



# TOWN COUNCIL REGULAR MEETING

Thursday, June 04, 2026 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. PUBLIC STATEMENT

### REPORTS

#### 7. TOWN MANAGER

**a.** Great Lakes and BESAAM LLC CF-1s

1. Great Lakes CF- 1 PP Commitment \$ 1.7 million. Actual to date \$2,089,315. 3 year abatement. Initiated 2025

2. BESAAM LLC CF-1 RE Commitment \$3.2 million AV. Actual to date \$2,295,300 AV to date. 3 year abatement. initiated 2025

New employee commitment is 12, actual new employee count is 5. Company reports the project is still under construction. Tight job market is hindering new employee hires. Business expansion is generating a need for additional equipment investment is expected creating 15 new jobs.

Recommend approving CF-1 s as substantially compliant.

**b.** Sewer only rate change request

Guiding ordinance

For sewer customers who are not metered water customers, monthly sewage rates shall be as determined by the town council from time to time.

(Code 1997, § 9-31; Code 2002, § 52.143; Ord. No. 12-11-97(B), 12-11-1997; Ord. No. 10-21-99(A), 10-21-1999)

**8. CLERK-TREASURER**

- a.** Salary Ordinance amendment 6.4.2026-16 Moving Eric Funkhouser to WWTP manager position, new hire for Street Department Supervisor. John Creech

**9. TOWN MARSHAL**

**10. TOWN ATTORNEY**

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

- a.** Please state your name and address | 3-minute guideline for comments

**12. TOWN COUNCIL DISCUSSION ITEMS**

- a.** Doug DeSmith
- b.** Cathy Burke
- c.** Gregg Tuholski
- d.** Jeff Beachy
- e.** Anthony Davidson

**NEXT MEETINGS:**

**June 16: Work Session**

**June 18: Council meeting | Frost rezoning.**

**13. MOTION TO ADJOURN**



# COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51766 (R6 / 4-23)  
Prescribed by the Department of Local Government Finance

Section 7, Item a.

20 26 PAY TO 21  
**FORM CF-1 / Real Property**

**PRIVACY NOTICE**  
The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.3 (k) and (l).

**INSTRUCTIONS:**

1. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
2. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
3. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15 or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.3(j))
4. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION		
Name of Taxpayer <b>BESAAM, LLC</b>		County <b>Elkhart</b>
Address of Taxpayer (number and street, city, state, and ZIP code) <b>21861 Protecta Drive, Elkhart, IN 46516</b>		DLGF Taxing District Number <b>031/031</b>
Name of Contact Person <b>Joseph Rowan</b>	Telephone Number <b>( 574 ) 389-9663</b>	Email Address <b>jrowan@glfp.net</b>
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of Designating Body <b>Bristol Town Council</b>	Resolution Number <b>9-4-2025-13</b>	Estimated Start Date (month, day, year) <b>06/01/2025</b>
Location of Property <b>1103 S. Maple Street, Bristol, IN 46507</b>		Actual Start Date (month, day, year) <b>06/01/2025</b>
Description of Real Property Improvements <b>We are expanding our current footprint by adding approximately 50,000 square feet to the existing building. This will include manufacturing/warehousing space, as well as, office space. We expect this project to create 15 positions.</b>		Estimated Completion Date (month, day, year) <b>12/31/2025</b>
		Actual Completion Date (month, day, year) <b>in process</b>
SECTION 3 EMPLOYEES AND SALARIES		
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees	191	196
Salaries	7,994,300	11,202,979
Number of Employees Retained	191	191
Salaries	7,994,300	10,917,189
Number of Additional Employees	12	5
Salaries	424,320	285,790
SECTION 4 COST AND VALUES		
COST AND VALUES	REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE
Values Before Project	\$	\$ 11,803,900
Plus: Values of Proposed Project	\$	\$ 3,200,000
Less: Values of Any Property Being Replaced	\$	\$
Net Values Upon Completion of Project	\$	\$ 15,003,900
ACTUAL	COST	ASSESSED VALUE
Values Before Project	\$ 12,584,004	\$ 11,805,900
Plus: Values of Proposed Project	\$ 1,755,091	\$ 2,295,300
Less: Values of Any Property Being Replaced	\$	\$
Net Values Upon Completion of Project	\$ 14,339,095	\$ 14,101,200
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of Solid Waste Converted		
Amount of Hazardous Waste Converted		
Other Benefits:		
SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of Authorized Representative 	Title <b>CFO</b>	Date Signed (month, day, year) <b>5-14-2026</b>



