



# TOWN COUNCIL REGULAR MEETING

Thursday, February 15, 2024 at 7:00 PM  
Council Chambers - Bristol Municipal Complex and live  
streamed Town of Bristol YouTube channel

## AGENDA

---

This meeting is held in the Bristol Municipal Complex is open for in-person participation.

The meeting is live streamed on Town of Bristol YouTube channel.

Livestream link is available on the Town Website

Bristol Indiana - YouTube

**The Council meeting will begin following the Bristol RDC organizational meeting.**

- 1. CALL MEETING TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF INVOICES**
- 6. APPROVAL OF MINUTES**
- 7. PRIVILEGE OF THE FLOOR (AKA Public Comment)**
  - a. Please state your name and address
- 8. PLANNING AND DEVELOPMENT ITEMS**
  - a. [Whilhelm Irrevocable Lifetime Family Trust request to rezone from A-1 to M-1 and M-2](#)  
Petitioner has requested to withdraw the petition.  
Consider Resolution 2-15-2024-2

### REPORTS

- 9. TOWN MANAGER**
- 10. CLERK-TREASURER**
  - a. Consider Resolution 2/15/2024-3 authorizing issuance of procurement cards.
  - b. Cancellation of Warrants
- 11. TOWN MARSHAL**
  - a. January reports

**12. FIRE CHIEF**

- [a.](#) BFD Operations Report

**13. PARK BOARD**

**14. TOWN ATTORNEY**

- [a.](#) First Reading Ordinance 3/4/2024-4 to establish a Fire protection Territory.

**15. NEW BUSINESS**

**Fire Territory update/discussion**

**16. TOWN COUNCIL DISCUSSION ITEMS**

- a. Doug DeSmith
- b. Dean Rentfrow
- c. Cathy Burke
- d. Gregg Tuholski
- e. Jeff Beachy

**NEXT MEETINGS:**

**February 21 4:00 PM special meeting to open CCMG bids and award bid.**

**February 23- Public Hearing Fire Equipment Replacement fund (Fire Territory)**

**March 4 - Joint Township Board and Town Council at 6:30 PM Fire Territory**

**17. MOTION TO ADJOURN**



**PLANNING &  
DEVELOPMENT**  
ELKHART COUNTY

Public Services Building • 4230 Elkhart Road, Goshen, Indiana 46526  
(574) 971-4678 • DPS@ElkhartCounty.com • ElkhartCountyPlanningandDevelopment.com

January 19, 2024,

Town Council of Bristol  
303 E. Vistula St.  
Bristol, IN 46507

Council,

The following is being submitted with a recommendation of **DENIAL** at the February 15, 2024, Town Council of Bristol meetings:

1. Petitioner: Barbara Christine Wilhelm, as Trustee of the Barbara Christine Wilhelm Irrevocable Lifetime Family Trust represented by Pinnacle Properties  
Petition: for a zone map change from A-1 to M-2.  
Location: north and south side of CR 23, between CR 10 & CR 14, in Jefferson Township.  
Plan Commission Vote (For Denial): Yes: 9; No: 0  
Remonstrators Present: Yes  
Development Issues: Concerns about: 1. Negative effects from existing manufacturing areas; 2. Potential negative effects on property values; 3. Increases to traffic

Sincerely,

Jason Auvil  
Zoning Administrator / Planning Manager

# Plan Commission Staff Report

Prepared by the Department of Planning and Development

Hearing Date: January 11, 2024

Transaction Number: RZ-0804-2023.

Parcel Number(s): 20-03-33-300-001.000-031, 20-03-33-300-002.000-031, 20-03-33-300-003.000-031, 20-03-33-400-007.000-031, 20-03-33-400-013.000-031, 20-03-33-400-016.000-031, 20-03-34-300-002.000-031, 20-03-34-300-004.000-031, 20-03-34-300-007.000-031, 20-03-34-300-010.000-031, 20-03-34-300-013.000-031, 20-07-03-126-001.000-019.

Existing Zoning: A-1.

Petition: for a zone map change from A-1 to M-2.

Petitioner: Barbara Christine Wilhelm, as Trustee of the Barbara Christine Wilhelm Irrevocable Lifetime Family Trust, represented by Pinnacle Properties.

Location: north and south side of CR 23, between CR 10 & CR 14, in Jefferson Township.

Adjacent Zoning and Land Uses: The following table shows the zoning and current land use for the subject property and adjacent sites.

	Zoning	Current Land Use
Subject Property	A-1	Agricultural
North	M-1, M-2	Manufacturing
South	A-1	Agricultural, Residential
East	M-1, A-1	Agricultural
West	M-2, A-1	Agricultural, Manufacturing

Site Description: The site is made up of 12 different agricultural parcels totaling 413.22 acres. All the parcels are in the town of Bristol.

History and General Notes:

- None

Zoning District Purpose Statement: The purpose of the M-2, Heavy Manufacturing, zoning district is to accommodate moderately and highly intense manufacturing uses and to prevent encroachment by residential and lighter commercial uses that would eventually lead to land use conflicts.

Staff Analysis: The purpose of this rezoning petition is to expand the manufacturing district located on the south side of Bristol.

# *Plan Commission Staff Report (Continued)*

*Hearing Date:* January 11, 2024

The staff, after reviewing this petition, recommends **APPROVAL** of this rezoning for the following reasons:

1. The requested Zoning Map Amendment complies with the Comprehensive Plan. The Bristol Comprehensive Plan calls for this area to become an employment center. Creating more employment opportunities within this site complies with the comprehensive plan.
2. The request is in character with current conditions, structures, and uses on the subject property and in its surroundings. The north, east, and west of the property are M zoned properties with industrial uses being developed.
3. The most desirable use of the subject property is agricultural or industrial.
4. The request conserves property values. The rezoning allows for new development to occur.
5. The proposed rezoning promotes responsible growth and development. This rezoning is connected to and expanding an already existing manufacturing hub, as well as the site being marked for development in the comprehensive plan.

# PLAN COMMISSION & BOARD OF ZONING APPEALS

Elkhart County Planning & Development  
Public Services Building  
4230 Elkhart Road, Goshen, Indiana, 46526  
Phone - (574) 971-4678  
Fax - (574) 971-4578

20804-2023

Rezoning - Rezoning

Date: 12/04/2023 Meeting Date: January 11, 2024  
Plan Commission Hearing (Rezoning) Transaction #: RZ-0804-2023

Description: for a zone map change from A-1 TO M-2

<u>Contacts: Applicant</u>	<u>Authorized Agent</u>	<u>Land Owner</u>
Pinnacle Properties 418 S Main St Elkhart, IN 46516	Pinnacle Properties 418 S Main St Elkhart, IN 46516	Barbara Christine Truee Wilhelm 6317 Hialeah Ct Tallahassee, FL 323092008

Site Address: 00000 County Road 23 BRISTOL, IN 46507	Parcel Number:	20-03-33-300-001.000-031 20-03-33-300-002.000-031 20-03-33-300-003.000-031 20-03-33-400-007.000-031 20-03-33-400-013.000-031 20-03-33-400-016.000-031 20-03-34-300-002.000-031 20-03-34-300-004.000-031 20-03-34-300-007.000-031 20-03-34-300-010.000-031 20-03-34-300-013.000-031 20-07-03-126-001.000-031
---------------------------------------------------------	----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Township: Jefferson  
Location: NORTH AND SOUTH SIDE OF CR 23, SOUTHWEST OF CR 10

