



617 Tenaha Street • P.O. Box 1744
Center, Texas 75935-1744

(936) 598-2941 • Fax (936) 598-2615
www.centertexas.org

AGENDA

The Center City Council will meet in Regular Session on Monday, May 14, 2018 at 5:00 p.m. in Council Room at Center City Hall. The following items are on the agenda for appropriate action:

- I. Welcome Guests and Visitors.**
- II. Approval of Minutes of the Regular Meeting on April 26, 2018.**
- III. Discuss Consider and Action on the Following:**
 - A.** Ordinance 2018-02 Designating Stop Signs at Collier and Fox Streets.
 - B.** Change Order #2 Contract Closure with Pipe Works – WWTP Aeration Basin.
 - C.** Authorize Emergency Expenditure and Budget Adjustment – WWTP Renovations Supplemental Aeration Basin Contract.
 - D.** Authorize Change Order for Design Build Contract-Entryway Sign.
 - E.** Acceptance of Donation/Installation by Relay for Life.
 - F.** Request of Improvement at Center Park and Budget Change.
 - G.** Request from Shelby County Chamber-Closure of Part of Civic Center Drive During Grill Fest.
 - H.** Designation of Surplus Equipment/Vehicles and Authorizing Disposal.
 - I.** Approve Center Police Department Reserve Officer.
- IV. Items of Interest from Council and City Manager and Citizens – No Action Items.**
 - 1.** Grill Fest – June 9th – Windham Civic Center.
- V. Executive Session**
 - 1.** Real Estate.

Consider entering executive session for legal consultation with the City Attorney and discussion of pending litigation, personnel matters and land acquisition with possible action related thereto upon reconvening in open session in accordance with Government Code Section 551.071, 551.072 and 551.074
- VI. Adjournment.**

MEMORANDUM

TO: Mayor and City Council

FR: Chad D. Nehring, City Manager



Date: May 11, 2018

RE: Agenda Comments for Regular Meeting of May 14, 2018

REGULAR MEETING AGENDA:

- III.A. Ordinance 2018-2 – Designating Stop Intersections at Collier and Fox Streets
Public Works staff have received several questions and comments from residents regarding the current signage at Collier and Fox Street which is an odd intersection. Currently where Collier “dead ends” or “T”s into Fox, Yield signs are on each side of Fox Street. Due to the odd direction of this intersection and traffic patterns, staff is recommending two stop signs to require yielding of right of way be approved for installation at the westbound side, coming from the “dead end”, of Fox Street and also at Collier St northbound at the intersection with Fox Street. This will make the thru street Fox (after making the turn from Collier southbound) whether progressing straight through the intersection on Fox or turning right from Fox back onto Collier. Based on past code adoption, stop intersections are designated by Council unless approved at time of platting or subdivision construction approval. Since this is a change to prior installation, Council would have to approve this adjustment to allow for changing of signage and enforcement.
- III.B. Change Order #2/Contract Closure with Pipe Works – WWTP Aeration Basin
This item is included again to potentially authorize a change order effectively closing the construction contract with Pipe Works at the present level of completion on the aeration basin system at the Wastewater Treatment Plant. Staff, including the project engineer and City Attorney, have been in conversation with the contractor and his representative to come to an amicable resolution of construction activities rather than prolong disagreements as the methods of remaining work and/or approaches to accomplish remaining items, primarily the setting of pumps in the basin rings while the plant remains operational. Based upon current work completed to date and materials provided, the recommendation is to close the contract “as is” and release withheld retainage upon receipt of affidavit of bills paid. Staff, the project engineer and City Attorney are in agreement that this recommendation be approved pending final review of the mutual release language.

III.C. Authorize Emergency Expenditure and Budget Adjustment – WWTP Renovation Supplemental Aeration Basin Contract

This item would allow for the completion of the installation/renovations of the aeration basin at the Wastewater Treatment Plant remaining should the prior item be approved and initial construction contract terminated. This item will effectively approve two authorizations. First, is declaiming the emergency for timing purposes allowing for the direct contracting with a local construction company rather than a formalized bid process. Second, would be allowing for the budget adjustment for a supplemental contract to complete this activity. The WWTP capital improvement budget currently has sufficient funds available and already appropriated to cover this level of increased costs, but the overall amount of the needed increase is dependent on the completion of the prior item, which should be net neutral to overall costs. Staff and/or the project engineer can provide additional information at the meeting but as stated above, this original contractor has been reluctant to provide cost changes for adapting the project as needed. This authorization, upon the removal of several items from the original contract with Pipe Works, would allow this secondary contractor to complete the work. This item is completely dependent upon resolving prior item but if approved as recommended, staff is requesting approval of this item, contingent to execution of mutual release from PipeWorks contract (item B).

III.D. Authorize Change Order for Design/Build Contract – Entryway Sign

This change increases the size and thus price of the entryway sign contracted for construction at Highway 7/Loop 500. Staff had presented Council information earlier this spring regarding the sizing of the monument and Council asked at that time that the designer/contractor provide an alternative for a larger feature. The increase is not substantial to the original project and funds can be made available to accommodate this increase through a year-end budget amendment if this modification and resulting increase in cost is approved. Whichever size is selected, the contractor is prepared to authorize construction after consideration of this item.