**COMPLIANCE WITH STATEMENT OF BENEFITS  
PERSONAL PROPERTY**

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

**PRIVACY NOTICE**  
This form contains confidential information pursuant to IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

**FORM CF-1 / PP**

**2026 PAY 2027**

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
  2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
  3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION		
Name of taxpayer Great Lakes Lamination, Inc.		County Elkhart
Address of Taxpayer (street and number, city, state and ZIP code) 21861 Protecta Drive Elkhart IN 46516		DLGF Taxing District Number 031 Bristol
Name of Contact Person Joseph Rowan	Telephone Number 574-389-9663	Email Address jrowan@glfp.net
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of Designating Body Town of Bristol	Resolution Number 9-4-2025-13	Estimated Start Date (month, day, year) 06/01/2025
Location of Property 1103 S. Maple Street Bristol IN 46507		Actual Start Date (month, day, year) 06/01/2025
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired. See attached		Estimated Completion Date(month, day, year) 12/31/2025
		Actual Completion Date (month, day, year) / /

SECTION 3 EMPLOYEES AND SALARIES		
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees	191	196
Salaries	7,994,300	11,202,979
Number of Employees Retained	191	191
Salaries	7,994,300	10,917,189
Number of Additional Employees	12	5
Salaries	424,320	285,790

SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
AS ESTIMATED ON SB-1								
Values Before Project	9,337,839							
Plus: Values of Proposed Project	1,700,000							
Less: Values of Any Property Being Replaced								
Net Values Upon Completion of Project	11,037,839							
ACTUAL								
Values Before Project	9,719,174	2,934,746						
Plus: Values of Proposed Project	2,089,315	835,726						
Less: Values of Any Property Being Replaced								
Net Values Upon Completion of Project	11,808,489	3,770,472						

**NOTE:** The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6 (c).

SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of Solid Waste Converted		
Amount of Hazardous Waste Converted		
Other Benefits:		

SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of Authorized Representative <i>Joseph Rowan</i>	Title <b>CFO</b>	Date Signed (month, day, year) 05/27/2026

Prepared by: Krigger Lawton & Co., LLC EIN 35-1307701 • 210 S. Michigan Street Suite 200, South Bend, IN 46601 • 574-289-4011

**ATTACHMENT TO FORM CF-1, page 1, Section 2**

Name of taxpayer

Great Lakes Lamination, Inc.

**SECTION 2**

**LOCATION AND DESCRIPTION OF PROPERTY**

Description of real property improvements and/or new manufacturing equipment to be acquired

Operations are expanding and will require the purchase of additional equipment that will ultimately create 15 additional positions

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)**

**INSTRUCTIONS: (IC 6-1.1-12-5.9)**

1. Within forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits.
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. If a notice is mailed to a property owner, a copy of the written notice will be sent to the county assessor and the county auditor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable effort to substantially comply with the Statement of Benefits and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable effort to comply, then the designating body shall adopt a resolution terminating the deduction. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/>		The property owner <b>IS</b> in substantial compliance	
<input type="checkbox"/>		The property owner <b>IS NOT</b> in substantial compliance	
<input type="checkbox"/>		Other (specify) _____	
Reasons for the Determination (attach additional sheets if necessary)			
Signature of Authorized Member			Date Signed (month, day, year)
Attested By:		Designating Body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance.			
Time of Hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of Hearing (month, day, year)	Location of Hearing
<b>HEARING RESULTS (to be completed after the hearing)</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied (see instruction 5 above)	
Reasons for the Determination (attach additional sheets if necessary)			
Signature of Authorized Member			Date Signed (month, day, year)
Attested By:		Designating Body	
<b>APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]</b>			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the clerk of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			



