



# TOWN COUNCIL REGULAR MEETING

Thursday, June 20, 2024 at 7:00 PM

Council Chamber Bristol Municipal Complex

## AGENDA

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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

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF INVOICES**
6. **APPROVAL OF MINUTES**

### REPORTS

#### 7. **TOWN MANAGER**

- a. Approve proposal from Lori Shipmen Consulting to be independent Davis Bacon Administrator for the water infrastructure project. Not to exceed \$28,250  
Cost falls within the project budget.
- b. Reappoint Luara Elliot to the Bristol Library Board
- c. Consider relocating Town Clock to Memorial Park or Town Hall. Or another location.
- d. Committee recommendation for new Commerce Drive sign
- e. Agreements and Notice of Award for waterworks projects. JPR.
- f. Emergency water main replacement on Indiana
- g. Brief report on projects

#### 8. **CLERK-TREASURER**

- a. Permission to convert existing 84m Certificate of Deposit at \$300K to a 7 month CD at First State Bank at 4.75%, Bank will waive \$15K early withdrawal penalty. An approximate earning of \$8,300 in interest.

**9. TOWN MARSHAL**

- [a.](#) May BPD report
- [b.](#) BPD call report for May
- [c.](#) Code enforcement May report

**10. FIRE CHIEF**

- [a.](#) BFD June, 2024 Operations Report, False Alarm & Call Report and Fireworks Safety Tips

**11. PARK BOARD**

**12. TOWN ATTORNEY**

- [a.](#) Annexation Mottville Road and CR 10 properties

**13. NEW BUSINESS**

**14. PRIVILEGE OF THE FLOOR (Public Comments to Council)**

- [a.](#) Please state your name and address | 3-minute guideline for comments

**15. TOWN COUNCIL DISCUSSION ITEMS**

- [a.](#) Doug DeSmith
- [b.](#) Dean Rentfrow
- [c.](#) Cathy Burke
- [d.](#) Gregg Tuholski
- [e.](#) Jeff Beachy

**NEXT MEETINGS:**

**July 8, 3:00 special meeting to open bids and award project for 2024-1 CCMG**

**July 16, 2024 Work Session**

**July 18, 2024 Council meeting**

**16. MOTION TO ADJOURN**



Lori  
Shipman  
5-30-2024

## Company Overview

Lori Shipman Consulting, LLC is a boutique company that specializes in grant writing and grant administration services for rural communities. We offer expertise in multiple federal funding sources, including USDA, US EPA, and OCRA (HUD). In addition to grant writing, Lori Shipman Consulting provides related administration services such as labor standards, environmental review, land acquisition and income surveys. Our business philosophy is to work exclusively with a small number of clients so that we may offer individualized attention and high-quality, personal oversight for projects. We are strictly focused on project funding for infrastructure and community development projects; therefore, we work daily with the rules and regulations associated with federal funding such as Davis Bacon, Section 106, Uniform Relocation Act, and environmental review.

Our President, Lori Shipman, has been a certified Grant Administrator since October 2009. To maintain this certification, Lori regularly completes continuing education classes in such topics as federal contracting, Davis Bacon, and labor standards review, to ensure the most up to date guidelines and regulations are being met for our clients.

## Our Team

*Lori Shipman, President*– Lori began her career working in the nonprofit sector as a fundraising and grant writing professional. In 2008, after moving to a rural community and realizing the challenges rural communities face in accessing state and federal funding resources for infrastructure and community development projects, she opened Lori Shipman Consulting. Since that time, she has worked with city, town and county governments, as well as economic development organizations, on a variety of federal and state funded projects. Lori has a BS in Public Affairs from Indiana University and is a certified grant administrator.

*Kenneth Baker* – Kenneth is retired from Eli Lilly and Company where he worked in Industrial Maintenance for 32 years. He began his career as Trades Helper and was quickly promoted to a “C” Level Pipe Fitter and then into supervisory and management roles. As the Department Head of General Maintenance for both the Technology and the Manufacturing facilities of Eli Lilly in Indianapolis, Kenneth was responsible for hiring and training skilled-trades personnel, establishing construction and maintenance programs and ensuring contractor compliance. As a contractor for Lori Shipman Consulting, he offers general construction knowledge; skilled trades program knowledge; certified payroll review; and on-site employee interviews. Kenneth has 36 credit hours of Industrial Engineering credits from IUPUI and an Indiana real estate license.

## **Related Labor Standards Project Experience**

*Columbia City-SDI Sewer Replacement (2019)* – Lori Shipman Consulting worked with the City of Columbia City on an SRF funded construction project to replace distribution lines to SDI from Columbia City. Services included: wage determination; review and approval of all bid documents and contract documents; Davis Bacon briefing during pre-bid meeting; Davis Bacon training for contractors and subcontractors at pre-construction meeting; verification of all contractors and subcontractors through sam.gov; placement of relevant Davis Bacon posters at the job site; collection of all employee fringe benefit enrollment documentation; collection of all apprenticeship program enrollment documentation; collection and review of weekly certified payrolls; and, on-site employee interviews.