III.E. Acceptance of Donation/Installation by Relay for Life

The enclosed letter defines the request of installing a tree with the possibility of a small marker at some point in the future by the local Relay for Life group at the Windham Civic Center. Ms. Parfait is planning to attend should there be any detailed questions. Staff has looked at the area from the flagpoles toward Civic Center Dr and there are a couple of locations in which a Live Oak or any smaller tree would be appropriate as well as several other locations on the grounds that could similarly support this donation.

III.F. Request of Improvement at Center Park and Budget Change

The enclosed letter defines the proposal and request by Center Youth Baseball that the future proceeds of World Series tournament this July be dedicated toward the installation of permanent fencing along the entrance at the property line between the City and County (Panola College) and then through the park property to the new school tennis courts. This is area that is annually fenced with temporary netting during tournaments and events and along with the donation of the newly installed entryway sign, this enhancement is not only practical but a huge aesthetic enhancement to the park entrance. If approved, this action will include a budget change required to temporarily expend these costs from the Park Fund, with corresponding reimbursement expected by August.

III.G. Request from Shelby County Chamber – Closure of part of Civic Center Dr. on June 8th-9th for GrillFest

The enclosed letter defines the request of closure of Civic Center Drive during the activities related to the GrillFest and is identical to prior year requests related to this event. This has worked and accommodated in prior years such that staff has no additional recommendations or suggestions for modification.

III.H. Designation of Surplus Equipment/Vehicles and Authorizing Disposal

Staff has developed the listing of assets, equipment and vehicles, that are not being utilized or have been replaced and recommends Council authorize disposal of these assets. Most are vehicles that have been replaced. The mower box and trailer have both been replaced and the tanks have not been utilized for a substantial period of time.

III.I. Approve Center Police Dept. Reserve Officer

The Chief is recommending approval of an officer that has worked as a paid officer for several years with the PD but is returning to a prior career in the private sector with an energy company to work in the area.

Executive Session – Real Property Acquisition or Disposal

There will be need for an executive session to present information regarding two items related to real property that could include action in returning to open session.

Items of Interest:

A. Dixie Youth Baseball Regional World Series

As this has so many additional impacts and attention, I will likely leave it as an item for potential discussion until July.

- B. Street Construction – staff is currently developing three different projects for street repair and/or major renovations. The smallest is to repair a number of utility cuts from water/sewer and other utility installations this Spring. The other two are annual major renovations/reconstructions that will be presented to the 4B EDC Board this Summer.
- C. Utility Construction – while most have been addressed and calls have diminished of the phone, fiber and gas company installations in town at various locations, if problems are observed or reported, please let staff know so that the appropriate contractors can be notified and repairs urged.
- D. Grill-Fest is slated for Saturday June 9th at Windham Civic Center and information is enclosed.
- E. Sales Tax Report – this month's substantial increase over prior period last year will be evaluated as soon as the detail is provided to staff. While increased oil/gas industry activity has been obvious in hotels and local establishments, it is not likely responsible for the entirety of this pleasant news.
- F. Memorial Day holiday – next Council meeting. As the next regular meeting would be on this holiday, if a special meeting needs to be called to handle business, staff will contact Council to coordinate a day/time that is most acceptable to everyone's schedules. If there are days/times the remainder of this month that are difficult to schedule, please advise Barbara or me at your convenience.

**MINUTES OF THE CITY OF CENTER
CITY COUNCIL MEETING
REGULAR MEETING
April 23, 2018**

The Center City Council met in a regular session on Monday, April 23, 2018 at 5:00 p.m. in the Council Chambers at Center City Hall. The meeting was open to the public. Notices were properly posted of the date, place and hour and the news media was notified. The following members were present:

David Chadwick	-	Mayor	
Leigh Porterfield	-	Mayor Pro Tem	
Joyce Johnson	-	Council Member	Absent
Howell Howard	-	Council Member	Absent
Jerry Lathan	-	Council Member	
Terry Scull	-	Council Member	
Randy Collard	-	Council Member	
Chad Nehring	-	City Manager	
Barbara Boyd	-	City Secretary	
Jim Payne	-	City Attorney	

Guests signed the register.

Item I. Mayor David Chadwick opened the meeting and welcomed the visitors.

Item II. Approval of Minutes of the Regular Meeting on April 9, 2018.

Council Member Leigh Porterfield made a motion to approve the minutes. Council Member Jerry Lathan seconded the motion. All voted in favor.

Item III. Consider Discussion and Possible Action on the following:

- A. Authorize Contract for Lagoon Cleaning – Aiken Water Treatment Plant. City Manager, Chad Nehring stated staff has solicited proposals for the cleaning of lagoons at the Aiken water plant as customarily required annually to remove the accumulation of solids/materials filtered during water treatment process. Mr. Nehring stated the proposal from Terra Renewal is deemed the most compliant as it is the only one that include the removal and disposal of material from the lagoons, which would allow it to remain in compliance with TCEQ. Council Member Randy Collard made a motion to authorize the Contract for Lagoon Cleaning at the Aiken Water Treatment Plant to Terra Renewal. Council Member Terry Scull seconded the motion. All voted in favor.
- B. Change Order #2 Pipe Works – WWTP Aeration Basin. At recommendation of staff, no action was taken on this item.
- C. Authorize Emergency Expenditure and Budget Adjustment-WWTP Renovations Supplemental Construction Contract. At recommendation of staff, no action was taken on this item.
- D. Request for Modification of Donation Agreement for Center Youth Softball Association. Sean Crouch with the Center Youth Softball Association addressed the Council regarding the need for purchase of a new scoreboard for one of the fields at the softball park. Mr. Crouch asked that the purchase of the scoreboard be applied to

the annual pledge payment of \$5,200 the league makes for the construction of the park. Mr. Crouch stated the cost of the scoreboard is \$3,641.83 and they would pay the difference of \$1,558.00 for the annual payment to the City. Council Member Terry Scull made a motion to approve the Request for Modification of Donation Agreement for Center Youth Softball Association. Council Member Leigh Porterfield seconded the motion. All voted in favor.

