TOWN OF AWENDAW

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Katharine Watkins | *Town Administrator*

Chris Crolley | *Mayor*

Town Council

Paul Brown | Grace Gasper

Wendy Helms | Rodney Porcher

Kent Prause | John Timmons

Municipal Park Foundation Board Meeting
Tuesday, June 9, 2026
6:00 PM
Minutes

1. Call to Order, Roll Call

   Awendaw Park Board Present: Chair Blythe, Colson, Coan, Daniels, Frazier

   Absent: 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 Chair Blythe.
4. Approval of June Meeting Agenda
   A. Motion: Mr. Colson moved to approve the June 9th meeting agenda. Ms. Frazier seconded the motion, all voted in favor, motion carried.
5. Previous Meeting Minutes
   A. May 18th, 2026
   - Chair Blythe noted a correction under Item 7.A, Ribbon Cutting Event Recap. The attendance figure should be amended from approximately 90 attendees to approximately 50 attendees.
   - Motion: Mr. Colson moved to approve May 18th meeting minutes with the one amendment to correct the number of attendees from 90 to 50. Ms. Frazier seconded the motion, all voted in favor, motion carried.
6. Unfinished Business

   A. Update on the Rental Agreement to be Reviewed by the Town Attorney
   - Ms. Watkins reported that the rental agreement, special event guidelines, and municipal application had been returned by legal counsel with proposed edits. The edited documents will be distributed to all Board members for informational review.
   - Board discussion included whether the Board should review the attorney's edits and return with comments at the July meeting, or call a special meeting if action is

needed sooner. The Board agreed that all members should review the documents and provide input. A special-called virtual meeting may be considered if needed.

B. Update on Park Cameras, Login Credentials, Monitoring Costs, and Security

- Ms. Watkins reported that the Town continues to work with T-Mobile to resolve issues with the park cameras and SIM card service. She stated that the cameras and solar panels were purchased outright and are owned by the Town. The recurring monthly costs are for the SIM cards.
- Ms. Watkins stated she would prepare a detailed report showing the monthly SIM card/monitoring costs for each camera and the amounts paid to date.
- Ms. Watkins also reported that she and the Town Planner placed a heavy chain with two locks across the berm to deter unauthorized access. One individual has been charged with trespassing and related damages at the park, and law enforcement is still looking for another truck involved in prior activity. No further updates were received from the Charleston County Sheriff's Office. The Board noted that park activity has been quiet since the recent event and increased police presence.

C. Reminder of Park Service Day - Saturday, June 13, 2026

- The Board discussed the upcoming Park Service Day scheduled for Saturday, June 13, 2026, from 8:00 a.m. to 12:00 p.m. Community members are welcome to attend and assist with cleanup and bench assembly.
- Ms. Watkins stated that the Town will issue a notice that a quorum of one or more boards may be present, but no votes or official action would be taken.
- Mr. Cohen stated he would attempt to move the bench boxes to the park before Saturday. Mr. Colson planned to inspect the boxes and determine what would be needed for assembly. Chair Blythe stated she would bring water and coolers.

D. Council-Approved Porta-Potty

- Chair Blythe reported that Town Council approved the portable restroom for the park. She stated that she had been in contact with United Site Services and is waiting on a delivery date.
- The portable restroom will be placed behind the gates, in the same general area used during the ribbon cutting, as a temporary solution until a more permanent facility is developed.

E. Consideration and Recommendation on Gate Quotes at Entrances 2 and 3

- The Board reviewed a quote from Superior Fence in the amount of $6,172.42 for security-related fencing improvements. The proposed work includes extending fencing at Entrances 2 and 3 to help prevent vehicles from bypassing the gates and adding a pedestrian gate at the Greenbelt entrance to prevent side-by-sides from entering.

- Ms. Watkins reviewed the Town's procurement requirements. Because the quote exceeds $5,000, the procurement officer must solicit written quotes from at least three vendors. If the purchase is within the approved budget and the lowest responsible bid is less than or equal to the budgeted amount, the procurement officer may proceed without returning to Town Council.
- The Board discussed obtaining two additional quotes. Board members agreed to coordinate so that multiple members do not request quotes from the same vendor.
- No formal action was taken because additional quotes are required.

F. Consideration on Sign Quotes at Entrances — North, South, Event, and Greenbelt

- The Board discussed sign quotes for the park entrances. Board members expressed concern that the proposed signs may not be substantial enough for long-term use or for the desired appearance of the park.
- Board members agreed to hold off on moving forward with the current sign proposal and to gather examples from Charleston County parks or similar public parks. The Board expressed a preference for signs that are more substantial and better represent the park.
- No formal action was taken.

G. Consideration and Recommendation of Fun Run

- Mr. Cohen provided an update on the proposed Fun Run. He reported that he met with clinic representatives who are interested in partnering with the Town and bringing health screening resources to the event. He also discussed involving Fleet Feet or a similar partner for finish line support. The Board discussed including a children's fun run inside the park.
- The proposed date discussed was September 12, 2026. Ms. Watkins stated that Town Council would need to approve the event date. Council has a special-called meeting scheduled for June 18, 2026, and Ms. Watkins stated she could ask Council to consider approval of the Fun Run date at that meeting.
- Ms. Frazier moved to recommend holding the Fun Run event on September 12, 2026, and to request Town Council approval of the event date at the June 18, 2026, Town Council meeting. Mr. Colson seconded the motion. All voted in favor, motion carried.

