

City of Chester
Kitchen Committee (Ad Hoc)
City Hall, Conference Room
Wednesday, September 4, 2019, 6:30pm
Angela Douglas, chair

Attendees: Mayor Pro Tempore Angela Douglas, Councilman William Killian, Mayor Wanda Stringfellow, Councilman Carlos Williams, City Administrator Stephanie Jackson, Mr. Alfred Lindsay (architect)

Absent: Councilwoman Susan Kovas

I. Call to Order

The start of the meeting was delayed due to a lack of quorum. The chair called the meeting to order at 6:58pm.

II. Old Business

Pavilion Cost Estimates and Architectural Designs:

Mr. Alfred Lindsay presented a modified architectural design for the pavilion that meets the projected funding plan. The design reduced the footprint of the pavilion, dropped the ceiling height, and was rolled back closer to the original sketched design in the USDA grant documents. Height clearance for refrigerated delivery trucks, food trucks, and pickup trucks was confirmed. The modified design also removed all mechanical features, specifically plumbing and electrical, to meet funding shortages. These features remain optional for future expansion and upgrades. Specific future features mentioned were: wash station, grey water line, restrooms, and an outdoor grease trap. To be complete, the new design will have to get stamped approval from structural and/or civil engineer(s). The architectural design will serve for presentation to the Historic Preservation Committee and will be included in the Community Development Block Grant application. Upon securing funding, prior to the bid process, the City Administrator will work with the architect to move forward with additional engineering. Mr. Lindsay was tasked with presenting the designs to the Historic Preservation Committee on Thursday, September 5, 2019.

Mr. Lindsay presented the cost estimates for the modified design. By removing several features (e.g., plumbing, fire suppression, heating, ventilation, air conditioning, and electrical) and reducing the size, the cost estimates decreased significantly from \$288,320 to \$214,798.40. If we omit some masonry, the cost estimate is even lower at \$191,732.80. Mr. Lindsay suggested, and the committee agreed, to list the masonry separately in the request for bids package.

Action: Recommendation to Council that we move forward with the modified architectural designs as presented. Recommendation moved by William Killian; seconded by Angela Douglas. Motion passed unanimously.

CFFC Updates:

No one from Catawba Farm and Food Coalition was present to give an update.

III. New Business

Community Development Block Grant – Special Projects

As directed by Council, Ms. Grazier Rhea of the Catawba Regional Council of Government submitted the application request for a Community Development Block Grant (CDBG) under Special Projects. The request was accepted and the application is due on September 13, 2019. As outlined by the application request, we are requesting the full maximum amount of \$150,000. It would be coupled with the existing United States Department of Agriculture (USDA) Rural Business Enterprise Grant of \$50,000 to construct an outdoor pavilion as the most current phase of the Chester Regional Agribusiness Center (Farmers' & Artisans Market and Commercial Manufacturing Kitchen) at 111 Columbia Street. Upon receipt of the grant, there would be \$200,000 in grant funds available for the project. According to the project estimates by Mr. Lindsay (\$214,798.40) and Ms. Rhea (\$219,000), we will have a gap in funding of ~\$15-20,000. It was suggested that we consider using hospitality funds for the gap funding. The account currently has just over \$100,000.

Committee Next Steps:

The chair reminded everyone that the Kitchen Committee was established as an ad hoc committee to get the stalled kitchen project completed and operational. We also needed to close the USDA Rural Business grant with Chester Citizens Alliance. Those tasks were completed over a year ago. As opportunity presented itself, the committee (with consent of Council) secured an additional USDA grant with assistance from Catawba Farm and Food Coalition to develop the previously proposed pavilion project. The pavilion, however, is a property expansion project outside the bounds of the ad hoc committee. It would fit best under the Properties Committee. And, coincidentally, two members from the original kitchen committee serve on the current Properties Committee. There will be continuity and historical knowledge available for future decision making. There was concern regarding the MOU with Catawba Farm and Food Coalition. The chair reminded the attendees that that the MOU had already been forwarded to the full Council and was no longer in the purview of the Kitchen Committee.

Action: *The committee agreed to recommend to dissolve the Kitchen Committee, as it has served its designated "ad hoc" purpose. Recommendation moved by Angela Douglas; seconded by William Killian. Motion passed unanimously.*

The committee adjourned at 7:48pm.