

TOWN OF BROOKER  
REGULAR MONTHLY COUNCIL MEETING  
FEBRUARY 10, 2026

Present: Gene Melvin, Joe Tolleson, Chris Caldwell, Linda Bennett, Charlene Thomas,  
John Maines – Zoom.  
Absent: Randy Starling  
Community: Terry Thomas

Meeting called to order by Gene Melvin, Mayor.

A motion was made by Linda Bennett to approve the minutes as presented from the January 13<sup>th</sup> regular monthly meeting. Seconded by Joe Tolleson. Motion passed.

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**John Maines – Attorney:**

1. Mr. Maines talked with the Town Council concerning the selling of the old Fire Station located at 11826 Pine Street. The Town Clerk reported that she did not receive any bids. The survey was completed by Daugherty Land Surveying. The survey showed our two buildings are encroaching on property next to us on two sides. She mentioned she had talked with Blake Hamilton about the selling of the property. She suggested to him that if they are interested in buying the property to submit to the Town how much they are willing to pay and she will give it to the Council. Mr. Maines said since the original bid had a minimum reserve amount of \$25,000.00 we could re-advertise and change the reserve amount. The Town Clerk did receive a quote from Hamilton Custom Services, LLC, Tommy Hamilton proposing an amount of \$12,500.00 for the property.

John Maines suggested to the council to make a motion accepting the survey as presented from Daugherty Land Surveying. A motion was made by Joe Tolleson accepting the survey of the property at 11826 Pine Street as presented. Seconded by Linda Bennett. Motion passed.

A motion was made by Chris Caldwell to accept the \$12,500.00 from Hamilton Custom Services for the purchase of buildings and land at 11826 Pine Street. Seconded by Linda Bennett. Motion passed.

Mr. Maines suggested we have a quit claim deed drawn up. A motion was made by Chris Caldwell for the Town Clerk to have a quit claim deed drawn up. Seconded by Linda Bennett. Motion passed. Town Clerk will contact Elise NesSmith, North Central title company in Starke.

2. The Town Clerk spoke with him concerning Jordan Davis, 18960 Charlotte Avenue, Brooker, FL not coming to the Town and getting a Zoning certificate before going to Bradford County for a permit. The Town Clerk spoke with Sawyer Maxwell, boyfriend, and told him they would need to come to the Town and pay the \$25.00 for a zoning certificate and submit a drawing of what they are wanted to do at their property. Also, the Town Clerk spoke with Aleisha, Bradford County Building/Zoning about this and Aleisha called Jordan Davis several times and advised her she needed to go to the Town of Brooker first. The Town of Brooker has an agreement with Building/Zoning that before a permit is issued a Zoning certificate from the Town has to be received prior.

Somehow a permit was issued without the Zoning Certificate from the Town. The Zoning certificate shows the set backs on the property and lets the Building/Zoning know we have approved the additions. Once the Town Clerk receives the required documentation then she forwards it to the North Central Florida Regional Planning Council for review before sending the Zoning certificate to the Building/Zoning. Mr. Maines advised the Town they have an obligation to make sure these procedures are followed. If they see anyone within the Town Limits changing the footprint of their property (adding carport, deck etc.) to let the Town Clerk know so she can check with Building/Zoning about a permit. The Town Clerk spoke with Aleshia and she has informed Rod Crawford to not do any inspections on this property until they receive the Zoning Certificate from the Town. Mr. Maines said there is possibly a penalty for homeowner by not following the procedures we have in place. Town Clerk will check with the NCFRPC about this. A letter will be sent to Jordan Davis advising her she needs to come by Town Hall and fill out paperwork for a Zoning Certificate.

**New Fire Station:**

1. Town Clerk said she did let Mark Williams know he can start working on the New Fire Station effective Wednesday morning.

**Town Clerk/Finance – Charlene Thomas:**

1. Past due water report was passed out. Still out \$438.99.
2. We will have the election of Mayor and Vice-Mayor at the March meeting.
3. She reminded all councilmembers to make sure they have joined Textmygov so they can receive text messages from the Town.
4. Community Center floors were waxed by David Hamilton. They look Great!!
5. CDBG application. She had copies of the CDBG application that applicants will need to fill out and return by March 9<sup>th</sup>. She mailed out applications to George Washington, Maxine Booth, Tony Jones, Mary Sue Willingham, Brenda Suggs, JoAnn Raulerson. Copies were available for council if they knew of anyone who might qualify.
6. I received an email from DOT requesting the Town to review and mark our water lines on a map they provided. They are resurfacing SR 231. I contacted the Mayor and he said to get with Josh Davis, Swamp cutters, and ask him to handle this. He charged us \$1100.00.
7. Old generator information was found. The generator was installed in March 2000. The Town received funds from DEP in the amount of \$34,694.00 to install the generator. The Town Clerk has contacted Florida Rural Water about a grant for a new generator but was told by Diane, FRWA, no grant available. She suggested maybe we could get a low interest loan. It was suggested the Town Clerk try and find someone who might have a grant for a generator. She said she would contact Andy Easton and see if he could find someone for us.
8. Went over Revenues and Expenditures for January 2026.

**Water Department – Gene Melvin:**

1. He reported we had several water breaks in town due to the cold weather. Swamp Cutters was contacted and they repaired them.

**Sanitation, Road/Streets, Recreation/Parks, Ground Maintenance/Mowing-Nothing to Report**

**Community Center, Town Council/Mayor – Nothing to Report**

**Old Business:**

1. At the last meeting Diane Andrews was asked about the county coming out and putting in a culvert at the end of Michigan. Also, cutting back over growth behind Community Center. She did not attend this meeting. Mayor Melvin said he would call her about this.

Checks approved: GFund – 8787-8805, WFund – 6285-6297

A motion was made by Chris Caldwell to approve the bills. Seconded by Linda Bennett. Motion approved.

Gene Melvin made a motion to adjourn. Time: 8:08p.m.

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Cecil E. (Gene) Melvin, Mayor

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Charlene Thomas, Town Clerk