Reference: Mayor Ryan Daniel  
112 South Chauncey Street  
Columbia City, IN 46725  
260.248.5111

*South Whitley Drinking Water Improvement Program (2017-2019)* – Lori Shipman Consulting worked with South Whitley County to obtain grant funding from OCRA totaling \$550,000, for construction of a drinking water filtration system to remove iron and manganese from the Town's water supply. The remainder of the project was funded by SRF. In addition to grant writing and administration services, Lori Shipman Consulting provided wage determination; weekly certified payroll collection and review; collection of employee fringe benefit enrollment documentation; collection of all apprenticeship program enrollment documentation; and, on-site employee interviews.

Reference: Mr. Randy Cokl, Town Council President  
PO Box 372  
South Whitley, IN 46787  
260.723.5312

*Lagrange County Regional Utility District (2017-present)* – Lori Shipman Consulting provided labor standards services during multiple phases of construction, including collection systems, lift stations and treatment plant upgrades. All monitoring services were completed to satisfaction with the funding entity, SRF.

## Scope of Services

Below is the scope of services, basic approach and designated team member with respect to Labor Standards Administration:

Labor Standards Administration for  
Bristol Municipal Utility  
Water Improvement Project

- A. Determine applicable wage decision for the project with approval from IFA/SRF (Lori Shipman);
- B. Review all bid documentation and contract documentation for compliance with Davis Bacon (Lori Shipman);
- C. Conduct Davis Bacon and certified payroll training at pre-bid and pre-construction meetings (Lori Shipman);
- D. Establish designated point of contact person for general contractor (Lori Shipman);
- E. Work with general contractor and subcontractors to ensure proper enrollment in the federal contractor database: sam.gov (Lori Shipman);
- F. Verify general contractor and all subcontractors (Kenneth Baker);
- G. Provide and post all applicable Davis Bacon wage related posters on construction site (Kenneth Baker);
- H. Participate in monthly progress meetings as needed (Lori Shipman);
- I. Obtain employee fringe benefit enrollment documentation and verify that paid fringes qualify as eligible benefits under Davis Bacon (Kenneth Baker);
- J. Obtain any apprenticeship program enrollment documentation for approved apprentices (Kenneth Baker);
- K. Obtain all certified payrolls (both for the general contractor and the subcontractors), for all applicable hours worked, during the project period from the general contractor (Kenneth Baker);
- L. Review certified payrolls for compliance with the applicable wage decision and report any errors to Lori Shipman (Lori Shipman);
- M. Conduct employee interviews ensuring that 10%, or more, of workers for each contractor are interviewed, based on each contractors risk of non-compliance (Kenneth Baker and Lori Shipman);



- N. Review any non-compliance and make a report to the general contractor, engineer and the Utility Service Board (Lori Shipman);
- O. Collect documentation of any restitution paid as a result of non-compliance (Lori Shipman);
- P. Provide all appropriate forms and documents to IFA/SRF in a timely manner (Lori Shipman);
- Q. Maintain file of all documents at the Utility Service Board office and the office of Lori Shipman Consulting for a period of three years from the project completion date (Lori Shipman).

A – Q are collectively referred to herein as the “Services”. LSC warrants and represents that the Services will be performed in a diligent, professional and workman like manner. LSC shall indemnify the Tippecanoe Chapman Regional Sewer District (“District”) for any damages it sustains due to the negligent performance of Services.

### **Schedule of Fees**

Lori Shipman Consulting proposes to provide the above services for the following fees:

#### *Labor Standards Administration*

Factors: Approximately 24-month submission period for certified payrolls, estimated 2 general contractors, 8 subcontractors, an estimated 520 payrolls to be reviewed, up to 10 site visits and SRF documentation completion. Provided however, the District may terminate LSC at any time. If the District terminates LSC it shall pay LSC for all work performed through the date of termination.

*Total payable to Lori Shipman Consulting, not to exceed:* \$28,250

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'Lori Shipman'.

