

TOWN COUNCIL REGULAR MEETING

Thursday, January 18, 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

- 1. CALL MEETING TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL
- 4. APPROVAL OF AGENDA
- 5. APPROVAL OF INVOICES
- 6. APPROVAL OF MINUTES
 - **a.** Approval of the following meeting minutes:

December 21, 2023 Regular Council Meeting minutes

December 29, 2023 Special Council Meeting minutes

January 4, 2024 Regular Council Meeting minutes

7. PRIVILEGE OF THE FLOOR (AKA Public Comment)

- a. Please state your name and address
- b. Report from the HUB Chris Garner

8. PLANNING AND DEVELOPMENT ITEMS

REPORTS

- 9. TOWN MANAGER
 - Permission to bid water infrastructure improvement project. (bids to be opened on March 21,2024)
 - **b.** easement acquisition for water project

- c. Permission to bid CCMG 2023-2 project
- d. 2023 Stats from Elkhart County Humane shelter

10. CLERK-TREASURER

- **a.** Asking for Council approval to pay 2023 invoices before the 02.01.2024 meeting to close out the year.
- **b.** Denese Thornburg began as the utility clerk on 01.08.2024.

11. TOWN MARSHAL

- a. December and year end reports
- b. Introduce Officer Philip Danley
- c. Pride Academy

12. FIRE CHIEF

a. BFD monthly report

13. PARK BOARD

a. Report

14. TOWN ATTORNEY

a. Resolution 1/18/2024-1 regarding Fire Territory public hearings

15. NEW BUSINESS

16. UNFINISHED BUSINESS

17. TOWN COUNCIL DISCUSSION ITEMS

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

NEXT MEETINGS:

18. MOTION TO ADJOURN



MEMORANDUM

TO:	Mike Yoder Town Council
FROM:	Ken Jones, PS
DATE:	January 16, 2024
RE:	Bristol Water Tower Project – Indian Bluffs, LLC

Enclosed is the request for funding for the acquisition easement for Indian Bluffs, LLC located at 19570 County Road 8, Bristol, IN is not seeking damages only the compensation indicated in the attached Exhibit C.

I will be able to discuss this further at Thursday evening's Town Council meeting.

Enclosure(s)

J:\Projects\2023 Projects\2023-0005\05_Coordination\Correspondence\from Ken\2024-01-16 - Indian Bluffs Memo to Mike Yoder and the Town Council.docx

Exhibit C

TOWN OF BRISTOL

Method for Establishment of Just Compensation for Watermain Easement

For the subject property, a Market Valuation was prepared using market data and the data from Elkhart County Assessor's Office. The Total Land Value was divided by the Total Land Area to develop a per square foot value for the area needed for the site expansion. Because we are seeking Fee Simple Title, the per square foot value was determined to be 75% of the fair market value. The fair market value has been determined to be \$3.05.

Based on the foregoing assumptions, we arrived at the following Net Offer of Just Compensation for your property:

Property: 2014-22693 Parcel ID: 20-03-28-127-003.000-030 Owner: Indian Bluffs, LLC Property Address: 19570 County Road 8, Bristol, IN 46507

Site area in square feet: Site value per square foot: Total Value of Acquisition 4,875 SFT <u>\$2.28</u> 75% FMV \$11,115.00

H:\2023 Projects\2023-0005\Land Acquisition\Easements\8\Indian Bluffs LLC\2023-12-12 Exhibit C - Indian Bluffs.docx