Item IV. Items of Interest from Council and City Manager, and Citizens – No Action Items.

Item V. Executive Session.

1. Acquisition of Real Property. Council entered into executive session at 5:23pm.

Consider entering executive session for legal consultation with the City Attorney and discussion of pending litigation, personnel matters and land acquisition with possible action related thereto upon reconvening in open session in accordance with Local Government Code Section 551.071, 551.072 and 551.074.3.

Council adjourned from executive session at 5:39 pm. Council Member Terry Scull made a motion to authorize the City Manager to execute the earnest money contract for the property on Childs Street. Council Member Randy Collard seconded the motion. All voted in favor.

Item VI. Adjournment. Mayor David Chadwick adjourned the meeting at 5:40 pm.

David Chadwick, Mayor

Attest:

Barbara Boyd, City Secretary

ORDINANCE NO. 2018-02

**AN ORDINANCE REGULATING TRAFFIC AND PROVIDING FOR
INSTALLATION OF A "STOP" SIGNS AT COLLIER AND FOX STREETS AT THEIR
INTERSECTION; PROVIDING
A PENALTY FOR VIOLATION OF THIS ORDINANCE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CENTER, TEXAS:

- Section 1: Section 86-101 of the City of Center Code is amended to include the following stop street:
- Collier Street (northbound only) at its intersections with Fox Street.
 - Fox Street (westbound only) at its intersection with Collier Street.
- Section 2: In accordance with Section 86.57 of the City of Center Code of Ordinances, the City staff is authorized and ordered to install the traffic control devices listed in Section 1 of this ordinance.
- Section 3: Section 86.6 of the City of Center Code states that any person who violates any provision of this ordinance shall, upon conviction, be fined an amount not to exceed Two Hundred Dollars (\$200).
- Section 4: This ordinance shall take effect and be in full force from and after its passage and publication as provided by law.

PASSED AND APPROVED THIS 14th DAY OF MAY, 2018.

David Chadwick, Mayor

ATTEST:

Barbara Boyd, City Secretary



Everett Griffith, Jr. & Associates Inc.

ENGINEERS • SURVEYORS

April 30, 2018

Cory Carter
Pipe Works Constructors, Inc.
6536 N. Old Dallas Rd.
Elm Mott, Texas 76640

Re: WWTP Aeration Basin Improvements
Center, Texas

Dear Cory:

As agreed upon by all parties, I have prepared Change Order #2 which will deduct the remaining items of work concerning the above referenced project that have not been completed. Execution of this Change Order will effectively end Pipe Works (PW) contract with the City and allows PW to promptly demobilize and leave this project in its current state.

Upon execution and return of CO #2 and approval by City council, the City will immediately release retainage being held in the amount of \$61,549.80. Any warranty issues that may arise concerning the pumps and blowers will be handled between the City and manufacturer.

Sincerely,

Bob Staehs, P.E.
Project Manager

cc: City of Center
Chad Nehring, City Manager

Jim Payne
Fairchild, Price, Haley & Smith LLP

CHANGE ORDER

No. 2PROJECT WWTP Aeration Basin ImprovementsDATE OF ISSUANCE 4/30/18EFFECTIVE DATE 4/30/18OWNER City of CenterOWNER's Contract No. N/ACONTRACTOR Pipe Works Constructors LLCENGINEER Everett Griffith, Jr. & Associates, Inc.

You are directed to make the following changes in the Contract Documents.

1. Deduct Pumps 1 LS @ \$60,169.00/LS.....<\$60,169.00>
 3. Deduct Piping/Headers/Valves 1 LS @ \$43,245.00/LS.....<\$43,245.00>
 4. Deduct Remove Ex. Aerators 8 EA @ \$1,875.00/EA.....<\$15,000.00>
- Total <\$118,414.00>

Reason For Change: Terminate contract

CHANGE IN CONTRACT PRICE:

Original Contract Price

\$ 726,000.00Net changes from previous Change Orders No. 0 to No. 1\$ 7,912.00

Contract Price prior to this Change Order

\$ 733,912.00

Net Decrease of this Change Order

\$ <118,414.00>

Contract Price with all approved Change Orders

\$ 615,498.00

CHANGE IN CONTRACT TIMES:

Original Contract Times

Substantial Completion: 60 daysReady for final payment: 60 days

days or dates

Net change from previous Change Orders No. 0 to No. 10

days

Contract Times prior to this Change Order

Substantial Completion: 60 daysReady for final payment: 60 days

days or dates

Net Increase of this Change Order

0

days

Contract Times with all approved Change Orders

Substantial Completion: 60 daysReady for final payment: 60 days

days or dates

RECOMMENDED:

By: Bob Griffith
Everett Griffith, Jr. and Associates, Inc.Date: 4/30/18

APPROVED:

By: _____
City of Center

Date: _____

ACCEPTED:

By: _____
Pipe Works Constructors LLC

Date: _____



Everett Griffith, Jr. & Associates Inc.
ENGINEERS • SURVEYORS

April 30, 2018

Chad Nehring, City Manager
City of Center
P.O. Box 1744
Center, Texas 75935

Re: WWTP Aeration Basin Improvements

Dear Chad:

Attached is a proposal from Jordan Industrial Services for completing the above referenced project. As you are well aware, this proposal is a result of the decision to end the previous contract with Pipe Works.

