



DECEMBER 19, 2023 TOWN COUNCIL WORK SESSION

Tuesday, December 19, 2023 at 7:00 PM
Council Chambers – Bristol Municipal Complex and Via Zoom

AGENDA

This meeting can be accessed via Zoom. Virtual attendance for the public is encouraged however, the Bristol Municipal Complex is open for in-person participation.

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/2011667863?pwd=ZkJKGK2ZMcTZGNHBCaW9adUgvdUtYZz09>

Dial in to 312-626-6799 / Meeting ID: 201 166 7863 / Passcode: 1czEDo

Call in any time after 6:30 / meeting will begin at 7:00PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA

REPORTS

5. TOWN MANAGER
 - a. BFD 2024 agreement
 - b. Water project easements - Ken Jones
 - c. Business Route RW and budget - Ken Jones/ Mike Yoder
 - d. Business district names and new signage
6. CLERK-TREASURER
7. TOWN ATTORNEY
8. QUESTIONS ABOUT UPCOMING COUNCIL MEETING AGENDA ITEMS
9. OTHER COMMENTS OR QUESTIONS
10. MOTION TO ADJOURN

AGREEMENT FOR SERVICES

THIS AGREEMENT made as of the ____ day of _____, 2023, by and between the BRISTOL FIRE DEPARTMENT CORP., an Indiana not-for-profit corporation, (“the Fire Department”) and the TOWN OF BRISTOL, INDIANA, a municipality incorporated under the laws of the State of Indiana (“the Town”);

WITNESSETH:

WHEREAS, the Fire Department is a “volunteer fire department” as defined in I.C. §36-8-12-2, and is engaged in providing fire protection and ambulance services to municipalities; and

WHEREAS, the Town desires to engage the services of the Fire Department for fire protection and ambulance service.

NOW THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants herein contained and other good and valuable consideration, the legal sufficiency of which is hereby acknowledged by each of the Parties with the intention to be legally bound, the Parties agree as follows:

1. AGREEMENT TO PROVIDE SERVICES. The Fire Department shall provide firefighting and ambulance service to the Town, including the use and operation of firefighting and ambulance apparatus and equipment owned by the Fire Department as well as the service of the operators of the apparatus and equipment. It is understood that such service will be provided to the Town of Bristol and all residents of the area within the geographical boundaries of the Town of Bristol, Indiana and the public property therein situated.

2. TERM OF AGREEMENT. This Agreement shall commence on the 1st day of January, 2024 and shall continue through the 31st day of December, 2024.

3. ANNUAL SERVICE FEE. The Town shall pay to the Fire Department, as consideration for said services (including automobile allowance, membership fees and insurance as required by statute), for the term specified in paragraph 2 above, an Annual Service Fee in the amount of Six Hundred Fifty Four Thousand Six Hundred Fifty-Nine Dollars and no/100. (\$654,659.00), payable as follows:

One-half (½) of the Annual Service Fee shall be due and payable on or before June 30, 2024, and the remaining one-half (½) of the Annual Service Fee shall be due and payable on or before December 31, 2024.

4. SERVICE CHARGES: AMBULANCE SERVICE; FIRE OR SPILLS ON HIGHWAY.

a. The Fire Department may assess and collect fees for ambulance service from recipients of such service in amounts established by the Board of Directors of the Fire Department from time to time. All monies received by the Fire Department for ambulance service shall be used for the operation and expenses of the Fire Department.

b. The Fire Department may impose false alarm service charges (§36-8-12-17); or a charge on the owner of a vehicle that is involved in a hazardous material or fuel spill or chemical or hazardous material related fire in accordance with I.C. 36-8-12-13.

In the event of such charge, the Fire Department shall bill the owner of the vehicle for the total dollar value of the assistance that was provided, with that value determined by the method established by the state fire marshal. A copy of the fire incident report to the state fire marshal must accompany the bill. This billing must take place within thirty (30) days after the assistance was provided. The owner shall remit payment directly to the Fire Department. Any money that is collected may be used only for the purchase of equipment, building, and property for firefighting, fire protection, and other emergency services. The Fire Department may maintain a civil action to recover an unpaid charge that is imposed under this section.

5. AUTOMOBILE ALLOWANCES. The Fire Department shall pay to each active and participating member of the Fire Department:

- a. an annual clothing allowance; and
- b. an annual automobile allowance for the use of the member's automobile in the line of duty, in such amounts as required by law.

6. MEMBERSHIP FEES. The Fire Department shall pay fees for membership in a regularly organized volunteer firefighters' association on behalf of each firefighter in the Fire Department.

7. INSURANCE. The Fire Department shall procure insurance and the Town shall pay the cost of coverage as part of the consideration set forth in paragraph 3 above for the benefit of each firefighter or member of the emergency medical services personnel (EMT) in the Fire Department, as follows:

a. ACCIDENTAL INJURY OR SMOKE INHALATION. The policy of insurance must provide for payment to each firefighter and EMT of the Fire

Department, for accidental injury or smoke inhalation caused by or occurring in the course of the performance of the duties of the firefighter or EMT and for a cardiac disease event proximately caused within forty-eight (48) hours by or occurring in the course of the performance of the duties of the firefighter or EMT while in an emergency situation, as follows:

(1) for total disability that prevents the member from pursuing his or her usual vocation, a weekly indemnity of not less than Two Hundred Ninety Dollars (\$290.00), up to a maximum of two hundred sixty (260) weeks; provided, however, that the weekly indemnity cannot be less than the Indiana minimum wage computed on the basis of a 40 hour week.