Lori Shipman, President

May 30, 2024



Authorization to Proceed: \_\_\_\_\_

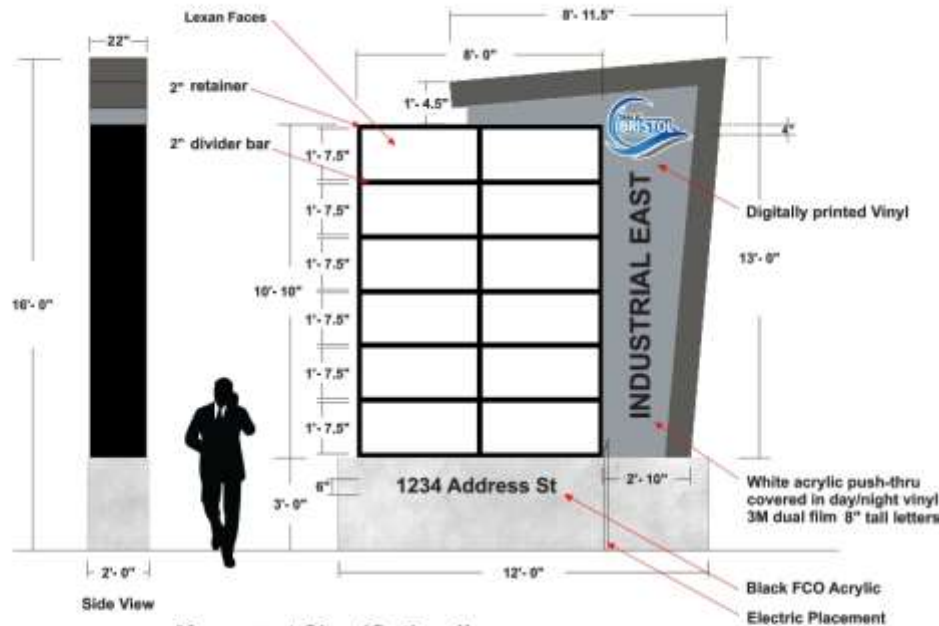
Printed Name and Title: \_\_\_\_\_

Authorization Date: \_\_\_\_\_



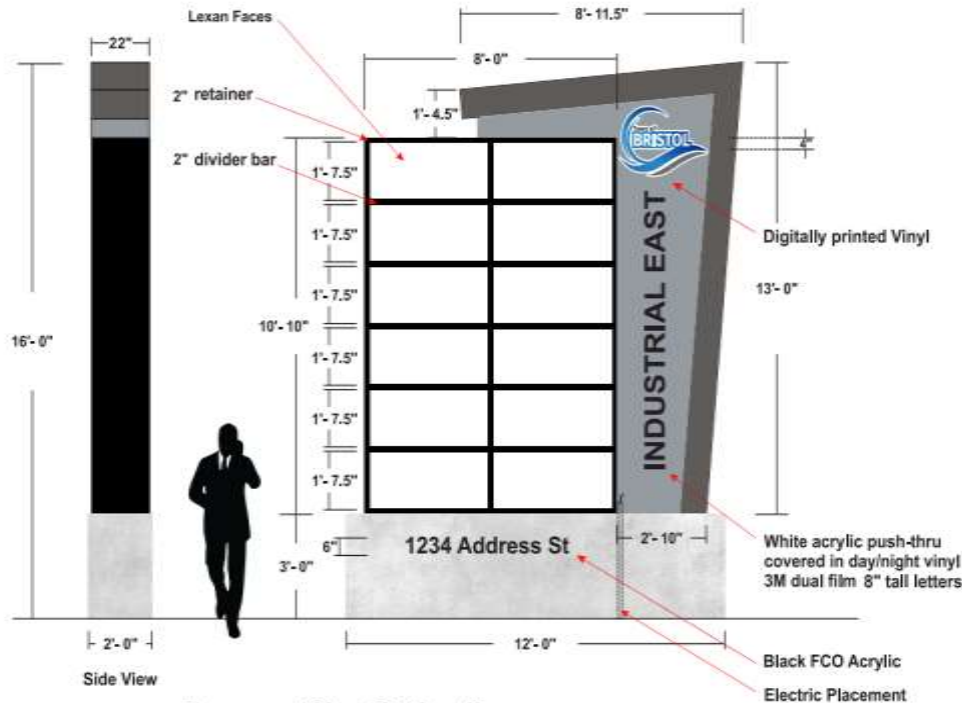


# Existing Sign



Score  
Sheet  
Proposal  
Number  
101  
Scored  
3<sup>rd</sup> place

\$76,724.00



### Monument Sign (Option 1)

- Aluminum tenant cabinet with Lexan faces
- Monument cabinet with push-thru acrylic covered in dual 3M film
- Two (2) sign cabinets bolted together
- Internally-illuminated with white LEDs
- Concrete base
- Double-sided sign