It is my recommendation, after termination of the contract with Pipe Works, to accept this proposal in the amount of \$98,950.00. This amount is \$19,464.00 less than the amount recovered from the original contract with Pipe Works. Please feel free to call if you have any questions or comments.

Sincerely,

Bob Staehs, P.E.
Project Manager

cc: Brandon Jordan
Jordan Industrial Services

JORDAN INDUSTRIAL SERVICES

595 CR 1211
CENTER, TEXAS 75935

Estimate

Date	Estimate #
4/2/2018	684

Name / Address
CITY OF CENTER P.O. BOX 1744 CENTER, TEXAS

			Project
Description	Qty	Rate	Total
<p>FABRICATION AND DELIVERY OF EIGHT (8) PUMP BASES (138" X 54") AS DISCUSSED. THE FOLLOWING IS INCLUDED IN THE ESTIMATE.</p> <p>1. ALL REQUIRED MATERIALS FOR BASE FRAMEWORK. (304 STAINLESS)</p> <p>2. ALL REBAR TO BE 1/2" ON 6" CENTERS THROUGHOUT FRAME.</p> <p>3. REQUIRED MATERIALS FOR PUMP STAND INSTALLATION. (304 STAINLESS)</p> <p>4. REQUIRED MATERIALS FOR AERATION MANIFOLD SUPPORT. (304 STAINLESS)</p> <p>5. SUPPORT CLAMPS FOR AERATION MANIFOLD. (304 STAINLESS)</p> <p>6. INSTALLATION OF PUMP STAND, PUMPS, AND MANIFOLDS ON BASES.</p> <p>7. FOUR LIFTING CHAINS PER SKID INCLUDED. (STAINLESS)</p> <p>8. ESTIMATE INCLUDES UNLOADING AT JOBSITE.</p> <p>9. FOUR (4) LIFTING EYES PER BASE. (304 STAINLESS)</p> <p>10. BASE TO BE FILLED WITH 3000 PSI CONCRETE.</p> <p>11. INCLUDES ALL FASTENERS FOR FLANGES. (STAINLESS)</p> <p>12. PUMP BASE FASTENERS WILL BE STAINLESS ALLTHREAD WITH SILICONE BRONZE NUTS. MACHINED SLEEVES WILL EXTEND THROUGH THE BASES AT REQUIRED LOCATIONS FOR THE PUMP BASES.</p> <p>13. ALLTHREAD WILL EXTEND THROUGH PUMP BASES WITH NUTS ON BOTH SIDES. BOTTOM SIDE WILL HAVE RECESSED POCKETS AS REQUIRED FOR PROPER INSTALLATION UPON COMPLETION.</p> <p>ADDITIONAL ITEMS INCLUDED IN THE ESTIMATE</p> <p>1. COMPLETE INSTALLATION OF THE ABOVE ITEMS AT</p>	1	98,950.00	98,950.00
Total			

ADAN INDUSTRIAL SERVICES

595 CR 1211
CENTER, TEXAS 75935

Estimate

Date	Estimate #
4/2/2018	684

Name / Address
CITY OF CENTER P.O. BOX 1744 CENTER, TEXAS

			Project
Description	Qty	Rate	Total
<p>JOBSITE.</p> <p>2. CONNECTION OF AERATION PIPING, HOSES, ETC. (SUPPLIED BY CITY OF CENTER)</p> <p>3. DEMO EXISTING SHAFTS, DISC, BEARINGS, & GEAR BOXES.</p> <p>4. ESTIMATE INCLUDES CRANE RENTAL AS REQUIRED.</p> <p>5. SUPPLY ALL NECESSARY FASTENERS AND GASKETS FOR PIPING CONNECTIONS.</p> <p>6. INCLUDES JOBSITE FORKLIFT AS REQUIRED.</p> <p>7. ASSIST WITH ELECTRICAL AND MECHANICAL STARTUP AS REQUIRED.</p> <p>NOTE:</p> <p>1. ALL REQUIRED PUMPS, STANDS, AND AERATION MANIFOLD WILL BE PICKED UP AND RELOCATED TO FAB SHOP FOR INSTALLATION AND A COMPLETE UNIT WILL BE RETURNED UPON COMPLETION.</p> <p>2. LEADTIME: 10-14 DAYS AFTER MATERIALS ONSITE. (FRAME MATERIAL)</p> <p>3. 30% DEPOSIT REQUIRED (IF POSSIBLE FOR PARTIAL MATERIALS COST)</p>			
Total			\$98,950.00



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CHANGE ORDER AUTHORIZATION

Date:	Monday, April 30, 2018
Project:	City of Center –Monument sign

We approve the following changes to the scope of work:

Increase the size of the monument sign per attachment.

All Material must be guaranteed to be as specified. All work must be completed in a substantial workmanlike manner according to specification per standard practices. Any alterations or deviation from the above specifications involving additional costs will be executed upon additional written orders and will become an additional extra on the project. You are authorized to perform the work as specified.

