



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

- 1.** Call to Order, Roll Call
- 2.** Invocation
- 3.** Civility Pledge and Pledge of Allegiance
- 4.** Approval of the March Agenda
- 5.** Approval of Previous Meeting Minutes
 - a.** February 10
 - b.** February 19
- 6.** Unfinished Business Items
 - a.** Consideration and discussion of the recommended special event agreement for the use of the Town Park
 - b.** Consideration and discussion of the recommended budget for the Municipal Park
 - c.** Update on request for staff to provide log-in credentials for the cameras at the Municipal Park
 - d.** Update request for park board business cards with park board email address
 - e.** Update on bench quotes
 - f.** Update on the Ribbon Cutting Event on April 18
 - i.** List of attendees
 - ii.** Invitation types
 - iii.** Additional Signage
 - iv.** Logistics of the event
- 7.** New Business Items
 - a.** Consideration and discussion on submitted portable toilet quotes
 - b.** Discussion on gates at entrances 2 and 3 due to security concerns
 - c.** Schedule Training with the MASC Representative
- 8.** Chair Report – Ashley Blythe
- 9.** Public Comments
- 10.** Board Member Comments
- 11.** Adjournment



Municipal Park Foundation Board Meeting
Tuesday, February 10, 2026
6:00 PM
Minutes - Draft

1. Call to Order, Roll Call

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

Staff Present: Town Administrator - Watkins

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. Previous Meeting Minutes

A. January 13, 2026

- Motion: Mr. Colson moved to approve the January 13 meeting minutes. Mr. Pepper-Alston seconded the motion, all voted in favor, motion carried.

B. January 21, 2026

- Motion: Ms. Frazier moved to approve the January 21 meeting minutes. Mr. Daniels seconded the motion, all voted in favor, motion carried.

5. Presentation

A. Charleston County Greenbelt Program – Chris Dubuque (Deputy Director)

- Mr. Dubuque provided background on the Charleston Co. Greenbelt Program and Jefferson Track (Awendaw Munciiipal Park). Highlights from this presentation included:
 - The Greenbelt Program was established to preserve various categories of green space throughout Charleston County.
 - Awendaw Municipal Park property qualifies as passive green space under the original grant framework.
 - In 2009 the Charleston County Council approved \$5,170,000 in Greenbelt funding for acquisition of the Jefferson Tract (Awendaw Municipal Park).

- The original approved uses focused on a passive park, including items such as parking, kayak launch, lake area, open-air structure, and dog park concepts as originally proposed.
- A later revised master plan provided by the Town of Awendaw included more expansive uses such as a stage/amphitheater, camping, and disc golf. Some of those proposed uses were determined to be outside the scope of the original grant agreement and would have required amendment.
- The proposed amendment to broaden uses did not receive the required recommendation from the Greenbelt Advisory Board and was ultimately denied by the Charleston County Council in 2022. Council indicated it wanted to see the park opened first in accordance with the original passive-use intent before considering expanded uses.
- A later amendment regarding management structure was approved, allowing oversight by a park board while retaining the requirement that dirt mining proceeds be returned to park improvements.
- Greenbelt staff conduct at least annual monitoring visits and provide reports.
- Greenbelt staff emphasized the importance of establishing public access and noted that the county is eager to see the park open and accessible.
- Board discussion with Mr. Dubuque included:
 - Clarification that special events may be permissible if they remain consistent with passive recreation and are limited in frequency and scale.
 - Confirmation that uses such as restrooms, trails, picnic areas, educational signage, and canoe/kayak launches are consistent with passive recreation.
 - Discussion of fees, public access, and whether entrance charges are prohibited; no prohibition was identified, though public access remains an important expectation.
 - Board members noted that the entrance improvements, fencing, cameras, and signage are moving the park toward practical public opening.
- No formal action was taken on this item.

6. Old Business Items

A. Update from the Town Administrator on park benches

- The Town Administrator reported difficulty securing local contractors for bench construction and installation.
 - The board was informed that more information will be gathered before a purchase recommendation is brought forward.
- No formal action was taken on this item.