(2) for medical expenses, coverage for all incurred expenses. In no event shall the policy have medical expense limits of less than Seventy-five Thousand and no/100 Dollars (\$75,000.00).

b. DEATH AND DISABILITY BENEFITS; LIABILITY COVERAGE:

(1) Each policy of insurance must provide for the payment of a sum not less than One Hundred Fifty Thousand Dollars (\$150,000.00) to the beneficiary, beneficiaries, or estate of a firefighter or EMT if he or she dies from an injury or smoke inhalation occurring while in the performance of his or her duties as a firefighter or EMT or from a cardiac disease event proximately caused within forty-eight (48) hours by or occurring while in the performance of his or her duties as a firefighter or EMT while in an emergency situation.

(2) Each policy of insurance must provide for the payment of a sum not less than One Hundred Fifty Thousand Dollars (\$150,000.00) to the firefighter or EMT if he or she becomes totally and permanently disabled for a continuous period of not less than two hundred sixty (260) weeks as a result of an injury or smoke inhalation occurring in the performance of his or her duties as a firefighter or EMT.

(3) Each policy of insurance must also provide for indemnification to a member of the Fire Department who becomes partially and permanently disabled or impaired as a result of an injury or smoke inhalation occurring in the performance of his or her duties. Partial and permanent disability or impairment shall be indemnified as a percentage factor of a whole person.

(4) In addition to other insurance provided the firefighters and EMTs herein, the Fire Department shall be covered by an insurance policy that provides a minimum of Three Hundred Thousand Dollars (\$300,000.00) of insurance coverage for the liability of all of its firefighters or EMTs for bodily injury or property damage caused by the firefighters or EMTs acting in the scope of their duties while on the scene of a fire or other emergency, or traveling to and from the scene of a fire or other emergency.

(5) The civil liability of a volunteer firefighter or EMT for:

A. an act that is within the scope of a volunteer firefighter's or EMT's duties; or

B. the failure to do an act within the scope of a volunteer firefighter's or EMT's duties; while performing emergency services at the scene of a fire or other emergency or while traveling in an emergency vehicle from the fire station to the scene of the fire or emergency or from the scene of a fire or emergency back to the fire station is limited to the coverage provided by the insurance policy purchased under this subsection. A volunteer firefighter or EMT is not liable for punitive damages for any act that is within the scope of a volunteer firefighter's or EMT's duties. If insurance as required under this Section is not in effect to provide liability coverage for a volunteer firefighter, the firefighter or EMT is not subject to civil liability for an act or a failure to act as described in this subsection.

c. WORKER'S COMPENSATION AND OCCUPATIONAL DISEASE COVERAGE. A volunteer firefighter or an EMT working in a volunteer capacity for the Fire Department shall be covered by the medical treatment and burial expense provisions of the Indiana Worker's Compensation Law (I.C. §22-3-2 through I.C. §22-3-6) and the Indiana Worker's Occupational Disease Law (I.C. §22-3-7).

d. The combined aggregate liability of the Fire Department for an act or failure to act that is within the scope of its duties shall not exceed three hundred thousand (\$300,000) for injury to or death of one (1) person in anyone (1) occurrence and does not exceed five million dollars (\$5,000,000) for injury to or death of all persons in that occurrence. The Fire Department is not liable for punitive damages.

8. AUDIT REQUIREMENTS. The Fire Department agrees to comply with the annual audit requirements of the Indiana State Board of Accounts and to permit an audit on an annual basis of the Fire Department's financial records. The Fire Department further agrees

to provide the Indiana State Board of Accounts and the Town with copies of any required audit contract or engagement letter and a copy of the annual audit reports in a form reasonably satisfactory to the Indiana State Board of Accounts.

9. PROFIT, LOSS & BUDGET INFORMATION. The Fire Department agrees to annually provide the Town with a profit and loss statement (P & L) prepared by the accounting firm then representing the Fire Department for the twelve month period ending December 31 indicating in detail the amount and source of all income and expenses. Said P & L will be provided by May 15 of each year. By July 1 of each year, the Fire Department should provide the Town with the gross dollar amount of its proposed contract amount for the following calendar year. Finally, by December 1 of each year, where the Town and Fire Department have agreed verbally to contract with each other for the following calendar year, the Fire Department will submit next year's proposed budget on Budget Form No. 1, or its equivalent, generally accounting for funds to be paid by the Town for services in the next year.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year written above.

TOWN OF BRISTOL, INDIANA

BRISTOL FIRE DEPARTMENT CORP.

By: _____
Nicholas J.A. Kantz
Fire Chief

ATTEST:

By: _____
Cynthia S. Gillard
Secretary

This instrument was prepared by Cynthia S. Gillard of WARRICK & BOYN, LLP, 861 Parkway Ave., Elkhart, IN 46516.