Subdivision: Lot #

Lot Area: Frontage: Depth:

Zoning: A-1 NPO List:

Present Use of Property: VACANT LAND/AGRICULTURAL

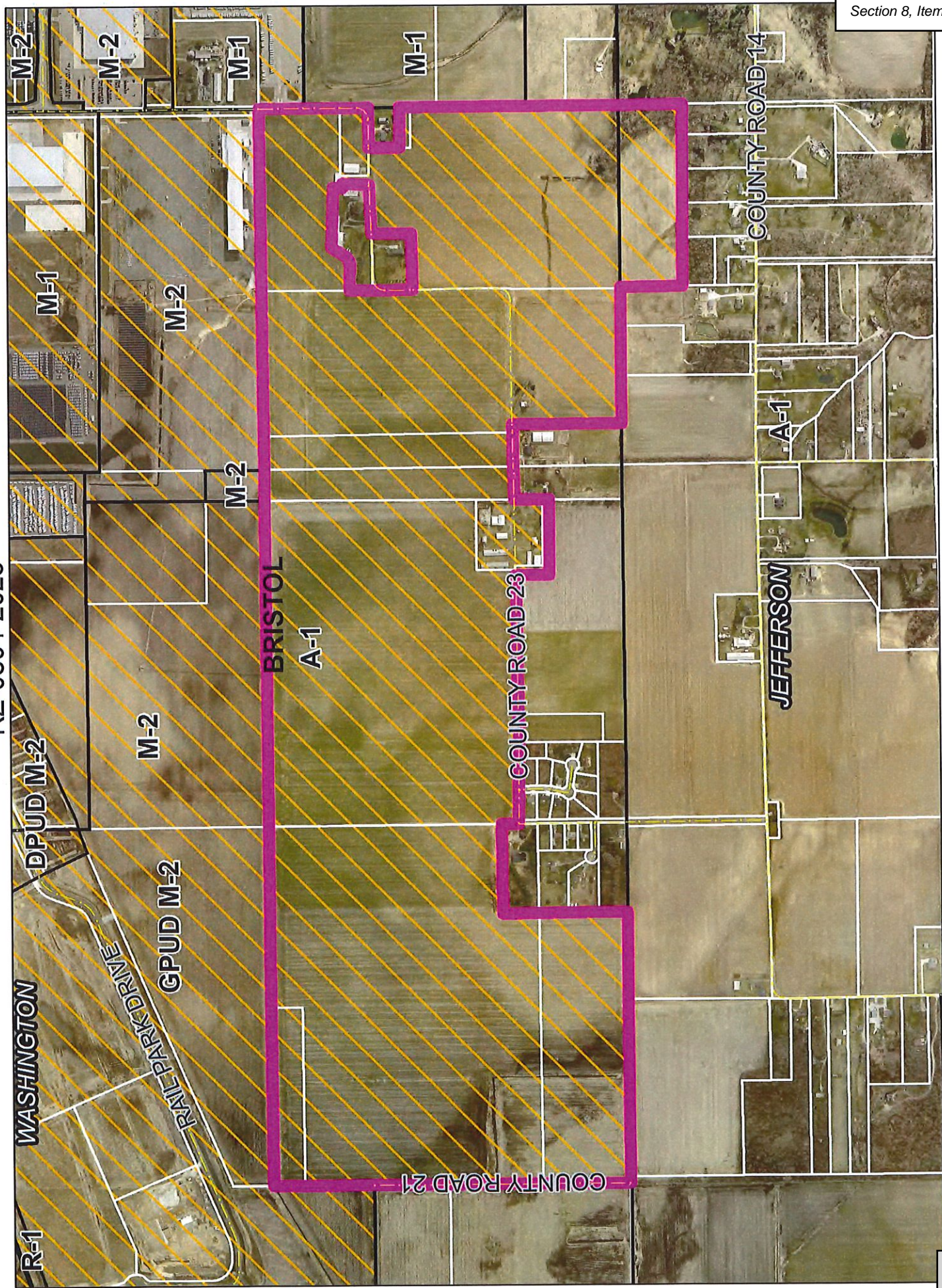
Legal Description:

Comments:

Applicant Signature: Department Signature:

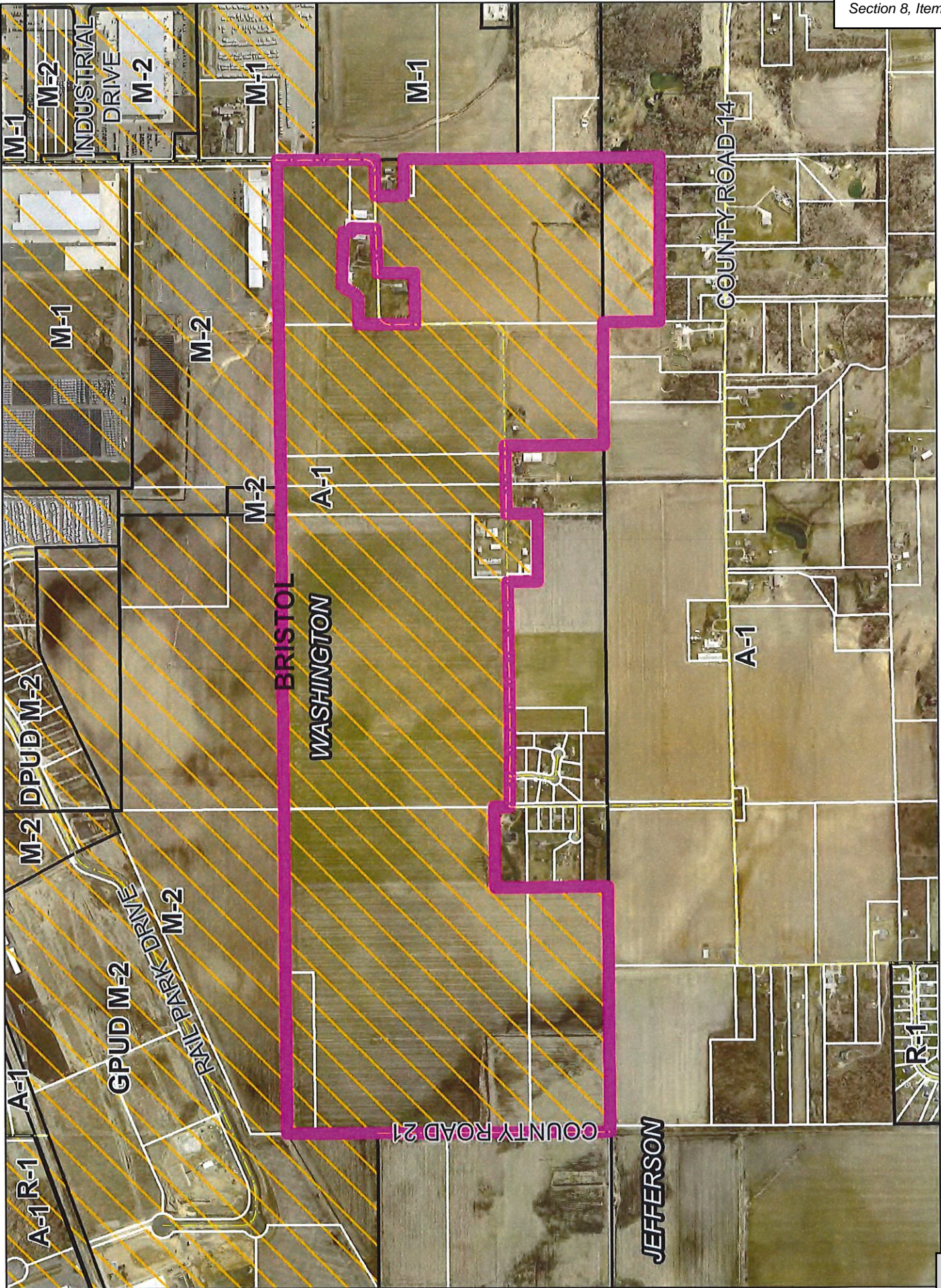
RZ-0804-2023

Section 8, Item a.