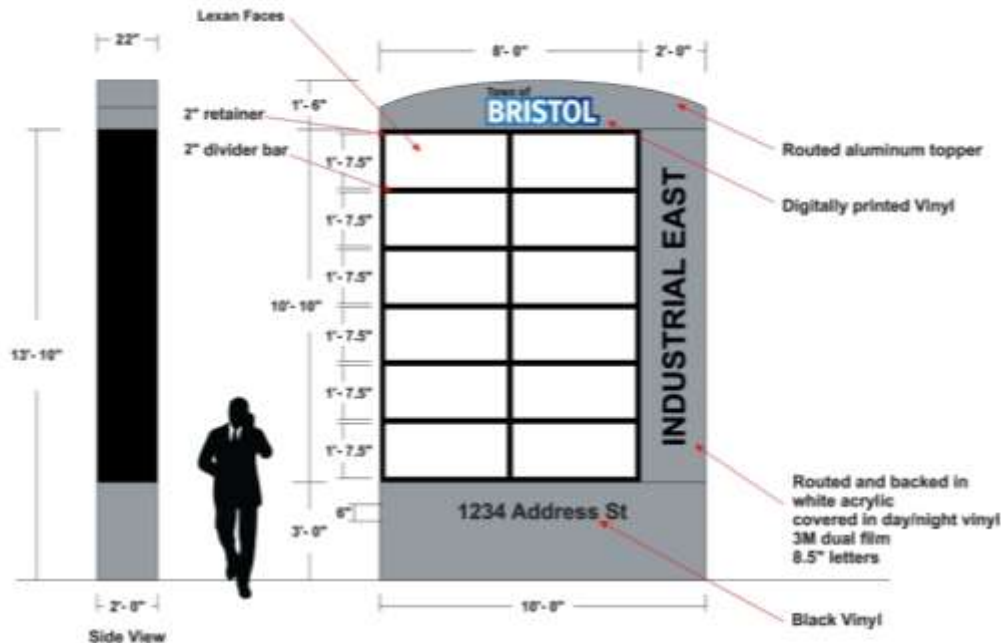
■	PMS black 4 C
■	CECO Charcoal Gray
■	CECO Tundra