Barbara Currier

17196 SR 120

Mahlon Bontrager



1667 Commerce Drive



PROJECT MEMO

TO: Mike Yoder, Cathy Antonelli
FROM: Ken Jones, Sr.
DATE: December 6, 2023
RE: Bristol Water Project – Easement Acquisitions

Mike and Cathy,

We have made some progress with the property owners from whom we need to acquire utility easements. To complete these transactions, we will need the Town to issue checks to the landowners. Following are the payments we would request the Council approve at their next meeting.

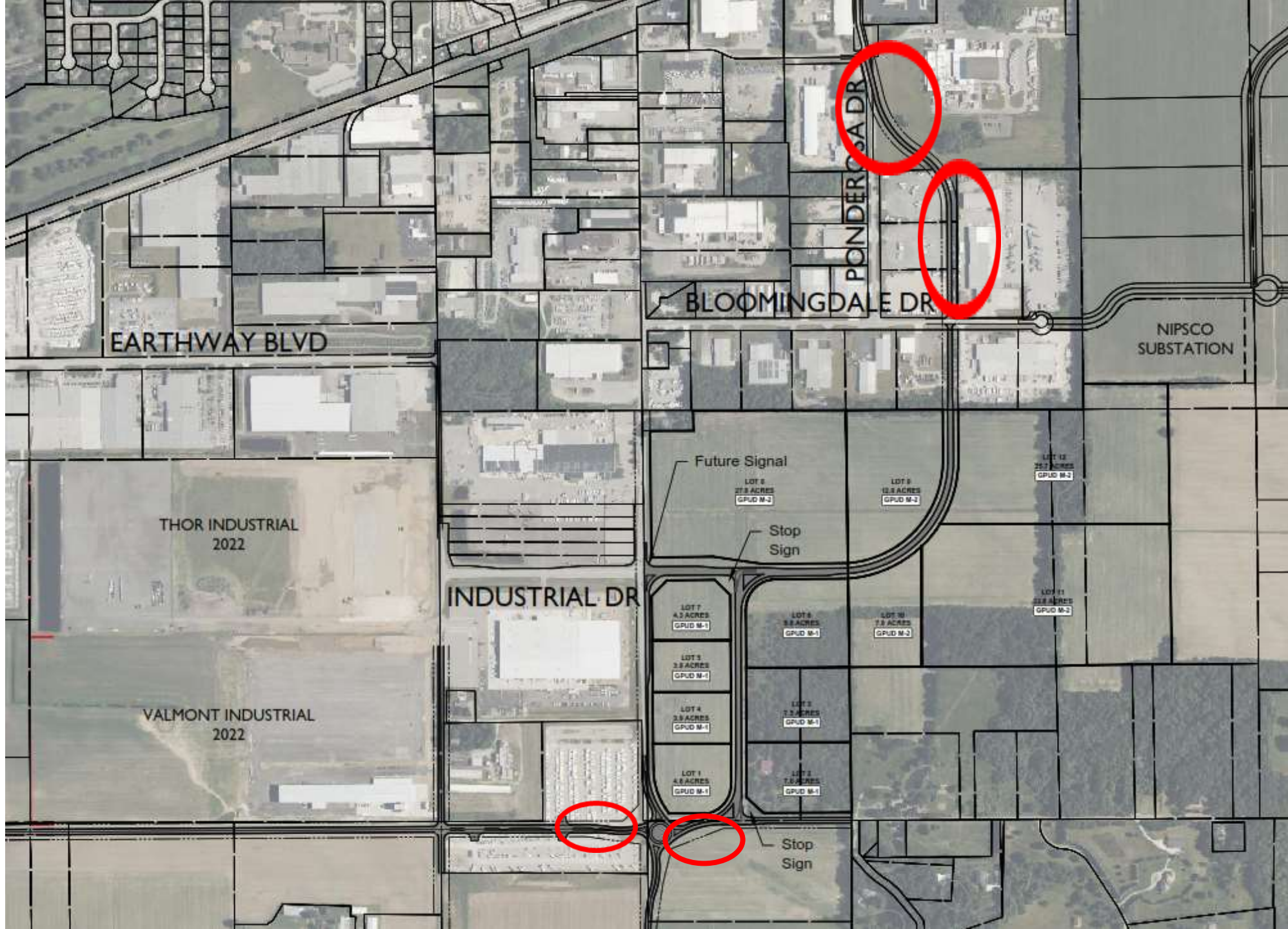
Landowner	Amount	Damages Claim
17196 State Road 120 Bristol, LLC	\$9,365.00	None
1667 Commerce Drive Bristol, LLC	\$9,186.80	None
Mahlon Bontrager	\$4,421.00	None
Barbara Currier	\$3,371.20	None

