

**Approved Minutes**  
**Charleston County Park & Recreation Commission (CCPRC)**  
**Regular Commission Meeting**  
**861 Riverland Drive, Charleston, SC, 29412**  
**Monday, February 23, 2026 at 5:30 pm**

**Commission Members Present:** Mattese Lecque (Vice Chair), Amy Adams (Secretary/Treasurer), Garrett Lacy, Lisa King, and Merriweather Mulé (via teleconference).

**Commission Members Not Present:** Brad Taggart (Chair).

**Staff Present:** Kevin Bowie, Phil Macchia, Charlie McManus, Gina Ellis-Strother, Steve Hutton, Eric Stewart, Mark Madden, Melissa Muse, Patty Newshutz, Renee Dickinson, Tommy Hale, and Shanté Ellis.

**Legal Counsel Present:** Dwayne Green.

**Guests Present:** None.

**1. Call to Order and Welcome**

Introduction of Guests and Notification to Media

The Charleston County Park & Recreation Commission met on Monday, February 23, 2026 at CCPRC's Headquarters, Charleston, SC and virtually via [youtube.com/@CharlestonCPRC](https://www.youtube.com/@CharlestonCPRC). Commission Vice Chair, Mattese Lecque, called the meeting to order and welcomed those in attendance. In compliance with the Freedom of Information Act, notice of meetings and agendas were posted and furnished to news media and persons requesting notification.

**2. Public Comments**

None.

**3. (ACTION) Approval of January 12, 2026 Public Hearing Meeting Minutes**

Motion to approve the minutes of the January 12, 2026 Regular Commission Meeting was made by Commissioner Lacy and approved by the Commission. (#040-2526)

**4. (ACTION) Approval of January 12, 2026 Regular Meeting Minutes**

Motion to approve the minutes of the January 12, 2026 Regular Commission Meeting was made by Commissioner King and approved by the Commission. (#041-2526)

**5. Planning and Development Update**

Planning & Development Director, Patty Newshutz, reviewed the progress staff are making related to their assigned Capital Improvement Projects, project solicitations, and potential land acquisitions.

Mr. Bowie gave the Commission an update on the general obligation bond progress. The public hearing has been approved for March 2026. No millage increase requested.

Ms. King asked for an update on Edisto Hall's renovation completion. Newshutz confirmed the substantial completion date is slated for late Spring. Mr. Bowie confirmed that the Commission will receive notification when the facility is back online.

**6. (ACTION) Acquisition Approval – Future Willow Oak Site Expansion**

Motion to approve the Executive Director’s execution of a purchase sale agreement for the purchase of TMS #282-00-00-048 on Old Pond Road, Johns Island dependent on completing all due diligence tasks with funds coming from the Charleston County Greenbelt Program was made by Commissioner Adams and approved by the Commission. (#042-2526)

**7. (ACTION) Award of Contract – Spillway Replacement at Caw Caw Interpretive Center (CCIC)**

Motion to enter a contract with Ashley River Site and Utilities LLC, for spillway replacement at Caw Caw Interpretive Center, for \$115,861.46 with funds coming from the CIP budget was made by Commissioner Lacy and approved by the Commission. (#043-2526)

**8. Financial Services Update**

Chief Financial Officer, Charlie McManus, presented and reviewed the checks over \$7,500 and financial reports for the month of December.

**9. (INFO) FY 26-27 Budget Review**

Mr. McManus reviewed the highlights of the draft budget presented to the Commission.

Mr. Bowie reviewed the agency’s policy on fund balance and how the transfer of those funds will impact the Capital Improvement Projects Plan. He reviewed the staff retention plan and need for wage increases. No new full-time people are included in next year’s budget. Bowie and McManus confirmed the value of the millage has increased despite the amount of value going down a little. He noted that staff are aware of the headwinds and have done their best to prepare those with this current budget proposal. He noted that staff are open for questions regarding the budget to ensure the Commission is comfortable with the budget.

Mulé asked if additional funds can be withdrawn to support better increasing full-time staff salaries. Mr. Bowie noted that the cost of living is recommended based on the Consumer Price Index.

The Commission thanked the staff for their hard work.

**10. (INFO) Records Retention Schedule and Digitization**

Shanté Ellis informed the Commission of South Carolina Department of Archives & History’s (SCDAH) recently released Special Purpose General Schedules. She noted that CCPRC staff have adopted all of the retention types that relate to CCPRC. She noted however that staff kept the retention schedules that were specific/unique to CCPRC. She noted that they used to have 42 schedules. Now, there are 91 schedules. She noted the benefits of the agency having a retention schedule.

She noted that the agency started holding official records digitally approximately 10 years. Staff would like to continue this procedure. In order to do so, the Commission would need to give staff permission to ask SCDAH to hold the records that have retention timeframes of 10 or more years. The Commission confirmed they want staff to continue holding the official records electronically and asked Ellis to start the process with SCDAH.

Bowie confirmed that staff use these retention schedules to comply with the Freedom of Information Act (FOIA) and litigation file requests.

Lecque noted that these topics are what is being focused on during the National conferences and recommended Ellis plan to host a seminar for the conference in the future.

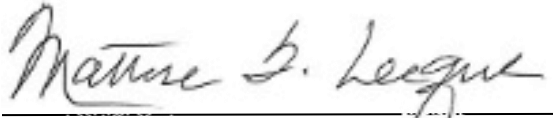
### 11. Next Meeting & Announcements

Bowie announced that Director of Human Resources, Christine Volousky, will be retiring in May. The Commission thanked Volousky for her contributions and wished her a happy retirement.

Regular Commission Meeting, Monday, March 9, 2026, 5:30pm at CCPRC Headquarters, Charleston, SC

There being no further business, the meeting adjourned at 6:15 pm.

Respectfully submitted,

  
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Mattese Lecque, Commission Vice Chair

  
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Shanté Ellis, Executive Administrative Manager