



Municipal Park Foundation Board Regular Meeting Agenda Tuesday, February 10, 2026 6:00 PM

- 1.** Call to Order, Roll Call
- 2.** Prayer
- 3.** Civility Pledge and Pledge of Allegiance
- 4.** Previous Meeting Minutes
 - a.** January 13, 2026
 - b.** January 21, 2026
- 5.** Presentations
 - a.** Charleston County Greenbelt Program
- 6.** Old Business Items
 - a.** Update from the Town Administrator on the benches
 - b.** Update on the approved entrance project
 - c.** Approval of the proposed quotes for the sign quotes
 - d.** Approval of the recommended special event agreement for the use of the Town Park
- 7.** New Business Items
 - a.** Approval of the recommended budget for the Municipal Park
 - b.** Approval of the recommended Master Plan
- 8.** Public Comments
- 9.** Board Member Comments
- 10.** Adjournment



**Municipal Park Foundation Board Regular Meeting
and
Joint Session with Town Council
Tuesday, January 13, 2026
6:00 PM
Minutes - Draft**

1. Call to Order, Roll Call

Awendaw Park Board Present: Chair Blythe, Coan, Colson, Daniels, Frazier, Freeman, Ott, Pepper-Alston

Awendaw Council Present: Brown, Mayor Crolley, Gasper (virtual), Helms, Prause, Timmons

Not Present: Porcher

Staff Present: Town Administrator - Watkins

2. Prayer - the meeting opened with the Lord's Prayer, led by Chair Blythe.

3. Civility Pledge – led by Mr. Colson

4. Approval of the Park Board meeting minutes of December 9, 2025.

A discussion was held regarding clarification of the prior approval of a proposed park event (*Life in the Lowcountry – September 2026*). Board members noted that the draft minutes did not clearly reflect that approval was preliminary and subject to further review by the Events Committee and additional conditions.

Mr. Colson moved to amend the December 9th meeting minutes to accurately reflect that the Life in the Lowcountry event was only preliminarily approved and was subject to further review by the Events Committee and Board prior to final approval. Chair Blythe seconded. All voted in favor, motion carried.

Ms. Frazier moved to approve the amended meeting minutes of December 9th. Ms. Freeman seconded. All voted in favor, motion carried.

5. Joint Work Session: Park Board Objectives and Authority

A. Ordinance Language and Board Authority

- Board members requested clarification regarding the ordinance language, particularly terms such as propose, recommend, coordinate, and provide input.
- Concern was expressed regarding clarity for future board members on decision-making authority versus advisory roles.
- Council acknowledged that some ordinance language is intentionally broad and emphasized the Board's advisory role with Council retaining final authority.

B. Budgeting Authority and Procurement

- Discussion clarified current procurement thresholds under Town Code:
 - Up to \$150: Departmental purchase order
 - \$151–\$1,499: Town Clerk approval
 - \$1,500–\$10,000: Mayor and Bids & Purchases Committee
 - Over \$10,000: Formal Council approval
- Proposed procurement updates were discussed but noted as not yet adopted.
- Consensus that discretionary expenditures must be:
 - Explicitly included in the approved annual budget
 - Processed in accordance with procurement policy

C. Park Budget Planning

- Discussion addressed the current fiscal year park allocation and remaining funds.
- Council encouraged the development of:
 - A strategic plan to guide future budgets
 - Line items for maintenance, security, and disaster recovery
- Emphasis was placed on linking expenditures to clear goals and outcomes.

D. Events and Revenue Generation

- Council reviewed ordinance language allowing limited special uses (up to four events annually unless otherwise approved).
- Discussion emphasized:
 - Maintaining the park's passive recreational character
 - Using events primarily as facility rentals rather than Town-promoted events
 - Learning from Charleston County and other municipalities' event models
- Board indicated intent to develop standardized event agreements and policies.

E. Administrative Support & Communication

- Need identified for:
 - A dedicated Park Board email address
 - Centralized document storage (Town server / Cloud / OneDrive)
- Purpose of these initiatives: preserve institutional knowledge, manage procurement records, and improve continuity as board members change.

