and included in Athletic Field Policy

Attachment "A"

STOUGHTON PARKS AND RECREATION DEPARTMENT
PARKS AND FACILITY RESERVATION AGREEMENT
207 S. Forrest Street
Stoughton WI 53589
Phone (608) 873-6746
dglynn@ci.stoughton.wi.us

Applicant:_____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: Home: _____ **Work:** _____ **Cell:** _____**Email:**_____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Type of Event: _____ **# of participants anticipated:** _____

PARK _____ **DATE (S)** _____ **TIME (0:00-0:00)** _____

_____

- **Beer Use?** **No**_____ **Yes**_____ *If yes, refer to "Attachment B".*
- **Amplification?** **No**_____ **Yes**_____ *Allowed at Mandt Park and the Pool*
- **Tents?** **No**_____ **Yes**_____ *If yes, Size* _____ *Number* _____
- **Special Event?** **No**_____ **Yes**_____ *Excess of 250 people, contact Parks and Recreation Director for additional information.*

The undersigned accepts full responsibility for the conduct of the above group while on park property and agrees to indemnify and save harmless the City of Stoughton from any and all liability which might be occasioned to said City by virtue of granting permission in this agreement. I further agree to exercise due care in the preservation of the premises. I further agree that I will ensure compliance with all rules, regulations or ordinances applicable to the use of City of Stoughton parks and facilities.

Signature_____**Date** _____
(Applicant must be 21 years of age or older)

IMPORTANT: A KEY SHOULD BE PICKED UP AT THE RECREATION DEPARTMENT A FEW BUSINESS DAYS PRECEEDING THE RESERVATION TO GAIN ACCESS TO BJOIN, NORDIC RIDGE, NORSE AND VIRGIN LAKE PARKS.

FOR OFFICE USE ONLY

Fee: _____

Insurance Required: No_____ **Yes** _____ **Amount: $**_____

Department Approval_____ **Date**_____