



Municipal Park Foundation Board Special Called Meeting Minutes Thursday, November 20, 2025

1. Call to Order, Roll Call

Present: Chris Ott, Chris Colson, Andrea Frazier, Sandra Freeman (left at 6:07 PM, rejoined virtually at 6:31PM), William Pepper-Alston (virtual at 6:17 PM)

Absent: Ashley Blythe, Jeffrey Coan

Staff Present: Takeya White, Katharine Watkins (virtual)

Note: at 6:07 PM, the quorum was lost. At 6:17 PM, the quorum was restored.

2. Prayer

3. Pledge of Allegiance

4. Civility Pledge

Ms. Frazier moved to amend the agenda to skip items 2-4 and proceed to item 5; Mr. Colson seconded. All voted in favor. The motion passed.

5. Appointment of Acting Chair for the meeting

Mr. Colson nominated Chris Ott to serve as the acting chair for tonight's meeting; Ms. Frazier seconded. All voted in favor. Mr. Ott was appointed acting chair for the November 20th meeting.

6. Approval of the meeting minutes of October 14th

Mr. Colson noted a scrivener's error on item 6, and it should be updated to \$9,979 before posting.

Mr. Colson moved to approve the meeting minutes as amended to reflect the scrivener's error; Mr. Daniels seconded. All voted in favor. The previous meeting minutes were approved as amended.

7. Update on the quotes provided to the Town Council on the Entrance at Gate 1 and subsequent steps

Mr. Ott updated the board on the status of the quotes submitted to the Town Council and the next steps.

The board clarified with Town Administrator Watkins the steps after the Town Council approval.

8. Update on the Request for Proposals on the benches at the park and the timeframe for this

Town Administrator Watkins updated the board on the status of the RFP and the timeline for completing it.

The board clarified with Town Administrator Watkins the project's funding source.

9. Approval of the proposed signage at the Park

Mr. Ott summarized the proposed language on the signs presented to the board during the October meeting and updated the members on the next steps.

The board discussed the language for trash disposal and the aesthetics addressed in the Town Council meeting.

Ms. Frazier moved to move forward with the signs; Mr. Colson seconded. All voted in favor.

The board clarified the source of funds to pay for the new signs.

10. Discussion on Municipal Park Foundation Board Budget and consideration of delegation of funds from the Finance Sub-Committee

Mr. Colson summarized a meeting he had with Town Administrator Watkins and updated them on the current budget and how the board can utilize the funds.

The board clarified the end of the fiscal year, the allocation of costs for the new entrance and sign, and the process for approval of fund use with the Town Council.

11. Formally adopt Municipal Park Foundation Board Mission Statement

The board discussed the proposed Mission and Vision Statements for the Municipal Park Foundation Board found in the agenda packet.

Ms. Freeman and Mr. Colson moved to approve the mission statement and vision statement; Mr. Daniels seconded. A vote was taken as follows:

Ayes: Colson, Daniels, Frazier, Freeman, Ott

Abstain: Pepper-Alston

The mission and vision statements were approved.

12. Sub Committee Review Action Items:

- a. Appointment of Andrea Frazier to the following Sub-Committees: Fundraising & Grants, and Legacy & Cultural Affairs.

Mr. Ott moved to appoint Ms. Frazier to the Fundraising & Grants and Legacy & Cultural Affairs subcommittees; Mr. Daniels seconded. All voted in favor.

- b. Appointment of the chair for the Events & Community Engagement Sub-Committee

Ms. Freeman nominated Mr. Pepper-Alston to be the Events & Community Engagement Sub-Committee. Mr. Pepper-Alston respectfully declined the nomination.

13. Public Comments

Lynne Vicary commented on the use of electric bikes and four-wheelers on approved trails.

14. Board Member Comment

Mr. Ott noted that the next scheduled meeting will be held on December 9th and encouraged the subcommittees to continue meeting.

15. Adjournment

Mr. Daniels moved to adjourn; Ms. Frazier seconded. All voted in favor. The meeting adjourned at 6:50 PM.