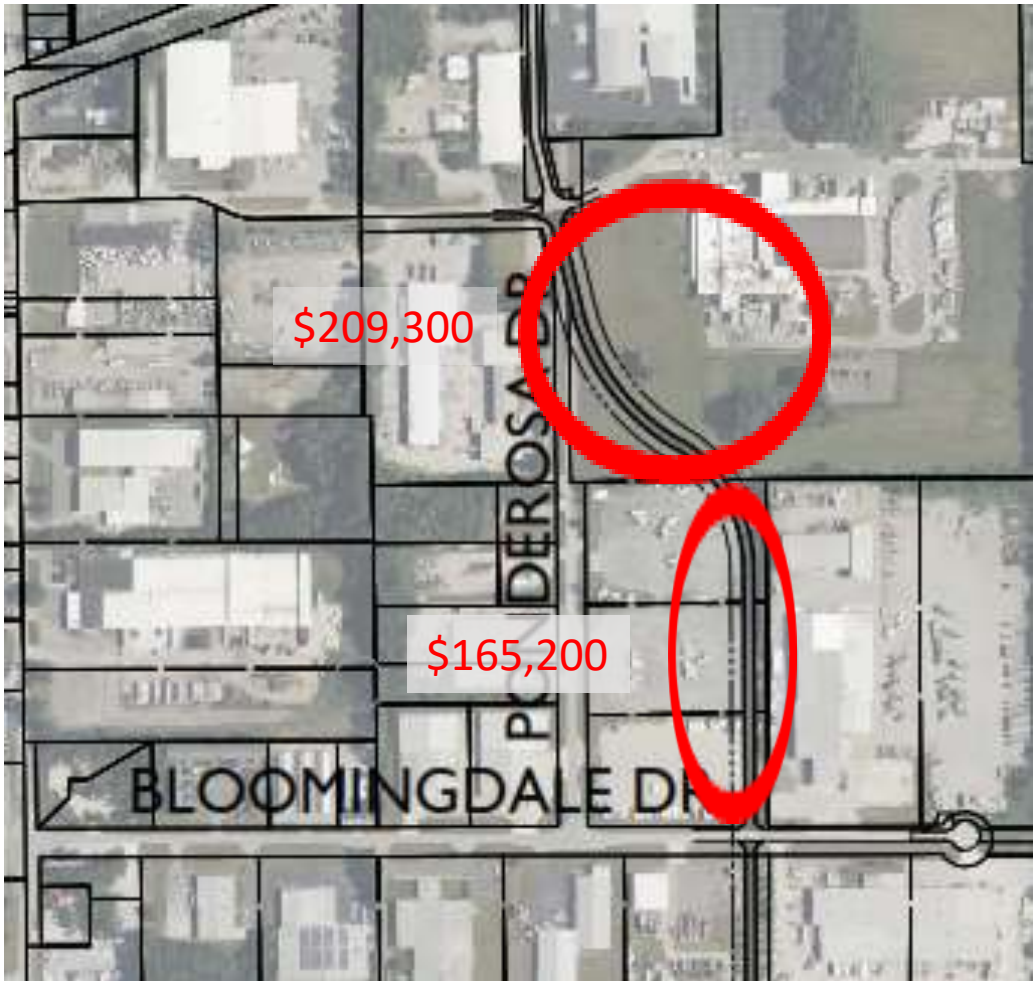
Currently, we have two outstanding easement acquisitions, one from Spirit Realty (formally Mattamy/Cook Trailers) and one from Monogram Foods.

We expect to complete Monogram Foods by the end of the year.

Thank you in advance for timely attention to this topic.

H:\2023 Projects\2023-0005\Land Acquisition\2023-12-06 MemoYoder_Antonelli Easement Acquisitions.docx





Consolidated State Road 15 EDA

ESTIMATED CASH FLOW

	Taxes Payable Year				
	2023	2024	2025	2026	2027
Estimated Tax Increment - South State Road 15 (1)	\$1,231,320	\$1,436,480	\$1,436,480	\$1,436,480	\$1,436,480
Less: Interlocal Agreement payments (3)	(400,000)	(400,000)	(232,694)		
Less: 2021 Bonds debt service payments (4)	(246,126)	(246,218)	(246,277)	(245,296)	(246,283)
Estimated Tax Increment - Seahawk (1)	351,980	803,590	756,320	997,640	1,006,370
Less: 2021 Seahawk Bonds debt service payments (2)	(276,000)	(647,000)	(600,000)	(796,000)	(805,000)
Estimated Tax Increment - Valmont Newmark/Thor (1)		135,930	202,540	202,540	202,540
Estimated Tax Increment - Rail Park (1)		115,640	291,020	291,020	291,020
Estimated Tax Increment Remaining	661,174	1,198,422	1,607,389	1,886,384	1,885,127
Allocation Account Balances	2,217,467 (5)	1,756,641	2,083,564	2,940,953	4,727,337
Estimated Revenues available for projects	2,878,641	2,955,063	3,690,953	4,827,337	6,612,464
<u>Estimated Project Expenditures</u>					
At Grade Rail Crossing Stonemont	(572,000)				
Stonemont Drive improvements to new RR crossing	(330,000)				
Reconstruct Maple from Earthway to Industrial (CCMG Match)	(120,000)				
Bloomington and SR 15 intersection and other improvements		(300,000)			
Main Street property for bridge		(350,000)			
Maple Street RR closure (CCMG Match)		(80,453)			
Maple to SR 120 (CCMG Match)		(41,046)			
Main Street Lighting/Other improvements			(650,000)		
Professional Fees and Misc. Projects	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Total Estimated Project Expenditures	(1,122,000)	(871,499)	(750,000)	(100,000)	(100,000)
Estimated Tax Increment Remaining after projects (\$)	\$1,756,641	\$2,083,564	\$2,940,953	\$4,727,337	\$6,512,464
Estimated Tax Increment Remaining after projects (%) (6)		196%			

(1) See page 9.

