



Richland County Council
PINEWOOD LAKE AD HOC COMMITTEE
NOVEMBER 13, 2018 – 3:00 PM
4th Floor Conference Room
2020 Hampton Street, Columbia, SC 29202

Bill Malinowski District One	Greg Pearce District Six	Calvin Jackson District Nine
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1. **CALL TO ORDER** The Honorable Greg Pearce

2. **ADOPTION OF AGENDA**

3. **ELECTION OF CHAIR**

4. **PINEWOOD LAKE PARK FOUNDATION INVENTORY DISPOSITION [PAGES 2-19]**
 - a. **Staff Recommendation**
 - b. **Input from Pinewood Lake Park Foundation**

5. **ADJOURNMENT**



Special Accommodations and Interpreter Services Citizens may be present during any of the County’s meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council’s office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2060, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

RICHLAND COUNTY GOVERNMENT ADMINISTRATION

2020 Hampton Street, Suite 4069, Columbia, SC 29204
P 803-576-2050 | F 803-576-2137 | TDD 803-576-2045
richlandcountysc.gov



County Council Meeting Briefing Document

Agenda Item

Pinewood Lake Park Foundation Inventory Disposition

Background

A meeting was arranged with the Pinewood Lake Park Foundation's (Foundation's) Executive Director (Director) on July 2, 2018 to discuss ongoing issues related to the activities at the Pinewood Lake Park (Park). Originally the following items were proposed for the meeting agenda:

- 1) Scheduling Activities and Reservations
- 2) Foundation Volunteers on-site
- 3) Inventory of items in house and out buildings
- 4) Status of the dam and repairs

After a request from the Director the meeting agenda was revised to also include the following items:

- Pinewood Lake Park Management Plan
- Reimbursement from managing and operating the park since May of 2015 through today. Including cleaning the house and outside restrooms through March of 2018
- Repairing the emergency spillway
CHAO and Associates are involved
- Cutting the trees from the dam (was supposed to be done since last year)
- Reimbursement for the \$75k for events at the park. (Need the Conservation Commission to send explanation of the decision of the Conservation Commission which was not relayed to the Grants Department)

The meeting was conducted on July 2, 2018. Attempts were made to discuss and resolve the agenda items (transcript can be provided upon request) including Item #3: Inventory and schedule of items in house and out buildings. During this discussion the Director stated there were items in the main house and out buildings on the property which were not owned by Richland County (County). The Director provided a list of items which were owned by the County (Attachment A), alleged a few things had gone missing, and wanted to make sure nothing else went missing.

After several requests by staff, an inventory meeting was scheduled for July 30, 2018 at the Park. During this meeting the Director went through the main house and out buildings marking all the property which was County-owned. All items not marked were items which do not belong to the County and presumably, therefore, belong to the Foundation. A list of these items was generated and provided to the Director for review and concurrence (Attachment B).

In addition to conducting the inventory, the Director stated she wanted to be monetarily reimbursed for various items such as security cameras, steel cables with yellow barricades, sinks and grill trays. County staff informed the Director during the inventory that we would complete the inventory and then get with County Administration to determine how best to proceed.

It was determined that County Council would need to provide direction on how to proceed with the inventory and reimbursement requests. The Director was informed of this decision on August 7, 2018. The Director responded on August 8, 2018 requesting us to wait until there is a new County Administrator in place (Attachment C). Please note, this correspondence does not respond to the accuracy of the inventory list developed.

Staff reviewed all invoices and requests for reimbursement, received from the Foundation, to determine if any of the inventory items claimed by the Foundation had been previously paid for by the County. Based on our research of the available records, only the security cameras and accompanying hardware, for which the Foundation is seeking monetary reimbursement, was reimbursed under hospitality tax dollars. Staff could not determine the County has paid for any of the other inventory items claimed by the Foundation.