Number  
101

Scored 3<sup>rd</sup>  
place

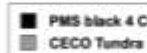
Modified.  
Elimnates  
concrete  
base

\$61,649.78



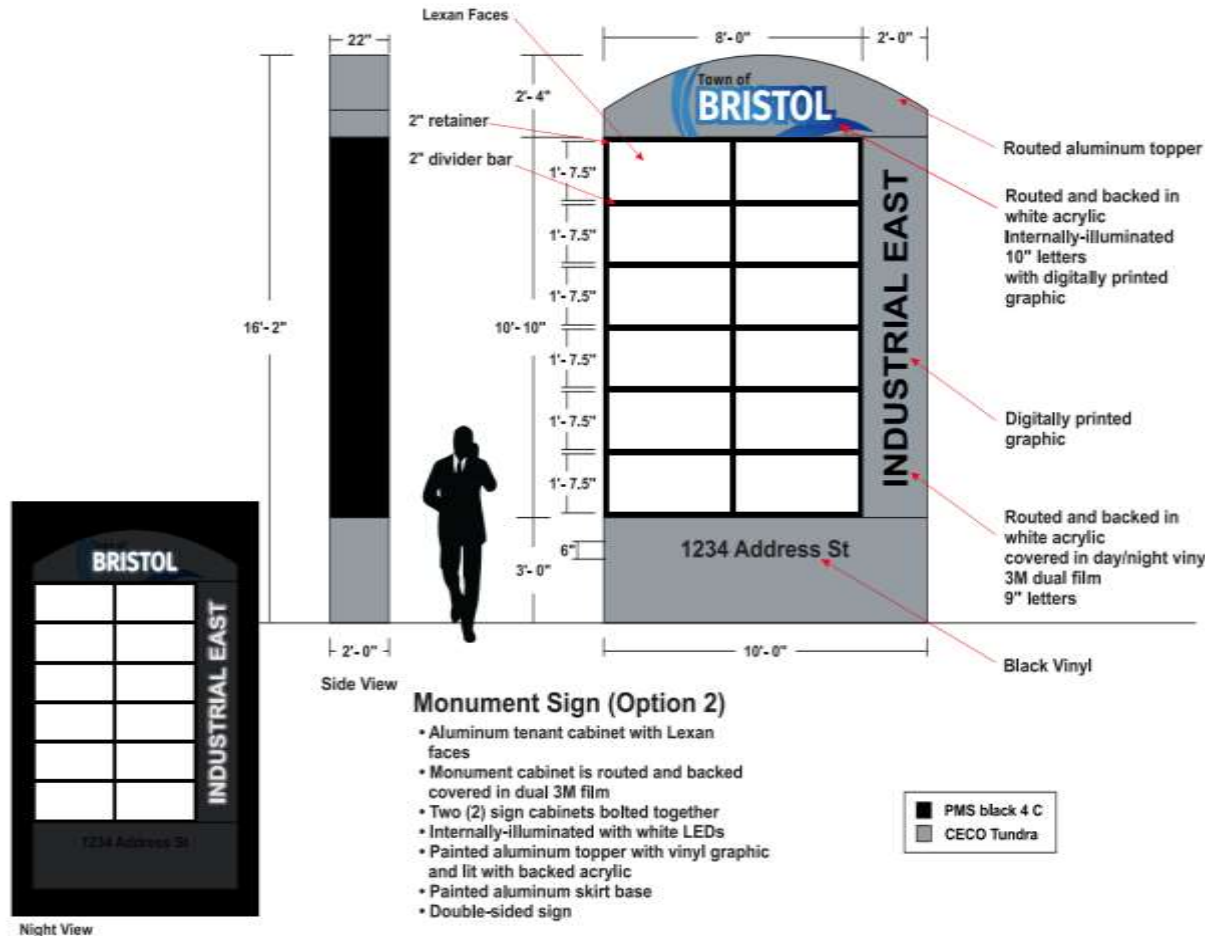
**Monument Sign (Option 2)**

- Aluminum tenant cabinet with Lexan faces
- Monument cabinet is routed and backed covered in dual 3M film
- Two (2) sign cabinets bolted together
- Internally-illuminated with white LEDs
- Painted aluminum topper with vinyl graphic
- Painted aluminum skirt base
- Double-sided sign

