

Town of Brooker
Regular Monthly Council Meeting
May 10, 2022

Present: Joe Tolleson, Chris Caldwell, Steve Acree, Linda Bennett, Gene Melvin, John Maines, Suzanne McRee, Charlene Thomas
Community: Terry Thomas, Steve Voelker, Regina Parrish, Randy Starling (Brooker Community School, Inc.), Marty Morlan (I.C.E., SCOP Grant engineers)

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

A motion was made by Steve Acree to approve the April 12th meeting minutes as presented.
Seconded by Linda Bennett, Motion passed.

Public Comments – Randy Starling, Brooker Community School, Inc.

1. Randy Starling presented information regarding the proposed charter school, Brooker Community School, Inc. to the Council and answered questions from the Council regarding funding of the school, status of the charter application, timeline of the approval process and scheduled opening as well as the impact of the school on the Town of Brooker and how the Town can support this community project.
2. Gene Melvin noted discussion from the April 12th meeting wherein a letter received from Brooker Community School, Inc., requested a contribution towards the start-up of the proposed charter school and his request that the Council consider this thru usage of ARPA Fiscal Recovery funds, as allowed. Steve Acree made a motion that the Town of Brooker contribute \$10,000.00 from the ARPA Fiscal Recovery Funds to the non-profit entity Brooker Community School, with the stipulation that the monies be returned if the charter school is not approved. Seconded by Chris Caldwell. Motion passed with council members Melvin, Acree, Bennett and Caldwell voting in favor, and council member Tolleson voting against.

SCOP Grant Update – Marty Morlan, Infrastructure Consulting & Engineering (ICE)

1. Mr. Morlan provided the council with the status of the engineering/design portion of the SCOP Grant. ICE is currently at 60% plan completion which was demonstrated thru Mr. Morlan's presentation, with visual aids, of the streets being re-surfaced or paved. He also provided an estimate of probable construction cost. Mr. Morlan advised that the cost estimate as it relates to the allocated amount within the grant is very close. If it runs over, they will address with FDOT to request additional funding due to cost increases or further discuss with the council if the project must be scaled back.

Opening of Sealed Bids – John Maines

1. *Grounds Maintenance*
 - a. One (1) bid was received from A.J. Lawn Care for the edging of sidewalks on both sides of SR 18 to the end of the school building and cleaning the fence line at the end of Bradford Street and the School Street. Linda Bennett made a motion to accept the bid from A.J. Lawn Care in the amount of \$2000.00 for city clean up as provided

in the Invitation to Bid, utilizing ARPA Fiscal Recovery Funds. Seconded by Steve Acree, Motion passed.

2. *Community Center Roof Repair*

- a. One (1) bid was received from North Florida Painting for preparation and painting of the metal roof on the Community Center. Joe Tolleson made a motion to accept the bid from North Florida Painting in the amount of \$7,975.00 for community center roof repair as provided in the Invitation to Bid, utilizing ARPA Fiscal Recovery Funds with the stipulation that the repairs be completed within sixty (60) days. Seconded by Steve Acree, Motion passed.

Committees – Gene Melvin

No changes to current committee structure – copies will be provided at the June council meeting.

Attorney – John Maines:

Nothing to report.

Fire Department – Joe Tolleson:

Nothing to report.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$450.69 in overdue accounts. One (1) meter was locked this month; it has since been paid and unlocked.
2. The signed copy of the Interlocal Agreement for Local Option Fuel Tax Proceeds was received back in the Clerk's office without change from any of the other municipalities.
3. Public Works had been observed at the fire hydrant on several occasions filling their truck with water. When questioned they advised it was for road projects in the vicinity. The Clerk contacted Jason Dodds to ask that the City Hall office be notified prior to such usage to ensure proper equipment and maintaining a record of the amount used. Mr. Dodds indicated he would make such a call in the future. It was noted the project in question had been completed.
4. As directed in the April meeting, the Clerk made contact with Hoyer's Tree Service with the intent to provide their contact information to the council members to make necessary emergency arrangements when trees fall onto city roads. Hoyer's will be providing appropriate insurance information to have on file and the contact information will be forwarded via phone.
5. Clerk provided follow-up regarding the progress of the SCOP grant, specifically that FDOT had communicated they would give the approval to advertise for the paving company once the design plans are 90%.
6. Clerk reminded all that the office will be closed on Monday, 5/30/22, in observance of Memorial Day.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for April 2022.
2. Bookkeeper advised that she will be on vacation June 13-17 and will not be present for the June 14th Council meeting. Linda Bennett will sign all checks before that time and Ms.