Staff requests this issue be resolved as quickly as possible, so we can expedite the return of property to the Foundation, as it is in the best interest of the both parties: the Foundation and the County. As long as the Foundation has claims to property co-mingled with county property and on county property there is an opportunity for allegations the items have been mismanaged or misplaced.

Issues

Items claimed by the Foundation at Pinewood Lake Park should be returned to them as soon as possible as part of the implementation of the Conservation Commission's Management Plan for the Park.

Fiscal Impact

There is no cost associated with returning items to the Foundation, for which they claim ownership. Replacement of some items that are needed for the Park's efficient and effective operation would be covered by the Conservation Commission's budget.

There would be a fiscal impact should Council approve reimbursing the Foundation for the items noted above. That amount and funding source is TBD.

Past Legislative Actions

County Council approved the Conservation Commission taking over management and operations of the Pinewood Lake Park effective July 1, 2017.

Alternatives

1. Approve return of all requested items and reimburse the Foundation monetarily for items requested, except the security cameras and accompanying hardware.
2. Approve return of all requested items but do not reimburse the Foundation monetarily for items requested (instead, return items that can be returned without damage to or dismantling of county-owned property).
3. Do not return all requested items but do reimburse the Foundation monetarily for items requested, except the security cameras and accompanying hardware.
4. Do not return all requested items and do not reimburse the Foundation monetarily for items requested.
5. Consider this item and do not proceed in any way.

Staff Recommendation

Staff recommends returning all requested items which will not cause damage to or dismantling of county-owned property to the Foundation and not reimbursing them monetarily for the items the Foundation requested.

CAROLINA CONSULTANTS GROUP LLC
PO Box 186568
Columbia SC 29229
PH 803-463-0709

*County-owned properties
only*

*PROVIDED by MS. HART during
2 July 2018 meeting*

CAROLINA CONSULTANTS GROUP LLC

Invoice on Furnishing; Decorating and repairs on main house at

Pine Wood Lake Park

October 12, 2015

Front Room \$4,320

Accessories, paintings (2), Pictures, window dressing, Plants (2); upgrade light fixtures

Middle Room \$5,580

Office suite, Rug, paintings; Plants (2); upgrade light fixtures

Back Room \$6,570

Office suite, Rug, paintings; Plants (2); upgrade light fixtures

Living Room \$8,448

Fireplace mantel, chairs (4) table, stand, 40" television, paintings, light fixtures over mantel, upgrade light fixtures, ceiling, rug, figurines, Potted decorative Plants (6); Sand and repaint wall and ceiling from cracks,

Dining Room \$7,880

Table and (6) chairs, paintings, accessories, curtains and accessories, cabinet fixtures, Potted plants and accessories; upgrade light fixtures

CAROLINA CONSULTANTS GROUP LLC
PO Box 186568
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PH 803-463-0709

Sub Total **\$65,753**

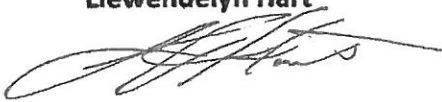
Consultants Fee 11% **\$7,233**

Tax **\$4,208**

Total include Furniture; Materials; Fixtures; Tax; Accessories and Labor

TOTAL \$77,194

Liewendelyn Hart

A handwritten signature in black ink, appearing to read 'Liewendelyn Hart', written over a horizontal line.