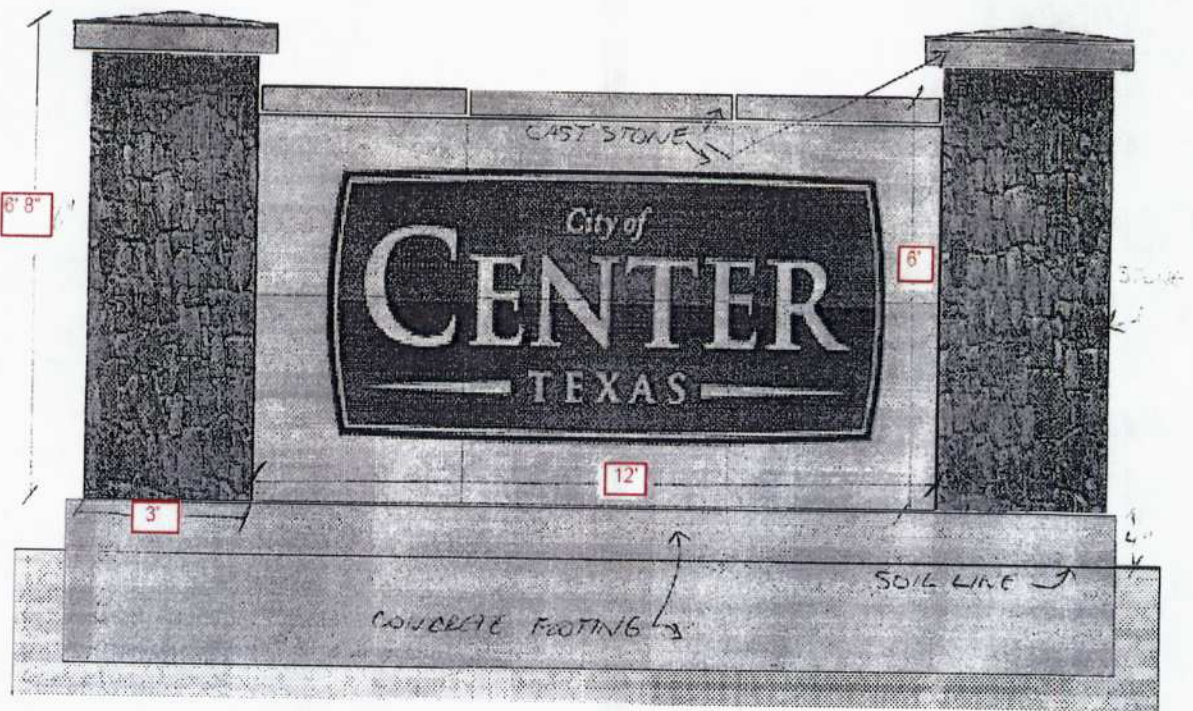
We agree to the above changes for the sum of : _____ ADD \$2,550.00
New contract amount : _____ \$19,550.00

Authorized Signature:

Eric L. Berry

Owner Acceptance: The above prices, specifications and conditions are satisfactory and hereby accepted.

Signature _____



RELAY FOR LIFE OF SHELBY COUNTY

May 09, 2018

City of Center
City Council

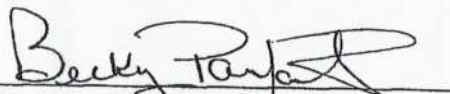
To whom it may concern:

The Relay For Life of Shelby County would like to honor all our cancer survivors by planting a tree in their honor at the Windham Civic Center on June 2. We would like there to be a living reminder of the strength and courage that they have shown through their cancer journey. That no matter what storms may rage or how great the winds may blow...they stand strong and true. We would like to plant a living oak or a tree of your recommendation that will stay green all year. And we would eventually like to put up a modest marker that would say "In Honor of all Shelby County Cancer Survivors". We are not sure at this time what we would put there but it would be small and sit at the trunk of the tree. Maybe an engraved stepping stone or wooden/metal sign.

We respectfully ask you to consider our request to plant a tree in honor of all our cancer survivors. We would love to have the initial tree planting or dedication to happen at our event this year on June 2 which is already schedule at the Civic Center.

Thank you so much for your time and consideration in the matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Becky Parfalt", written over a horizontal line.

Becky Parfalt, Event Lead
Cell Phone: 936-332-3456



Center Youth Baseball

**PO Box 991
Center, TX 75935**

Dear City Council,

Recently we had an entrance donated to the front of Center Park at the Center Boys Ballfields. When it is completed, it will look similar to that at Port-a-Cool Park. The Center Youth Baseball board is wanting to have a fence installed across the front of the property on each side of the new entrance. It would stretch from the woods all the way to the new tennis courts at the High School. The fence will be black and 6 feet tall. Not only would this enhance the overall appearance of the Park but also would help with security issues and the State Tournaments that we host each year. We are asking council to loan us the funds to have the fence put up now and in return we would use the proceeds from the World Series to pay it back. There were 3 bids given with Berry and Clay being the best bid at \$9200. They are also using a little better fencing product.

Sincerely,

Jason Mitchell
President
Center Youth Baseball
(936) 488-2863

100 Courthouse Square, A-101
Center, Texas 75935
936-598-3682



936-598-8163 Fax
www.shelbycountychamber.com
info@shelbycountychamber.com



May 7, 2018

City of Center
Mr. Chad Nehring, City Manager
Post Office Box 1744
Center, Texas 75935

Mr. Nehring:

On behalf of the Shelby County Grill Fest barbecue cook-off committee of the Shelby County Chamber of Commerce I am writing to seek permission from the City of Center to close Civic Center Drive from the back corner of the Windham Civic Center property to Express Boulevard from noon on Friday, June 8 until 8:00 p.m. Saturday, June 9.