H. Consideration and Recommendation of the Maintenance Scope of the Mowing Schedule / Send RFP

- Chair Blythe stated that no additional work had been completed on the mowing schedule or RFP. The Board briefly discussed that dry conditions had reduced the immediate need for mowing.
- No formal action was taken.

I. Update on Petty Cash Approval from Council

- Ms. Watkins reported that Town Council approved the Park Board's budget recommendations. The approved budget will be effective July 1, 2026, through June 30, 2027.
- The Board discussed the petty cash item and noted that smaller purchases could be handled through that approved budget item. Ms. Watkins stated that the final budget would be available on the Town website and that she could also send the Park Board its specific budget information.
- The Board agreed this item could be removed from unfinished business.

J. Update on Accounting of Historical Donations from the Annual Bike Event

- Ms. Watkins reported that the Town received and deposited a $1,600 donation from the annual bike event. She stated that donations related to the park would be accounted for separately.
- The Board discussed whether the bike event had been scheduled for next year. Ms. Watkins stated that the event organizers typically approach the Town around September to begin the formal process. The Board agreed to keep this item on its radar.

K. Consideration and Recommendation of Well Pipe Repair

- Ms. Watkins reported that the water pipe at the Municipal Park may have been installed during a prior Blue Crab Festival and likely burst during freezing weather. She stated that she asked the Town's contracted labor provider to repair it and believed the repair had been completed, but she would confirm.
- The Board discussed the need to wrap or winterize the pipe during future freezing weather. Ms. Watkins noted that the Facilities and Grounds Manager position had been advertised and once filled, that position may handle these types of facilities and maintenance items.

L. Consideration and Recommendation of McAdams Proposal and Additional Quotes

- The Board discussed the need for additional comparable quotes related to the McAdams proposal and similar professional services. Ms. Watkins stated that she had reached out to contacts, including Charleston County and municipal contacts, to identify possible comparable vendors.
- Ms. Watkins also reviewed potential procurement options, including sole-source procurement, if a good-faith review determines that only one viable source is available. She emphasized the importance of documenting all contacts and good-faith efforts to obtain additional quotes.
- No formal action was taken.

7. New Business Items

A. Consideration and Recommendation of the Dark Sky Initiative

- Chair Blythe reported that Dark Sky materials were included in the Board packet. The Board has been working with Demetrios Papadopoulos and the Lowcountry Stargazers on the Dark Sky initiative. Chair Blythe stated that progress has been made on the application process and that the project appears to be moving in the right direction.
- The Board discussed the need for nighttime park access for measurements and possible future astronomy activities. Board members expressed concern that Dark Sky designation should not result in the park being open without appropriate controls. Discussion included the need to develop clear rules and procedures for approved after-hours access, including access by nonprofit partners and astronomy groups.
- Ms. Watkins stated that the Town can establish rules governing access to Town property and that such procedures may need to be addressed in ordinance form or park operating rules. Board discussion included the possibility of reviewing examples from other parks with astronomy or stargazing programs.
- No formal action was taken.

B. Consideration and recommendation of the Commercial Use on Public Property Ordinance

- Ms. Watkins reported that she met with Chair Blythe and Ms. Frazier regarding a request to use the park for commercial activities, such as yoga. She reviewed an example franchise fee ordinance for use of public property and discussed tailoring a similar framework for the Municipal Park.
- Ms. Watkins stated that the proposed framework could also address nonprofit or noncommercial uses, including volunteer cleanup days, Dark Sky activities, and other approved uses outside normal operating hours. The Board discussed creating designated areas for such uses so they would not interfere with general park access.
- Ms. Watkins stated that Greenbelt representatives indicated this would generally be considered an operational matter and not a violation of the Greenbelt agreement.
- Staff will continue working on proposed ordinance or policy language for future Board review.
- No formal action was taken.

C. Three Board Members Seated by Town Council

- Ms. Watkins reported that Town Council reappointed Mr. Colson, Ms. Frazier, and Mr. Ott to full two-year terms. The Board now has full membership.

- Ms. Watkins stated that at the July meeting the Board will need to seat or elect officers, including Chair, Vice Chair, and, if desired, Secretary. She also stated that the Board may adopt its own policies and procedures, including meeting cadence, meeting minutes procedures, Robert's Rules procedures, and any Board-specific operating practices.
- Ms. Watkins stated that Board policies and procedures do not need to return to Town Council for approval.

8. Chair Report – Ms. Blythe

- Chair Blythe thanked Board members and Town staff for their work, patience, and continued progress on the park.

9. Public Comments

A. Ms. Lynn Vickery – 8470 Doar Rd.

- Ms. Vickery thanked the Board and Town staff for their work. She stated that she is particularly excited about the Dark Sky initiative and the progress being made. She also expressed appreciation for the Board's overall efforts and stated that the park is developing into something better than expected.

10. Board Member Comments

No Comments

11. Adjournment

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

The meeting adjourned at 6:42 PM.

Date: June 9, 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