Project Manager

CAROLINA CONSULTANTS GROUP LLC
PO Box 186568
Columbia SC 29229

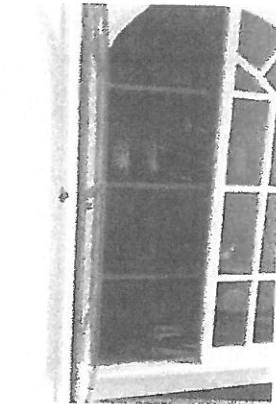
BREAKFAST ROOM



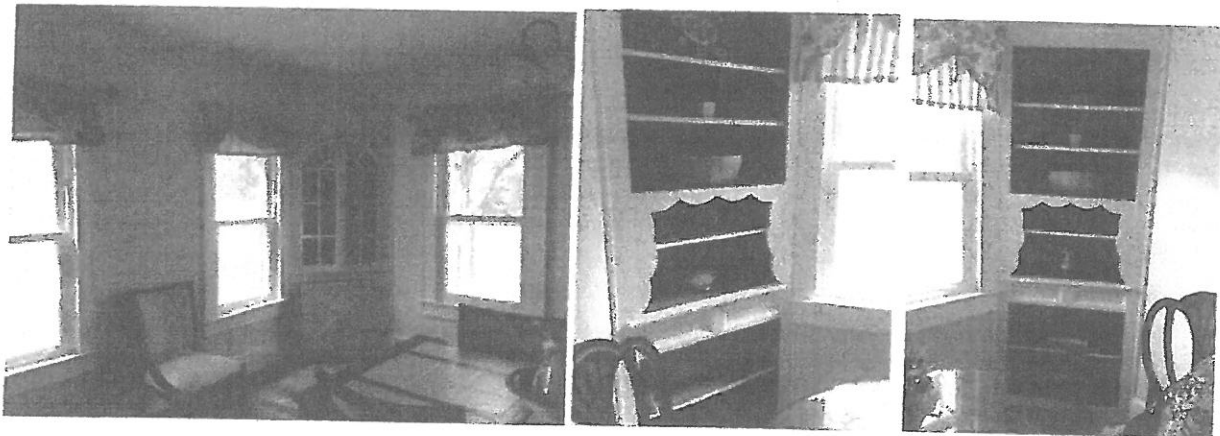
DINING ROOM



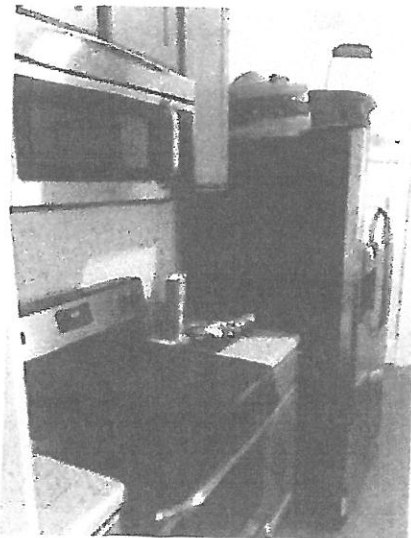
BREAKFAST ROOM



DINING ROOM



KITCHEN



Tracy Hegler

From: Quinton Epps
Sent: Tuesday, August 7, 2018 5:03 PM
To: liewendelyn hart (liewendelynhart@gmail.com)
Cc: Tracy Hegler; ken@kendridders.com; sanders.virginia1@gmail.com; carolk2005@gmail.com; Nancy Stone-Collum; RANDY PRUITT
Subject: Inventory meeting follow-up
Attachments: Inventory July 31 2018 (00000002).docx

Good afternoon, Ms. Hart

As a follow-up to our inventory meeting that took place on Monday, July 30, 2018, please see attached list of items you identified as belonging to the Pinewood Lake Park Foundation (Foundation). In addition, it is my understanding you are requesting the County reimburse the Foundation for the following items:

- 1) Security camera power boxes and wiring.
- 2) The steel cables with yellow barricades that are used to block vehicular traffic in the Park.
- 3) The sink at Picnic Shelter 1 and grill tray at Picnic Shelter 3.

Administration has advised that only County Council has the authority to provide direction on this, especially as it pertains to a request for funding.

Please advise if it is your intention to remove, from the Park, the items noted on the attached list and seek reimbursement for those items noted above and we will prepare the information for County Council's consideration after their recess, in September.

