



December Board Cycle

Milwaukee County Parks
9480 Watertown Plank Rd.
Wauwatosa, WI 53226
(414) 257-PARK

Date: November 12, 2019
To: Theodore Lipscomb, Sr., Chairman, County Board of Supervisors
From: Guy Smith, Executive Director, Milwaukee County Parks
Subject: **Providing an information report regarding the creation of a Friends Group Handbook for Milwaukee County Parks - INFO**

Issue

Milwaukee County Parks is creating a friends group handbook to assist current and future friends' groups.

Background

Milwaukee County Parks has 25 friend groups operating under the umbrella organization The Park People, and an additional 12 friend groups incorporated as their own 501(c)(3) organizations. The Friends Group Handbook was developed to ensure all existing and emerging friend groups understand the internal processes and guidelines for conducting business with Milwaukee County Parks. In creating this handbook, we hope to support more friends' groups across the parks system to mobilize the community in taking an active role to improve and activate parks.

The Friends Group Handbook provides guidelines for processes such as reserving meeting space for governance meetings, applying for special event permits, applying for Park Improvement Projects, and communicating with Milwaukee County Parks staff. The Handbook also outlines the requirements for Friends Groups operating as their own 501(c)(3) organizations, and it includes Milwaukee County Chapter 13 "Guidelines for County Departments Establishing Partnerships with Support Groups" as an appendix. The handbook was reviewed internally by Parks Leadership and by staff and board members of The Park People.



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As a result of the Friends of Hales Corners Park and Pool audit, the creation of a friends group handbook was required by the end of 2019.

Recommendation

This report is for informational purposes. There is no recommendation at this time.

Prepared By: Lindsay Frost, Engagement Manager, Milwaukee County Parks

Approved By: Guy Smith, Executive Director



Attachments

- Milwaukee County Parks Friends Group Handbook

Copy

- Chris Abele, County Executive
- Raisa Koltun, Chief of Staff, County Executive's Office
- Jason Haas, Parks, Energy & Environment Chair, Supervisor District 14
- Sheldon Wasserman, Parks, Energy & Environment Vice-Chair, Supervisor District 3
- Marcelia Nicholson, Parks, Energy & Environment Committee Member, Supervisor District 5
- Felesia Martin, Parks, Energy & Environment Committee Member, Supervisor District 7
- Steven Shea, Parks, Energy & Environment Committee Member, Supervisor District 8
- Kelly Bablitch, Chief of Staff, County Board of Supervisors
- Kelsey Evans, Committee Coordinator, Office of the County Clerk
- Emily Peterson, Research & Policy Analyst, Office of the Comptroller
- Mark Yatchak, Fiscal Mgt. Analyst, Admin & Fiscal Affairs, Department of Administrative Services



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