

City of Chester
Food Manufacturing Kitchen Committee Meeting
September 12, 2016
5:00pm

Attendees: Councilwoman Susan Kovas (Chair), Councilman Carlos Williams, Councilwoman Angela Douglas, Gloria Kellerhals, Fire Marshal Don Wood, Building Inspector Brian Blackwell.

Chair Kovas called the meeting to order at 5:07pm with an overview of the meeting agenda.

I. Minutes from previous meeting (9/12/16)

Minutes were approved and accepted.

II. Budget Review

The committee reviewed a few documents and emails provided by the City Administrator to the committee members related to the budget, outstanding invoices, and work completed. The grant has \$56, 160 in remaining funds, after an outstanding plumbing invoice is paid in the amount of \$10, 052. The committee agreed that moving forward, this project will still need the grant administrator to put together an audit worthy package and assist with the RFP development for this grant:

- 1) gather and organize the project information (RFPs advertised by the City, Bid submitted by contractors, itemized invoices, requests for reimbursement of federal funds, checks transferring funds from the USDA or Chester Citizen Alliance to the City, checks written by the City payable to the contractors, identify what funds were used for the project) to make sure the grant (and entire project) documents are audit worthy,
- 2) confirm invoices and/or work, and
- 3) begin developing the RFPs for remaining work to be done to the kitchen.

The committee also agreed to request final guarantees for work done from each contractor and to conduct final inspections of each contractor's work.

III. Remaining Work

The rest of the meeting discussed the remaining work and equipment, as we know it. Councilpersons Kovas &/or Williams responsible for getting keys or keycodes to the space for the committee.

- 1) Washable walls – The committee requested confirmation that in-house labor had the experience and skill set to put up *Fiberglass Reinforced Plastic* (FRP) sheeting. This will eliminate additional labor costs and stretch the budget. Councilwoman Kovas and Mr. Blackwell will check on this option.
- 2) Mr. Don Swofford advised Mrs. Kellerhals that floors will cost up to \$10K front to back and must include a vapor barrier (may use an epoxy to compensate). The floors

also require use of self-leveling products. She advised the committee of two products: *Polycrete Dur-A-Flex* and Sherwin Williams' *Urethane Slurry System*. Councilwoman Susan Kovas offered an overview of two additional products: *Callaway Polished Concrete* (determined it wouldn't work) and *Protect-All*.

- 3) Mrs. Kellerhals suggested to ask the floor contractor doing work at the new IGA, if he would be interested in volunteering his services or available at discount rates. Procurement procedures were reviewed and decided that was a viable option. Mrs. Kellerhals was tasked with this request. Councilwoman Douglas will assist her as needed. Mr. Blackwell also will compile a list of qualified contractors to contact for bids once the RFP is ready (if no qualified volunteer is confirmed).
- 4) Don Wood will take a look at the existing doors for exit, entrance purposes. The Columbia street access door may be determined as an Exit only door. Mrs. Kellerhals will look into internal double doors that are appropriate for commercial kitchens (swing, gasket/air flow, seals, etc.).
- 5) Heating Ventilation & Air Conditioning – It was suggested that separate systems are used for each area for proper climate settings. Mr. Blackwell confirmed that we should engineer the system to provide the correct scope on the RFP. He and Mr. Wood determined it would require a professional engineer (PE), which is likely to cost \$750-1000 for the scope.

Next meeting:

Monday, September 26, 2016 in the City Hall Conference Room at 4pm

Meeting was adjourned from the City Hall conference room at 6:20pm.