RZ-0804-2023

Section 8, Item a.



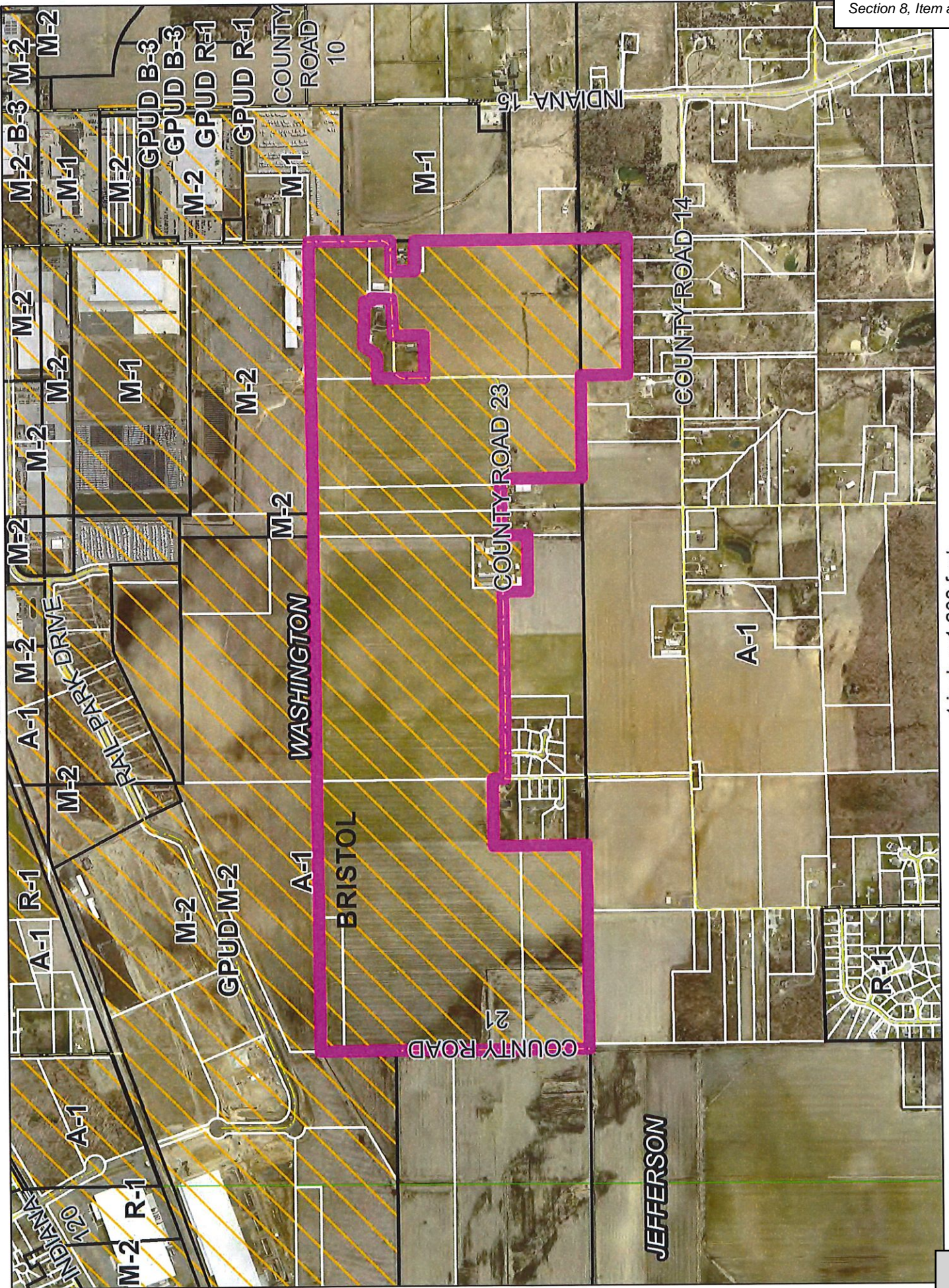
1 inch = 1,000 feet

21 Aerials



RZ-0804-2023

Section 8, Item a.



1 inch = 1,200 feet

21 Aerials

**RESOLUTION NO. BR** 2-15-2024-2

**WHEREAS**, Barbara Christine Wilhelm Irrevocable Lifetime Family Trust, represented by Pinnacle Properties submitted an application to rezone certain real estate hereinafter described from A-1 to M-2 and after proper legal notice a public hearing was held as provided by law on January 11, 2024, after which the Elkhart County Advisory Plan Commission did recommend **DENIAL** of the zone change from A-1 to M-2 and filed their recommendation with the Town Council of Bristol, Indiana.

**WHEREAS**, the petitioner submitted a written request on February 5, 2024, to withdraw its application for the zone change from A-1 to M-2.

**WHEREAS**, the Town Council of Bristol having reviewed the documents available relative to the application for the zone change from A-1 to M-2, and being duly advised, did on February 15, 2024, at their regular public meeting, vote to accept the withdrawal of the petitioner’s zone change application.

**BE IT THEREFORE ORDAINED BY THE COUNTY COMMISSIONERS FOR ELKHART COUNTY, INDIANA THAT:**

The application of Barbara Christine Wilhelm, as Trustee of the Barbara Christine Wilhelm Irrevocable Lifetime Family Trust to rezone the real estate described below from A-1 to M-2 is hereby withdrawn:

**See Attachment A.**

**ADOPTED BY THE TOWN COUNCIL OF BRISTOL, INDIANA THIS 15<sup>th</sup> DAY OF FEBRUARY, 2024.**

\_\_\_\_\_  
By  
**Jeff Beachy**

\_\_\_\_\_  
By  
**Cathy Burke**

\_\_\_\_\_  
By  
**Dean Rentfrow**

\_\_\_\_\_  
By  
**Doug DeSmith**

\_\_\_\_\_  
By  
**Gregg Tuholski**

**Attest:** \_\_\_\_\_  
**Cathy Antonelli, Clerk-Treasurer**

**Prepared and affirmed by Adam Coleson, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by laws. Adam Coleson 4230 Elkhart Rd., Goshen, IN 46526.**

Attachment A

TRACT 1

The East half (E 1/2) of the Southwest quarter (SW 1/4) of Section Thirty-four (34), Township Thirty-eight (38) North, Range Six (6) East, containing Eighty (80) acres, more or less, excepting all public highways.

