

Town of Brooker
Regular Monthly Council Meeting
June 13th, 2023

Present: Steve Acree, Gene Melvin, Joe Tolleson, Chris Caldwell, Linda Bennett, John Maines (attended virtually), Suzanne McRee, Charlene Thomas

Community: Diane Andrews (County Commissioner), Terry Thomas

Meeting called to order by Gene Melvin, Mayor. Meeting start time: 7:06 p.m.

Pledge of Allegiance

A motion was made by Steve Acree to approve the May 9th meeting minutes as presented. Seconded by Linda Bennett, Motion passed.

Attorney – John Maines:

1. Invitation to Bid – Opening of Sealed Bids for Repair of “Old Park” City Building
 - a. Three (3) bids were received in response to this invitation. Two (2) were determined to be responsive to the advertisement, which required worker’s compensation documentation and liability insurance must be provided. One (1) did not provide this information and was determined to be unresponsive, therefore not considered. The other two (2) bids were as follows:

Carlton Contracting, Inc.	\$25,637.00
V.S. Robinson Contracting, LLC	\$16,650.00 <i>(w/stipulation that 1/2 of bid be paid at onset of the project)</i>

A motion was made by Steve Acree to accept the bid from V. S. Robinson Contracting, LLC for \$16,650.00, paying \$8,325.00 at the onset of the project, utilizing ARPA funds, with the job to be completed within sixty (60) days. Seconded by Linda Bennett, Motion passed.
2. Invitation to Bid – Opening of Sealed Bids for Painting of Interior of Community Center and Offices
 - a. Two (2) bids were received in response to this invitation, both were determined to be responsive to the advertisement. Bids are as follows:

Carlton Contracting, Inc.	\$10,200.00
V.S. Robinson Contracting, LLC	\$ 8,750.00 <i>(w/stipulation that 1/2 of bid be paid at onset of the project)</i>

A motion was made by Chris Caldwell to accept the bid from V. S. Robinson Contracting, LLC for \$8,750.00, paying \$4,375.00 at the onset of the project, utilizing ARPA funds, with the job to be completed within forty-five (45) days. Seconded by Steve Acree, Motion passed. There was discussion that this project would need to be scheduled around community center rentals and scheduled council meetings.
3. Personnel Update – Town Clerk
 - a. The Town Clerk advised that she will be resigning the position of Town Clerk, with her last day being Wednesday, 7/12/23. She stated that she has enjoyed her time in this position, however, has accepted a full-time job offer with benefits.

The Clerk provided a letter to each council member advising of same. Linda Bennett made a motion to appoint Charlene Thomas to the position of interim Town Clerk, until the vacancy is filled. Seconded by Steve Acree, Motion passed. Charlene Thomas and Suzanne McRee will work to post the advertisement for the position within the week.

4. Steve Acree reported that a contractor delivering dirt to a resident had driven over the sidewalk and damaged the sidewalk. He questioned Mr. Maines as to how to proceed. Mr. Maines' counsel was for the mayor to make contact with the contractor to advise of the damage done, providing photos if possible, and request that repair be made.

Fire Department – Joe Tolleson:

Nothing new to report.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$781.72 in overdue accounts with three (3) accounts locked for non-payment.
2. June 2023 thru September 2023 is the triennial testing period for Lead & Copper in the water. The Clerk has passed out the sample bottles to the respective addresses and will be picking up samples and transporting to the laboratory in Gainesville on Thursday, 6/14/23.
3. CCR's (Consumer Confidence Reports) will be sent out along with the June water bills on 7/1/23. This information is also posted on our website and in the Bradford County Telegraph.
4. Jason Dodds will be installing the Radar Speed Signs; waiting on his availability for installation.
5. Handy-Man Fence Company will be making the installation of the new gates and barbed wire around the water works building on Wednesday, 6/14/23.
6. V. S. Robinson Contracting, LLC did submit a bid for the repair of the door at the structure over Well #2. Their bid for replacement of the door with a composite door and door jamb is for \$1,560.00, which is under the \$2,000.00 threshold as required by the procurement policy. A motion was made by Joe Tolleson to accept the bid of \$1,560.00 as submitted by V. S. Robinson Contracting, LLC, utilizing ARPA funds. Seconded by Linda Bennett, Motion passed.
7. Clerk advised that during the last month there have been four (4) emergency calls to Swamp Cutters for them to address issues at the valve, created by the homeowner, i.e., cut line between house and city water line, when homeowner tried to turn water off at site it caused damage to the valve. Discussion that this may be attributed to the age of the valves, but also that homeowners need to install cut-off valves to their homes, to avoid a need to use the city valve for water cut-off. This will be placed on a future agenda for discussion with the town attorney for recommendations.
8. The Clerk will be out of the office/office closure on the following dates: 6/28, 6/30, 7/3, 7/5, 7/7.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for the month of May 2023.
2. \$1,800.00 was paid to DEP as required by the Consent Order for failure to sample for Stage 2 Disinfection by-products in the required time frames (July 2022).
3. Ten (10) Gideon bibles were donated in honor of former council member, Jim Bryant, due to his passing earlier in the month. The cost was \$50.00.