(2) See page 13.

(3) See page 10.

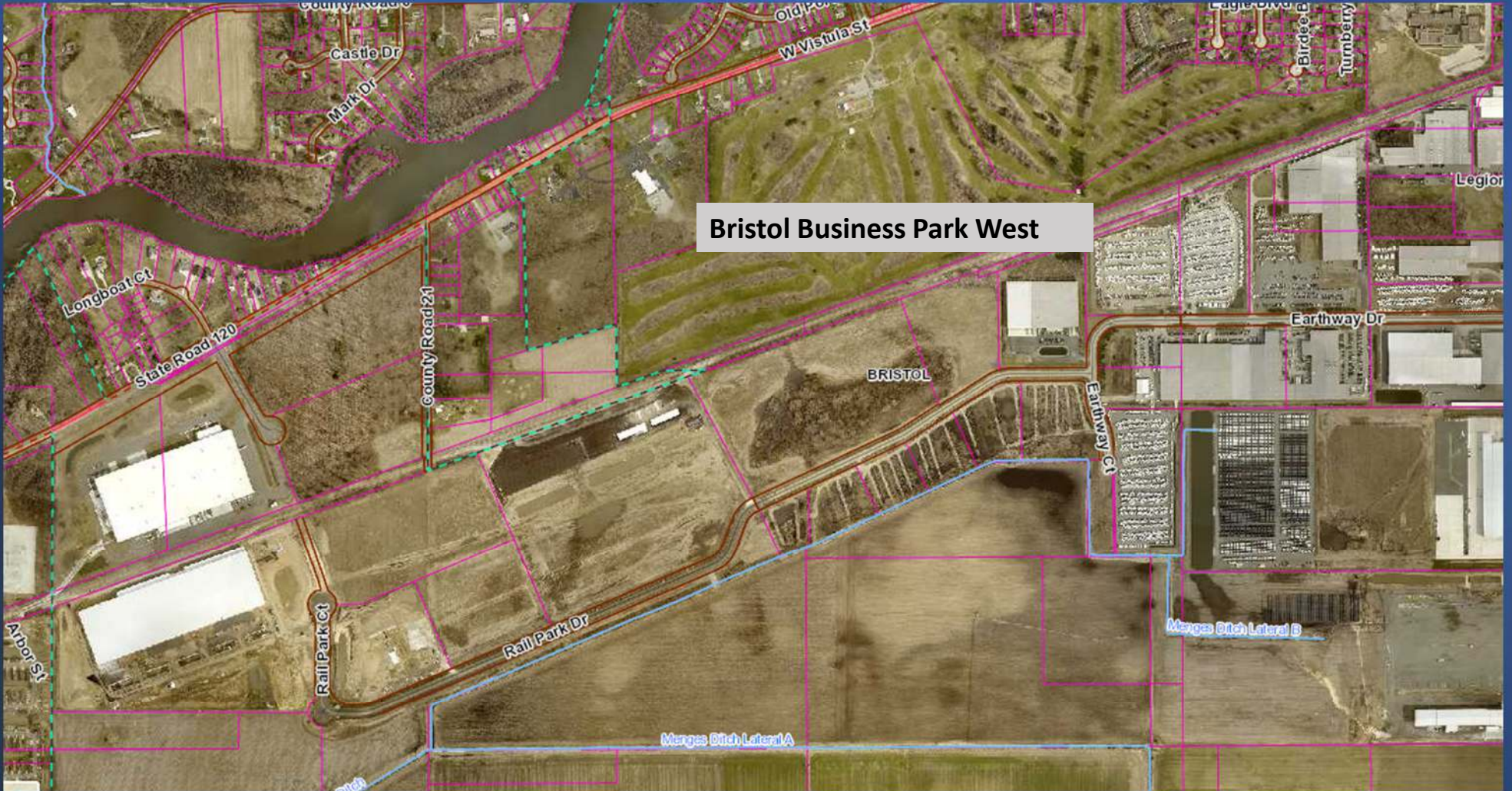
(4) See page 11.