With the road closure it would offer more set-up space for the cook teams in a tail gate fashion. Shelby County Grill Fest is sanctioned by the Lone Star Barbecue Society to attract more cook-off teams from around the state. We have received exposure through their website and have had past entries from three states.

The barbecue judging will be held inside the Civic Center in Foster Hall. All other activities will be held outside.

The Chamber would also like to request that if there are outlets by the Civic Center sign at Hurst St. and Express Blvd. that we might be able to use "Air Dancers" at that location. Also, in the past we have found that one dumpster is not sufficient for the amount of trash and would like to request an additional dumpster for the event. We have ordered two port-a-potties to be delivered and set up per requests from cookers who are at the Civic Center all night. This will hopefully alleviate some use of the Civic Center facilities during the day as well. We are working with Pineywoods Beverage and Budweiser to have beer available during the day on June 9th. As soon as I have confirmation, or not, I will let you know.

The Chamber appreciates the assistance from the City of Center.

Most sincerely,

A handwritten signature in dark ink, appearing to read "Deborah Chadwick".

Deborah Chadwick
President, Shelby County Chamber of Commerce



617 Tenaha Street • P.O. Box 1744
Center, Texas 75935-1744

(936) 598-2941 • Fax (936) 598-2615
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THE CITY OF CENTER PURCHASING DEPARTMENT REQUESTS THAT THE
FOLLOWING VEHICLES AND EQUIPMENT BE DECLARED SURPLUS
PROPERTY:

1998 GMC PICKUP	UNIT # 5219	SEWER TREATMENT
2008 FORD PICKUP	UNIT # 5227	SEWER COLLECTION
1996 FORD PICKUP	UNIT # 5428	WATER DISTRIBUTION
1995 FORD PICKUP	UNIT # 5426	STREET
5 X 8 UTILITY TRAILER		STREET
BUSHOG ROTARY CUTTER		STREET
2 LARGE FUEL TANKS		PUBLIC WORKS
LEATHER SEATS AND CONSOLE		POLICE
1995 CROWN VIC	UNIT # 5125	AIRPORT
2001 CROWN VIC	UNIT # 5131	AIRPORT

THESE ITEMS ARE NO LONGER OF ANY USE TO THE CITY OF CENTER.

MICHAEL BOYD

PURCHASING AGENT

CITY OF CENTER TEXAS

CENTER POLICE DEPARTMENT

Jim Albers

Chief of Police

PO Box 1900 Center, Texas 75935

Phone # 936-598-2788 Fax # 936-598-7629

May 8, 2018

Dear Chad Nehring and Council:

I am requesting to add Spencer Anderson as a reserve officer. Mr. Anderson was a fulltime patrol officer until May 1, 2018 when we resigned in good standing with the CPD. Mr. Anderson would like to be part of the CPD and has requested to stay on as a reserve officer. This will give the Police Department 5 Reserves.

Thank you,

A handwritten signature in blue ink, appearing to read "Jim Albers", with a long, sweeping horizontal line extending to the right.

Jim Albers
Chief of Police

ITEMS OF INTEREST

1. Sales Tax Report.
2. Government Finance Officers Association
Distinguished Budget Presentation Award.
3. Grill Fest Information.

City of Center
Sales Tax Analysis
Historical Total Sales Tax Receipts by Month

MAY 2018

Month	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Monthly Percentage	FY 2018	Percent Change
October	257,753	335,201	245,967	244,899	228,115	231,497	238,942	8%	248,034	3.80%
November	432,948	338,279	302,511	259,984	276,664	294,255	293,524	10%	285,077	-2.88%
December	265,439	265,303	206,335	232,741	226,007	236,836	229,978	7%	235,009	2.19%
January	262,380	302,637	246,183	241,181	231,378	231,546	246,897	8%	245,441	-0.59%
February	371,088	365,493	331,108	349,611	336,519	314,037	332,583	11%	326,532	-1.82%
March	239,331	263,274	206,065	201,810	208,247	212,208	207,108	7%	223,858	8.09%
April	241,588	264,284	249,697	210,844	210,221	227,687	222,669	7%	231,114	3.79%
May	328,048	312,786	293,299	285,819	279,420	326,257	291,837	9%	332,039	13.78%
June	348,851	247,419	216,356	222,767	230,377	224,919	226,133	8%		
July	306,444	248,010	224,280	231,096	224,098	236,589	242,449	8%		
August	359,983	311,966	272,497	266,114	299,026	292,434	294,075	9%		
September	325,572	243,919	228,343	231,038	237,446	241,060	229,515	8%		
	3,739,425	3,498,572	3,022,640	2,977,904	2,987,519	3,069,326	3,055,709		2,127,104	

Monthly Allocation

332,038.60

City of Center	1%	166,019.30
4B Economic Development Corporation	0.50%	83,009.65
4A Economic Development Corporation	0.25%	41,504.83
Sales Tax for Property Tax Relief	0.25%	41,504.83
		332,038.60

YTD Change 2,063,538 3.08%



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806



April 13, 2018

The Honorable David Chadwick
Mayor
City of Center
617 Tenaha Street
Center, TX 75935

Dear Mayor Chadwick:

We are pleased to notify you that City of Center, Texas, has received the Distinguished Budget Presentation Award for the current budget from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. This has been presented to:

James P. Gibson, Assistant City Manager

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program, and we sincerely hope that your example will encourage others to achieve and maintain excellence in governmental budgeting.