ALSO EXCEPTING THE FOLLOWING: A part of the East half of the Southwest quarter of Section 34, in Township 38 North of Range 6 East, particularly described as follows: Beginning at a point in the middle of a public highway which runs East and West across the East half of the Southwest quarter of said Section about 65 rods South of the North line thereof, which point is 18 rods West of the East line of said Southwest Quarter section; thence East, following the middle of the road to the East line of said Southwest quarter section; thence South on the East line of said Quarter-section 20 rods; thence West parallel with the middle of said road 18 rods; thence North 20 rods to the place of beginning.

ALSO EXCEPTING THE FOLLOWING: Beginning at a point on the West line of the East Half (E 1/2) of the Southwest Quarter (SW 1/4) of Section Thirty-four (34), Township Thirty-eight (38) North, Range Six (6) East at its intersection with the centerline of County Road 23 where county road 23 crosses the East Half (E 1/2) of said Southwest Quarter (SW 1/4); thence East along the center line of County Road 23, twenty (20) rods; thence South sixteen (16) rods; thence West parallel with the center line of County Road 23, twenty (20) rods to the West line of the East Half (E 1/2) of said Southwest Quarter (SW 1/4); thence North sixteen (16) rods to the place of beginning, containing two (2) acres, more or less, but subject to all legal highways. ALSO EXCEPTING THE FOLLOWING: A part of the East half (1/2) of the Southwest quarter (1/4) of Section 34, Township 38 North, Range 6 East, more particularly described as follows: Beginning at an iron stake on the east line of said quarter (1/4) section where the same is intersected by a public highway now known as County Road 23 which runs east and west across the East half (1/2) of said quarter (1/4) section approximately 65 rods south of the north line thereof; thence south 88 degrees 18 minutes west along the centerline of said public road 500.91 feet to a railroad spike; thence due north parallel with the east line of said quarter (1/4) section 210 feet to an iron stake; thence north 88 degrees 18 minutes east 500.91 feet to a railroad spike on the east line of said quarter (1/4) section; thence due south along the east line of said quarter (1/4) section 210 feet to the place of beginning; containing 2.41 acres, more or less; subject to public highways.

TRACT 2

Sixty (60) acres of land off the East side of the West Half (W 1/2) of the South West Quarter (SW 1/4) of Section Number Thirty-four (34), Township Thirty Eight (38) North, Range Six (6) East, being sixty (60) rods wide and one hundred and sixty (160) rods long.

Excepting all Public Highways.

TRACT 3

A part of the Southeast Quarter of Section 33 and the southwest Quarter of Section 34, Township 38 North, Range 6 East, Washington Township, Elkhart County, Indiana, more particularly described as follows:

Commencing at the southwest corner of the Southwest Quarter of aforesaid Section 34; thence North 89 degrees 18 minutes 42 seconds East along the south line of said Southwest Quarter of Section 34, a distance of 333.80 feet; thence North 0 degrees 32 minutes 59 seconds West along the east line of the west quarter of the west half of Southwest Quarter of said Section 34, a distance of 2664.20 feet to the north line of the Southwest Quarter of said Section 34; thence South 89 degrees 14 minutes 03 seconds West along said North line, a distance of 333.05 feet to the west quarter corner of said Section 34, also the east Quarter corner of said Section 33; thence South 89 degrees 13 minutes 58 seconds West along the north line of the Southeast Quarter of said Section 33, a distance of 226.00

feet to the centerline of a ditch; thence South 0 degrees 00 minutes 52 seconds West along said ditch centerline, a distance of 1574.93 feet to the place of beginning of this description; thence South 88 degrees 53 minutes 36 seconds West parallel to the centerline of County Road #23, a distance of 508.34 feet; thence South 1 degree 48 minutes 04 seconds East, a distance of 279.66 feet to the centerline of County Road #23; thence North 88 degrees 53 minutes 36 seconds East along the centerline of County Road 23, a distance of 29.68 feet; thence South 1 degree 20 minutes 36 seconds West, a distance of 203.78 feet; thence North 88 degrees 53 minutes 36 seconds East parallel to the centerline of County Road #23, a distance of 474.52 feet; thence North 0 degrees 00 minutes 52 seconds East along said ditch centerline a distance of approximately 483.44 feet to the point of beginning of this description.

**TRACT 4**

A part of the Southeast Quarter of Section 33 and the southwest Quarter of Section 34, Township 38 North, Range 6 East, Washington Township, Elkhart County, Indiana, more particularly described as follows:

Commencing at the southwest corner of the Southwest Quarter of aforesaid Section 34; thence North 89 degrees 18 minutes 42 seconds East along the south line of said Southwest Quarter of Section 34, a distance of 333.80 feet; thence North 0 degrees 32 minutes 59 seconds West along the east line of the west quarter of the west half of Southwest Quarter of said Section 34, a distance of 2664.20 feet to the north line of the Southwest Quarter of said Section 34; thence South 89 degrees 14 minutes 03 seconds West along said North line, a distance of 333.05 feet to the west quarter corner of said Section 34, also the east Quarter corner of said Section 33 and the place of beginning of this description; thence South 89 degrees 13 minutes 58 seconds West along the north line of the Southeast Quarter of said Section 33, a distance of 226.00 feet to the centerline of a ditch; thence South 0 degrees 00 minutes 52 seconds West along said ditch centerline, a distance of approximately 2663.57 feet to the south line of the Southeast Quarter of said Section 33; thence North 89 degrees 20 minutes 55 seconds East along the south line of said Southeast Quarter, a distance of 251.47 feet; thence North 0 degrees 32 minutes 59 seconds West a distance of approximately 2664.20 feet to the point of beginning of this description.

**EXCEPTING THE FOLLOWING:**

A Part of the Southeast Quarter of Section 33, Township 38 North, Range 6 East and a Part of the Southwest Quarter of Section 34, Township 38 North, Range 6 East in Washington Township, Elkhart County, Indiana, more particularly described as follows:

Beginning at a ¼ inch iron stake at the southeast corner of the southeast quarter of said Section 33; thence north 89 degrees 32 minutes 49 seconds west along the southerly line of the southeast quarter of said Section 33 a distance of 2019.06 feet to a ¼ inch iron stake at the southeasterly corner of land conveyed to Timothy R. and Deborah Ann Gray (Elkhart County Instrument No. 94-017206); thence north zero degrees 21 minutes 25 seconds east along the easterly line of said Gray land and the northerly extension thereof a distance of 794.78 feet to a railroad spike in the centerline of County Road No. 23; thence east along the centerline of said County Road No. 23 a distance of 1244.20 feet to a one inch diameter "survey mark" nail; thence south 01 degrees 07 minutes 26 seconds west a distance of 244.72 feet to a ¼ inch iron stake; thence east a distance of 534 feet to a point in a 14 inch walnut tree; thence north 01 degrees 07 minutes 26 seconds east a distance of 244.72 feet to a ½ inch rebar in the centerline of said aforementioned County Road No. 23; thence east along the centerline of said aforementioned County Road No. 23 a distance of 556.91 feet to a 1 inch diameter "survey mark" nail; thence south 01 degrees 07 minutes 26 seconds west a distance of 813.10 feet to a ¼ inch iron stake on the southerly line of the southwest quarter of said Section 34; thence north 89 degrees 35 minutes 02 seconds west along the southerly line of the southwest quarter of said Section 34 a distance of 305.13 feet to the place of beginning, containing 40 acres, more or less; subject to public highways and any easements of record, if any.