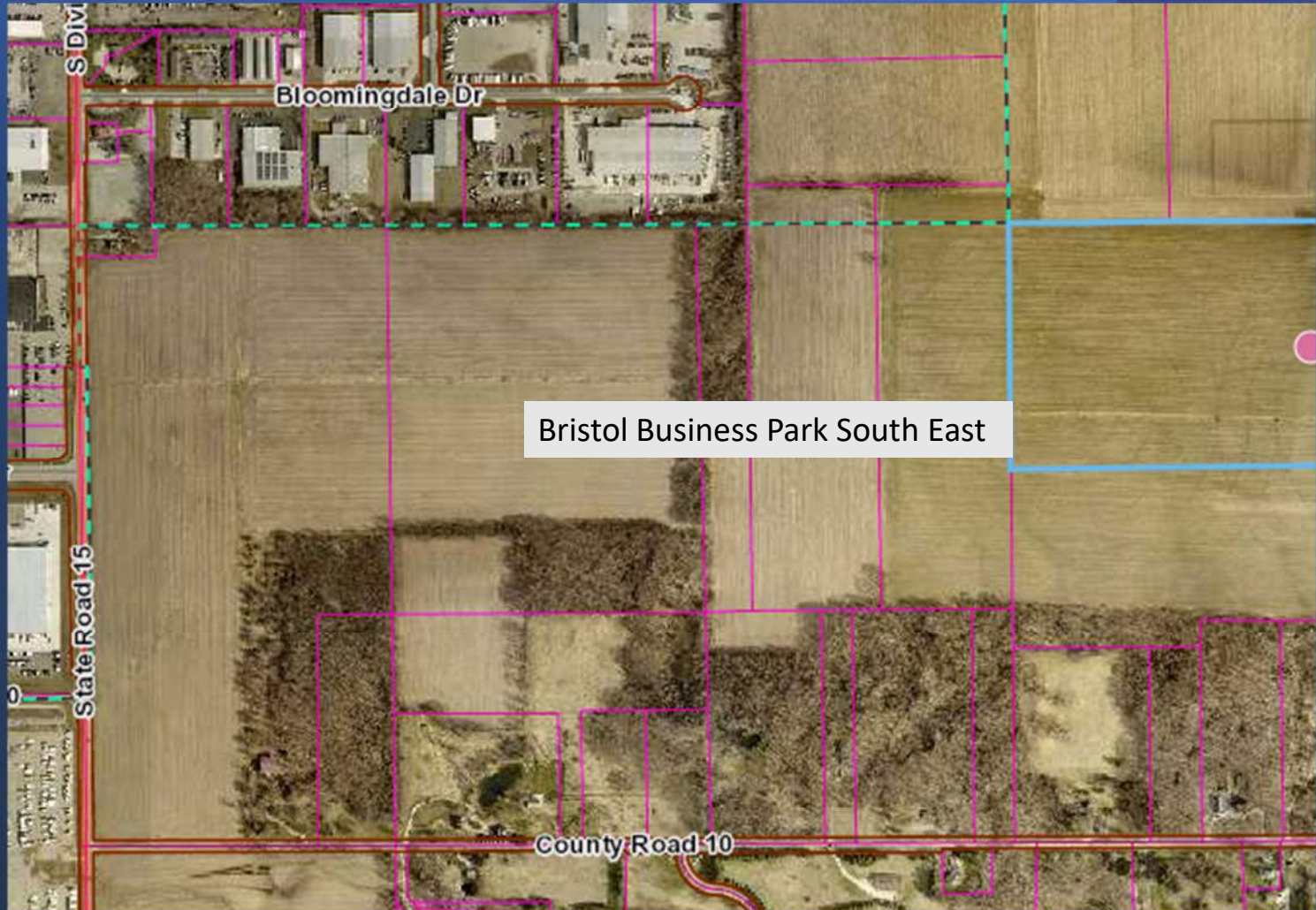
(5) Represents the collective Allocation Account balances as of December 31, 2022.

(6) Represents estimated 2023 excess TIF funds on hand plus estimated 2024 TIF revenues compared to debt service payments plus future planned project expenditures.