2023 Monthly Service Report Bristol City

										-				
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	2023	2022
Dog - Owner Surrender	-	1	1	1	-	1	1	1	2	1	-	-	9	13
Dog - Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Dog - Stray / Abandoned / Seized	3	2	-	1	-	-	4	1	1	1	2	2	17	29
Dog - Euthanasia Requests	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Cat - Owner Surrender	-	6	1	-	-	-	-	-	1	-	-	-	8	1
Cat - Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Cat - Stray / Abandoned / Seized	1	1	2	3	-	8	2	4	2	4	1	1	29	37
Cat - Euthanasia Requests	-	-	-	-	-	-	-	-	-	1	-	-	1	1
Other - Owner Surrender	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Other - Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Other - Stray / Abandoned / Seized	1	-	-	-	-	-	-	-	-	-	-	1	2	0
Other - Euthanasia Requests	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Wildlife - Admitted	1	-	-	1	-	-	-	-	-	-	-	-	2	5
All Animals - Pet Safe	1	-	-	-	-	-	-	-	-	-	-	-	1	0
All Animals - Clinic	1	1	1	1	-	9	1	1	3	4	3	9	34	12
Held Stray	-	-	-	-	-	-	-	-	-	-	-	-	-	
Dog - Running at Large	-	-	-	-	-	-	-	-	-	-	2	-	2	4
Dog - Cruelty / Neglect / Seized	-	1	1	-	-	-	2	-	-	-	2	-	6	2
Dog - Wellness Call	-	-	1	2	-	1	4	-	-	-	-	1	9	12
Cat - Running at Large	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Cat - Cruelty / Neglect / Seized	-	-	2	-	-	-	1	-	-	-	1	-	4	1
Cat - Wellness Call	-	-	-	-	-	1	-	-	-	-	-	-	1	1
Other - Running at Large	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Other - Cruelty / Neglect / Seized	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Other - Wellness Call	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Wildlife - ACO Call	-	-	-	-	-	-	-	1	-	-	-	-	1	1
All Animals - Pet Safe - ACO	-	-	-	-	-	-	-	-	-	-	-	-	-	1
All Animals - In Field RTO	-	-	-	-	-	-	2	-	-	-	-	-	2	1
All Animals - Sick / Injured	-	-	-	-	-	-	-	1	-	-	2	-	3	2
Dog - Adopt	2	1	-	3	1	-	2	1	2	2	2	1	17	13
Dog - Return to Owner	-	-	-	-	-	-	2	1	-	-	2	1	6	17
Dog - Rescue	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Cat - Adopt	2	1	1	4	2	1	1	1	4	3	-	7	27	14
Cat - Return to Owner	1	-	-	-	-	-	-	-	-	-	-	-	1	0
Cat - Rescue	-	-	-	-	-	-	-	-	-	-	-	-	-	3
Cat - Return to Field	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Other - Adopt	-	-	-	-	-	-	-	-	-	-	1	-	1	1
Other - RTO	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Other - Rescue	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Pet Food Assistance	17	19	11	5	17	8	22	11	10	11	7	9	147	102
Total Animals in Shelter	7	10	4	6	-	9	7	6	1	6	3	4	63	85
Total Animals - Clinic Intake	1	1	1	1	-	9	1	1	-	4	3	9	31	12
Total Animals Adopted, RTO, Rescue	5	2	1	7	3	1	5	3	6	5	5	9	52	48
Total Animals Impacted	25	30	16	12	17	26	30	18	11	21	13	22	241	199

Bristol Police Department December 2023

		<u>Monthly Total</u>	Yearly Total
Traffic Enforcement:	Citations:	15	554
	Warnings:	10	643
Calls for Service:		271	5,517
Calls:		158	3,460
Vehicle Crashes:	Property Damage	e: 3	98
	Personal Injury:	1	10
	Fatal:	0	1
	Leaving Scene:	1	16
Criminal Enforcement:	Cases Taken:	15	521
	Cases w/arrest:	2	83
	OWI:	1	11
	Felony:	0	4
	Poss. Drugs/ Par	a: 1	46
Junk & Abandoned Vehicles:	Tagged:	0	34
	Fixed or Remove	ed: 0	20
Impounded Vehicles:		1	83
Miles Driven:		12,005	149,931

Criminal Enforcement: In December we investigated 15 cases and 2 of those cases were closed by immediate arrest. 1 OWI arrest, 1 theft, 1 possession of methamphetamine, 2 batteries, 1 auto theft. 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 December officers investigated 5 vehicle crashes. Officers issued 15 traffic citations, addressing speed, signal and sign violations. They also issued 10 written warning tickets. With the bad weather approaching, 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, Michael W. Albin, Marshal

Code Enforcement Dashboard 2023

Section 11, Item a.