4. Ms. Thomas went over the new insurance policy from the Florida League of Cities, effective 10/1/2023.
5. The tennis court, city hall porch and community center drive thru/canopy will be power washed this month.
6. An emergency purchase was necessary this month as the A/C in city hall stopped working. Taylor's HVAC Service assessed that there was a slow leak in the outside unit and the thermostat was not working. He provided an estimate for a new unit at the cost of \$6,250.96. Ms. Thomas contacted four (4) council members and received verbal approval to proceed as an emergency item and for him to order and install a new unit. It was installed Tuesday, 6/13/23. A motion was made by Chris Caldwell to approve the emergency item, outside of the bidding process. Seconded by Joe Tolleson, motion passed.
7. Ms. Thomas reminded that it is budget time again. She will begin her review in the upcoming weeks and asked council members to provide her with any information about additions to the budget they may have.
8. Ms. Thomas presented the idea of purchasing memorial stakes and flags with servicemen and women's names on them who have served in the Armed Forces and lived in Brooker and outside surrounding city limits. These would be displayed on Memorial and Veterans Day holidays. This is similar to the display in Lake Butler, FL. Terry Thomas has agreed to cut out the crosses and they could be stored in the Old Park city building when not in use. ARPA funds could be used for this project. The Council agreed that Ms. Thomas should gather information on this and present at the July meeting.
9. Ms. Thomas advised that she will be on vacation June 19th thru June 23rd.

Water Department – Gene Melvin:

Several issues (as noted in Clerk's report) requiring Swamp Cutters to address during this month, to include a line cut by the paving contractor and a line cut by a homeowner.

Sanitation – Chris Caldwell:

Chris Caldwell noted that there have been instances where trash cans are being damaged, or trash is being dropped out of the can while the contents are being loaded into the truck. It was discussed that individual complaints should be addressed with Wastepro by the customer by calling the number on the cans.

Road/Streets – Joe Tolleson:

Paving project is proceeding as scheduled.

Recreation/Parks – Linda Bennett:

Nothing new to report.

Ground Maintenance/Mowing – Steve Acree:

Mowing is taking place as scheduled; however, it does not appear that the contractor is mowing the children's park, and the fire hydrants need to be looked at.

Community Center Building – Mayor Melvin:

Community Center is being rented regularly.

Town Council:

Mayor Melvin expressed thanks to Jason Dodds, Bradford County Public Works, for providing a culvert and installation for the paving project.

Old Business:

- I. Grounds Maintenance Contract – Current Contract Expiring 7/31/23
 - a. The Invitation to Bid for the Grounds Maintenance Contract will be placed on the website and in the Telegraph and will include the addition of the park to the contract with mowing, weed eating & garbage along with weed control of the milled area in front of City Hall. A pre-bid tour will be conducted with Steve Acree and all prospective bidders on Saturday, 6/24/23. Bids will be reviewed at the 7/11/23 Council Meeting with the contract beginning 8/1/23.

New Business:

- I. SCOP Grant – Change Orders (Paving Portion)
 - a. Change Order 1 – 4 additional valve boxes @\$400.00 each = \$1600.00. A motion was made by Joe Tolleson to pay \$1600.00 for the additional valve boxes, utilizing ARPA funds. Seconded by Steve Acree, motion passed.
 - b. Change Order 2 – substitution of subbase = \$0.00
 - c. Change Order 3 – additional milling required @ Pinholster/Colson = \$2536.00. A motion was made by Steve Acree to pay \$2536.00 for the additional valve boxes, utilizing ARPA funds. Seconded by Joe Tolleson, motion passed.
 - d. Change Order 4 – extend Parker St 79 ft; decrease Michigan St 79 ft = \$0.00
 - e. Change Order 5 – sod quantity reduced to cover fabric overrun cost = \$0.00

Checks approved: General Fund: 8082-8105

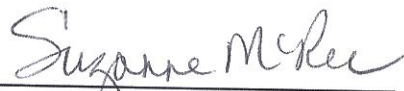
Water Fund: 5884-5897

A motion was made by Chris Caldwell to approve the bills. Seconded by Steve Acree, Motion passed.

Gene Melvin made a motion to adjourn. Time: 8:36 p.m.



Cecil E. (Gene) Melvin, Mayor



Suzanne McRee, Town Clerk