



Municipal Park Foundation Board Regular Meeting Agenda

Tuesday, October 14, 2025

6:00 PM

1. Call to Order, Roll Call
2. Prayer
3. Pledge of Allegiance
4. Civility Pledge
5. Approval of the meeting minutes of September 9th
6. Review of sub-committee assignments, meeting dates, and priorities for each sub-committee
 - A. Fundraising and Grants, *Priorities*: 1) current grant status, 2) proposed grants, 3) establish timeline for grant submittals/timelines
 - B. Finance, *Priorities*: 1) determine park budget for FY '26, 2) identify funding gaps/opportunities, 3) prepare budget report for board & council to be given monthly
 - C. Events & Community Engagement, *Priorities*: 1) determine events already approved by council, 2) proposed events for FY '26, 3) review/establish event policies & procedures
 - D. Park Operations, *Priorities*: 1) determine process for funding entrance & parking lot, 2) complete initial park signage, 3) establish/coordinate mowing & maintenance schedule
 - E. Legacy & Cultural Affairs, *Priorities*: 1) determine way forward to integrate legacy/history into park activities, signage, & advertising, 2) work with Events & Community sub-committee to incorporate/highlight cultural connections, 3) establish partnerships with local historical societies/museums
7. Update and discussion on park budget, current mowing schedule, and other park contracts currently in place
8. Park mission statement discussion
9. Discussion of park master plan
9. Update on a Joint Meeting with the Town Council – date?
10. Public Comments
11. Board Member Comment
12. Adjournment



**Municipal Park Foundation Board Meeting
Tuesday, September 9th, 2025
Minutes - Draft**

1. Call to Order, Roll Call

Present: Chair Blythe, Coan (virtual), Colson, Daniels, Ott, Pepper-Alston (virtual)

Staff Present: Town Administrator Watkins

2. Prayer

3. Pledge of Allegiance

4. Civility Pledge

Chair Blythe opened the meeting with the Lord's Prayer and then led the board in the Pledge of Allegiance. Mr. Colson then led the board in reading the civility pledge.

5. Approval of the meeting minutes of August 12th.

Correction: Mr. Coulson listed as present but was absent for the August 12th meeting.

Mr. Daniels moved to approve the meeting minutes of August 12th with the amendment to remove Mr. Colson from the list of attendees. Mr. Ott seconded. All voted in favor. The amended meeting minutes of August 12th, 2025, were approved.

6. Consideration of the final Profit and Loss (P&L) Statement for the AWE Festival

Mr. Carroll (Carroll Consulting, LLC) delivered the P&L for the AWE Festival. Due to the low turnout, the festival ultimately had a loss of \$26,000 to the Town of Awendaw.

- The town contributed \$20,000 plus an additional \$6,000 for public safety costs and alcohol license.

- Some checks and transactions are still being reconciled; account will close once complete.

Summary of board member questions and Mr. Carrol comments on P&L:

- Expenses: Dumpster, tents, tables, stage rental, sound, bartenders, cups, and marketing were all reviewed by Mr. Carroll and the board. Some costs appeared underbudgeted or not reflected clearly in reports.
- Ticketing & Sales: Questions raised about accuracy of t-shirt sales, itemized reports for terminals, and tracking of cash vs. credit sales.
- Sponsorships & In-Kind Donations: Need clearer documentation of tickets given in exchange for sponsorships.
- Town Funds: Concern about showing exactly how \$20,000 was used. Since funds were commingled with ticket revenue, tracking is difficult. Suggestion to clarify in contracts and reporting for future events.

Mr. Carrol delivered a summary of lessons learned and suggestions for future events:

- Need stronger coordination and a single point of contact rather than multiple board opinions.
- Consider holding events in spring or fall and plan well in advance.
- Clarify board vs. town roles: whether board operates independently with a contract and budget or as a direct town-sponsored event.
- Explore infrastructure improvements to support larger events (oyster roast, BBQ festival, country music, jazz, etc.).
- Ms. Watkins (Town Administrator) stated the need for improved financial transparency, utilizing a clear budget, line-item expenses, sponsorship documentation, and reconciliation of town contributions.

7. Update and consideration of the bids received for the gate, fencing, and parking lot project

Mr. Ott reviewed previous board actions/comments for gate access and vehicle parking at the municipal park. The previous board motion in June supported Gate 1 as the preferred access point due to firmer ground, a natural (tree barrier) for the parking area thus reducing fencing costs, and the proximity to the lake.