Sincerely,

Michele Mark Levine
Director, Technical Services Center

Enclosure

100 Courthouse Square, A-101
Center, Texas 75935
936-598-3682



936-598-8163 Fax
www.shelbycountychamber.com
info@shelbycountychamber.com



Shelby County Grill Fest
Presented By
Farmers State Bank
Saturday, June 9, 2018

May 9, 2018

City of Center
Chad Nehring
P.O. Box 1744
Center, Texas 75935

Dear Chad,

Thank you so much for being a Gold Sponsor for the 2018 Shelby County Grill Fest, as well as the Award Sponsor. Grill Fest will be held on June 9th, with set up and cooking on the evening/night of the 8th at the Windham Civic Center. As a Gold Sponsor you may enter one cook team. Enclosed is a Cook Team Registration Form and Bean and Dessert Cook Off Form. Please return these forms by Thursday, May 31, 2018.

As a Gold Sponsor the City of Center will have recognition on all printed and electronic materials for pre- and post-event publicity, recognition on the event signage, and recognition from the entertainment stage.

As the Award Sponsor, the City of Center's name will be placed on all the competition awards. You and/or a City Representative may assist in the award presentations.

This year, we will not be using entry wristbands. In order to sample the food, food boats will be available for purchase for \$5. The food boat purchase will also include a ticket to vote for "People's Choice". Additional tickets to vote for "People's Choice" will be available for \$2 each. You will receive a total of 20 food tickets to disburse to employees/customers.

Enclosed are the Temporary Food Establishment Inspection Checklist and Fact Sheet. Please ensure these guidelines are followed and have proof of permit on site.

We are looking forward to a fun and successful Grill Fest. Thank for your more than generous sponsorships of this event!!

If you have any questions, please contact the Chamber at 936-598-3682 or email secretary@shelbycountychamber.com. For details and rule information please visit the Chamber website at www.shelbycountychamber.com

Sincerely,

Shelby County Grill Fest Committee
Shelby County Chamber of Commerce

Shelby County Grill Fest 2018

Presented by
Farmers State Bank

Chillin & Grillin'

Cooker Registration Saturday, June 9, 2018

1/2 Chicken Category

1st Place - \$1,000
2nd Place - \$750
3rd Place - \$500

Pork Spare Rib Category

1st Place - \$1,000
2nd Place - \$750
3rd Place - \$500

Brisket Category

1st Place - \$1,000
2nd Place - \$750
3rd Place - \$500

Trophies for Grand Champion and Reserve Champion

Name: _____

Head Cook: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

I have read the Non-Profit Temporary Food Service Establishments guidelines and cook-off rules and will abide by them.

Signature _____ Date _____

Mail to: Shelby County Chamber of Commerce, 100 Courthouse Square, Center, Texas 75935 before May 31, 2018.
Registration forms must be received at the address above or faxed to 936-598-8163 or emailed to
info@shelbycountychamber.com. For questions call 936-598-3682.

Sponsored by

Sanctioned by



LONESTAR BARBECUE SOCIETY



The Shelby County Chamber of Commerce is organized to promote and advance economic enrichment and development, tourism and the social and civic interest of Shelby County and adjoining areas.



Bean Cook-Off

June 9, 2018

Entry Fee: \$10 per Recipe

Name _____

Address _____

Phone _____ Email _____

Name of Recipe _____ Fee _____

Total _____



Bean Cook-Off

June 9, 2018

Entry Fee: \$10 per Recipe

Name _____

Address _____

Phone _____ Email _____

Name of Recipe _____ Fee _____

Total _____



Adult Dessert Cook-Off
June 9, 2018

Entry Fee: \$10 per Dessert

Name _____

Address _____

Phone _____ Email _____

Name of Dessert	Fee
-----------------	-----

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total _____



Adult Dessert Cook-Off
June 9, 2018

Entry Fee: \$10 per Dessert

Name _____

Address _____

Phone _____ Email _____

Name of Dessert	Fee
-----------------	-----

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total _____



Texas Department of State
Health Services

Texas Department of State Health Services Public Sanitation and Retail Food Safety Unit Temporary Food Establishment Inspection Checklist

This checklist provides a list of requirements necessary for the approval of a Temporary Food Establishment operating within the jurisdiction of the Texas Department of State Health Services. Temporary food establishment equipment and criteria may vary depending on the type of operation. Refer to the Texas Food Establishment Rules (TFER) for complete information regarding the requirements or contact PSRFSU at (512) 834-6753 for further information or view our website at www.dshs.texas.gov/foodestablishments.

***NOTE: IF THE EVENT IS TO BE HELD IN AN AREA PERMITTED AND INSPECTED BY A CITY, COUNTY OR PUBLIC HEALTH DISTRICT, YOU MUST CONTACT THAT AGENCY FOR PERMITTING. ***

- Valid permit issued by the Department. (Single / Multiple.)
- Food received from approved source (Food prepared in a private home is not allowed.)
- Potable water from an approved source.
- Hand wash station provided, warm water, waste receptacle, gravity spigot spout (Not push-button.)
- Soap, disposable towels, wiping clothes, detergent, and sanitizing chemicals provided.
- Approved hand sanitizer. (Used after handwashing.)
- Three basins provided to Wash, Rinse, Sanitize (Large enough to clean largest equipment / utensil.)
- Test strips to measure sanitizing concentration.
- Equipment adequate to cook and maintain foods at the required temperatures.
- Equipment for hot holding and cold holding, adequate to maintain Time / Temperature Control for Safety (TCS) foods at required temperatures.
- Equipment installed so that it is easily cleanable and is in clean, sound condition.
- Personnel maintaining personal cleanliness and conform to good hygienic practices. (Beard covers, hair restraints, no jewelry, fingernails neatly trimmed, outer clothing clean.)