Measure	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC	Current	2022	Warning	Notice	Parking	Impound	Violation	Unfounded	Open
Scoring Value													2023		Issued	Issued	Citation		Corrected		
Abandoned & Junk Vehicles (Property	6	2	0	0	0	0	6	1	0	0	3	0	18	51	18	1	0	0	15	1	2
Abandoned & Junk Vehicles (Street)	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	0
Animals	1	1	1	0	1	3	1	0	2	0	1	0	11	16	11	0	0	0	7	3	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	1	22	5	69	33	7	7	0	0	144	101	144	7	0	0	144	0	0
Illegal Parking	10	1	20	12	14	5	10	15	21	11	10	11	140	121	140	6	0	0	138	2	0
Improper disposal of trash	0	0	0	0	0	0	0	0	0	0	0	1	1	2	1	0	0	0	1	0	0
Litter & Dumping	0	18	1	0	0	0	2	0	0	0	1	1	23	4	23	1	0	0	19	3	1
Loud Noise or disturbing the peace	0	0	0	0	0	0	1	0	0	0	1	0	2	1	2	0	0	0	0	2	0
Nuisance issues	1	1	2	5	8	3	4	0	2	0	0	0	26	20	26	5	0	0	24	2	0
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	0	1	0	2	6	3	1	4	17	0	1	0	35	3	35	9	0	0	35	0	0
Trash on property	0	1	1	0	0	0	0	1	0	0	0	0	3	19	3	0	0	0	3	0	0
Trees & Bushes	0	0	2	0	0	0	2	1	1	0	0	0	6	10	6	0	0	0	6	0	0
Weeds & Rank Vegetation	0	0	0	0	0	0	0	0	1	0	0	0	1	19	1	1	0	0	1	0	0
Vehicles for sale on grass	1	0	0	2	0	1	0	0	3	1	0	1	9	4	9	0	0	0	9	0	0
Other	2	3	2	2	2	0	2	4	2	2	0	1	22	10	22	0	0	0	18	4	0
TOTAL	21	28	29	25	53	20	98	59	56	21	17	15	442	381	442	30	0	0	421	17	3
Citizens' complaints	2	4	5	3	7	3	З	2	3	4	6	1	43								
Code enforcement officer	19	24	24	22	46	17	95	57	52	17	11	14	398								
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC									
Chicken Permits Issued	0	0	0	1	0	0	1	1	0	0	0	0	3								
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									IV	ionth		τινίτ	/ 2023								
180													68								
400													A								



14 4 22 22 60 54 68 50 27 21 29 10



Nicholas J. A. Kantz Fire Chief

James A. Hanes Jr. Assistant Chief

January 2024 Operations Report: We responded to 101 emergency calls in December. We had 386 responses in December. We responded to 1312 emergency calls in 2023. We had 5563 responses in 2023

Staffing:

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

Additional:

We have been finishing up 2023 projects and paperwork.

We would like to ask our residents to help us out by shoveling out fire hydrants if they have one on their property.

Thank you, Nicholas J.A. Kantz Fire Chief December 12, 2023 Park Board Report Scott on Zoom, Attended: Linda Powell, Mike Ropp, Mike Yoder, (Dean Absent), Secretary: RoseMary McDaniel attended.

Chad Tinsley Visitor. His phone # 574 606 1312.

Discussed small engine mini bikes. He wants to set up a mini-bike show and swap meet He will bring plans to the event to our next meeting. He is planning to use Congdon Park. He would like to see Food Trucks come to the event.

Over head elevated bridge to Congdon Park At Stoll property. 10-12 Feet, sidewalk would end at building. Will look at design 10 or 12 feet wide. Could park at Stoll property. Would need to remove building next to Stoll property.

Mike & Jill have applied for a grant for the new building, which Mike presented several new drawings of possible building. A Park building 110-115 feet was featured. Monogram Monogram has expressed interest in this new building which could be used for meeting and employee activities.

A discussion was held about the community garden. The Bristol grade school is a possible relocation spot if needed. Mike Ropp expressed that he hoped it would be possible to keep the garden in the current location.

Hermance Park:

Mike Ropp discussed the planting of the wetland area behind the pavilion in the Park. The planting of native plats and a few trees to be done by April 30, 2034. This planting has been expanded to more area than what was originally planned in 2023.

Hermance Park:

The Hermance toilets have been fixed. It was necessary to tear down the walls between the restrooms in order to plug up the old toilet holes that were never sealed off. The new toilets that were installed were basement toilets that actually need a pump force to lift sewage to the lift station. Pavilon is now ready for renting.