B. Update on the approved entrance project.

- Chair Blythe provided an update on the progress at the entrance area.
 - Rock spreading and grading work is nearing completion.

- Fencing is moving forward through Superior Fence; the initial deposit has been paid.
 - Site conditions revealed significant buried debris, including brick and rock, which may complicate final grading, planting, and fence installation.
 - Board members discussed the possibility that fence installation costs could increase if drilling through hard material is required.
 - The Town Administrator will follow up with the fencing contractor and report back if there is a significant cost increase requiring further approval.
 - No formal action was taken on this item.
- C. Approval of the proposed sign quotes
- The board discussed proposed sign quotes and agreed additional discussion was needed.
 - Motion: Mr. Daniels moved to defer the approval of the sign contract to the special meeting. Ms. Frazier seconded the motion, all voted in favor, motion carried.
- D. Approval of the recommended special event/park use agreement
- Ms. Frazier and Mr. Pepper-Alston led an extended working discussion on a proposed special event application and permitting process for park use.
 - Discussion included:
 - Reviewing draft language compiled from prior board work and comparable municipal/county forms
 - Whether applications should be submitted to the Town Administrator, the Park Board, or both
 - Distinctions between public and private events
 - Possible fee categories for small, medium, and large events
 - A proposed application fee of \$50
 - The concept of a security/cleanup deposit tied to the scale of the event
 - Discussion of large-event thresholds, including events over 500 attendees
 - Need for parking, traffic management, law enforcement, fire, sanitation, alcohol, insurance, and site map requirements
 - Need for minimum advance submission deadlines, with support expressed for at least 30 days, and possibly longer for large-scale events
 - Whether to allow full-park or partial-park rentals at this stage
 - No final action was taken. The board agreed the document should be further refined and brought back for approval at the special meeting.

7. New Business Items

- A. Approval of the recommended budget for the Municipal Park

- The financial committee (Blythe and Colson) reported they are continuing to refine the proposed budget and adding more detail for presentation to Town Council, but it is not ready now for board consideration.
- Motion: Chair Blythe moved to defer the approval of the Park budget to the special meeting. Ms. Frazier seconded the motion, all voted in favor, motion carried.

B. Approval of the Master Plan

- Mr. Ott stated that the Master plan is in progress but is not ready for board consideration at this meeting.
- Mr. Ott provided his priorities for the plan and asked for board feedback
- Discussion included:
 - A phased approach with one-year, five-year, and ten-year planning horizons
 - Phase 1 priorities already underway, including:
 - security cameras, parking/access improvements, porta-potty access, signage
 - Likely Phase 2 priorities, including:
 - trails, benches, improved lake access, possible dock, shelter
 - Likely Phase 3 long-range priorities, including:
 - permanent restroom facilities, picnic shelters, expanded trail system, enhanced lake access, native plantings and pollinator gardens, habitat and forest management, possible longleaf pine restoration concepts
- No final action was taken. The board agreed the master plan should be further refined and brought back for approval at the special meeting.

8. Public Comments

- There were no public comments.

9. Board Member Comments

A. Ms. Frazier

- Commented positively on progress and teamwork of the board.
- Suggestion to accelerate gate side protections to prevent vehicles from driving around entrances.

B. Chair Blythe

- Interest in planning a ribbon-cutting ceremony in late March to formally announce the park opening.

10. Special Meeting

- A. The board agreed to hold a special meeting on February 19, 2026, at 6:00 p.m. to address deferred items, including: sign quotes, special event application, budget, and master plan.

11. Adjournment

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

The meeting adjourned at 7:32 PM.

Date: Feb 10, 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
Thursday, February 19, 2026
6:00 PM
Minutes - Draft**

1. Call to Order, Roll Call

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

Absent: Colson

Staff Present: Town Administrator - Watkins

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

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

4. Unfinished Business Items

A. Consideration and discussion of the proposed quotes for the sign quotes

- The Board reviewed quotes from FastSigns, Sign Design, and Vivid Sign Design for park signage. Discussion focused on pricing, installation, number of signs, and type of posts. Members discussed a preference for durable materials and noted interest in metal posts over wood for longevity. It was noted that FastSigns requested a vector image file for sign production.
- Motion: Chair Blythe moved to approve the FastSigns quote for park signage. Mr. Pepper-Alston seconded the motion, all voted in favor, motion carried.

