

City of Chester
Food Manufacturing Kitchen Committee Meeting
August 31, 2016
4:00pm

Attendees: Councilwoman Susan Kovas (Chair), Councilman Carlos Williams, Councilwoman Angela Douglas, and Gloria Kellerhals

Chair Kovas called the meeting to order at 4:18pm with an overview of the meeting agenda.

I. Review of Kitchen

Mrs. Kellerhals gave a brief overview of the history of the Kitchen and grant, the Chester Citizens' Alliance involvement, and original goals of the kitchen. She encouraged Councilmembers to take a closer look at the Blue Ridge Food Ventures' and the Colleton County Commercial Kitchen websites to see the examples used for the project. BRFV has produced over 220 businesses since its inception. Kellerhals also provided a copy of the March 2011 USDA grant and letter-sized copies of Fidel Delgado's concept drawing and the architect's drawings/layouts of the kitchen (Darrell Carpenter). The committee also committed to review the DHEC standards for a restaurant kitchen.

- [Blue Ridge Food Ventures](http://www.blueridgefoodventures.org/) – (http://www.blueridgefoodventures.org/)
- [Colleton Commercial Kitchen](http://www.colletonkitchen.org/) – (http://www.colletonkitchen.org/)
- [DHEC Standards](http://www.scdhec.gov/FoodSafety/Docs/NewRegulation/RFE-GMPguide.pdf) for Retail Food Establishments – (http://www.scdhec.gov/FoodSafety/Docs/NewRegulation/RFE-GMPguide.pdf)
- [City Kitch](https://thecitykitch.com/) - suggested by Councilwoman Douglas – (https://thecitykitch.com/)

II. Action Steps to Complete Grant

The committee reviewed a few documents provided by the City Administrator to the committee members for previous meeting and to Mrs. Kellerhals via her FOIA requests. There were some questions about the finances, work completed, and work to be completed. Notably, the chief concerns were payments to contractors, payment calculations and reimbursement distributions, Farmer's Market vs. Kitchen project records, and records of work completed. Thus, the committee suggested that Ms. Cynthia Curtis, in her role as the Grants Administrator for the City of Chester:

- 1) gather and organize the material (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, and checks written by the City payable to the contractors) to make sure the grant documents are audit worthy,
- 2) determine any outstanding invoices and/or work, and
- 3) begin developing the RFPs for remaining work to be done to the kitchen.

As we begin to move forward, the committee identified that several items would need to be done before purchasing cooking equipment and utensils. There was unanimous agreement to

utilize representatives from USDA and DHEC for guidance on meeting the SC outlined commercial kitchen code requirements. There was also unanimous agreement to be sure all work is to be completed by (contract or volunteer) professionals with appropriate credentials, licensures, insurance, etc. The discussion included the following items:

- i. Washable walls
- ii. Floors that can be sanitized and a steam cleaning tool to clean it. Mrs. Kellerhals will also contact Mr. Swofford for professional guidance on the floors.
- iii. Equipment to purchase for perishable foods (walk in cooler/chiller and walk in freezer)
- iv. Equipment needs for kitchen – preowned with warranty vs. new purchase
- v. Air conditioning and heat for kitchen only – commercial ~\$20K

To make sure this project does not fall through the cracks again, the committee has set a new timeline. The goal is to complete the project (or as much as the grant funds allow) by the end of the year, December 2016.

September 2016:

- 1) By September 12th – Mrs. Kellerhals will post Dropbox access to her kitchen information (2011 to date) for Council members on the kitchen committee, grants administrator, city administrator, and the clerk to Council.
- 2) Next meeting – September 12th at 5pm. At this meeting, we anticipate having the grants administrator present her findings and drafts of the RFPs for unfinished work. Our primary focus will be on DHEC’s restaurant kitchen standards for walls, floors, ceiling, and fire extinguishing mechanisms.
- 3) Kitchen Committee – report to entire Council and the City at council meeting (September 12th).
- 4) September 19th- October 19th – posting of the RFPs

October 2016 – Bid selection and begin construction

November 2016 – Construction, develop kitchen manager position with HR Director

December 2016 – Complete construction, begin hiring process for Kitchen manager

Meeting was adjourned from the City Hall conference room for a short and immediate tour of the Kitchen facility on Columbia Street.