F. Planning, Vision, and Long-Term Strategy

- Council encouraged development of:
 - A multi-year conceptual master plan
 - Clear short, medium, and long-term phases
- Council emphasized:
 - Opening the park safely as Phase I
 - Avoiding piecemeal development without an overarching plan
 - Leveraging grants aligned with an adopted vision

G. Security & Operations

- Progress acknowledged and reviewed on installation of gates and security cameras.
- Ongoing questions identified regarding:
 - Camera monitoring and maintenance
 - Trash management and sanitation
 - Long-term staffing or operational support

6. Scheduling of a Special Called Park Board Meeting

Ms. Frazier moved to schedule a special Park Board meeting on January 21st, 2026, to address unfinished business to include event agreements, signage quotes, and operational matters. Chair Blythe seconded. All voted in favor, motion carried.

7. Public Comment

Written Public Comment Submitted by: Lynn Vickery (unable to attend)

Ms. Vickery's comments included:

- Appreciation for the Board's service
- Suggestions for collaboration with forestry professionals
- Concept of a "living lab," butterfly garden, or native plant nursery
- She encouraged community engagement, volunteer participation, and long-term planning

8. Board Member Comments

None

9. Adjournment

Ms. Frazier moved to adjourn the meeting, Mr. Pepper-Alston seconded, all voted in favor, motion carried.

The meeting adjourned at 7:37 PM.

Date: Jan 13, 2026

Prepared By:

Christopher R. Ott.

Municipal Park Board Secretary

Note: These meeting minutes are not verbatim. To watch the full meeting video, please visit the town's YouTube channel: www.youtube.com/TownOfAwendaw



Municipal Park Foundation Board Special Called Meeting

Tuesday, January 21, 2026

6:00 PM

Minutes - Draft

1. Call to Order, Roll Call

Awendaw Park Board Present: Chair Blythe, Coan, Colson, Daniels, Frazier, Pepper-Alston

Not Present: Ott

Staff Present: Town Administrator - Watkins

Ms. Watkins noted that Ms. Sandra Freeman formally resigned from the board, there are now seven total Park Board members (2 vacancies).

2. Prayer - the meeting opened with the Lord's Prayer, led by Chair Blythe.

3. Civility Pledge and Pledge of Allegiance, led by Mr. Pepper-Alston.

4. Old Business Items

A. Update on New Signs for the Municipal Park

- Chair Blythe presented a packet containing three vendor quotes for entrance gate signs.
- The quote from Vivid Designs was prepared for an 18" x 24" sign; board requested a revised quote for a 3' x 5' sign for improved visibility.
- Other sign vendors included Sign Design and Nelson Sign Company.
- Nelson Sign Company was noted as including posts/poles in their pricing and offering a graffiti-resistant coating.
- Next Steps:
 - Obtain a revised quote from Vivid Designs for a 3' x 5' sign.
 - Board review of new quote

B. Update from the Town Administrator on Park Benches

- Ms. Watkins reported that she is still working on obtaining quotes and expects to update the board at the February meeting.

C. Update on Camera Installation at the Municipal Park

- Ms. Watkins noted that cellular cameras are now installed and operational at Gates 1, 2, 3, & 4 (rear entrance to park).
- The cameras are battery powered with solar recharge and are motion activated/following. They are currently producing good image quality.
- Ms. Watkins will provide access to the cameras through the park board email account so Board members have camera access.
- Mr. Pepper-Alston is gathering additional quotes for signs alerting visitors that they are on camera.

D. Update on the Approved Entrance Project

- Chair Blythe reported that site work/grading is scheduled to begin on February 2nd.
- The plan includes grading, adding rock, and preparing the parking lot.
- Fencing installation was anticipated to follow later that week and is pending coordination.