B. Consideration and discussion of the recommended park special event agreement

- Ms. Frazier and Mr. Pepper-Alston provided an update on the proposed special event permit document. Ms. Frazier explained that she reformatted and edited a model document already in use by another municipality. She noted that this template had already been reviewed through legal channels and appeared to align well with the Town of Awendaw’s legal framework. Additional edits would be made before bringing a final version back to the Park Board for consideration.
- No formal action was taken on this item.

- C. Consideration and discussion of the recommended budget for the Municipal Park
- Chair Blythe provided an update that her and Mr. Colson were still working on the recommended park budget and expected to have it ready before the next meeting and in time for the Town Council's budget retreat.
 - Motion: Chair Blythe moved to defer the budget until next month's Park Board meeting. Mr. Pepper-Alston seconded the motion, all voted in favor, motion carried.
- D. Consideration and discussion of the recommended Park Master Plan
- Mr. Ott presented the draft Awendaw Municipal Park Master Plan using handouts and a slide presentation.
 - The presentation outlined a phased 10-year framework for park development:
 - Phase 1: Foundational opening and safe public access
 - Phase 2: Expanded recreation, comfort, accessibility, and partnerships
 - Phase 3: Long-term sustainability and signature park features
 - The presentation included the park's history and passive-use restrictions, its significance as one of the largest municipal parks in the area, and its connection to the East Coast Greenway and dark-sky value. He also reviewed priorities for trail development, lake access, accessibility and ADA considerations, future parking needs, habitat restoration, restroom and shelter locations, and long-term stewardship and partnerships.
 - Motion: Chair Blythe moved to approve the Awendaw Park Master Plan. Mr. Pepper-Alston seconded the motion, all voted in favor, motion carried
- E. Update on request for staff to provide log-in credentials for the park cameras
- Ms. Watkins reported that providing login credentials for the park cameras remained a top priority. Board members discussed camera movement, motion capability, and nighttime visibility. Ms. Watkins agreed to follow up with T-Mobile to confirm proper camera operation.
 - No formal action was taken on this item.
- F. Request for Park Board business cards
- Staff provided an update on business cards and asked whether cards should be prepared for all members or only officers. Board members expressed that cards would be useful for outreach, sponsorship discussions, business quotes, and partnership development.
 - No formal action was taken on this item.
- G. Update on the park bench project
- Ms. Watkins provided information and displayed images of a few preliminary bench options, including six-foot and eight-foot plaza benches with recycled plastic planks.

- Discussion included bench durability, appearance and color selection, and long-term maintenance considerations. The Board also considered potential placement near the burn mound/overlook area, dedication plaques, the use of grant funding, and the possibility of volunteer assembly.
- No formal action was taken on this item. Ms. Watkins will provide grant and cost details at a future meeting.

5. New Business Items

A. Consideration and discussion on current subcommittee delegation

- A list of subcommittees was reviewed so members could confirm assignments and responsibilities.
- Ms. Frazier agreed to serve on the Events and Community Engagement.

B. Ribbon Cutting Event Date

- The Board discussed a public ribbon-cutting event to officially open the park. Members agreed the event should be modest in scale but include local media, Greenbelt officials, Town Council, former council members, former mayors, and community members.
- April 18, 2026, was identified as a preferred date, avoiding conflict with the Cycle the Lowcountry event scheduled for April 11–12.
- Discussion included invitations, publicity, possible accommodations for elderly attendees, and event logistics. After discussion, the Board agreed to recommend both the event date and a maximum event budget to Town Council.
- Motion: Chair Blythe moved to recommend to Town Council a Park ribbon-cutting event for April 18, 2026, with a maximum budget of \$2,000. Ms. Frazier seconded the motion, all voted in favor, motion carried.