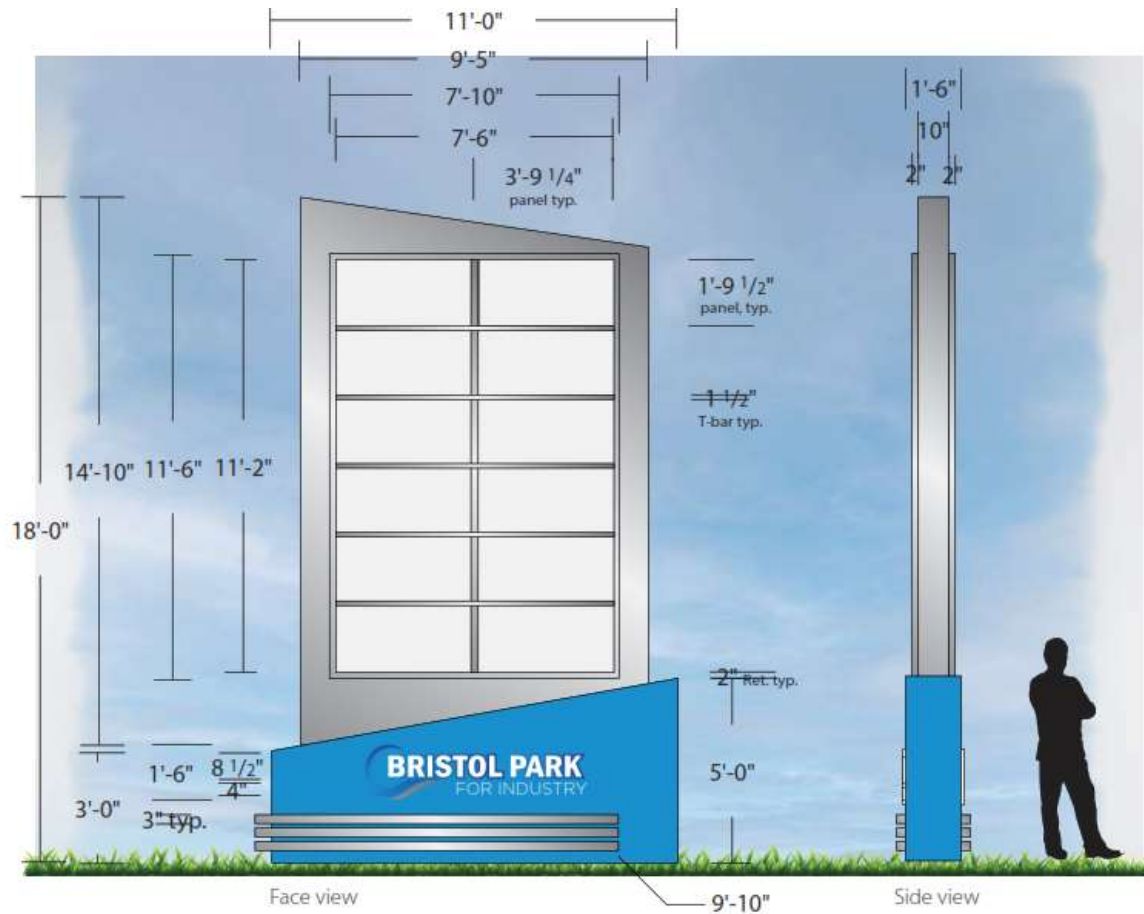


**Score  
Sheet  
Proposal  
Number  
102  
Scored #  
1**

**\$39,535.0  
0**



**Score  
Sheet  
Proposal  
Number  
102  
Scored #  
1  
Modified  
\$44,977**



**Score  
Sheet  
Proposal  
Number**

**104**

**Scored #2**

**\$62,304.9**

**2**

**Potential  
net cost**

**\$38,304.92**



Proposed - night time view

**Score  
Sheet  
Proposal  
Number  
104**



**Bristol Police Department**  
**May 2024**

<b>Traffic Enforcement:</b>	Citations: 17
	Warnings: 44
<b>Calls for Service:</b>	286
<b>Calls:</b>	186
<b>Vehicle Crashes:</b>	Property Damage: 7
	Personal Injury: 0
	Fatal: 0
	Leaving Scene: 3
<b>Criminal Enforcement:</b>	Cases Taken: 24
	Cases closed by arrest: 1
	OWI: 0 Felony: 0
	Poss. Drugs and/or Paraphernalia: 1
<b>Impounded Vehicles:</b>	3
<b>Miles Driven:</b>	7,127

**Criminal Enforcement:** In May we investigated 24 cases and 1 of those cases was closed by immediate arrest. One criminal recklessness, 3 thefts, 1 possession of marijuana, 1 domestic battery, 1 fraud, 1 runaway and 1 intimidation. 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 May officers investigated 10 vehicle crashes 3 for leaving the scene. Officers issued 17 traffic citations, addressing speed, signal and sign violations.



There was 1 of our citations that was for driving while license suspended or never receiving a license. They also issued 44 written warning tickets. As always, please drive defensively and never text and drive. Always wear safety restraints properly – **THEY DO SAVE LIVES.**

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,  
Adam Dernay, Sergeant

*Elkhart County Public Safety Communications Center*  
*Number Of Calls Report by Department*

