



**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 9<sup>th</sup> 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 9<sup>th</sup>. 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 21<sup>st</sup>, 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](http://www.youtube.com/TownOfAwendaw)*