Sincerely,

Quinton Epps

Division Manager
Community Planning & Development Department
803-576-2082
epps@rcgov.us

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From: Quinton Epps
Sent: Monday, July 30, 2018 2:53 PM
To: 'liewendelynhart'
Cc: Tracy Hegler; ken@kendridders.com; sanders.virginia1@gmail.com; carolk2005@gmail.com; Nancy Stone-Collum; RANDY PRUITT
Subject: RE: Notification and approval of events at Pinewood Lake Park

Ms. Hart,

We will be there to meet you at 10 am 31 July 2018 at the Main house.

Sincerely,

Quinton Epps

Division Manager
Community Planning & Development Department
803-576-2082
epps@rcgov.us

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From: liewendelynhart [<mailto:liewendelynhart@gmail.com>]
Sent: Monday, July 30, 2018 1:33 PM
To: Quinton Epps
Cc: Tracy Hegler; ken@kendriggers.com; sanders.virginia1@gmail.com; carolk2005@gmail.com; Nancy Stone-Collum
Subject: RE: Notification and approval of events at Pinewood Lake Park

Dear Mr. Epps,
The Foundation will meet on July 31, 2018 at 10:00 am to go over the inventory of what belongs to the Foundation. After the Foundation will arrange a date to remove their items.
Sincerely,
Liewendelyn Hart
Pinewood Lake Park Foundation
Executive Director

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Quinton Epps <Epps.Quinton@richlandcountysc.gov>
Date: 7/30/18 10:31 AM (GMT-05:00)
To: liewendelynhart <liewendelynhart@gmail.com>
Cc: Tracy Hegler <Hegler.Tracy@richlandcountysc.gov>, ken@kendriggers.com, sanders.virginia1@gmail.com, carolk2005@gmail.com, Nancy Stone-Collum <Stone-Collum.Nancy@richlandcountysc.gov>
Subject: RE: Notification and approval of events at Pinewood Lake Park

Ms. Hart,

Thank you for responding and letting us know the event listed for Aug 2 & 3, "Wet & Wild" is no longer scheduled for those dates so we can remove it from the reservation calendar. We appreciate your consideration in abiding by the rules. We look forward to your updated list and reservation information for your upcoming events. Please let me know if you have any questions and thanks again,

Sincerely,

Quinton Epps

Division Manager

Community Planning & Development Department

803-576-2082

epps@rcgov.us

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From: liewendelynhart [<mailto:liewendelynhart@gmail.com>]
Sent: Monday, July 30, 2018 8:21 AM
To: Quinton Epps
Cc: Tracy Hegler; ken@kendriggers.com; sanders.virginia1@gmail.com; carolk2005@gmail.com; Nancy Stone-Collum
Subject: Re: Notification and approval of events at Pinewood Lake Park

Dear Mr. Epps,

The schedule of events were sent to James Hayes with the proposal and approved by Country Council. The Foundation plans to abide by the rules as any other organization. The Foundation just received and signed the contract for the grant. The process will take a couple of weeks delaying the order of events through no fault of the Foundation but at the mercy of the County Finance Department. Whenever the requests are approved the Foundation will give you an updated list. If there is a conflict with another scheduled event the Foundation will move the event to an alternative site at the park owned by the Foundation.

Sincerely,

Liewendelyn Hart

Pinewood Lake Park Foundation

Excutive Director

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Quinton Epps <Epps.Quinton@richlandcountysc.gov>

Date: 7/27/18 11:35 AM (GMT-05:00)

To: "liewendelyn hart (liewendelynhart@gmail.com)" <liewendelynhart@gmail.com>

Cc: Tracy Hegler <Hegler.Tracy@richlandcountysc.gov>, ken@kendriggers.com, sanders.virginia1@gmail.com, carolk2005@gmail.com, Nancy Stone-Collum <Stone-Collum.Nancy@richlandcountysc.gov>

Subject: Notification and approval of events at Pinewood Lake Park

Ms. Hart,

We received the attached event list regarding the Pinewood Lake Park Foundations (Foundations) proposed activities at the Pinewood Lake Park (Park) for the upcoming fiscal year FY2019. We have not received any other communications regarding these events. We encourage the use of the Park by the Foundation and other groups. In order to avoid any misunderstandings or scheduling conflicts applicants must provide proper notification of an event and receive approvals to conduct an event at the Park. If the rules are not followed and approvals not granted, we cannot ensure the facility will be available and will not accept liability for the potential unavailability of the facility. This liability is solely with the requesting group or applicant.