**TRACT 5**

The Southeast Quarter of Section 33 and 20 acres of land off of the West side of the West Half of the Southwest Quarter of Section 34, being 20 rods wide East and West and 160 rods long North and South, all in Township 38 North, Range 6 East.

EXCEPTING THE FOLLOWING:

Beginning at the Southwest corner of the said Southeast Quarter of Section 33, and running East on the South line of said Quarter Section 600 feet; thence North parallel with the West line of said Quarter Section 800 feet, more or less, to the centerline of County Road Number 23; thence West on the centerline of said County Road 23 to the West line of said Quarter Section; thence South on the West line of said Quarter Section to the point of beginning.

AND EXCEPTING THE FOLLOWING:

Commencing at the Southwest corner of the Southwest Quarter of aforesaid Section 34; thence North 89 degrees 18 minutes 42 seconds East along the South line of said Southwest Quarter of Section 34, a distance of 333.80 feet; thence North 0 degrees 32 minutes 59 seconds West along the east line of the west quarter of the west half of Southwest Quarter of said Section 34, a distance of 2664.20 feet to the north line of the Southwest Quarter of said Section 34; thence South 89 degrees 14 minutes 03 seconds West along said North line, a distance of 333.05 feet to the west quarter corner of said Section 34, also the east quarter corner of said Section 33; thence South 89 degrees 13 minutes 58 seconds West along the north line of the Southeast Quarter of said Section 33, a distance of 226.00 feet to the centerline of a ditch; thence South 0 degrees 00 minutes 52 seconds West along said ditch centerline, a distance of 1574.93 feet; thence South 88 degrees 53 minutes 36 seconds West parallel to the centerline of County Road #23, a distance of 508.34 feet; thence South 1 degree 48 minutes 04 seconds East, a distance of 279.66 feet to the centerline of County Road #23; thence North 88 degrees 53 minutes 36 seconds East along the centerline of County Road 23, a distance of 29.68 feet; thence South 1 degree 20 minutes 36 seconds West, a distance of 203.78 feet; thence North 88 degrees 53 minutes 36 seconds East parallel to the centerline of County Road #23, a distance of 474.52 feet; thence South 0 degrees 00 minutes 52 seconds West along the southerly extension of aforementioned ditch centerline, a distance of 605.21 feet to the south line of the Southeast Quarter of said Section 33; thence North 89 degrees 20 minutes 55 seconds East along the south line of said Southeast Quarter, a distance of 251.47 feet to the point of beginning of this description. Containing 40.43 acres more or less.

**TRACT 6**

The Northeast Quarter of Section 33, Township 38 North, Range 6 East, excepting therefrom the following-described tract: 20 acres out of the Northeast corner of the South Half of the Northeast Quarter of Section 33, said tract running North and South 54 rods from the North line of said South Half of the Northeast Quarter and of sufficient width East and West to make 20 acres of land.

**TRACT 7**

All that part of the Northwest Quarter of Section 33, Township 38 North, Range 6 East lying South of the centerline of the Menges Ditch.

**TRACT 8**

The Southwest Quarter of Section 33, Township 38 North, Range 6 East, excepting therefrom the following: Beginning at the Southeast corner of said Southwest Quarter at a point marked by a railroad spike driven in the centerline of County Road Number 23, and running thence West on the South line of said Section 33 a distance of 660 feet; thence North 927 feet to an iron pipe; thence East 660 feet to an iron pipe on the East line of said Southwest Quarter; thence South along the East line of said Southwest Quarter 927 feet to the place of beginning.

All of the foregoing tracts are subject to the rights-of-way for any public highways and ditches, including any easements for maintenance of the same and all other easements of record.

**TRACT 9**

A part of the East Half (E 1/2) of the Southwest Quarter (SW 1/4) of Section Thirty-four (34), Township Thirty-eight (38) North, Range Six (6) East, more particularly described as follows:

Beginning at an iron stake on the east line of said Quarter (¼) Section where the same is intersected by a public highway now known as County Road 23, which runs east and west across the East Half (E ½) of said quarter (¼) section, approximately sixty-five (65) rods south of the north line thereof; thence South eighty-eight (88) degrees eighteen (18) minutes west along the center line of said public highway five hundred and ninety-one hundredths (500.91) feet to a railroad spike; thence due north parallel with the east line of said quarter (¼) section, two hundred ten (210) feet to an iron stake; thence north eighty-eight (88) degrees eighteen (18) minutes east five hundred and ninety-one hundredths (500.91) feet to a railroad spike on the east line of said quarter (¼) section; thence due south along the east line of said quarter (¼) section two hundred ten (210) feet to the place of beginning, containing 2.41 acres, more or less.

**TRACT 10**

A part of the East half of the Southwest quarter of Section 34, Township 38 North, Range 6 East, more particularly described as follows:

Commencing at an iron stake on the east line of said quarter section where the same is intersected by the centerline of County Road 23 which runs in an easterly and westerly direction across the east half of said quarter section approximately 65 rods south of the north line of said quarter section said point being the northeasterly corner of land conveyed to John F. and Patricia A. Gonser (Elkhart County Deed Record 367, Page 503); thence due south along the east line of said quarter section and the east line of said Gonser land 247 feet to an iron stake for the beginning point of this description; thence due south along the east line of said quarter section 83 feet to an iron stake at the southeasterly corner of said Gonser land; thence south 88 degrees 18 minutes west parallel with the centerline of said aforementioned County Road 23 and long the southerly line of said Gonser land 297 feet to an iron stake at the southwest corner of said Gonser land; thence due north along the westerly line of said Gonser land 113 feet to an iron stake; thence easterly 297.63 to the place of beginning; containing 0.68 acres, more or less.

**TRACT 11**

A part of the Southeast Quarter of Section 33 and the southwest Quarter of Section 34, Township 38 north, Range 6 East, Washington Township, Elkhart County, Indiana, more particularly described as follows:

Commencing at the southwest corner of the Southwest Quarter of aforesaid Section 34; thence North 89 degrees 18 minutes 42 seconds East along the south line of said Southwest quarter of Section 34, a distance of 333.80 feet; thence North 0 degrees 32 minutes 59 seconds West along the east line of the west quarter of the west half of Southwest Quarter of said Section 34, a distance of 2664.20 feet to the north line of the Southwest Quarter of said Section 34; thence South 89 degrees 14 minutes 03 seconds West along said North line, a distance of 333.05 feet to the west quarter corner of said Section 34, also the east Quarter corner of said Section 33; thence South 89 degrees 13 minutes 58 seconds West along the north line of the Southeast Quarter of said Section 33, a distance of 226.00 feet to the centerline of a ditch; thence South 0 degrees 00 minutes 52 seconds West along said ditch centerline, a distance of 1574.93 feet; thence South 88 degrees 53 minutes 36 seconds West parallel to the centerline of County Road #23, a distance of 508.34 feet; thence South 1 degrees 48 minutes 04 seconds East, a distance of 279.66 feet to the centerline of County Road #23; thence North 88 degrees 53 minutes 36 seconds East along the centerline of County Road 23, a distance of 29.68 feet; thence South 1 degree 20 minutes 36 seconds West, a distance of 203.78 feet; thence North 88 degrees 53 minutes 36 seconds East parallel to the centerline of County Road #23, a distance of 474.52 feet; thence South 0 degrees 00 minutes 52 seconds West along the southerly extension of aforementioned ditch centerline, a distance of 605.21 feet to the south line of the Southeast Quarter of said Section 33, thence North 89 degrees 20 minutes 55 seconds East along the south line of said Southeast Quarter, a distance of 251.47 feet to the point of beginning of this description.