6. Chair Report – Ms. Blythe

- ### A. Ms. Blythe
- The Chair reported that the park entrance parking lot had been completed and provided an update on the fencing installation, noting that the contractor was awaiting permit processing and Ms. Watkins was following up on the issue. Chair Blythe also shared that discussions with Charleston County Parks staff had provided helpful guidance on trail planning, construction standards, maintenance, and ADA considerations.

7. Public Comments

- ### A. There were no public comments.

8. Board Member Comments

- ### A. Mr. Coan
- shared a preliminary estimate of approximately \$500 per month for an ADA-accessible portable restroom with maintenance service, plus a handwashing station. He also provided information regarding possible event support, including tents, tables, chairs, and sound equipment for the park ribbon cutting.

9. Adjournment

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

The meeting adjourned at 7:19 PM.

Date: Feb 19, 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

Awendaw Park Budget-3/9/26
Detailed 2027 expenses attached

	Actual 2026 6/30/2026	Estimated 6/30/26 FYE
Revenues		
Vendor Fees	\$12,000.00	
Festival Sponsorships	\$42,000.00	
Festival Donations	\$3,000.00	
Festival Revenues	\$87,000.00	
Total Municipal Park(1)	\$144,000.00	
Expenses		
Planning and Advertisement	\$18,000.00	
Food/Equipment Rental	\$90,000.00	
Misc Expense	\$36,000.00	Loss Awe-fest \$20,000.00
Municipal Park Improvements(1)	\$60,000.00	\$25,000.00
Park Maintenance	\$40,000.00	\$18,000.00
Town of Awendaw Park LCWF		
Total Park and Festival Expenditure	\$244,000.00	\$63,000.00

	Proposed 2027 6/30/27 FYE
	\$0.00
	\$0.00
Allocated by Park Board (2)	\$5,000.00
Municipal Park Improvements(1)	\$193,650.00
Park Maintenance	\$29,500.00
	\$228,150.00

Notes:

**(1) Of the \$60,000 in FYE 26 Improvements, \$25,000 has be allocated to date for Park entrance
 Budget assumes remaining \$35,000 is carried over into 2027 and budget is increased to cover Phase 1 capital costs**

(2) Funds to be spent on small items without approval from Council

(3) Above excludes annual grants as outlined below:

- 2023-\$7,009 for seating and tables
- 2024-\$7,484 for benches and fencing on berm
- 2025-\$9,979 for signage
- 2026-\$7,360(check usage and amount)