5. New Business Items

A. Consideration of the Proposed Special Events Guidelines for the Municipal Park

- Mr. Pepper-Alston presented a draft framework for establishing a process and application for special events and park rentals. He discussed examples from other local municipalities and Charleston County resources.
- Board discussion followed and highlighted the following:
 - Board members favored creating an application packet using elements from the referenced examples (including a flowchart).
 - Ms. Watkins confirmed that once the Board consolidates a draft, it will be forwarded to the Town Attorney for legal review.
 - Discussion included rental fee considerations and the potential for varying fees based on event type.
 - A reference example was discussed: another municipality charging \$200 with exceptions for nonprofit/civic organizations.
 - Board discussed historical event fees and donations associated with a recurring cycling event.
- Action Items:
 - Board members will review the provided packets and identify 2–3 key elements from each to incorporate.
 - Draft to be refined for discussion at the February meeting, then sent to legal counsel.
 - Ms. Watkins will confirm the historical donation amount for the recurring bike event.
 - Ms. Watkins to attempt to coordinate with Greenbelt representatives for guidance.

B. Consideration of the Number of Board Members to Recommend to Town Council

- Discussion occurred regarding recommending the number of Board members to Town Council. Several viewpoints were expressed, which included:
 - Maintaining seven members given current Board size and functionality.
 - Concern about maintaining sufficient membership for consistent quorum and continued operations when vacancies occur.
 - Discussion included the possibility of language recommending “seven or less” or establishing a minimum number; the Town Administrator noted other town boards are structured at five members.
- Motion: Chair Blythe moved to recommend to Town Council that the number of Municipal Park Board members be seven or less, pending legal review. Mr. Colson seconded the motion, all voted in favor, motion carried.

6. Discussion Items

A. Budget Update

- Mr. Colson presented preliminary budget observations and a proposed approach for upcoming budget planning, noting:
 - Prior year revenues and expenses, including festival-related outcomes.
 - Discussion referenced approximately \$60,000 previously allocated for park improvements and that a portion may remain unspent (estimated \$35,000), with a recommendation to consider rolling funds forward.
 - Park maintenance was discussed as being budgeted at \$40,000 with prior year spend estimated at roughly \$18,000 (exact figures to be verified).
- Discussion included:
 - Aligning the budget with realistic revenue expectations (given prior festival performance).
 - Considering a “disaster recovery” or “rainy day” line-item reserve.
 - Ordinance reference to four annual events for fundraising.
 - Upcoming Council budget retreat in February (date TBD).
- Budget Next Steps:
 - Mr. Colson will email the draft budget document to the Board via the park board email for informational review.
 - Ms. Watkins will notify the Board of the Town Council budget retreat date.
 - Board members were asked to submit feedback and proposed amendments (maintenance schedules, reserve fund, event assumptions, etc.) for later discussion.

B. Municipal Park Master Plan

- The Board discussed master plan concepts and priorities. Discussion included:
 - Recognition that some concepts may be limited by Greenbelt restrictions.
 - Consensus that restrooms and trails are top priorities for initial park usability.

- Discussion explored near-term restroom options such as portable toilets (rental/maintenance considerations discussed), including the possibility of adding a handicap-accessible unit and determining service frequency based on usage.
- Trail ideas included potentially adding exercise stations along trails and exploring sponsorship opportunities.
- Master Plan Next Steps:
 - Board members will continue reviewing master plan materials and revisit during the February meeting.
 - Town Administrator to research any applicable permitting/regulatory concerns (e.g., flood zone, siting, maintenance obligations) and report back.

7. Public Comments

- None

8. Board Member Comments

- Mr. Coan commented on his frustration with limited feedback during prior joint discussion with the Town Council; noting that council seemed to want the Park Board to bring forward recommendations for approval, instead of providing direction and strategic guidance.
- Chair Blythe read an email from Councilwoman Helms that highlighted that the entrance project is the first major park improvement and will be used to develop best practices for Park Board and Town Council interactions going forward. She also encouraged the Park Board to develop a strategic master plan linked to priorities.

9. Adjournment

Mr. Pepper-Alston moved to adjourn the meeting, Mr. Colson seconded, all voted in favor, motion carried.

The meeting adjourned at 6:47 PM.

Date: Jan 21, 2026

Prepared By:

Christopher R. Ott.

Municipal Park Board Secretary

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