

City of Chester
Food Manufacturing Kitchen Committee Meeting
March 13, 2017, 5:00pm

Attendees: Councilwoman Susan Kovas (Chair), Councilwoman Angela Douglas, Mrs. Gloria Kellerhals, Councilman Carlos Williams, Grants Administrator Cynthia Curtis, Recreation Employees (Director Chris White, Farmers' Market Manager Theodore Feaster, Assistant Director Shelley Watts, and Antenecos Emerson)

Chair Kovas called the meeting to order at 5:21pm with an overview of the meeting agenda.

I. Minutes Approved

Minutes were sent via email to all.

II. The Warehouse

A. Gloria Kellerhals confirmed that the tents were donated to the Farmers' Market. Parks and Rec will do inventory, remove and store the extra items. Councilwoman Douglas will contact sellers regarding stainless carts for a probable sale. ALJ Restaurant Services, 803-370-0091, 803-328-2908. Also check with Donnie Shugart for probable sales. 12 will be sold, 3 will remain for Parks & Rec's use.

B. Access to Restrooms

Gloria will check with DHEC regarding the regulations and options to modify the warehouse area to allow the public's access to the restrooms.

C. Ice Machine

As agreed by the Farmers' Market, the ice machine will be moved into the kitchen for proper plumbing and sanitation. It was confirmed that it would be shared with the kitchen. Funders will be notified.

D. French Drain

Susan will contact facilities manager, Jack McGillis, about the previous proposed installation of the French drain to eliminate the water running off into the back of the warehouse area.

E. Carpentry Work

Councilman Williams volunteered to complete the carpentry work, if permitted. There has been difficulty getting three quotes because it is such a small job. Mr. Williams said he could do it as long as the committee agreed. Councilwoman Kovas will double check to make sure it is okay, as long as it is volunteered.

III. Parks & Recreation – Committee involvement

The committee thanked Parks and Recreation staff for coming and being a part of the meeting. It was expressed that the kitchen would eventually fall under the department and their inclusion was important. Councilwoman Kovas asked that Mr. White and/or Mrs. Watts at least return for the discussion on the kitchen manager's position.

IV. Next Meeting

The meeting was adjourned at 6:23pm and the next meeting was set for **March 27, 2017 at 4:00pm** at City Hall.