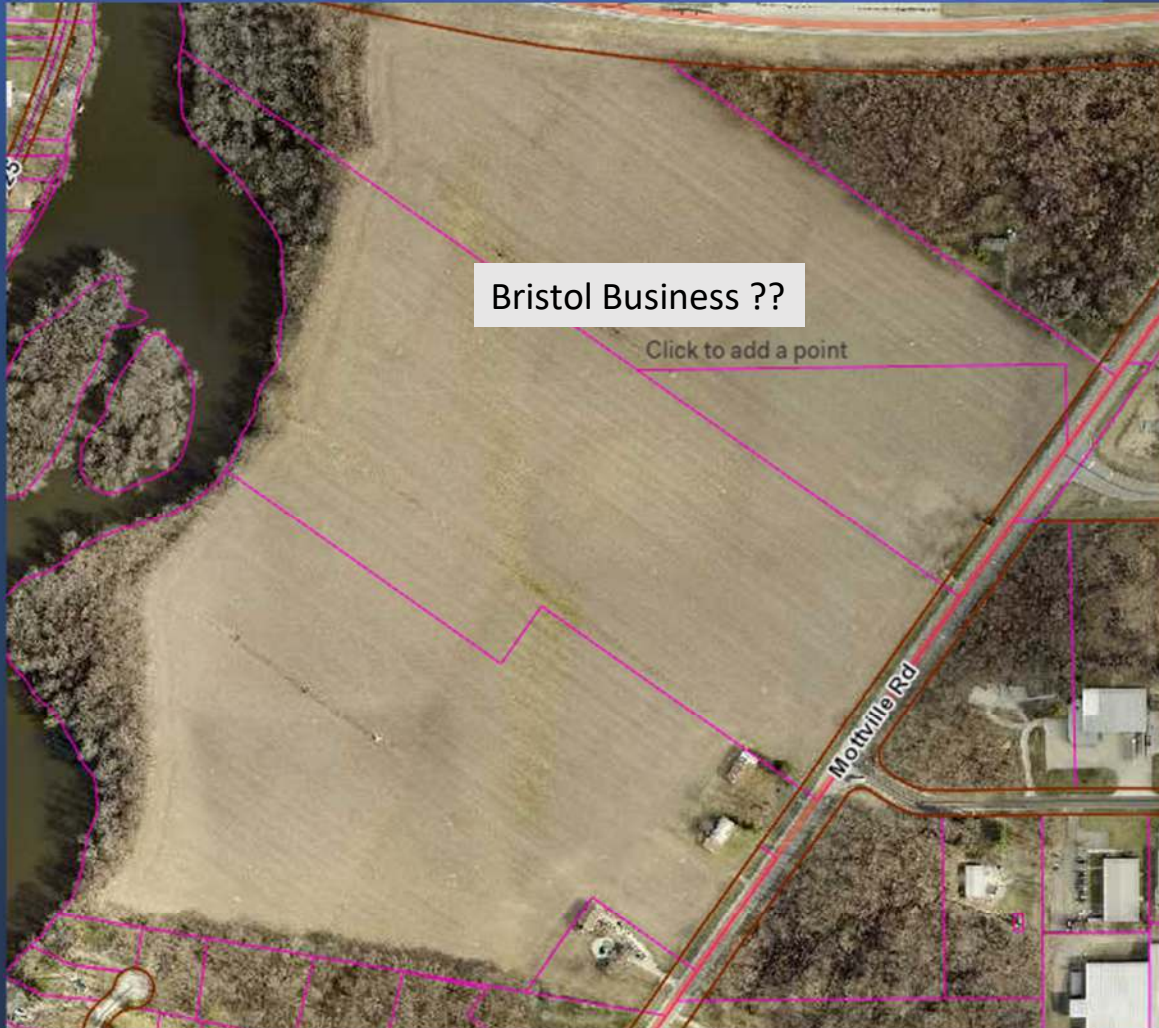
(Subject to the comments in the attached Report
dated November 16, 2023 of Baker Tilly Municipal Advisors, LLC.)

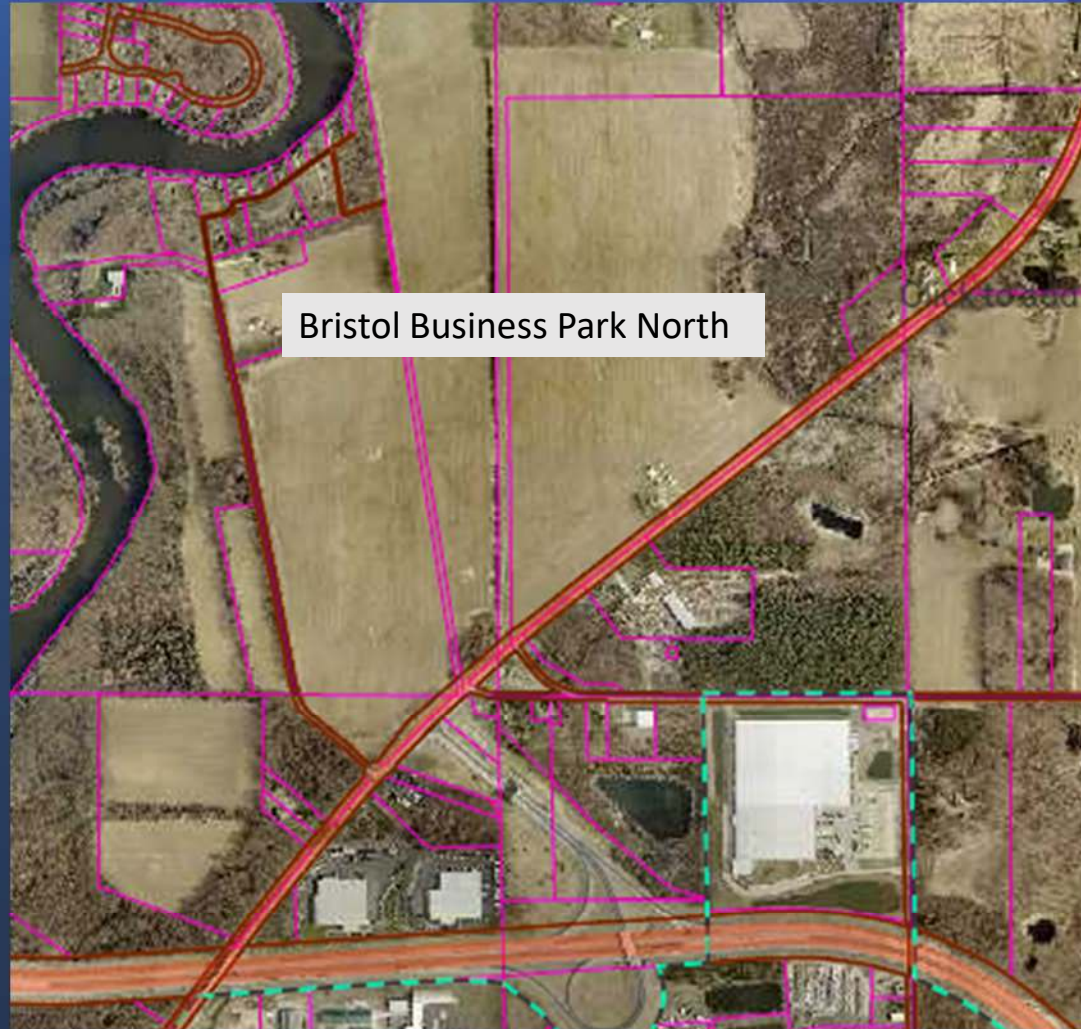
Business Route RW ID	Appraisal Sante	Appraisal Iverson	average
CR 10 east	\$ 297,000	\$ 297,000	\$ 297,000
HTIW	\$ 205,200	\$ 205,200	\$ 205,200
Ponderosa	\$ 165,200	\$ 165,200	\$ 165,200
Monogram	\$ 209,300	\$ 209,300	\$ 209,300
			\$ 876,700
Water project easements			\$ 26,344
			\$ 903,044
Projected South TIF available for projects			\$ 2,083,564
	remaining		\$ 1,180,520