- Personnel free from infections which may transmit foodborne illness.
(Restricted/ excluded.)
- Designated locations for employees to eat, drink, use tobacco, and store personal items.
- Single-use gloves, utensils, including ice scoops, provided to minimize handling of foods.
- Accurate food temperature thermometer. (Approved and accurate.)
- Structure constructed of corrosion resistant, durable materials.
- Overhead protection for food preparation areas shall be constructed of wood, canvas, other approved materials to protect against the weather.
- Approved subflooring surface graded to drain and controls dust. (Tarps, concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the regulatory authority.)
- Proper disposal of wastewater/ sewage
- Food contact surfaces of equipment designed for durability and easily cleanable.
- Pests controlled (Insects, rodents, and other animals.)
- Single service articles properly stored, provided, and dispensed.
- Toilet facilities conveniently located.
- Adequate, covered containers for refuse and garbage provided.
- Food protected from contamination.

*** ADVISORY: Section 228.222 (a) of the Texas Food Establishment Rules provides that "The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all time/temperature control for safety (TCS) foods, and when no health hazard will result, such as children's neighborhood beverage stands, may waive or modify requirements of these rules." Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.***



TEXAS

Health and Human
Services

Texas Department of State
Health Services

**Consumer Protection Division
Policy, Standards, And Quality Assurance Section
Public Sanitation And Retail Food Safety Unit**

PERMIT REQUIRED: Each temporary food establishment, unless operated by a non-profit **registered as a 501(C) organization**, or in an area that is under the jurisdiction of a local health authority, shall have a valid permit issued by the Department. The **single event permit** is valid for one individual food booth or unit at one specific event, and is valid for 14 consecutive days from the initial effective date. The **multiple event permit** is valid for one individual food booth or unit at multiple events for 2 years from the initial effective date. You may request a permit application by calling the Department at **(512) 834-6626** or by downloading the application from the following website: <http://www.dshs.texas.gov/foodestablishments/permitting.aspx#temp>.

The submission of the permit application and payment of the fees may be completed on-line. **NOTE: IF THE EVENT IS TO BE HELD IN AN AREA PERMITTED AND INSPECTED BY A CITY, COUNTY OR PUBLIC HEALTH DISTRICT, YOU MUST CONTACT THAT AGENCY FOR PERMITTING.**

FOOD PREPARATION: Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. **Food prepared in a private home is not allowed.** The Texas Food Establishment Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: Poultry-165°F, Ground Meats-155°F, Pork-145°F, and other Meats-145°F. Time/temperature control for safety (TCS) foods (i.e., foods which consist in whole or in part of milk or milk products, eggs, cut tomatoes, cut melon, raw seed sprouts, cooked vegetables, meat, and seafood) shall be held at 41°F or lower, or at 135°F or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided. An accurate food temperature thermometer (metal stem) shall be used to monitor the proper internal cooking and holding temperatures of TCS foods. Packaged foods shall not be stored in direct contact with water or undrained ice.

EQUIPMENT: Food, utensils and single service articles shall be protected from contamination during storage, preparation, display and service. Utensils, including ice scoops, shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed and sanitized as necessary using three suitably sized basins as follows: wash with warm soapy water, rinse in clean water and sanitize with 50 ppm chlorine or 200 ppm quaternary ammonia. Single-service articles must be provided for use by the consumers.

PREVENTING FOODBORNE ILLNESS IS A RESPONSIBILITY SHARED BY ALL INDIVIDUALS INVOLVED IN FOOD PRODUCTION, DISTRIBUTION AND PREPARATION. IF YOU HAVE QUESTIONS OR NEED FURTHER ASSISTANCE, CONTACT **THE PUBLIC SANITATION AND RETAIL FOOD SAFETY UNIT AT (512) 834-6753** or visit our website: <http://www.dshs.texas.gov/foodestablishments>.

PERSONAL HYGIENE: Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections which may transmit foodborne illness. Hands shall be washed as often as needed during food preparation. Handwash facilities shall include an insulated container with a spigot that can be turned on to allow potable, clean, warm water to flow; a wastewater container; soap; disposable towels and a waste receptacle. An approved hand sanitizer must be used after handwashing. Single-use gloves may be used in addition to handwashing. The use of tobacco or eating food in preparation and serving areas is prohibited.

WATER: A sufficient supply of flowing water from an approved source shall be provided to prepare food and to clean hands, equipment and utensils. A closed water container with a spigot may be used.

TOILET FACILITIES & WASTE DISPOSAL: Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to law. Adequate, covered containers for refuse and garbage shall be provided.

BOOTH CONSTRUCTION: Subflooring shall be graded to drain and dust shall be controlled. Floors shall be constructed of concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the regulatory authority, such as but not limited to tarps. Overhead protection above food preparation areas shall be constructed of wood, canvas or other materials to protect against the weather. Pests (flies, roaches or rodents) shall be controlled. Doors, walls, screening and other measures may be required when necessary to restrict the entrance of flying insects.

ADVISORY: Section 228.222 (a) of the Texas Food Establishment Rules provides that "The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or TCS foods, and when no health hazard will result, may waive or modify requirements of these rules." Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.

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