The first event listed by the Foundation for FY2019, "Wet and Wild Family Event", is scheduled for Aug 2 & 3 from 12 to 7 pm. If you still plan to conduct this event, please submit the necessary applications and request forms which are attached. We make this request in order to avoid any misunderstandings or scheduling conflicts within the Park. We will need the same information for each of the Special Events listed on the attached.

Please note the Conservation Commission (Commission) only manages the facility and not the use of Hospitality-Tax (H-Tax) funds. Review, approval and reimbursement for H-Tax expenditures must be coordinated with the grants office and not the Commission.

The Conservation Division on behalf of the Commission encourages the Foundation to provide quality events and promotions at the Park in keeping with the terms of the H-tax Grant program. We also encourage the continued involvement with its volunteers to keep the Park an integral part of the Lower Richland Community. Please let me know if you have any questions.

Sincerely,

Quinton Epps, CFM, CEPSCI
Division Manager
Richland County Government
Community Planning & Development Department
Conservation Division
epps@rcgov.us<<mailto:epps@rcgov.us>>

P 803-576-2082 F 803-576-2088

2020 Hampton St.
3rd Floor, Rm 3063A
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rcgov.us<<http://www.rcgov.us/>>

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Pinewood Lake Park Inventory Report

On Tuesday, July 31st 2018 an official inventory was conducted at the Pinewood Lake Park Main House and property structures. Four (4) people were present from the Pinewood Lake Park Foundation (Foundation) and three (3) Richland County staff. The purpose of the inventory was to detail which items in the house belonged to the Foundation. Marking material was placed on all items that belong to Richland County. Items that are not marked and therefore belong to the Foundation will be removed from the house on a date agreed upon by both parties. The following document details the items that belong to the Foundation in each room of the Main House and surrounding structures.

Main Living Room:

- Popcorn Machine
- All items in the Television Stand/Dresser
- All items in the closet locating in the living room
- Bulletin Board
- Clock on top of fireplace mantle
- "TERK" TV antenna

Kitchen

- Fire Extinguisher
- Three small hanging black mirrors
- Small hanging painting

All items contained within the lower and upper cabinets, cupboards, oven, dish washer, kitchen counters, and refrigerator belong to the Foundation. All the kitchen appliances themselves are Richland County property. It was noted by Mrs. Hart that she had some issues with her taxes when the refrigerator unit was purchased and discussion about ownership should take place.

Foyer/Waiting Room/Hallway

- All items that are on the built-in shelves in the corners of the room
- All items on top of the glass table
- Sofa
- Wood Stove
- Wooden Dining Table and decorative items
- Two wooden chairs
- Small Trash Bin
- All Items contained in the Hallway closet

Back Bedroom/Bathroom

- All items contained in and on wooden desk and low table and in fireplace

- Hanging Clock
- All items in the closet
- Three small hanging bathroom mirrors
- All Toiletry items and small trash bin

Front Bedroom

- Hanging mirror
- All items in the bedroom closet
- All items in or on top of wooden desk

Main Bathroom

- All items except for the sink and toilet

Back Entrance Room and Basement

- All Miscellaneous items in the back entrance room
- All items located in the back entrance room closet
- All items located near the entrance to the basement and on the shelves leading down the basement stairs

Front Room/Antique Room

- All historical items on the shelves and shelving units
- All items on the Glass table
- All items in closet
- APC Battery Backup and Surge Protection Unit
- Former security system cameras that were replaced by Richland County cameras

Mrs. Hart stated that when the new camera system was set up, the cameras were attached to power boxes and wiring that belongs the Foundation. Mrs. Hart stated that their modems, power boxes, and electrical wiring were now considered as defective equipment. She said the cameras were no good without the modems, power boxes, and electrical wiring and that she wanted to be reimbursed for these items. Mr. Epps stated this would need to be determined by County Administration.