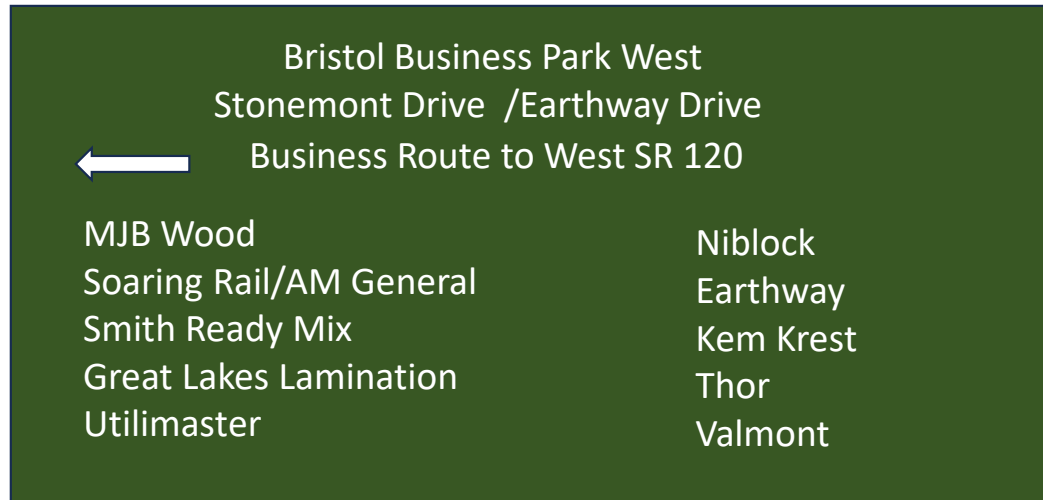


Bristol Business Park North

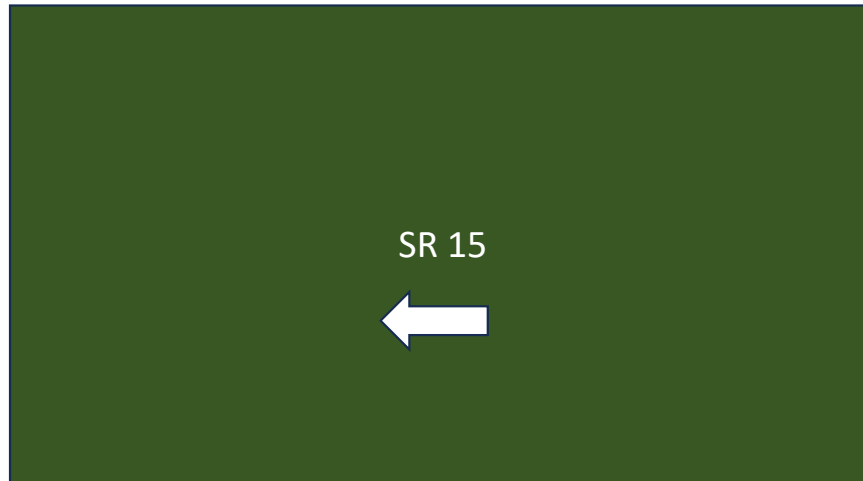
Bristol Business Park West
Stonemont Drive
Business Route to South SR 15 

MJB Wood	Niblock
Soaring Rail/AM General	Earthway
Smith Ready Mix	Kem Krest
Great Lakes Lamination	Thor
Utilimaster	Valmont

Locate at SR 120 and Stonemont



Locate at SR 15 and Industrial



Locate at west end of Industrial and Maple

Earthway Drive
Business route to SR 120 west



Locate at Earthway Drive and Maple Street