**TRACT 12**

That part of the North half of Fractional Section 3, Township 37 North, Range 6 East, Jefferson Township, Elkhart County, Indiana which is described as: Beginning at a Point which is North 0 degrees 00 minutes East, 541.63 feet from a Point in the Centerline of County Road Number 14 which is South 89 degrees 12 minutes East, 1309.53 feet from a Point on the West line of said Section which is North (assumed bearing), 1320.00 feet from the Southwest Corner of the Northwest Quarter of said Section 3; thence North 0 degrees 00 minutes 00 seconds East, 469.04 feet; thence, South 89 degrees 47 minutes 56 seconds East, 1313.47 feet; thence, South 1 degree 29 minutes 32 seconds East, 483.36 feet; thence, North 89 degrees 11 minutes 21 seconds West, 1326.18 feet to the Point of Beginning.

RESOLUTION NO. 2-15-2024-3

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRISTOL,  
INDIANA AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the Town of Bristol, Indiana (the “Town”) is a duly formed municipal corporation within the State of Indiana governed by its duly elected Town Council (the “Council”); and

WHEREAS, the Council has the authority to enter into an agreement with the Bank of Montreal (“BMO”) for purchasing cards; and

WHEREAS, the Council finds it is in the best fiscal interest of the Town to authorize the Clerk-Treasurer to execute a Procurement Card (“p-Cards”) program on behalf of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol, Indiana, as follows:

Section 1. The foregoing Recitals are fully incorporated herein by this reference.

Section 2. The Clerk-Treasurer is authorized to enter into an agreement with BMO to secure p-Cards for each authorized employee of the Town.

Section 3. The Council hereby adopts the “Credit Card/Procurement Card Use Policy” attached hereto as Exhibit A (the “Card Use Policy”) to guide the terms, conditions, and procedures applicable to use of Town credit cards and purchase cards. In the event of any conflict between the Card Use Policy and an existing policy of the Town, the Card Use Policy shall control.

\* \* \* \* \*

RESOLVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN COUNCIL OF THE  
TOWN OF BRISTOL, INDIANA

\_\_\_\_\_  
Jeff Beachy, President

\_\_\_\_\_  
Cathy Burke

\_\_\_\_\_  
Dean Rentfrow

\_\_\_\_\_  
Gregg Tuholski

\_\_\_\_\_  
Doug DeSmith

ATTEST:

\_\_\_\_\_  
Cathy Antonelli, Clerk-Treasurer



**EXHIBIT A**

**TOWN OF BRISTOL  
CREDIT CARD/PROCUREMENT CARD USE POLICY**

**[Attached]**

**TOWN OF BRISTOL**

**CREDIT CARD/PROCUREMENT CARD USE POLICY**

(A) Authority. The Town of Bristol (the “Town”) has adopted this credit card and procurement card policy to control, regulate, and effectively evaluate the use of Town-issued credit card and procurement cards for the purchasing of items necessary and beneficial to further the Town’s business. It is the intent of this policy to comply with the minimum standards set forth in the State Board of Accounts Uniform Compliance Guidelines. Should any provision of this policy conflict with those guidelines, the State Board of Accounts Uniform Compliance Guidelines is controlling and is deemed to be the policy of the Town as expressly written.

(B) Authorization. Town employees and officials may use town credit cards and purchasing cards for purchases related to the performance of Town duties when such use is in the best interests of the Town.

(C) Clerk-Treasurer to Obtain. The Clerk-Treasurer shall be permitted to apply for and obtain credit cards and purchasing cards titled for the Town for the following departments:

- (1) Clerk-Treasurer;
- (2) Bristol Town Marshal;
- (3) Town Manager;
- (4) Bristol Town Council;
- (5) Bristol Street Department; and
- (6) Bristol Water / Sewer Department.

(D) Revocation of Cards. The Clerk-Treasurer is authorized to revoke any credit cards or purchasing cards that have been used in violation of this or any other Town policy.

(E) Authorization and Log. Town credit cards and purchasing cards shall be used only with the respective approval of the Clerk-Treasurer or Town Council and shall not be used to bypass the Clerk-Treasurer’s accounting system. The Clerk-Treasurer and Town Council shall ensure that a proper accounting system or log is maintained on all credit cards and purchasing card usage.

(F) General Use; Log. The head of each department listed in Section (C), above, shall maintain a respective usage log for each card identified by card account number, with entries certified by the signature of the department head. The department head may delegate the use of the Town credit card or purchasing card but may not delegate the responsibility for providing the necessary documentation and support for expenditures to the Clerk-Treasurer, which shall remain the exclusive responsibility of the department head. The log shall include the following information:

- (1) The name and position of the individual using the Town's card;
- (2) The date the card is issued to an individual for use, the estimated amounts to be charged, the type of expenses, and the appropriation account numbers to be expended;
- (3) The date the card is returned; and
- (4) The amount charged to the card.

(G) General Use; Limitations. Town credit cards and purchasing cards shall be used for Town purposes only. No personal use of a Town credit card or purchasing card is allowed, even if an employee offers to reimburse the Town for the employee's personal use of a Town credit card or purchasing card. Any individual will have a limit of \$500.00 for purchases. Individuals must obtain written approval from their Department Head for charges exceeding \$500.00. At no time may the total outstanding balance on any credit card or purchasing card exceed \$2,500.00. Subject to such limitation, the permissible use for said credit cards and purchasing cards are as follows:

- (1) Employee overnight accommodation expenditures;
- (2) Travel expenses;
- (3) Tuition for training or seminars; and
- (4) Emergency equipment or supply expenditures which either by the emergency nature of the need or the ability to obtain an extremely favorable price will not allow the expenditure to await the normal pre-approval by the Town Council.

(H) Prohibited Use; Misuse. Any misuse of a Town-issued credit card or purchasing card may result in disciplinary action up to and including termination. Credit card and purchasing card charges that do not meet audit requirements, including the imposition of sales taxes for which the Town is otherwise exempt, are the personal responsibility of the employee authorizing the charge. The Town will take all necessary steps to obtain reimbursement of the charges which do not meet audit requirements from the employee authorizing the charge, including, but not limited to, the garnishment of the charging employee's Town wages. Purchasing alcohol or using the card for any illegal purposes is strictly prohibited. Upon termination of employment, the employee must immediately surrender the card to the Clerk-Treasurer.

(I) Audit Requirements. Payment of credit card and purchasing card bills shall be subject to the audit requirements of accounts payable vouchers in conformity with I.C. 5-11-10, et seq., and I.C. 36-4-8, et seq., and the regulations of the Indiana State Board of Accounts. Itemized receipts are required for all credit card and purchasing card purchases, including restaurant charges. Payment will not be made on the basis of a credit card or purchasing card statement. Signed charge slips showing a total charge only, without an itemization of items purchased, are not acceptable. It is the personal responsibility of the employee authorizing the charge to obtain proper itemized receipts.