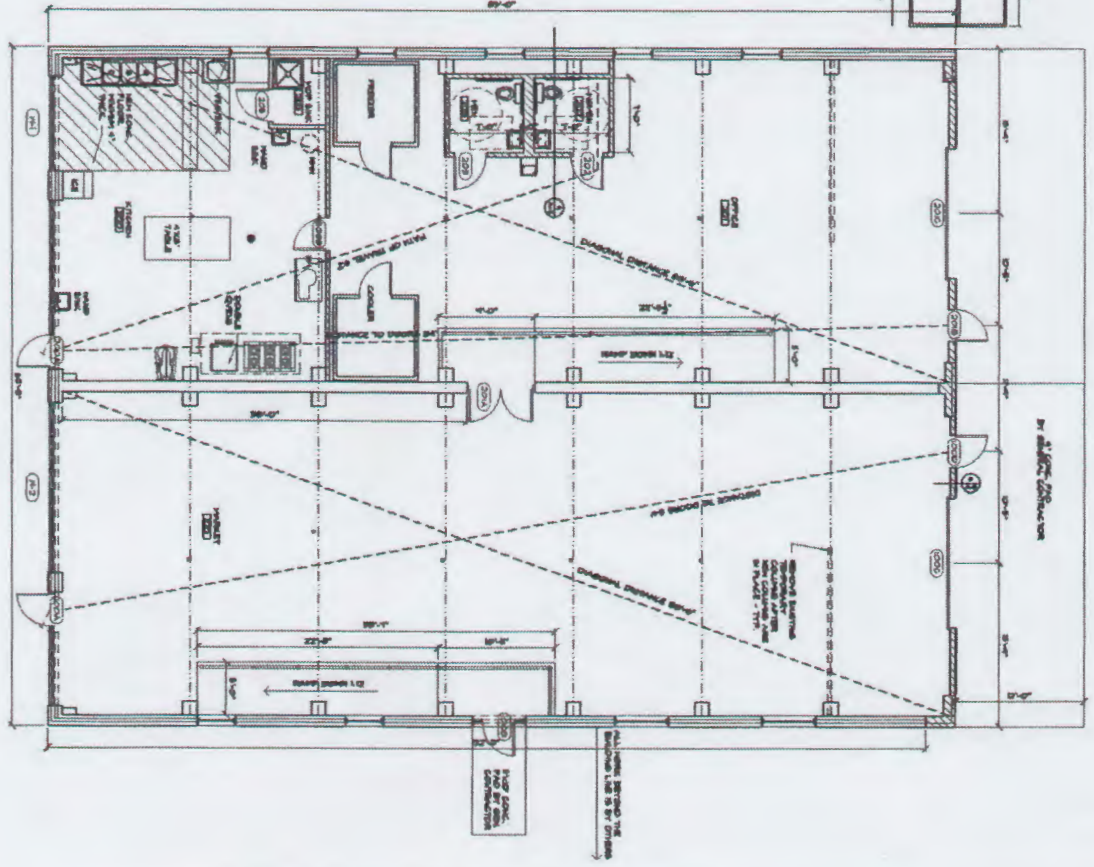
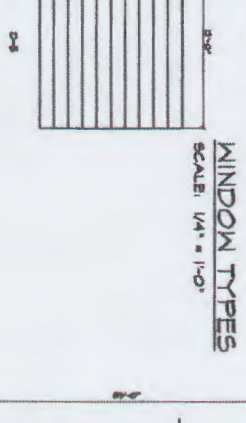
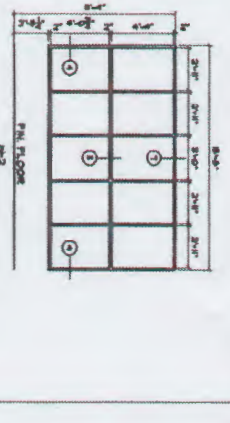
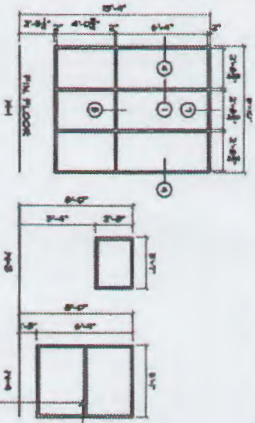
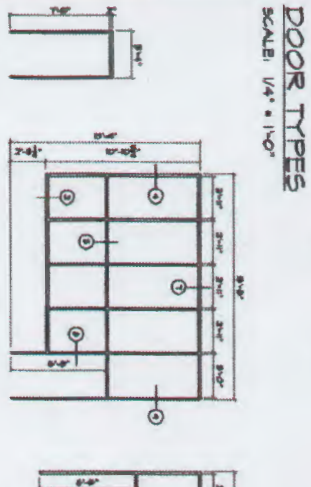
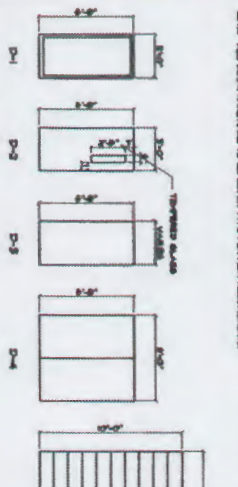
FINISH SCHEDULE

ROOM	FLOOR	BASE	WALLS	CEILING	ROOFING	MECHANICAL	PAINT	GLASS	OTHER
001	MECHANICAL								
002	CEILING								
003	WALLS								
004	FLOOR								
005	MECHANICAL								
006	CEILING								
007	WALLS								
008	FLOOR								

NOT: ALL ROOMS REFERENCED TO BE LISTED TYPE PER AIA SCHEDULES.

