

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

Attendees: Councilwoman Susan Kovas (Chair), Councilwoman Angela Douglas, Mrs. Gloria Kellerhals, Councilman Carlos Williams, Facilities Manager Jack McGillis, and Grants Administrator Cynthia Curtis

Chair Kovas called the meeting to order at 5:06pm with an overview of the meeting agenda.

I. Minutes Approved

Minutes from November 21 were approved with corrections.

II. Update on Items Assigned

A. Jack McGillis said he was scheduling the FRP to be installed by January 9th. Work will begin after the new year.

B. McGillis said that he had not talked to Gardner Plumbing about coming back to finish/redo some of the work, but the City Administrator had. No update available from that conversation.

C. Mr. McGillis was assigned to get the measurements, price, and gauge of stainless backsplash from Donnie Shugart (per his suggestion) by 12/6/16.

III. Other Items

A. The committee voted to move the stove back to the wall for expediency. Councilwoman Douglas voted against. Mrs. Kellerhals abstained from the vote.

B. RFP Update for Flooring

Mrs. Kellerhals contacted six (6) companies recommended by the manufacturer regarding the RFP for Flooring. Few were interested, but most had concerns about the RFP and that the City has “no procurement office.” Edits to the attachment – scope of work and a clear and available contact was provided.

The committee voted to change the project deadline from 90 days to 30 days to prevent prolonging other projects like the HVAC system.

The committee requested to see the City’s standardized evaluation form. Ms. Curtis was assigned to find it.

IV. Next Meeting

The meeting was adjourned and the next meeting was set for **December 12, 2016 at 5:00pm** at City Hall.