Congdon Park:

There was a discussion on purchasing six more picnic tables, and it was decided to wait until 2024.

There was a discussion to replace Dean Rentfrow who was elected to the Town Board with Andrew Medford who is leaving the Town Board and has expressed interest on being on the Park Board. The Park Board approved of Andrew Medford appointment to the Park Board. Linda Powell expressed continuing on the Park Board as her term is up. Linda will take both recommendations to the Town Board for their approval.

The 2024 meeting dates for the Park Board, as presented by an email from Town Clerk Cathy Antonelli, were accepted by the Park. It was moved by Linda Powell and seconding by Scott Dreamer that we accept the dates. Board Approved.

Dean advised that \$7,028,84 was left in Park Budget to spend for 2023.

Next Park Board meeting on January 9, 2024 at 6pm pm in upstairs town hall meeting room Visitors welcome. Scott will attend this meeting by zooming. Visitors welcome.

Report submitted by Secretary RoseMary McDaniel on Dec. 27, 2023

JOINT RESOLUTION NO. 01-18-2024-1

A JOINT RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRISTOL, INDIANA, AND THE TOWNSHIP BOARD FOR WASHINGTON TOWNSHIP OF ELKHART COUNTY, INDIANA ESTABLISHING POLICIES AND PROCEDURES FOR JOINT MEETINGS RELATING TO THE CREATION OF THE BRISTOL WASHINGTON TOWNSHIP FIRE PROTECTION TERRITORY

WHEREAS, the Town of Bristol, Indiana (the "<u>Town</u>") is a duly formed municipal corporation within the State of Indiana governed by its duly elected Town Council (the "<u>Council</u>"); and

WHEREAS, Washington Township of Elkhart County, Indiana (the "<u>Township</u>") is a political subdivision of the State of Indiana; and

WHEREAS, the Council and the Township Board of the Township (the "<u>Board</u>") have agreed to hold a series of joint public hearings for the purpose of considering the formation of a fire protection territory pursuant to Indiana Code § 36-8-19, with such territory called the Bristol Washington Township Fire Protection Territory (the "<u>Territory</u>"); and

WHEREAS, the Town and the Township have provided public notice of three (3) joint public hearings of the Council and the Board to take place on January 26, 2024, February 9, 2024, and February 23, 2024, all beginning at 6:30 P.M. at the Bristol Community Church, 201 South Division Street, Bristol, Indiana, to consider a proposed ordinance, resolution, and an interlocal agreement for the establishment of the Territory beginning with taxes payable in 2025, and a joint public meeting on March 4, 2024, beginning at 6:30 p.m. at the Bristol Town Hall, 303 E. Vistula Street, Bristol, Indiana, to vote to either adopt, reject, or table the ordinance, resolution, and interlocal agreement for the establishment of the Territory (each a "Joint Meeting" and collectively the "Joint Meetings"); and

WHEREAS, the Council and the Board desire to provide for policies and procedures to govern the Joint Meetings to facilitate the sharing of information and reception of public comment from taxpayers of the Territory.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol, Indiana, and the Board of Washington Township of Elkhart County, Indiana, as follows:

- <u>Section 1.</u> The foregoing Recitals are fully incorporated herein by this reference.
- <u>Section 2.</u> The Council and the Board reiterate that the Joint Meetings are to occur at the date, times, and places identified in the Recitals, and that a quorum of each of the Council and Board shall be present at the Joint Meetings.
- <u>Section 3.</u> The Council and the Board appoint the President of the Bristol Town Council to preside over the Joint Meetings (the "<u>Presiding Officer</u>").

- <u>Section 4.</u> The Bristol Clerk-Treasurer shall serve as the Clerk of the Joint Meetings and shall create and maintain such records of the Joint Meetings as those required by law for public meetings of the Council.
- <u>Section 5.</u> The Council and the Board agree to adopt the following agenda for the Joint Meetings; *provided*, that the agenda may be amended for any Joint Meeting upon the approval of a majority vote of both the Council and Board:
 - i. Call meetings of Council and Board to order
 - ii. Roll call of Council and Board; Determination of Quorum
 - iii. Appointment of Presiding Officer of Joint Meeting
 - iv. Approval of Joint Meeting Agenda
 - v. Presentations by Baker Tilly and Bristol Fire Department Corp.
 - vi. Public Comment Period
 - vii. Adjournment
- <u>Section 6.</u> The Council and the Board, pursuant to Indiana Code § 5-14-1.5-3, agree to the reasonable guidelines to govern the Public Comment portions of the Joint Meetings as attached hereto as <u>Exhibit A</u> and incorporated herein by reference.
- <u>Section 7.</u> This Resolution shall be effective as of the last date of its adoption by the Council and the Board and shall expire March 30, 2024.