DOOR SCHEDULE

NO.	SIZE	TYPE	MATERIAL	FINISH	LABEL	REMARKS
001	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM
002	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM
003	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM
004	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM
005	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM
006	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM
007	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM
008	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM
009	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM
010	3'-0" x 7'-0"	D-1	ALUMINUM	F-2		ENTRANCE TO STORE ROOM



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DATE: 09/25/2012
 COMMENT: 02/2012 HENRY DANIELL CARPENTER, AIA
 DATE: 09/25/2012

NO.	DATE	BY	DESCRIPTION
1	09/25/12	HC	ISSUED FOR PERMIT
2	09/25/12	HC	ISSUED FOR PERMIT
3	09/25/12	HC	ISSUED FOR PERMIT
4	09/25/12	HC	ISSUED FOR PERMIT

H. DARRELL CARPENTER, AIA
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Project: A RENOVATION FOR CHESTER FARMER'S MARKET
 CHESTER, SOUTH CAROLINA
 Sheet Title: FLOOR PLAN

Revisions	Date

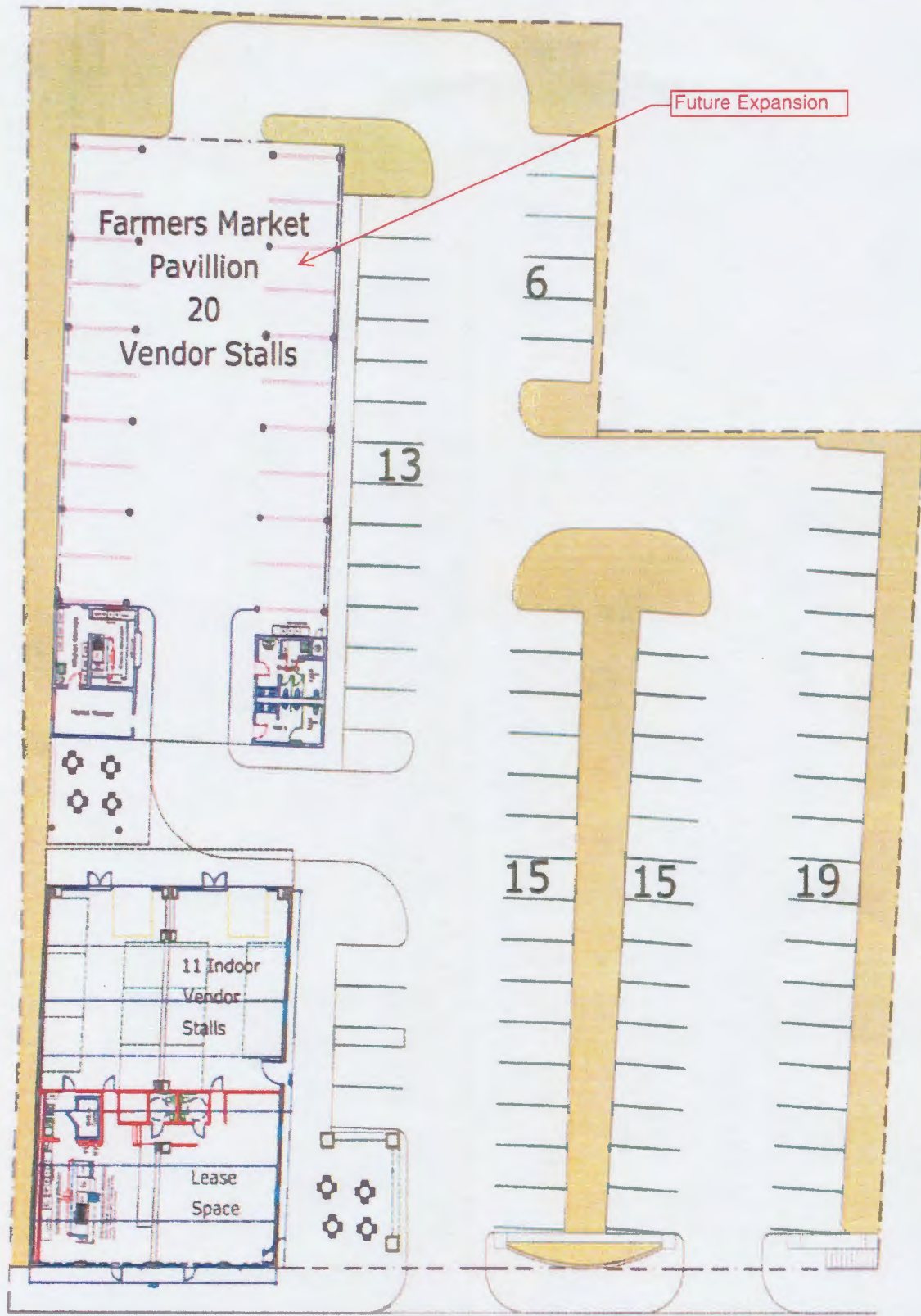


SITE PLAN

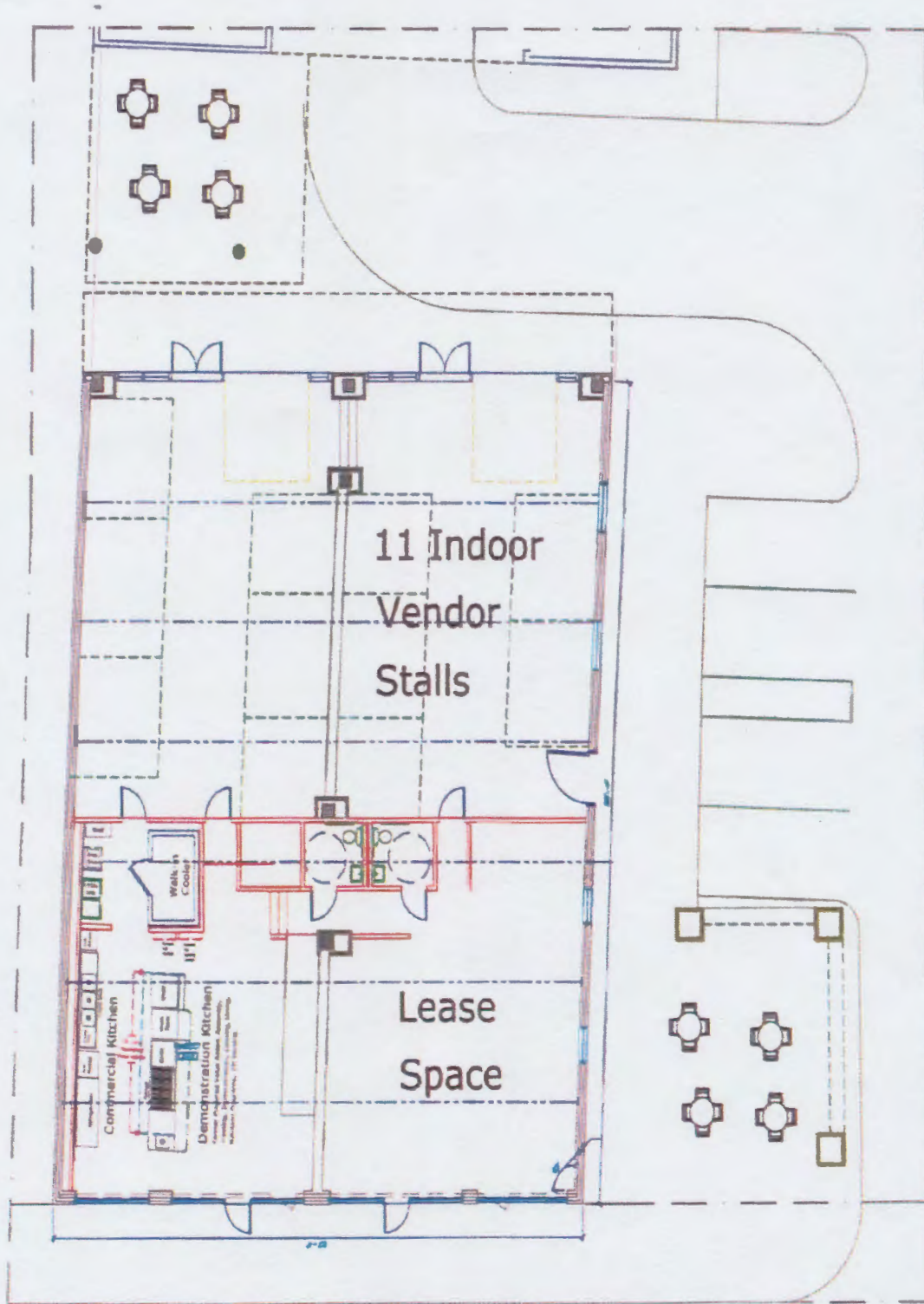


USDA Agricultural Marketing Service
Fidel R. Delgado AIA January 2010

Chester County Value-Added
Agriculture Development Center
Chester County



SITE PLAN 



Columbia Street



**Proposed Renovation
FLOOR PLAN**

Agricultural Marketing Service
Fidel R. Delgado AIA January 2010





**Proposed Farmers Pavilion
FLOOR PLAN**

Agricultural Marketing Service
Fidel R. Delgado AIA January 2010