(J) Interest and penalties. All claims for payment must be properly itemized and documented. Improperly itemized or documented charges, as well as all interest, carrying charges

and/or penalties incurred due to late filing or delay in forwarding proper documentation, shall be the personal responsibility in the individual credit card or purchasing card user.

(K) Lost or stolen cards. All Town credit cards and purchasing cards must be kept in a secure location. The Clerk-Treasurer shall be notified immediately if a credit card or purchasing card is lost or stolen. If a credit card or purchasing card is lost due to the negligence on the part of a town employee, the employee shall be personally responsible for any and all expenses incurred on the lost credit card or purchasing card.

(L) Internal Controls; Designated Officer. The Town shall designate an officer other than the Clerk-Treasurer to review the transactions listed on the credit card and purchase card statements in order to ensure there is sufficient documentation and inclusion in the claim to the Town Council. This designated official must ensure the card statements and accounting system or log provides accurate, relevant, and timely information. The designated official must authorize their review by initialing or signing the necessary documentation.

(M) Employee Training; Best Practices. The Clerk-Treasurer or the officer designated in Section (L), above, is responsible for the training and education of Town employees on the proper use of Town credit cards and purchasing cards and the requirements of this Policy. The Clerk-Treasurer or the officer designated in Section (L), above, must evaluate and adjust these internal controls and policies on a regular basis for personnel changes, newly elected officials, financial fluctuations, et cetera, to ensure the Town is complying with the internal control standards as set forth by the State Board of Accounts.

References: Resolution Nos. 6-21-12(D), eff. June 21, 2012; and 02-05-2024-3, eff. Feb 15,2024.

# Elkhart County Public Safety Communications Center

## Number Of Calls Report by Department

Section 11, Item a.

First Date: 01/01/2024

Jurisdiction: ECC

Last Date: 01/31/2024

---

	<i>Department</i>	<i>Number</i>
1	4	203
	<i>Total:</i>	203

---

**Bristol Police Department**  
**January 2024**

<b>Traffic Enforcement:</b>	Citations: 24
	Warnings: 31
<b>Calls for Service:</b>	309
<b>Calls:</b>	203
<b>Vehicle Crashes:</b>	Property Damage: 10
	Personal Injury: 2
	Fatal: 0
	Leaving Scene: 0
<b>Criminal Enforcement:</b>	Cases Taken: 31
	Cases closed by arrest: 3
	OWI: 0 Felony: 1
	Poss. Drugs and/or Paraphernalia: 2
<b>Junk &amp; Abandoned Vehicles:</b>	Tagged: 0
	Fixed or Removed: 0
<b>Impounded Vehicles:</b>	6
<b>Miles Driven:</b>	12,646

**Criminal Enforcement:** January brought us several investigations, having investigated 41 cases. We investigated 1 theft, 2 frauds, 2 warrant arrests, 2 criminal trespass, 1 criminal mischief, 1 battery, 1 Felony OWI and 2 possession of marijuana. We continue to investigate several cases from this and previous months. As always, we wish to remind everyone that there are still many scams or attempts. Always know who you are dealing with and never give out pertinent information over the phone.

**Traffic Enforcement:** In January officers investigated 12 vehicle crashes of these 2 resulted in personal injury. Officers issued 24 traffic citations, addressing speed, signal and sign violations. There were 11 of our citations that were for driving while license suspended or never receiving a license. They also issued 31 written warning tickets. As always, please drive defensively and never text and drive. Always wear safety restraints properly – **THEY DO SAVE LIVES**

### **Public Relations**

Please report any suspicious activity when you see it. Our continued work together can only make our community better and safer. Our thanks to all for your continued support and cooperation.

Together we can make a better community

Respectfully,  
Michael W. Albin, Marshal

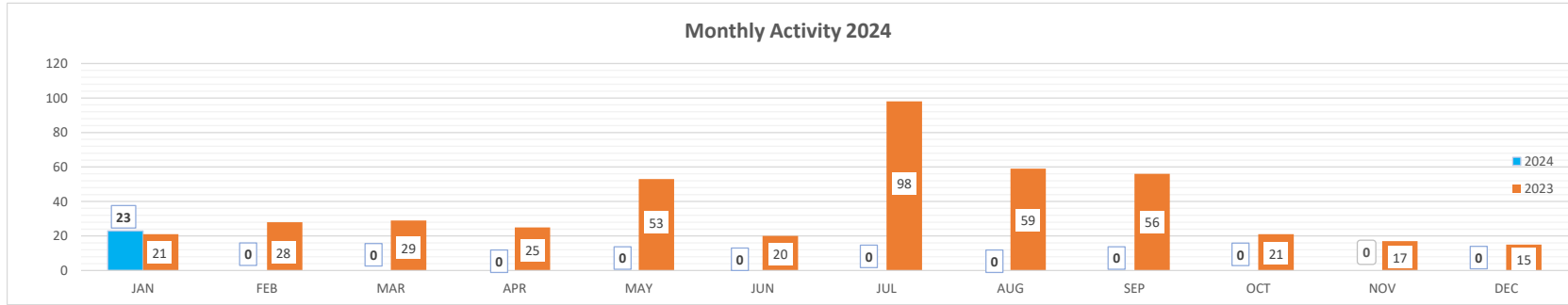
## Code Enforcement Dashboard 2024

Section 11, Item a.

Measure	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Current 2024	2023	Warning Issued	Notice Issued	Parking Citation	Impound	Violation Corrected	Unfounded	Open	
<b>Scoring Value</b>																						
Abandoned & Junk Vehicles (Property)	0	0	0	0	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0	0	0	0
Abandoned & Junk Vehicles (Street)	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Animals	1	0	0	0	0	0	0	0	0	0	0	0	1	11	1	0	0	0	1	0	0	0
Bicycles & foot scooters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Carts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
High Grass	0	0	0	0	0	0	0	0	0	0	0	0	0	144	0	0	0	0	0	0	0	0
Illegal Parking	11	0	0	0	0	0	0	0	0	0	0	0	11	140	11	0	0	0	9	0	2	0
Improper disposal of trash	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Litter & Dumping	0	0	0	0	0	0	0	0	0	0	0	0	0	23	0	0	0	0	0	0	0	0
Loud Noise or disturbing the peace	1	0	0	0	0	0	0	0	0	0	0	0	1	2	1	0	0	0	1	0	0	0
Nuisance issues	0	0	0	0	0	0	0	0	0	0	0	0	0	26	0	0	0	0	0	0	0	0
Snowmobiles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Snow and Ice from sidewalk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Signs and devices	2	0	0	0	0	0	0	0	0	0	0	0	2	35	2	0	0	0	2	0	0	0
Trash on property	2	0	0	0	0	0	0	0	0	0	0	0	2	3	2	0	0	0	2	0	0	0
Trees & Bushes	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0
Weeds & Rank Vegetation	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Vehicles for sale on grass	1	0	0	0	0	0	0	0	0	0	0	0	1	9	1	0	0	0	1	0	0	0
Other	5	0	0	0	0	0	0	0	0	0	0	0	5	22	5	0	0	0	5	0	0	0
<b>TOTAL</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>442</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>2</b>	<b>0</b>

Citizens' complaints	6	0	0	0	0	0	0	0	0	0	0	0	6
Code enforcement officer	17	0	0	0	0	0	0	0	0	0	0	0	17

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Chicken Permits Issued	0	0	0	0	0	0	0	0	0	0	0	0	0



2023      21      28      29      25      53      20      98      59      56      21      17      15





# BRISTOL FIRE DEPARTMENT

405 E. ELKHART STREET  
BRISTOL, IN. 46507  
Office 1-574-848-4155 / Fax 1-574-848-0459



Section 12, Item a.