Section 9, Item b.

*First Date:* 05/01/2024

*Jurisdiction:* ECC

*Last Date:* 05/31/2024

<i>Department</i>		<i>Number</i>
1	4	186
<i>Total:</i>		186

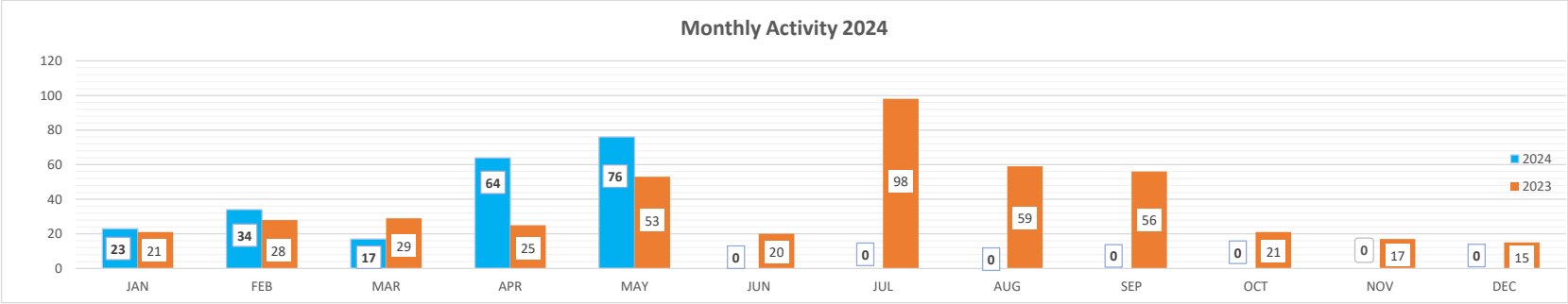
Code Enforcement Dashboard  
2024

Section 9, Item c.

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
Abandoned & Junk Vehicles (Property)	0	3	0	2	1	0	0	0	0	0	0	0	6	18	5	0	0	0	5	0	1
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
Animals	1	3	0	0	2	0	0	0	0	0	0	0	6	11	6	0	0	0	7	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
Golf Carts	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	14	36	0	0	0	0	0	0	0	50	144	50	0	0	0	46	0	4
Illegal Parking	11	20	8	18	14	0	0	0	0	0	0	0	71	140	71	0	0	0	69	0	2
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
Litter & Dumping	0	0	0	0	0	0	0	0	0	0	0	0	0	23	0	1	0	0	0	0	0
Loud Noise or disturbing the peace	1	0	0	1	1	0	0	0	0	0	0	0	3	2	3	0	0	0	2	1	0
Nuisance issues	0	2	5	4	1	0	0	0	0	0	0	0	12	26	12	0	0	0	10	1	1
Snowmobiles	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
Signs and devices	2	0	3	21	15	0	0	0	0	0	0	0	41	35	41	0	0	0	41	0	0
Trash on property	2	2	0	2	0	0	0	0	0	0	0	0	6	3	6	1	0	0	3	0	1
Trees & Bushes	0	1	0	0	6	0	0	0	0	0	0	0	7	6	7	0	0	0	7	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
Vehicles for sale on grass	1	0	1	0	0	0	0	0	0	0	0	0	2	9	2	0	0	0	2	0	0
Other	5	3	0	2	0	0	0	0	0	0	0	0	10	22	10	0	0	0	10	0	0
TOTAL	23	34	17	64	76	0	0	0	0	0	0	0	214	442	213	2	0	0	202	2	9

Citizens' complaints	6	4	2	6	11	0	0	0	0	0	0	0	29
Code enforcement officer	17	30	15	58	65	0	0	0	0	0	0	0	185

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Chicken Permits Issued	0	0	0	1	0	0	0	0	0	0	0	0	1



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 10, Item a.

