

City of Chester
Food Manufacturing Kitchen Committee Meeting
November 21, 2016
5:00pm

Attendees: Councilwoman Susan Kovas (Chair), Councilwoman Angela Douglas, Mrs. Gloria Kellerhals, and Grants Administrator Cynthia Curtis

Chair Kovas called the meeting to order at 5:10pm with an overview of the meeting agenda.

I. Minutes Approved

II. Update on Items Assigned

A. Placement of the Equipment

The committee decided that it would be best to place the cooking equipment (i.e., stoves, ovens, etc.) in the center of the floor. Justifications include: expandability, accommodation for transporting heavy items between cooking surfaces and the sink, and flexibility in using kitchen uses. The facilities division of the Administrative Department will be alerted, so they can start installing the FRP board in the kitchen immediately.

B. Follow up with USDA

According to the Grants Administrator, there was a request in a different meeting to have the Chester Citizen's Alliance give an official update on the kitchen to the USDA. Mrs. Kellerhals confirmed that she would take care of it as the president of CCA. Ms. Curtis also confirmed there is \$66,232 balance in the USDA grant funds available to CCA for the project. Mrs. Kellerhals also asked if we could install the framed picture of the visits from USDA during the beginning stages of the project. The committee agreed it would be a great addition.

C. RFP for Flooring

There was some concern that the flooring RFP is rather vague in its description. It only says "flooring installation" not describing what kind of flooring. Additional concern was that the flooring RFP isn't easily searchable as it exists only as an attachment. It was suggested that additional description be added to attract more qualified contractors.

D. HVAC RFP

Discussion around the HVAC RFP focused on the type of HVAC system we were most interested in. Standard warehousing or exposed piping. Councilwoman Kovas will reach out to a representative of the gas company to better identify our options for gas placement for the kitchen equipment and HVAC. The committee will also follow up with Fire Marshal Don Wood regarding our gas options for optimal safety. The committee also agreed to reach out to the entire City Council for a vote to consider a dual request for proposal to include the Farmers' Market side. It is the committee's thoughts that doing so would offer a better price and make the entire facility more marketable.

E. Records & Accounts

Ms. Curtis gave us an update on the kitchen project files. She identified new additions to the files, follow up to pending documentation concerns, and reviewed current documented communication regarding the project.

During this discussion, for auditing purposes, the committee requested confirmation on which account is used as a primary account for this project. It appears the City is using the Parks & Recreation account (chart of accounts) as the primary account for the kitchen project. Thus, funds expended come from P&R. Funds reimbursed by CCA should also be returned to the P&R account.

F. Outreach

Councilwoman Douglas agreed to reach out to Ms. Karlisa Parker regarding the kitchen and to also invite her to a future meeting.

To encourage more bids and increased competition on this project, Mrs. Kellerhals and Councilwoman Kovas assign committee members each a list of qualified contractors to contact regarding the RFPs.

G. Plumbing

Mr. McGillis (facilities) was assigned to contact Gardner plumbing to identify when the work will be completed. Councilwoman Kovas agreed to follow up with Mr. McGillis regarding this item.

H. Equipment RFP

Councilwoman Kovas will forward the compiled list of proposed equipment purchases to the City Administrator to complete the Equipment RFP(s). The committee decided to include the hood as a possible separate RFP. Thus, the hood could receive a separate bid or jointly with the rest of the equipment. Doing so may encourage additional bids and increase competitiveness.

I. Other

Councilman Williams was assigned to follow up with the facilities section of the Administrative Department as no work has been completed. There was a question about the FRP board/stainless steel installation. However, the FRP board in the bathroom is ready for installation as well as the wood feature on the back wall of the warehouse. The committee seeks to have these items installed immediately so they are done before the contractors start their work.

Meeting was adjourned. Next meeting was set for **Monday, December 5, 2016 at 5:00pm in City Hall.**