

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: January 10, 2023
TO: Members of the Parks and Recreation Committee
FROM: Parks Director
RE: Chapter 19.24(a) Community Park Shelter Rental Fee Schedule

General Description: The Parks Department is interested in making changes and modifications to Chapter 19.24(a) Community Park Shelter Rental Fee Schedule.

Requested Action:

We are asking the committee to support the changes to Chapter 19.24(a) and recommend them to the County Board.

Procedural Steps:

Parks and Recreation Committee
Action taken:
County Board
Action Taken

Meeting date: 1/24/23
Vote: 5-0
Meeting Date: 4/18/23
Vote:

Background:

The Winnebago County Parks Department has performed market research to determine the appropriate fees for the Community Park Shelters. The Soccer Shelter has been priced too high for the market. The rest of our shelter fees have too many variables and are confusing. The Parks Department would like to adjust the fees and eliminate some of the variables.

Justification:

Currently, our parks shelter fee is too confusing and has too many variables. We would like to make the shelter fees simpler so it is easier to advertise and market our shelters.

We propose removing the requirement to list how many people will be at your event. Currently, we only have 1 or 2 rentals a year that say they will have more than 150 or 50 people at their event. We also propose removing the weekend vs weekday fee and simply adopting the weekend fee. The large majority of rentals are on the weekends and we are one of the few communities that have this fee structure.

Parks Department staff are recommending adjusting the Soccer Shelter to better reflect the market. We are proposing a \$5 increase to the standard fees for shelters 1, 2, 3, 4, and the pavilion. We are not proposing that the fees originally identified for over 1000 people be reclassified to special event shelter

fees. Special events take more time and effort from staff and the shelter receive more use during these functions. We feel that there should still be a larger fee for this type of rental.

We propose adjusting the soccer shelter fee to \$100. Shelters of this type in 7 other communities are renting on average for \$95.63. We also propose reducing the special event fee by \$125.

This modification should have a minimal impact on the Parks Department budget because the Soccer Shelter was rarely rented in 2022 and the other fees are all increasing by \$5.

Shelter	Standard Fee	Special Event Fee
Shelters 1 and 2	\$65.00	\$220.00
Shelters 3 and 4	\$45.00	\$220.00
Pavilion	\$150.00	\$265.00
Soccer Shelter	\$100.00	\$425.00

- (a) A security deposit of not less than \$25.00 may be required at the discretion of the parks director.

The Parks Department has also been approached by multiple non-profit groups, businesses, and volunteers in regards to hosting events and programs in partnership with the Winnebago County Parks Department. The Parks Department would like the ability to work with these groups to either reduce rental fees or waive fees and instead charge a participation fee to participate in organized events and programs. The goal would be to increase the use of the parks and promote health and well-being to Winnebago County residents.

Attachments:

- Ordinance
- Exhibit A