A fencing company provided Mr. Ott a quote of \$11,500 for fencing at Gate 1 with two vehicular access gates. Mr. Ott is attempting to get two additional quotes. Chair Blythe is working to obtain quotes for the parking lot construction (site work, grading, and gravel).

The park board's goal is to present Town Council the Gate 1 entrance and parking plan at the October town council meeting.

8. Establishment of the Awendaw Municipal Park Foundation Board sub-committees

Chair Blythe proposed to establish the following five standing subcommittees of the Municipal Park Foundation Board:

1. Fundraising & Grants
2. Finance
3. Events & Community Engagement
4. Park Operations
5. Legacy & Cultural Affairs

Mr. Colson moved to establish the five sub-committees as presented by Chair Blythe. Mr. Daniels seconded the motion. All voted in favor.

Board Discussion:

It was noted that with only seven active board members, membership across all subcommittees would be limited until additional appointments are made by Town Council. Consensus was reached that each subcommittee should have at least two members and a designated chair. The Board discussed whether to assign members through a roll call vote or open nominations. It was decided to proceed by accepting nominations from the floor, followed by votes of approval. It was further agreed that additional members may be added to subcommittees in the future once the full Board is seated.

Sub-Committee	Member	Nominating Motion	Second Motion of Approval	Board Vote
Fundraising and Grants	Blythe*	Self	Daniels	All in favor
	Coan	Daniels	Blythe	All in favor
Finance	Colson*	Blythe	Pepper-Alston	All in favor
	Blythe	Self	Pepper-Alston	All in favor
Events & Community Engagement	Freeman*	Blythe	Daniels	All in favor
	Pepper-Alston	Self	Blythe	All in favor
Park Operations	Ott*	Self	Blythe	All in favor
	Daniels	Blythe	Colson	All in favor
	Blythe	Self	Colson	All in favor
Legacy & Cultural Affairs	Pepper-Alston*	Self	Colson	All in favor
	Freeman	Blythe	Colson	All in favor
* Designates Committee Chairperson				

9. Consideration of sign design and wording for the Municipal Park

Mr. Ott presented a preliminary concept for park signage. Current signs were noted as temporary, having been installed for the recent festival, and are not intended as the final solution. Discussion revolved around the following key points:

- Importance of branding/logo for the park; potential integration of nature elements
- Signage should reflect the park's mission and vision, emphasizing it as a safe, natural, community space.
- Rules vs. guidelines: need to balance community desire for minimal restrictions with the necessity of safety and civility.
- Key safety considerations:
 - No alcohol (except at approved events).
 - No weapons (despite proximity to national forest hunting areas).
 - Fires allowed only in approved rings/grills.
 - Trash management: "pack in/pack out" approach.
 - Dogs on leash (due to wildlife, including alligators).
 - Parking only in designated areas.
- Recreational use of lake: catch-and-release fishing recommended until DNR can conduct population surveys; possible future adjustments per state guidelines.
- Watercraft: discussion leaned toward human-powered only, with restrictions on electric motor power/size to maintain natural character.
- Posting of rules: suggestion to have smaller signs at gates and larger comprehensive rule signs at central areas. A QR code could link to full ordinance and regulations.

Action Item:

The Park Operations Subcommittee will refine draft signage, incorporating branding, key rules, and ordinance references, and return with recommendations.

10. Update and consideration for T-Mobile cameras at the Municipal Park

Ms. Watkins presented options for the installation of 5G cameras

- Cameras would be mounted at entrance/key areas with clear "You Are on Camera" signage.
- Proposed initial locations: three park entrances, with possibility of additional coverage at the Greenway Trail (Gate 4).
- Possibly capable to transmit footage directly to Sheriff's Office if needed.
- Cost would be covered by general park maintenance funds.

Action Item:

Town staff will obtain updated cost estimates and finalize a recommendation for Park Board approval.

11. Scheduling of a Joint Meeting with Town Council

The board discussed the need to meet in person with Town Council to align expectations and responsibilities. The board emphasized need for clarity regarding:

- Scope of authority for decision-making.
- Budget and funding guidelines.
- Maintenance responsibilities (e.g., mowing schedules and costs).

A tentative date of November 11th, 2025, was discussed.

12. Public Comments

None

13. Board Member Comments

Mr. Ott stressed the importance of the meeting with Town Council to establish clear authority and responsibilities to avoid inefficiencies. He urged board members to read the Park Board Ordinance and have questions ready for Town Council to resolve uncertainties in ordinance interpretation.

14. Adjournment

Mr. Daniels moved to adjourn the meeting. Mr. Colson seconded. All voted in favor.

The meeting adjourned at 7:31 PM.

Date: Sep 9, 2025

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