

Town of Brooker
Regular Monthly Council Meeting
July 12, 2022

Present: Joe Tolleson, Gene Melvin, Chris Caldwell, John Maines, Suzanne McRee, Charlene Thomas
Community: None
Absent: Linda Bennett, Steve Acree

Meeting called to order by Gene Melvin, Mayor. Meeting start time: 7:00 p.m.
Pledge of Allegiance

A motion was made by Chris Caldwell to approve the June 14th meeting minutes as presented.
Seconded by Joe Tolleson, Motion passed.

Opening of Sealed Bids – John Maines, Attorney

1. Water Works Roof Repair

One (1) bid was received from Carlton Contracting, Inc. for repair of the Water Works Building roof. Joe Tolleson made a motion to accept the bid of \$13,013.00, utilizing ARPA Fiscal Recovery Funds, from Carlton Contracting Inc, subject to the contractor providing proof of insurance, for no less than \$1,000,000.00 and Workers Compensation insurance or an exemption certificate within 21 days of notice of acceptance of bid. Seconded by Chris Caldwell, Motion passed.

SCOP Grant Update – Town Clerk

1. The Design Contractor (Infrastructure Consulting & Engineering) has submitted the “100% Completion” plans to FDOT for review/approval. FDOT has responded with several questions to be answered by ICE, scheduled to be addressed in a video conference meeting on 7/19/22. Once those issues are resolved and FDOT gives their approval, the Town will publish an Invitation to Bid for Construction Services.
2. Joe Tolleson also noted that there has been discussion about the availability of funds for signage within the city limits.

Attorney – John Maines:

1. Gene Melvin asked Mr. Maines for follow-up direction with regard to the budget allocated for the Fire Department, specifically if the Town should continue to budget for this entity. Mr. Maines advised that since this entity is still generating some expenses, although minimal (confirmed by Bookkeeper) there should be some budgetary provision. It was suggested this question be asked of the auditor (Kara Wainwright of Reddish & White) for suggestions as how to properly handle with follow-up at the August 2022 meeting.
2. Gene Melvin relayed ongoing issues with the water tank (pressure-differential/gauges) that are being addressed, however the county (Public Works) continues to withdraw city water for their usage. Mr. Melvin would like to cease water withdrawals from all entities until these issues are resolved. Mr. Maines suggested this issue be handled through communication with the Public Works Director via Commissioner Diane Andrews. He also

recommended that it be requested that additional information be provided when water withdrawals are made, i.e., how many gallons, what dates, how much withdrawn each trip.

Fire Department – Joe Tolleson:

Nothing to report.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$361.05 in overdue accounts. Two (2) meters were locked this month, one remains locked however was resolved with a “move-out”.
2. Customers received a copy of the CCR (Consumer Confidence Report) along with the July water bills and the Certification of Delivery of that document has been completed in accordance with DEP directives.
3. A letter was mailed to the Bradford County School District regarding the condition of grounds at the Brooker Elementary School property. The grounds have since been mowed.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for the months of June and July.
2. For the months of May and June, we received \$146.71 and \$149.38, respectively, in Fines.
3. The first public hearing on the Budget for 2022/23 will be September 13th at 7:00 p.m. A motion was made by Joe Tolleson to roll back taxes for 2022/23. Seconded by Chris Caldwell, Motion passed.
4. Ms. Thomas relayed that the air conditioner in the Town Storage Building was out of order and she had made contact for repair.
5. Ms. Thomas asked for consideration to compensate both the Bookkeeper and the Town Clerk for time spent on the ARPA Fiscal Recovery Funds project (\$1000.00) as well as the SCOP Grant – Road Resurfacing Project (\$1000.00). She indicated that funding for this compensation is available under both items and provision is made for such compensation as these duties are in addition to daily job duties. This will be an agenda item for the August meeting, with full council present.
6. The tennis court, front porch of City Hall and Community Center as well as the storage building that holds chair/tables have been power washed.
7. Ms. Thomas advised that she will be meeting with Kara Wainwright of Reddish & White during the week of 7/18/22 to go over budget/audit topics.

Water Department – Gene Melvin:

1. Gene Melvin advised that he will be following up with Clyatt Well Drilling for a cost estimate for installation of a new non-potable well. This will also include a price estimate from Prestige Electric as this is a 3-phase system and will require electrical work. It is anticipated that ARPA Fiscal Recovery Funds will be utilized for this project.

Sanitation – Chris Caldwell:

1. Nothing to report.

Road/Streets – Joe Tolleson:

1. Follow-up question was presented regarding the time frames for the SCOP Grant and when actual construction would commence. It was stated that the advertisement for bid for the construction contractor could not be published until FDOT gave final approval of design

plans, which is anticipated following the aforementioned discussion between ICE and FDOT, regarding updates to their plans. Tentatively expected to begin October 2022.

Recreation/Parks – Linda Bennett (absent):

1. Charlene Thomas relayed that she and Linda Bennett were looking at new items for the park playground.

Ground Maintenance/Mowing – Steve Acree (absent):

1. Mowing is taking place as scheduled.
2. Joe Tolleson observed that the trash cans at the tennis courts were full, however had not been checked since the grounds contractor had mowed last. This will be referred to Steve Acree for follow-up.
3. Joe Tolleson also voiced concern that the fenced area by water works needs to be mowed.

Community Center Building – Mayor Melvin:

1. Follow-up provided as to the Community Center roofing project. North Florida Paint was waiting on supplies to arrive, citing “supply chain issues”, but would resume as soon as the items were received.

Town Council:

1. Nothing to report

Old Business:

1. American Recovery Plan Act (ARPA) – Fiscal Recovery Funds
 - a. Charlene Thomas expressed the need for the Town’s storage building (former City Hall) to be re-painted, utilizing ARPA Fiscal Recovery Funds. A motion was made by Joe Tolleson to pay contracted employee, Wade Huggins, \$500.00 to re-paint the storage building, utilizing ARPA Fiscal Recovery funds. Seconded by Chris Caldwell, Motion passed.
 - b. A quote was received for the 911/emergency signage from Municipal Signs, for \$22.00 per sign (anticipated 90 signs for a total expenditure of \$1980.00). A motion was made by Chris Caldwell to purchase the 911/emergency signs from Municipal Signs, utilizing ARPA Fiscal Recovery Funds. Seconded by Joe Tolleson, Motion passed.
 - c. Council members were provided an updated report of the current and estimated expenditures.

New Business:

1. Annual Review of Water Rates
The last rate change of water rates was made in October 2021 and will be on the August agenda for consideration. Gene Melvin suggested this subject be discussed with Kara Wainwright during her upcoming meeting for input as to the incremental increase, to ensure it is sufficient.


2. Additional City Sidewalk Cleanup
Four (4) areas along the sidewalk within the city limits have been identified as needing cleanup (limb cutting and removal). Town Clerk will contact A.J. Lawn Care for a quote on this project.

Checks approved: General Fund: 7825-7846 Water Fund: 5763-5772

A motion was made by Joe Tolleson to approve the bills. Seconded by Chris Caldwell. Motion passed.

Gene Melvin made a motion to adjourn. Time: 7:49 p.m.


Cecil E. (Gene) Melvin, Mayor


Suzanne McRee, Town Clerk