Nicholas J. A. Kantz Fire Chief

James A. Hanes Jr. Assistant Chief

---

## **February 2024 Operations Report:**

**We responded to 87 calls in January.**

**We had 397 responses in January.**

## **Staffing:**

We are currently short 1 Fulltime Firefighter/EMT but are currently filling that position with parttime staff.

## **Additional:**

Over the last 3 months we have had 8 firefighters complete and pass a State Certified Driver Operator Engine, Driver Operator Tanker/Mobile Water, & Driver Operator Ariel class. We will now be able to teach these classes here.

On Wednesday Asst. Chief Hanes and I went to Sutphen for a preconstruction meeting for the new engine.

**Thank you,  
Nicholas J.A. Kantz  
Fire Chief**

ORDINANCE NO. 3/4/2024-4

AN ORDINANCE TO ESTABLISH THE BRISTOL WASHINGTON TOWNSHIP FIRE PROTECTION TERRITORY, AND TO ADOPT THE BRISTOL WASHINGTON TOWNSHIP FIRE PROTECTION TERRITORY AGREEMENT, AND TO ESTABLISH AN EQUIPMENT REPLACEMENT FUND

WHEREAS, the Town of Bristol, Indiana (the “Town”) is a duly formed municipal corporation within the State of Indiana governed by its duly elected Town Council (the “Council”); and

WHEREAS, Indiana Code § 36-8-19 permits two (2) or more participating units of local government to establish a fire protection territory to provide fire protection services to those participating units; and

WHEREAS, the Town and Washington Township, Elkhart County, Indiana (the “Township”) currently collaborate with each other to provide or receive fire protection and emergency medical services within the Town and the Township through a contractual agreement with the Bristol Fire Department Corp., an Indiana nonprofit corporation (the “Fire Department”); and

WHEREAS, the Township and the Town are contiguous to one another; and

WHEREAS, in the formation of a fire protection territory, the participants are permitted to establish an Equipment Replacement Fund pursuant to Indiana Code § 36-8-19-8.5; and

WHEREAS, the Council and the Board of the Township have determined that it will be in the best interests of the citizens of their units of government to enter into an interlocal agreement to form a fire protection territory pursuant to Indiana Code § 36-8-19.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Bristol, Indiana, as follows:

Section 1. The foregoing Recitals are fully incorporated herein by this reference.

Section 2. The Council hereby joins together with Board of the Township, both of Elkhart County, Indiana, under the provisions of Indiana Code § 36-8-19, et seq. to establish a fire protection territory called the “Bristol Washington Township Fire Protection Territory” (the “Territory”).

Section 3. The boundaries of the Territory are and extend to the municipal boundaries of the Town and the boundaries of the Township.

Section 4. The provider unit, as defined in Indiana Code § 36-8-19-3, shall be the Township (the “Provider Unit”).

- Section 5. The participating units, as defined in Indiana Code § 36-8-19-2, shall be the Town and the Township (the “Participating Units”). All units involved shall be participating units.
- Section 6. Upon the adoption of this Ordinance by the Town and a corresponding resolution by the Township, the Participating Units agree that the property tax rates imposed on all taxable property in the Town and the Township, for the services provided by the Territory, shall be the same.
- Section 7. The agreement to establish the Territory shall include the creation of a Fire Protection Territory Operation Fund (the “Operating Fund”) by the Provider Unit, from which all expenses of operating and maintaining the fire protection services within the Territory, including repairs, fees, salaries, depreciation on all depreciable assets, rents, supplies, contingencies, and other expenses lawfully incurred within the Territory, shall be paid. The money in the Operating Fund may be used to repay any advances made by either the Township or the Town to the fund, if any, or to transfers to the Fire Protection Equipment Replacement Fund.
- Section 8. The budget for the Fire Protection Territory Fund shall be approved by the Provider Unit, subject to the procedures detailed in the Agreement titled the “Interlocal Cooperation Agreement for the Bristol Washington Township Fire Protection Territory” (the “Interlocal Agreement”). The budget shall be set in an amount sufficient to meet the expenses of operation and maintenance of fire protection services within the Territory and to maintain an appropriate operating reserve. After adoption of the fire protection budget, the Participating Units shall establish the tax levy required to fund the budget, as estimated by the Provider Unit, subject only to any applicable property tax levy controls.
- Section 9. The Interlocal Agreement shall include the establishment of a Fire Protection Equipment Replacement Fund (the “Equipment Replacement Fund”), to be used to purchase fire protection equipment, or other capital needs, including but not limited real estate or buildings. There shall be a separate levy, on all taxable property. The property tax rate for the Equipment Replacement Fund levy may not exceed three and thirty-three hundredths cents (\$0.0333) per one hundred dollars (\$100) of assessed value.
- Section 10. The Interlocal Agreement provides for the establishment of an executive board which shall perform certain administrative, planning, and operating business of the Territory with the involvement of all the Participating Units subject to the terms of the Interlocal Agreement. The Participating Units may delegate such other administrative, budget, and fiscal responsibilities of the Territory to the joint executive board of the Territory as provided for in the Interlocal Agreement.

Section 11. The Participating Units designate and establish the Provider Unit as the enforcing authority for any uniform fire and building codes of the County or State of Indiana, any ordinances or resolutions of the Participating Units pertinent to the Territory, ambulance fee schedule, fireworks or amusement permitting and inspection procedures to be enforced throughout the Territory, including but not limited to Indiana Code §§ 36-8-17-7 and 36-8-17-7.5, and to collect any fines or penalties payable to the Territory for violations of any such laws or ordinances. Enforcement may be performed through the Fire Department, which may be contracted through the joint executive board.

Section 12. The Interlocal Agreement shall also authorize the Participating Units to do all other acts provided under the provisions of Indiana Code § 36-8-19 not otherwise agreed upon or limited by the Interlocal Agreement.

Section 13. The Interlocal Agreement shall detail how property held by the Territory will be disposed if a participating unit withdraws from the Territory or the Territory is dissolved.

Section 14. All prior Resolutions, Ordinances, or parts thereof that are inconsistent with any provisions of this Ordinance are hereby repealed.

Section 15. A copy of the Interlocal Agreement is attached hereto and included as part of and incorporated by reference into this Ordinance and enforceable as an Ordinance of the Town and pursuant to the Laws of the State of Indiana.

Section 16. In accordance with Indiana Code § 36-8-19-6(f), this Ordinance is hereby adopted as of the date set forth below and shall take effect as of July 1, 2024.

\* \* \* \* \*

ORDAINED THIS \_\_ DAY OF MARCH 2024.

TOWN COUNCIL OF THE  
TOWN OF BRISTOL, INDIANA

\_\_\_\_\_  
Jeff Beachy, President

\_\_\_\_\_  
Cathy Burke

\_\_\_\_\_  
Raymond Dean Rentfrow

\_\_\_\_\_  
Gregg Tuholski

\_\_\_\_\_  
Doug DeSmith

ATTEST:

\_\_\_\_\_  
Cathy Antonelli, Clerk-Treasurer