



Municipal Park Foundation Board Special Called Meeting Agenda
Thursday, November 20, 2025
6:00 PM

1. Call to Order, Roll Call
2. Prayer
3. Pledge of Allegiance
4. Civility Pledge
5. Appointment of Acting Chair for the meeting
6. Approval of the meeting minutes of October 14th
7. Update on the quotes provided to the Town Council on the Entrance at Gate 1 and subsequent steps
8. Update on the Request for Proposals on the benches at the park and the timeframe for this
9. Approval of the proposed signage at the Park
10. Discussion on Municipal Park Foundation Board Budget and consideration of delegation of funds from the Finance Sub-Committee
11. Formally adopt Municipal Park Foundation Board Mission Statement
12. Sub Committee Review Action Items:
 - a. Appointment of Andrea Frazier to the following Sub-Committees: Fundraising & Grants, and Legacy & Cultural Affairs.
 - b. Appointment of the chair for the Events & Community Engagement Sub-Committee
13. Public Comments
14. Board Member Comment
15. Adjournment

Date: 10/24/25

To: Park Board-Draft Memo

From: Chris Colson-Finance Committee

Subject: Budget for Awendaw Park

In the October Park board meeting the writer had some questions about the budget which needed follow up so I sent the attached memo to Katharine Watkins-Town Administrator. She followed up with a phone call on 10/24 with the following conclusions:

The park grants totaling \$24,472 are not part of the budget so we are free to plan and spend these according to original purpose.

Year Approved	Amount	Purpose
2023	\$7,009	Seating and Tables
2024	\$7,484	Benches and Fencing on Berm
2025	\$9,979	Signage
Total	\$24,472	

For clarification FY 25-26 ends on June 30, 2026 and FY 26-27 ends on June 30, 2027

Katharine confirmed that the town budget includes the below for the year ended June 30, 2026:

Misc Expense	\$36,000
Municipal Park Improvements	\$60,000
Park Maintenance	\$40,000
Total	\$136,000

Katharine further confirmed:

- 1) We can go ahead with a final plan for park gates and other improvements to utilize the \$60,000 above and it may be possible to utilize some of the Misc Expense of \$36,000. To do this we need to submit our plan with expected expenditures to town council for approval.
- 2) We are currently spending about \$18,000 per year on maintenance. This includes cutting as follows per month: Park Road \$150, Trail \$175, Doar Road Trail \$300, Trail \$275, and the park \$600. This means we could ramp up annual maintenance to the \$40,000 for the year ended 6/30/26
- 3) We could request more from council than is in the above budget, but the writer thinks this may be problematic as the town should try to stay within the approved budget

- 4) We do not have any allocated amounts yet for the year ended 6/30/27, but the writer recommends the board start to plan for this in the next few months

Planned expenditures for the year ended 6/30/26 to date:

- 1) Initial estimates for the Gates are \$25,520. We clearly have room for more to reach the \$60,000
- 2) The above Park Grants of \$24,472

Next steps:

Determine what we want to propose to the council in November. Finance Committee will present or provide the final proposed expenditures and compare to the above budget.

Date: 10/15/25

To: Katharine Watkins-Town Administrator

From: Chris Colson-Finance Committee

Subject: Budget for Awendaw Park

Thank you for your time last night and your help with The Finance Committees first attempt to draft the budget for the park.

Below is a summary of the three grants which I understand are ready to go. Please review this table and confirm I have this correct.

Year Approved	Amount	Purpose
2023	\$7,009	Seating and Tables
2024	\$7,484	Benches and Fencing on Berm
2025	\$9,979	Signage
Total	\$24,472	

The way I understand it Finance Sub-Committee is charged with developing the FY 26 budget, and will also develop the FY 27 budget. Please confirm the FY 26 year ends on June 30, 2026 and the FY 27 year ends June 30, 2027. Assuming this is correct we will need to budget expenditures, in addition to the above three grants, for these two fiscal periods.

As discussed, the fiscal 26 town budget calls for park expenses of \$244,000, however, much of this was meant to be funded by festival revenues. I would like to determine how much we have today to spend on the park. The budget does have the following line items:

Misc Expense	\$36,000
Municipal Park Improvements	\$60,000
Park Maintenance	\$40,000
Total	\$136,000

Here are my questions:

How much do we have today to spend on the park? For example, do we still have the \$136,000 available to the town this year to utilize on the park, do we have more than this, or do we have less?