Structures on Park Grounds

- All Items within the cinder block storage shed are considered Foundation property except for chairs, tables, and structural items.
- The steel cables with yellow barricades that are used to block vehicular traffic in the Park are Foundation property. Ms. Hart stated she wanted to be reimbursed for these items. Mr. Epps stated this would need to be determined by County Administration.

- The sink at Picnic Shelter 1 and grill tray at Picnic Shelter 3 were replaced by the Foundation. Ms. Hart stated she wanted to be reimbursed for these items. Mr. Epps stated this would need to be determined by County Administration.
- All Master Locks on Park grounds are Foundation property. Mr. Epps stated all the locks would be replaced and the existing locks would be returned to the Foundation.

DRAFT

Tracy Hegler

From: liewendelyn hart <liewendelynhart@gmail.com>
Sent: Tuesday, August 21, 2018 10:32 AM
To: Quinton Epps; KIMBERLY WILLIAMS-ROBERTS; Norman Jackson; LARRY SMITH
Subject: Re: Inventory meeting follow-up

On Wed, Aug 8, 2018 at 4:54 PM, Liewendelyn hart <liewendelynhart@gmail.com> wrote:

Mr. Epps,

I am not sure what you are referring to. Please wait until Richland County have an Administrator or an Acting or Interim Administrator in place before you make these decisions. There is a lot over the past four years where some things are with Administration and some with the Conservation Commission. Until you can work with the Foundation to figure it out I will await until someone is in charge to address your concerns.

Respectfully ,

Liewendelyn Hart

Pinewood Lake Park Foundation E/D

Sent from my iPhone

> On Aug 7, 2018, at 5:03 PM, Quinton Epps <Epps.Quinton@richlandcountysc.gov> wrote:

>

> Good afternoon, Ms. Hart

>

> As a follow-up to our inventory meeting that took place on Monday, July 30, 2018, please see attached list of items you identified as belonging to the Pinewood Lake Park Foundation (Foundation). In addition, it is my understanding you are requesting the County reimburse the Foundation for the following items:

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> Administration has advised that only County Council has the authority to provide direction on this, especially as it pertains to a request for funding.

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> Please advise if it is your intention to remove, from the Park, the items noted on the attached list and seek reimbursement for those items noted above and we will prepare the information for County Council's consideration after their recess, in September.

>

> Sincerely,

>

> Quinton Epps

> Division Manager

> Community Planning & Development Department

> 803-576-2082

> epps@rcgov.us<mailto:epps@rcgov.us>

>

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> Subject: RE: Notification and approval of events at Pinewood Lake Park

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> Ms. Hart,
>
> We will be there to meet you at 10 am 31 July 2018 at the Main house.

>
> Sincerely,
>
> Quinton Epps
> Division Manager
> Community Planning & Development Department
> 803-576-2082
> epps@rcgov.us<mailto:epps@rcgov.us>

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> Sincerely,
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> Pinewood Lake Park Foundation
> Executive Director