Thomas will give the May and June report at the July Council meeting. All paid invoices will be prepared and available for the Council's signatures.

3. Bookkeeper advised Steve Acree that his check number 7739 in the amount of \$92.35 has not cleared the bank. This check will be voided and a new check issued.
4. A claim was submitted to the Florida League of Cities for water building repairs; they sent Servpro out to do clean-up work. The adjuster (Forest Scott) advised that it was noted the Town had cut a hole in the roof. Due to the roof leaking around the hole which caused the sheetrock and insulation to fall from ceiling following a period of heavy rain, they said our insurance will not cover this claim. They did say they would pay the Servpro bill. Ms. Thomas briefed Bernard Carter on this Monday and he said we need to repair the roof and install a skylight so that the well could be pulled thru when the need arises. Also, we need someone to put new sheetrock up and install the light fixture that is hanging. Gene Melvin presented that the roof could be repaired with metal, no skylight, and the Town contract repair/replacement of metal roof along with well repair when/if the situation presents.
5. Bookkeeper advised she had received the first bank statement for the Fire Fund and the total in that account is \$71,864.95.
6. She advised that one of the pecan trees in front of city hall is dead and will need to be cut down. Clerk will obtain an estimate for this service.
7. Gutters are needed in front of city hall to divert water from the office doors. Ms. Thomas noted that she had observed rain coming into her office under her door during a recent heavy rain storm. Clerk will obtain an estimate for this service.
8. Ms. Thomas noted the following needs and possibility of covering these needs with ARPA Fiscal Recovery funds:
 - a. Repainting of Community Center interior to include offices. It was noted this would be the first repainting since the building was constructed 17 years ago.
 - b. Installation of an asphalt milling circle driveway into the Town Hall for drop off payments. There are several washouts in the drive way that need to be filled.
 - c. Purchase of "911" emergency signs for addresses within the city limits at an estimated cost of \$1,980.00 (90 signs @ a cost of \$22.00 per sign).
 - d. Replace stained ceiling tiles in the Community Center following the roof repair.

Water Department – Gene Melvin:

1. Gene Melvin briefed with Bernard Carter prior to this meeting. He advised he had resolved an issue with low chlorine due to a pressure switch issue.
2. Gene Melvin relayed a need for non-potable well. Construction companies and different entities that have a need for water are currently receiving treated water at a cost to the city. He is receiving estimates at this time and will present a figure at the next meeting. Clerk asked if it would be possible to install a meter on the new well to ensure correct billing.
3. Bernard Carter has been asked to obtain an estimate for fire hydrant installation at the entrance of Shady Oaks. Bernard will make contact with the contractor and report back.

Sanitation – Chris Caldwell:

1. Chris Caldwell had observed Wastepro backing up on Bloxham which had previously been an issue, however it seemed to be an isolated occurrence.

Road/Streets – Joe Tolleson:

1. Issues with roads/streets are being addressed thru the SCOP grant.

2. Mr. Tolleson advised he will be on vacation in June and absent from the June council meeting.

Recreation/Parks – Linda Bennett:

1. Nothing to report

Ground Maintenance/Mowing – Steve Acree:

1. Mowing is taking place as scheduled.
2. Gene Melvin brought up the need for clean-up at the entrance of Shady Oaks subdivision, from the corner at the sign to the property line (fence). This would be covered under the existing lawn maintenance contract as an “add-on”.

Community Center Building – Mayor Melvin:

1. Nothing to report

Town Council:

1. A letter was sent under the mayor’s signature advising Dollar General of the need for cleanup, specifically grounds maintenance and general exterior upkeep.
2. Gene Melvin advised he will be absent from the June meeting due to a scheduled medical procedure.

Old Business:

1. *American Recovery Plan Act (ARPA) – Fiscal Recovery Funds*
 - a. Clerk will provide a list of potential Fiscal Recovery Funds usage, along with estimated costs, at the June meeting.

New Business:

None

Checks approved: General Fund: 7775-7798 Water Fund: 5743-5753

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: 8:27 p.m.



Steve Acree, Vice Mayor



Suzanne McRee, Town Clerk