**SCHEDULE OF DEDUCTION FROM ASSESSED VALUATION PERSONAL PROPERTY IN ECONOMIC REVITALIZATION AREA**

State Form 52503 (R23/ 1-26)  
 Prescribed by the Department of Local Government Finance

**FORM 103 – ERA**

**JANUARY 1, 2026**  
 For Assessor's Use Only

**PRIVACY NOTICE**  
 This form contains confidential information pursuant to IC 6-1.1-35-9.

**INSTRUCTIONS:**

- In order to receive a deduction, this schedule must be submitted with a timely filed Form 103-Long.
- A separate schedule must be completed and attached to Form 103-Long for each approved Form SB-1 / PP for that abatement.
- Attach a copy of the applicable approved Form CF-1 to this schedule. First-time filings must also include the SB-1 and the resolution from the designating body.
- For any acquisitions included herein since the last assessment date, attach a list of the newly included equipment on Form 103-EL.

**SECTION 1 TAXPAYER INFORMATION**

Name of Taxpayer Great Lakes Lamination, Inc.		Name of Contact Person Joseph Rowan	
Full Address (number and street, city, state, and ZIP code) 21861 Protecta Drive Elkhart IN 46516		Email Address of Contact Person jrowan@glfp.net	Telephone Number 574-389-9663
County Elkhart	Township Washington	Taxing District 031 Bristol	Fax number 574-389-9664

**SECTION 2 ECONOMIC REVITALIZATION AREA INFORMATION**

Name of Body Designating the Economic Revitalization Area Town of Bristol		Resolution Number 9-4-2025-13	Length of Abatement (years) 3
Date Designation Approved (month, day, year) 09/04/2025	Designation Termination Date (month, day, year) 12/31/2026	Does Resolution Limit Dollar Amount of Deduction? <input type="checkbox"/> YES - and limit is based on Equipment <input type="checkbox"/> Cost <input type="checkbox"/> Assessed Value <input checked="" type="checkbox"/> No	

**SECTION 3 ABATED EQUIPMENT POOLING SCHEDULE**

The total cost of depreciable assets is to be reported on Form 103-Long. This schedule includes only the values attributable to the new manufacturing, research and development, logistical distribution, and/or information technology equipment under abatement per the resolution and IC 6-1.1-12.1.

The Minimum Value Ratio applies if Line 53 is greater than Line 52D on page 2 of the Form 103-Long [IC 6-1.1-12.1-4.5(g)]

Box 1 — Enter Amount Shown on Line 53 of Form 103-Long 2,858,771	Box 2 — Enter Amount Shown on Line 52D of Form 103-Long 2,341,564	Box 3 — Divide Box 1 by Box 2 (Carry Ratio 5 Decimal Places) 1.22088
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**POOL NUMBER 1 (1 TO 4 YEAR LIFE)**

	Form 103-Long, Schedule A, Column C, Adjusted Cost	TTV %	True Tax Value	Minimum Value Ratio (if applicable) (5 decimal places)	Year	Year*	Percent	Deduction Claimed
13*	1-2-25 to 1-1-26	\$	65%	\$	1.22088	1	%	\$
14	1-2-24 to 1-1-25	\$	50%	\$	1.22088	2	%	\$
15	1-2-23 to 1-1-24	\$	35%	\$	1.22088	3	%	\$
16A	1-2-22 to 1-1-23	\$	20%	\$	1.22088	4	%	\$
16B	1-2-21 to 1-1-22	\$	20%	\$	1.22088	5	%	\$
16C	1-2-20 to 1-1-21	\$	20%	\$	1.22088	6	%	\$
16D	1-2-19 to 1-1-20	\$	20%	\$	1.22088	7	%	\$
16E	1-2-18 to 1-1-19	\$	20%	\$	1.22088	8	%	\$
16F	1-2-17 to 1-1-18	\$	20%	\$	1.22088	9	%	\$
16G	1-2-16 to 1-1-17	\$	20%	\$	1.22088	10	%	\$
17	<b>TOTAL POOL NUMBER 1</b>	\$	--	\$	--	--	--	\$