Nicholas J. A. Kantz Fire Chief

James A. Hanes Jr. Assistant Chief

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## **June 2024 Operations Report:**

We responded to 98 calls in May.

We had 424 responses in May.

## **Staffing:**

We are short 1 Fulltime Firefighter/EMT.

We are short 1 Fulltime Firefighter/Paramedic.

## **Additional:**

We are currently working on finalizing construction on the new engine. This is so the manufacturer can begin to order and make pieces of the truck.

July 4<sup>th</sup> holiday is in two weeks. We have attached an informational sheet on Fireworks Safety.

We are looking forward to the Bristol Homecoming

Bristol Fire Department would like to again take a moment to express our sincere thanks to both the citizens and local businesses for their support and donations of Gatorade, bottled water, snacks, and pizza on Monday May 27<sup>th</sup>, 2024. The kindness of these gestures were appreciated more than anyone might realize.

Thank you,  
Nicholas J.A. Kantz  
Fire Chief

Filter statement

Filters

Alarm Date Range: 5/1/24 to 5/31/24

# Total Incidents & False Alarms

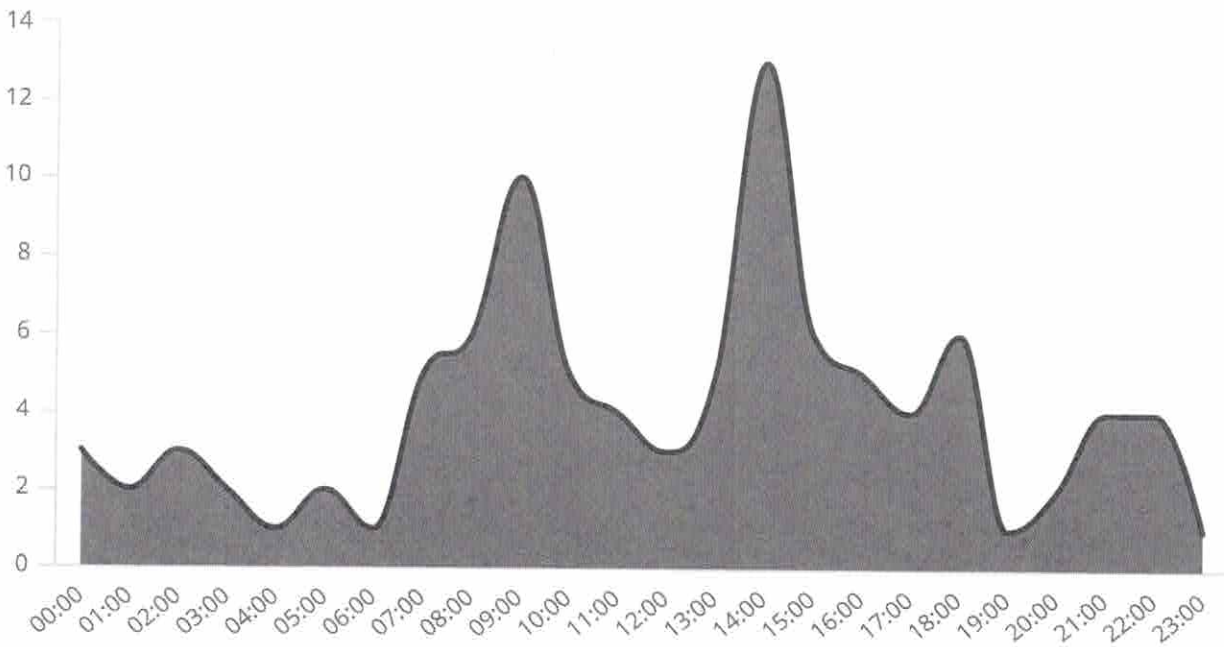
Total Incidents w/false alarms included

98

Percent of Incidents with False Alarm

Percent of False Alarm Calls  
8.16%

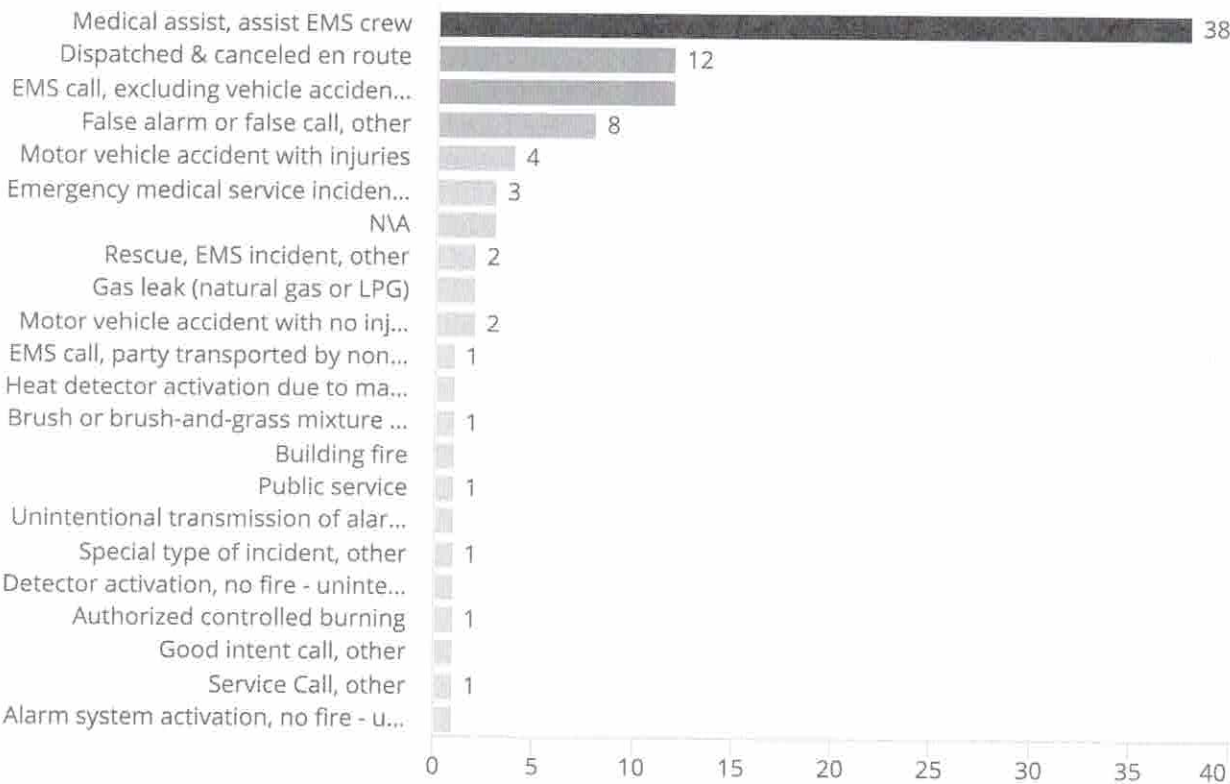
Incidents over Time



Filter statement

Filters Alarm Date Range 5/1/24 to 5/31/24

Breakdown of False Alarm Incidents by Type



Total Number of Incidents

# of unique Incident Number  
98



# FIREWORKS

Fireworks can brighten celebrations, and proper fireworks use can protect you and others from injury to help keep the festivities going longer. Whether you plan to purchase fireworks, use them or observe a display, remember the following.

## QUICK TIPS

- If you do not have a permit, buy only consumer-grade fireworks (1.4g fireworks).
- Check your local ordinances for fireworks hours restrictions.
- Only use fireworks at locations where you have approval to set them off.
- Always have a supply of water or a fire extinguisher available to put out fireworks. Douse spent fireworks with water before throwing them away.
- Do not hold lit fireworks in your hands.

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## FIREWORKS SAFETY TIPS

### BE CAREFUL

Fireworks are combustible or explosive devices, and they should be handled cautiously. Sparklers, for example, burn at about 2,000 degrees Fahrenheit, which can melt some metals, not to mention burn skin. Always remember the following safety tips when interacting with fireworks:

- Only light one firework at a time and never attempt to re-light or fix a "dud" firework.
- Always have a fire extinguisher or water supply, such as a hose or bucket of water, nearby.
- **Do not allow young children to use fireworks**, and only let older children handle them under close adult supervision.
- Store fireworks in a cool, dry place away from the reach of children.
- Never smoke or consume alcohol when lighting fireworks.
- **Do not hold lit fireworks in your hands**, and do not point or throw fireworks at others.
- Use extreme caution when lighting fireworks in the wind. Keep spectators where the wind is blowing smoke and debris away from them.



- Steer clear of others setting off fireworks. They can backfire or shoot off in the wrong direction.
- After a firework has finished burning, **douse it with plenty of water** before throwing it away to prevent starting a trash fire.
- Do not attempt to make or alter any fireworks or firework devices.
- Keep pets indoors, away from fireworks. Set up an area away from windows where they cannot see or hear fireworks, as many pets are terrified of them. Consider buying medication from a veterinarian ahead of time to calm pets.