CAPITAL DEVELOPMENT COSTS

CATEGORY	ITEM	QUANTITY	UNIT	UNIT COSTS	TOTAL
PLANNING - DESIGN SOFT COSTS	SITE SURVEYS ENVIRONMENTAL WETLANDS CULTURAL RESOURCES GEOTECHNICAL PERMITTING AND FEES CONSTRUCTION ADMIN TESTING INSPECTIONS	1	LUMP SUM	\$30,000.00	\$30,000.00
	LANDSCAPE DESIGN	1	LUMP SUM	\$30,000.00	\$30,000.00
SITE PREPARATION - EARTHWORK	CLEARING AND GRUBBING ROUGH AND FINE GRADING EROSION AND SEDIMENT CONTROL SHORELINE STABLIZATION	50	ACRES		
	ENTRANCE 3 PARKING LOT	1	LUMP SUM		
LAKE AND WATERFRONT AMENITIES	FISHING/VIEWING PIER WAYFINDING INTERPRETIVE LAKE SIGNAGE OVERLOOKS	1	LUMP SUM	\$5,000.00	\$5,000.00
	KAYAK LAUCH/DOCK/LIVING BERM				
TRAILS - CIRCULATION	NATURAL CRUSH STONE TRAILS	4.3	MILES	\$2,000.00	\$8,600.00
	SMALL TRAIL BRIDGES CULVERTS TRAILHEAD REGULATORY SIGNAGE				
PARKING - ACCESS ROADS ENTRY	PARKING LOTS ENTRY DRIVE ROAD IMPROVEMENTS ENTRY MONUMENT SIGNS GATES BOLLARDS WALKWAYS SIDEWALKS TYING TO TRAILS				
SITE AMENITIES - FURNISHINGS	KIOSKS				
	BENCHES				
	PICNIC TABLES	5	EACH	\$850.00	\$4,250.00
	COVERED SHELTER / PAVILLION	2	EACH	\$20,000.00	\$40,000.00
	TRASH RECEPTACLES RECYCLING	4	EACH	\$200.00	\$800.00
	BIKE RACKS DOG WASTE STATIONS	1	LUMP SUM	\$5,000.00	\$5,000.00
	BIRD WATCHING/WILDLIFE STATIONS	1	LUMP SUM	\$5,000.00	\$5,000.00
NATURE PLAY (WORKOUT CIRCUITS)	1	LUMP SUM	\$30,000.00	\$30,000.00	
LANDSCAPING - HABITAT WORK	NATIVE PLANTING AND SEEDING	1	LUMP SUM	\$10,000.00	\$10,000.00
	INVASIVE REMOVAL / HABITAT ENHANCEMENT IRRIGATION				
LIGHTING - SECURITY	PARKING AND ENTRY LIGHTING				
	CONDUIT SERVICE FOR FUTURE PROJECTS	1	LUMP SUM	\$25,000.00	\$25,000.00
UTILITIES - RESTROOMS	RESTROOM BUILDING				
	WATER SEWER SEPTIC INFRASTRUCTURE ELECTRICAL SERVICE TO MAIN NODE				
CONSTRUCTION CONTINGENCY					

TOTAL CAPITAL DEVELOPMENT COSTS

\$193,650.00

OPERATING MAINTENANCE COSTS

CATEGORY	ITEM	QUANTITY	UNIT	UNIT COSTS	TOTAL
GROUND MAINTENANCE - DEVELOPED AREAS	MOWING AND TRIMMING	1	LS	\$18,000.00	\$18,000.00
	FERTILIZER SEED SOIL AMENDMENTS HERBICIDE WEED CONTROL MULCH FOR TREES/BEDS IRRIGATION SYSTEM OPERATION/REPAIRS EQUIPMENT FUEL SMALL TOOLS PEST CONTROL (FIRE ANTS)	1	LS	\$2,000.00	\$2,000.00
NATURAL AREAS - TRAILS	TRAIL SURFACE MAINTENANCE				
	INVASIVE SPECIES CONTROL SELECTIVE TREE BUSH REMOVAL PRESCRIBED BURNS HABITAT MANAGEMENT BOUNDARY AND INTERIOR FENCE MAINTENANCE	1	LS	\$5,000.00	\$5,000.00
CUSTODIAL - FACILITIES	RESTROOM CLEANING	1	EACH	\$500.00	\$500.00
	SEPTIC OR SEWER FEES PUMP OUTS SMALL BUILDINGS SHELTERS REPAIR MAINTENANCE PORTA POTTY WASH STATION	2	EACH	\$2,000.00	\$4,000.00
EMERGENCY PREPAREDNESS/RESPONSE					
LABOR / PERSONNEL	PARK MAINTENANCE STAFF				
	OVERTIME (STORM SPECIAL EVENTS) LABOR BURDEN (BENEFITS PAYROLL TAXES)				
SITE AMENITIES - STRUCTURES	PARKING LOT SWEEPING MINOR REPAIRS				
	TRAIL PARKING LOT LIGHTING BENCHES PICNIC TABLES REPAIR MAINTENANCE SIGNAGE INSTALLATION CLEANING REPLACEMENT TRASH AND RECYCLE RECEPTACLES				
LAKE MAINTENANCE	WATER QUALITY MONITORING/TESTING				
	ALGAE AQUATIC WEED TREATMENT SHORELINE EROSION CONTROL DEBRIS TRASH REMOVAL				
UTILITIES	ELECTRICITY				
	WATER PROPANE OR NATURAL GAS				

TOTAL OPERATING MAINTENANCE COSTS

\$29,500.00