Does this mean that the park board should feel free to recommend how to allocate the amount in question one above? For example, under improvements, could we allocate the proposed new park gate?

Is the amount in question one above available to spend without further approval by council, or do we recommend to council how we should allocate these funds for council final approval?

If the park board requested more funds than are available in question one above, could the council allocate additional funds, or is council limited by the budgeted amounts?

Awendaw Municipal Park Board Workshop – November 20, 2025

Developing a mission and vision for the Awendaw Park.

Why: A mission and vision statement provides clarity, purpose, and direction for the park.

Mission Statement

- **Defines Purpose:** Articulates why the park board exists and what it seeks to achieve in the present.
- **Guides Decision-Making:** Helps ensure that actions and strategies align with the board's purpose.
- **Inspires Stakeholders:** Encourages the community, partners, and supporters to rally around a common cause.

Vision Statement

- **Sets Long-Term Goals:** Provides a clear picture of what the park board aspires to become or achieve in the future.
- **Motivates and Inspires:** Creates a compelling future that motivates stakeholders to work toward a shared dream.
- **Guides Strategic Planning:** Helps prioritize initiatives and investments to ensure progress toward the desired future.
- **Fosters Unity:** Helps align everyone towards a common goal, enhancing collaboration and cohesion.

Together, the mission and vision work in harmony: the mission anchors the organization in the present, while the vision propels it forward into the future. They serve as foundational tools for building strategy, fostering engagement, and measuring success.

Awendaw Municipal Park Board Workshop – November 20, 2025

Framework for Developing a Mission Statement

1. Identify the Purpose

- What is the primary reason for the park's existence?
- Does it aim to provide recreation, preserve nature, foster community, or educate?

Example Questions:

- Why was the park created?
- What unique features or resources does it offer?

2. Understand the Community's Needs

- What are the local community's priorities and values concerning the park?
- Consider inclusion and accessibility for diverse groups.

Example Questions:

- Who will benefit from the park?
- What needs or gaps does the park fulfill?

3. Focus on Environmental Stewardship (Green Belt Program Goal)

- Emphasize conservation, sustainability, and the protection of natural habitats.
- Highlight how the park aligns with ecological and environmental goals.

Example Questions:

- How does the park promote environmental responsibility?
- What steps are taken to preserve its natural beauty?

4. Define Key Objectives

- What experiences or services does the park provide?
- Balance recreational opportunities with educational and preservation efforts.

Example Questions:

- Does the park offer hiking trails, playgrounds, or educational programs?
- How does it encourage learning about the environment?

Example Format:

"The Awendaw Municipal Park exists to [purpose] by providing [services/experiences] that [benefit community and/or environment]. We are committed to [values, such as sustainability or education] and strive to [long-term goal or aspiration]."

Example Mission Statement:

"Awendaw Municipal Park exists to connect the community with nature through sustainable recreation, education, and preservation. We aim to protect our local ecosystem while providing an inclusive space for exploration, learning, and well-being."

Awendaw Municipal Park Board Workshop – November 20, 2025

Framework for Developing a Vision Statement

1. **Define the Park's Core Purpose**
 - Why does the park exist?
 - What needs or desires does it fulfill for the community?
(Example: Provide a natural sanctuary for relaxation and recreation.)
2. **Identify the Target Audience**
 - Who will benefit from the park?
(Example: Families, children, seniors, nature enthusiasts, fitness lovers.)
3. **Highlight Key Features or Offerings**
 - What amenities or attractions will the park include?
(Example: Walking trails, fishing, boating, cultural exhibits.)
4. **Emphasize the Park's Values**
 - What values or principles guide the park's development?
(Example: Sustainability, accessibility, community connection, innovation.)
5. **Incorporate Aspirational Goals**
 - What long-term impact do you want the park to have on the community?
(Example: Foster unity, enhance health and well-being, celebrate local heritage.)

Sample Vision Statement Template

"Our vision is to create a vibrant, accessible, and sustainable community park that serves as a hub for recreation, connection, and inspiration. Through thoughtful design and inclusive programming, the Awendaw Municipal Park will enhance the quality of life for all, preserving natural beauty while fostering a sense of belonging and joy."