>
> Sent from my T-Mobile 4G LTE Device

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> ----- Original message -----
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> Date: 7/30/18 10:31 AM (GMT-05:00)
> To: liewendelynhart <liewendelynhart@gmail.com<mailto:liewendelynhart@gmail.com>>
> Cc: Tracy Hegler <Hegler.Tracy@richlandcountysc.gov<mailto:Hegler.Tracy@richlandcountysc.gov>>, ken@kendriggers.com<mailto:ken@kendriggers.com>, sanders.virginia1@gmail.com<mailto:sanders.virginia1@gmail.com>, carolk2005@gmail.com<mailto:carolk2005@gmail.com>, Nancy Stone-Collum <Stone-Collum.Nancy@richlandcountysc.gov<mailto:Stone-Collum.Nancy@richlandcountysc.gov>>
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>
> Sincerely,
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> Quinton Epps
> Division Manager
> Community Planning & Development Department
> 803-576-2082
> epps@rcgov.us<mailto:epps@rcgov.us>
>
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>
> From: liewendelynhart [[mailto:\[liewendelynhart@gmail.com\]\(mailto:liewendelynhart@gmail.com\)](mailto:liewendelynhart@gmail.com)][<mailto:\[mailto:\[liewendelynhart@gmail.com\]\(mailto:liewendelynhart@gmail.com\)\]>](mailto:[mailto:liewendelynhart@gmail.com])
> Sent: Monday, July 30, 2018 8:21 AM
> To: Quinton Epps
> Cc: Tracy Hegler; ken@kendriggers.com<mailto:ken@kendriggers.com>; sanders.virginia1@gmail.com<mailto:sanders.virginia1@gmail.com>; carolk2005@gmail.com<mailto:carolk2005@gmail.com>; Nancy Stone-Collum
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> Sincerely,
> Liewendelyn Hart
> Pinewood Lake Park Foundation
> Excutive Director
>

> Sent from my T-Mobile 4G LTE Device

>

> ----- Original message -----

> From: Quinton Epps <Epps.Quinton@richlandcountysc.gov<mailto:Epps.Quinton@richlandcountysc.gov>>

> Date: 7/27/18 11:35 AM (GMT-05:00)

> To: "liewendelyn hart (liewendelynhart@gmail.com<mailto:liewendelynhart@gmail.com>)"
<liewendelynhart@gmail.com<mailto:liewendelynhart@gmail.com>>

> Cc: Tracy Hegler <Hegler.Tracy@richlandcountysc.gov<mailto:Hegler.Tracy@richlandcountysc.gov>>

<ken@kendriggers.com<mailto:ken@kendriggers.com>

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>, carolk2005@gmail.com<mailto:carolk2005@gmail.com>

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> Subject: Notification and approval of events at Pinewood Lake Park

>

> Ms. Hart,

>

> We received the attached event list regarding the Pinewood Lake Park Foundations (Foundations) proposed activities at the Pinewood Lake Park (Park) for the upcoming fiscal year FY2019. We have not received any other communications regarding these events. We encourage the use of the Park by the Foundation and other groups. In order to avoid any misunderstandings or scheduling conflicts applicants must provide proper notification of an event and receive approvals to conduct an event at the Park. If the rules are not followed and approvals not granted, we cannot ensure the facility will be available and will not accept liability for the potential unavailability of the facility. This liability is solely with the requesting group or applicant.

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> The first event listed by the Foundation for FY2019, "Wet and Wild Family Event", is scheduled for Aug 2 & 3 from 12 to 7 pm. If you still plan to conduct this event, please submit the necessary applications and request forms which are attached. We make this request in order to avoid any misunderstandings or scheduling conflicts within the Park. We will need the same information for each of the Special Events listed on the attached.

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> Please note the Conservation Commission (Commission) only manages the facility and not the use of Hospitality-Tax (H-Tax) funds. Review, approval and reimbursement for H-Tax expenditures must be coordinated with the grants office and not the Commission.

>

> The Conservation Division on behalf of the Commission encourages the Foundation to provide quality events and promotions at the Park in keeping with the terms of the H-tax Grant program. We also encourage the continued involvement with its volunteers to keep the Park an integral part of the Lower Richland Community. Please let me know if you have any questions.

>

> Sincerely,

>

> Quinton Epps, CFM, CEPSCI

> Division Manager

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