



Municipal Park Foundation Board Meeting

Tuesday, March 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. Approval of March Meeting Agenda

- A. Motion: Mr. Pepper-Alston moved to approve the March 10 meeting agenda. Ms. Frazier seconded the motion, all voted in favor, motion carried.

5. Previous Meeting Minutes

A. February 10, 2026

- Motion: Mr. Colson moved to approve the February 10 meeting minutes. Mr. Daniels seconded the motion, all voted in favor, motion carried.

B. February 19, 2026

- Motion: Mr. Daniels moved to approve the February 19 meeting minutes. Mr. Pepper-Alston seconded the motion, all voted in favor, motion carried.

6. Unfinished Business Items

A. Consideration and discussion of the recommended special event agreement for the use of the Town Park.

- The board reviewed the updated special event application drafted by Ms. Frazier and Mr. William Pepper-Alston.
 - Updates discussed for inclusion in the application:
 - Insurance submission deadline extended to 60 days prior to the event
 - Addition of an ethical standards section

- Alcohol liability insurance requirement (final limits to be confirmed by legal)

- Motion: Chair Blythe moved to approve the submission of Special Event Agreement to Town Council with the added alcohol liability provision following legal review. Mr. Daniels seconded the motion, all voted in favor, motion carried.

B. Consideration and discussion of the recommended budget for the Municipal Park drafted by Mr. Colson and Chair Blythe.

- Draft budget presented, including:
 - Operating & maintenance costs
 - Capital development items (Phase 1 and some Phase 2 items)
 - Discussion points:
 - Add phase labeling (Phase 1 vs Phase 2) for clarity to Town Council, helps link the budget to the Park Master Plan
 - Consider dedicated maintenance/facilities staff
 - Dog waste stations (bag-only concept preferred)
 - Trash strategy (pack-in/pack-out vs future receptacles)
 - Trail and lake maintenance considerations
- Budget Adjustments:
 - Increase mowing/trimming from \$18,000 to \$30,000
 - Add \$5,000 for emergency response (storm/tree removal)
- Motion: Ms. Frazier moved to approve the budget with the following additions, (1) Add a Phase 1 and Phase 2 breakout, (2) Increase mowing to \$30,000, (3) Set emergency response at \$5,000. Mr. Coan seconded the motion, all voted in favor, motion carried.

C & D. Update on Park Board access to park cameras and business cards.

- Ms. Watkins emphasized that providing the board with camera access and business cards remains a priority; however, it has been delayed due to current staff workload. She also reinforced the need for dedicated park staff support in the future.

E. Update on Bench quotes

- Ms. Watkins confirmed the bench purchase is grant funded and she will provide the exact quote for Uline 6-foot benches.
- Discussion on:
 - Volunteer assembly (board-led)
 - Memorial plaque program (potential revenue opportunity)
- Motion: Chair Blythe moved to approve the board to organize and conduct bench assembly at no cost to the town. Mr. Pepper-Alston seconded the motion, all voted in favor, motion carried.

F. Update on Ribbon Cutting Event on April 18th

- Invitation list categories identified:
 - Elected officials (current & former)
 - County, Greenbelt, and state representatives
 - Community partners and sponsors
 - Media outlets
- Decision:
 - The board decided to do a combination of physical invitations and electronic invitations
- Budget:
 - Up to \$2,000 pending Council approval
- Additional Planning Items:
 - Assign board members to VIP engagement roles
 - Develop event program (speakers, acknowledgments)
 - Create printed materials (park maps, handouts)
 - Immediate need for temporary directional signage at Doar Rd. for the event

7. New Business Items

A. Consideration and discussion on submitted portable toilet quotes

- Discussion on need vs vandalism concerns
- Consensus after discussion:
 - Restrooms are necessary due to remote location
 - Start with temporary (porta-potty) solution
- Quotes Reviewed:
 - Multiple vendors compared
 - United Site Services identified as the lowest cost option
- Motion: Mr. Colson moved to recommend a contract with United Site Services (subject to performance monitoring) be forwarded to Town Council. Ms. Frazier seconded the motion, all voted in favor, motion carried.

B. Discussion on gates at entrances 2 and 3 due to security concerns

- Need to improve security and prevent vehicle bypass.
- Action:
 - Obtain quotes for fencing/gate improvements at entrances 2 & 3.

C. Schedule Training with the Municipal Association of South Carolina (MASC) Representative

- Training offered by Municipal Association representative at no charge.
- Motion: Chair Blythe moved to schedule a board training event on one of the following dates (May 12, June 9, or July (backup)). Mr. Pepper-Alston seconded the motion, all voted in favor, motion carried.

8. Chair Report – Ms. Blythe

- A. Met with engineering/design firm (potential advisory support).
- B. Upcoming meeting with Sustainability Institute (potential AmeriCorps partnership for trails).
- C. Entrance 1 construction completed!
- D. Parking area functional; monitoring usage patterns before possible striping.

9. Public Comments

- A. There were no public comments.

10. Board Member Comments

- A. Mr. Daniels: potential academic partnership for environmental restoration study & need for discussion of future funding options (impact fees).
- B. Mr. Ott: importance of consistent park branding/design standards and recommendation to shift terminology from “gates” to “entrances”.
- C. Chair Blythe: Noted maintenance issue: frozen well pipes this winter has led to no water currently at the park.

11. Adjournment

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

The meeting adjourned at 7:37 PM.

Date: Mar 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