

TOWN OF BROOKER
REGULAR MONTHLY COUNCIL MEETING
JULY 8, 2025

Present: Linda Bennett, Chris Caldwell, Gene Melvin, Joe Tolleson, Charlene Thomas
John Maines – Zoom
Community: Terry Thomas, Jack & Trudy – EMT Affordable Lawn Care

Meeting called to order by Gene Melvin, Mayor.
Pledge of Allegiance!

A motion was made by Joe Tolleson to approve the minutes as presented from the June 10th meeting. Seconded by Chris Caldwell. Motion passed.

Bid Opening – Lawn Maintenance & Mowing:

The Town Clerk reported that 3 bids were received. This is a two year bid – effective August 1st through July 31, 2026 and 2027.

Bid #1 – Lawn Avengers Lawn Service

Liability Insurance Declaration page included showing \$500,000.00
Worker's Compensation exemption certificate – shows application
Seven months - \$8400.00 and Five months - \$5000.00 - Yearly total = \$13,400

Bid #2 – Will's Lawn Care & More

Liability Insurance Declaration page included showing \$1,000,000.00
Worker's Compensation exemption certificate enclosed
Seven months - \$8925.00 and Five months - \$4375.00 – Yearly total = \$13,300

Bid #3 – EMT Affordable Lawn Care

Liability Insurance Declaration page included showing \$300,000.00
Worker's Compensation exemption certificate shows application
Seven months - \$1140.00 and Five months - \$4700.00 – Yearly total = \$12,680

A motion was made by Joe Tolleson to go with EMT Affordable Lawn Care in the amount of \$12,680.00 for the year. Seconded by Chris Caldwell. Motion passed.

John Maines – Attorney – Zoom meeting:

He was sent the contract between the Town of Brooker and M & R Construction of North Florida. The contract was received from Ben Carter, Chief of Fire Rescue, Bradford County. At the June meeting the contract was presented to construct a new Fire Station. There was a lot of mistakes that needed to be corrected on this contract. Ben sent the Town Clerk another copy that could be edited. She corrected a lot of the mistakes and sent John Maines a copy to review. He called the Town Clerk on Wednesday, June 3rd concerning the contract. He didn't see anything about a Builders Risk Policy. This is needed in case a casualty happens before station is completed. Also, the contract showed on page 10 Section 12. Payment Terms (b) that payment terms shall be 7 days from receipt of the application for payment approved by the Town of Brooker. John felt like this should be 30 days. On page 8 Engineers Authority (a) It

mentions Engineer which the Town does not have. He felt like the Town should have an agreement with Bradford County showing who is responsible for what before we go any further with a contract. He did ask if we have a notice from the Division of State Fire Marshal showing we were awarded the funds for the Fire Station?

The Town Clerk contacted Mayor Melvin on Monday, July 7th and let him know about the conversation with John Maines. He said he would call Ben Carter and have him talk with John Maines and see if they can iron out some of these items before the July 8th meeting. John said he talked with Ben Carter and was told the Engineer will piggy back off of Sampson City since M & R Construction is building their station. John did not see any real problems with the agreement with the Contractor. Of course, this is contingent on us getting an agreement with Bradford County on who is responsible and notice of awarding of funds. John said Ben did mention something about a 6 month rule to piggy back off of Sampson. No one was sure about this. John felt like the Town needs to wait until the final public hearing meeting on August 21st with County Commissioners to make sure they pass the Resolution on the Fire assessment. Once that is complete then the Town needs to have an agreement with Bradford County Commissioners on who is going to handle what once the Fire Station is built. Town Clerk did advise Mr. Maines that we did receive a letter from Division of State Fire Marshal saying the 2024 Florida Legislature appropriated funds to support the requested project. Mr. Maines said Ben was suppose to call him back but he had not heard from him. Town Council decided to hold off on approving this contract until all questions are answered. A motion was made by Joe Tolleson to table this until the August 12th meeting. Seconded by Linda Bennett. Motion passed. Gene Melvin said Ben Carter needs to get back with John on contract. Mayor Melvin said he would call Ben Carter about this.

Charlene Thomas – Town Clerk:

1. Past due water report was passed out. Still out \$1041.02. No cut-offs this month. We did receive several payments after this report was ran.
2. All council members have completed the Form 1 due by July 1st.
3. Copies of 2024/25 budget was passed out. If anyone knows of something they would like to see added to the budget for 2025/26 to let her know. Do we want to roll back taxes this year? A motion was made by Chris Caldwell to roll back taxes. Seconded by Joe Tolleson. Motion passed. The current roll back rate is 0.2503.
4. Mayor Melvin asked at the June meeting when the year date was up with Whitehurst on street paving? The last check given to Whitehurst was February 7, 2024. The year would be February 7, 2025.
5. CCR report was mailed to all customers along with water bill on June 27th.
6. Seat #4 still needs to be filled. It was mentioned to contact Randy Starling and see if he is interested.
7. The advertisement for CDBG administrator was put in Gainesville Sun on July 10th. Proposals are due back by July 28th. We will rank them at the August 12th meeting.
8. Swamp Cutters did install a new water fountain at park.
9. Went over Revenues and Expenditures for June 2025.

Gene Melvin – Water Department:

1. The Water Tower inspection was done on July 1st – 3rd.
2. Bernard did let us know that Ring Power should have the radiator for the Generator here first of next week.
3. A bigger chlorinator line was installed by Bernard.
4. Well #2 the meter dial is not working properly. Bernard is trying to get another one installed.

Sanitation, Road/Streets, Ground Maintenance/Mowing – Nothing to report

Linda Bennett – Recreation/Parks:

1. Town Clerk reported Wade Huggins is power washing the tennis court to remove black mold. He will also power wash the front porch at Town Hall and Canopy at Community Center.
2. Joe Tolleson mentioned the spicket at the tennis court needs replacing. Terry Thomas will handle this.

New Business:

Mayor Melvin said he would contact Diane Andrews and get her to have Bradford County come out and mow the property that new Fire Station will be located each month.

Checks approved: GFund = 8637-8660, WFund = 6197-6209

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

Mayor Melvin made a motion to adjourn. Time: 7:50p.m.

Cecil E. (Gene) Melvin, Mayor

Charlene Thomas, Town Clerk