

City of Chester
Food Manufacturing Kitchen Committee Meeting
October 3, 2016
4:00pm

Attendees: Councilwoman Susan Kovas (Chair), Councilwoman Angela Douglas, Councilman Carlos Williams, Mrs. Gloria Kellerhals (CCA President), Grants Administrator Cynthia Curtis, Fire Marshal Don Wood, Building Inspector Brian Blackwell.

Public attendees: Angela Cook

Prior to the meeting, Committee chair, Councilwoman Kovas, CCA President, Gloria Kellerhals, and Councilwoman Douglas met with a DHEC representative at the Kitchen site. This was an informal meeting to get general advisement on completion and to answer a few questions. Many items are referenced in the minutes below.

Chair Kovas arranged with staff to post the relocation of the meeting to the Kitchen site. Councilwoman Kovas called the meeting to order at 4:15pm with an overview of the meeting agenda.

I. Minutes from previous meeting (9/26/16)

Prior meeting minutes were not available at time of the meeting

II. Updates

1) FRP estimates were as follows:

FRP board estimates - \$45-65/sheet Sam's Home Center, \$28/sheet – Home Depot, \$32/sheet – Lowe's; Box stores will allow a price match & possible extended discounts
Mr. Douglas provided measurements of the kitchen (measurements do not account for attached items, windows, or doors):

1. 113" x 146" (wall behind refrigerated cooler, near storefront)
2. 126" x 146" (unpainted wall)
3. 128" x 146"
4. 59 ½" x 96" (wall with white porcelain sink)
5. 77" x 146" (wall with small metal sink)
6. 114 ¼" x 146" (wall behind triple sink)

DHEC representative advised that only 8 feet from floor is required to be washable. Due to the aesthetics, the committee agreed to make the wall uniform extending the material all the way up the wall.

Upon getting the order completed, Councilman Williams & Mrs. Kellerhals will work with Mr. Douglas to arrange pick up/delivery, if needed.

2) Floors - No floor update available at this time

3) Double Doors – DHEC representative and Fire Marshal Wood confirmed that there is no code for the way the doors swing. Mrs. Kellerhals was tasked with finding locking (market or after-market add-ons) options for the security of the kitchen.

- 4) **Restroom completion** – Fire Marshal Wood assured the space heaters in the restrooms are appropriate to make sure the pipes didn't freeze. Once the HVAC system is in place, they can be removed or otherwise disabled. Inspector Blackwell suggested using metal trash cans in the bathroom. The second restroom will be completed to assure compliance for increased occupancy. One unisex restroom limits the occupancy for 15 people. Having 2 restrooms, one for women and one for men increases the occupancy opportunities significantly. Due to the DHEC requirement that the restrooms walls be washable, Mr. Douglas, Public Works Director stopped by to measure the restroom walls for the committee. Each restroom measures (measurements do not account for attached items, windows, or doors):

2 walls – 104" x 140"

2 walls (door, window) – 116" x 140"

- 5) **Checklist of remaining items** – The committee compiled a list of items to be purchased to have the City administrator and/or the facilities staff get comparable pricing on for purchasing. The list:

FRP board and adhesives

Exit – standard with emergency power

18 inch vertical grab bar for each restroom

Water heater – copper piece with $\frac{3}{4}$ threads PEX adapter

2 - Fire extinguishers 2A: 10BC

Gas line labels 2PSI – adhesive labels for gas piping

Xcelerator Hand dryers – 2 for restrooms, 1 for kitchen

Soap dispensers

Trash cans (metal for the restrooms)

Additional items -

K-class extinguisher (equipment dealer)

Push paddle for the storefront door – (locksmith)

Fan assisted exhaust fan (1 exhaust inlet for each restroom) – (HVAC bid)

Toilet & sink for restroom – (plumbing)

- 6) **RFP for Heating & Air Ventilation:** Cynthia Curtis reiterated that is not considered a "grants administrator" but a "grants coordinator." In her role, she doesn't do requests for proposals, but have done some requests for qualifications and is not usually involved in the financial aspects of the grant administration. She presented a request for information from the City Administrator to complete the RFP:

i. RFP for HVAC

ii. Closing Date

iii. Preconference Meeting Date

iv. Tonnage for air and heat

- 7) **Gardner Bill** – The Gardner Bill appears to have been paid with current city funds. Due to the need to make additional repairs, the committee is holding off on requesting grant

fund reimbursements. There are still questions on plumbing (e.g., what was paid for by the City, the grant, or purchased by the contractor). Mrs. Kellerhals and Councilwoman Douglas are following up on these questions consulting staff and compiled paperwork.

- 8) **Paperwork Procedures** – Ms. Curtis gave an update on her process. She asked for a more thorough overview. Councilwoman Douglas agreed to meet with her individually. Mrs. Kellerhals provided a Dropbox with grant project information to assist Ms. Curtis in creating the central files. Mrs. Kellerhals also informed the committee that she would call USDA and get a signed copy of the grant materials (as submitted) and that the UPS store should have copies of the original Moore Engineering plans. Mr. Wood has copies of the architectural plans.
- 9) **Other discussions** – A separate discussion on getting bid for equipment included the pros and cons of having the cooking area centered in the floor vs. against the wall. Fire Marshal Wood confirmed that due to the fire extinguishing requirements, there is no requirement for an overhead sprinkler system. Several of the metal tray carts (“boxes”) are missing. Councilwoman contacted the Market Manager, Mr. Theodore Feaster, to inquire. He could only give an account for one. Mrs. Kellerhals requested that we find the boxes and have them returned to the Kitchen site for Kitchen use. Councilman Williams researched stainless steel distributors and fabricators for tables and backsplash options:

Metal & Alloys, 5950 Edmund Hwy A, Lexington SC 29073
Contact: Mack Phone: 803-755-9717

Alro Steel, Sam Neely Rd, Charlotte NC 28273
Contact: Bill Phone: 704-588-5880

Metal SuperMarkets Charlotte, 6601 NorthPark Blvd, Charlotte NC 28216
Phone: 704-599-3919

II. **New Business**

In the interest of time, new business (e.g., Reforming the Community Board, Kitchen Manager Hiring & Qualifications) was tabled until the next meeting. Additional next steps will be to get the equipment list ready for bidding.

Next meeting:

Monday, October 10, 2016 at 4pm (location to be confirmed)