* * * * *

RESOLVED THIS __ DAY OF JANUARY, 2024.

TOWNSHIP BOARD OF WASHINGTON TOWNSHIP OF ELKHART COUNTY, INDIANA

Greg Bailey

Paul D. Phillips

James M. Weaver

ATTEST:

Michael Lee, Trustee

RESOLVED THIS __ DAY OF JANUARY, 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

EXHIBIT A

Public Comment Period Guidelines

[Attached]

<u>Town of Bristol and Washington Township of Elkhart County</u> <u>Guidelines for Public Comment at Public Hearings on the Creation of the</u> Bristol Washington Township Fire Protection Territory Pursuant to I.C. § 36-8-19

These Guidelines for Public Comment at Public Hearings on the creation of the Bristol Washington Township Fire Protection Territory (the "<u>Territory</u>") pursuant to I.C. § 36-8-19 (these "<u>Guidelines</u>") shall be enforced by and at the discretion of the Presiding Officer of the joint meetings of the Township Board (the "<u>Board</u>") of Washington Township of Elkhart County, Indiana (the "<u>Township</u>") and the Town Council (the "<u>Council</u>") for the Town of Bristol, Indiana (the "<u>Town</u>") (the Board and Council together the "<u>Governing Body</u>") for the orderly and civil conduct of the joint meetings of the Governing Body on the creation of the Territory (each a "Joint <u>Meeting</u>" and together the "Joint Meetings").

1. Individuals that would like to be heard during the public comment period of a Joint Meeting (the "<u>Public Comment Period</u>") must be recognized by the Presiding Officer before speaking. The person wishing to address the Governing Body shall utilize a sign-in sheet to include their name, address, and township of residence. When addressing the Governing Body, the person must identify themselves by their name, address, and township of residence.

2. For the Public Comment Period, each speaker is allowed five (5) minutes, unless time is extended by the Presiding Officer. The Public Comment Period shall be limited so that the length of the Joint Meeting does not exceed two (2) hours unless such time is modified by a majority vote of the Governing Body.

3. Meeting attendees may not "donate" their speaking time to another person.

4. Speakers are not permitted to comment during the Public Comment Period on topics unrelated to the Joint Meeting.

5. All remarks should be addressed to the Governing Body as a whole.

6. All speakers shall refrain from comment or behavior that involves:

a. Disorderly speech or action; name-calling or personal attacks; obscene or indecent remarks; and derogatory comments on personalities;

b. The private activities, lifestyles, or beliefs of others, including Town or Township employees and elected officials, that are unrelated to the business of the Council, the Board, the Town, or the Township;

c. Advertising or promoting the sale of products, services, or private enterprise;

d. Promoting any contest or lottery; or

e. Promoting candidates for public office or upcoming ballot measures.

7. Any person who fails to comply with the requirements of these Guidelines, or who engages in speech or action as described in Section 6 when such speech or action disrupts, disturbs, or otherwise impedes the orderly conduct of any Joint Meeting, may, at the discretion of the Presiding Officer, be requested to leave the meeting and/or be barred from further audience before the Governing Body during that Joint Meeting or any subsequent Joint Meeting.

8. In addition to the limits specified above, the Presiding Officer may set other reasonable, viewpoint-neutral limits to prevent disruption of the Joint Meetings.

9. No person shall be permitted to address the Governing Body on any item more than once at any one (1) Joint Meeting without the approval of a majority of the Governing Body.

10. These Guidelines do not permit members of the public to join in debate or discussion with speakers, members of the Governing Body, other Town or Township elected or appointed officials, or with other members of the public present at any Joint Meeting. The Governing Body may, but it is not obligated to, provide responses to questions or comments presented by persons during the Public Comment Period.

11. Once a motion is on the floor, discussion from the public shall no longer be permitted on that agenda item.