**POOL NUMBER 2 (5 TO 8 YEAR LIFE)**

	Form 103-Long, Schedule A, Column C, Adjusted Cost	TTV %	True Tax Value	Minimum Value Ratio (if applicable) (5 decimal places)	Year	Year*	Percent	Deduction Claimed
18*	1-2-25 to 1-1-26	\$	40%	\$	1.22088	1	%	\$
19	1-2-24 to 1-1-25	\$	56%	\$	1.22088	2	%	\$
20	1-2-23 to 1-1-24	\$	42%	\$	1.22088	3	%	\$
21	1-2-22 to 1-1-23	\$	32%	\$	1.22088	4	%	\$
22	1-2-21 to 1-1-22	\$	24%	\$	1.22088	5	%	\$
23	1-2-20 to 1-1-21	\$	18%	\$	1.22088	6	%	\$
24A	1-2-19 to 1-1-20	\$	15%	\$	1.22088	7	%	\$
24B	1-2-18 to 1-1-19	\$	15%	\$	1.22088	8	%	\$
24C	1-2-17 to 1-1-18	\$	15%	\$	1.22088	9	%	\$
24D	1-2-16 to 1-1-17	\$	15%	\$	1.22088	10	%	\$
25	<b>TOTAL POOL NUMBER 2</b>	\$	--	\$	--	--	--	\$

SECTION 3 (continued)		ABATED EQUIPMENT POOLING SCHEDULE						Schedule A-1		
		Form 103-Long, Schedule A, Column C, Adjusted Cost	TTV %	True Tax Value	Minimum Value Ratio (if applicable) (5 decimal places)	Year	Year*	Percent	Deduction Claimed	
26*	1-2-25 to 1-1-26	\$	40%	\$	1.22088	1		%	\$	
27	1-2-24 to 1-1-25	\$	60%	\$	1.22088	2		%	\$	
28	1-2-23 to 1-1-24	\$	55%	\$	1.22088	3		%	\$	
29	1-2-22 to 1-1-23	\$	45%	\$	1.22088	4		%	\$	
30	1-2-21 to 1-1-22	\$	37%	\$	1.22088	5		%	\$	
31	1-2-20 to 1-1-21	\$	30%	\$	1.22088	6		%	\$	
32	1-2-19 to 1-1-20	\$	25%	\$	1.22088	7		%	\$	
33	1-2-18 to 1-1-19	\$	20%	\$	1.22088	8		%	\$	
34	1-2-17 to 1-1-18	\$	16%	\$	1.22088	9		%	\$	
35	1-2-16 to 1-1-17	\$	12%	\$	1.22088	10		%	\$	
37	<b>TOTAL POOL NUMBER 3</b>	\$	--	\$	--	--	--	--	\$	
<b>POOL NUMBER 4 (13 YEAR AND LONGER LIVES)</b>										
		Form 103-Long, Schedule A, Column C, Adjusted Cost	TTV %	True Tax Value	Minimum Value Ratio (if applicable) (5 decimal places)	Year	Year*	Percent	Deduction Claimed	
38*	1-2-25 to 1-1-26	\$	40%	\$	1.22088	1		%	\$	
39	1-2-24 to 1-1-25	\$	60%	\$	1.22088	2		%	\$	
40	1-2-23 to 1-1-24	\$	63%	\$	1.22088	3		%	\$	
41	1-2-22 to 1-1-23	\$	54%	\$	1.22088	4		%	\$	
42	1-2-21 to 1-1-22	\$	46%	\$	1.22088	5		%	\$	
43	1-2-20 to 1-1-21	\$	40%	\$	1.22088	6		%	\$	
44	1-2-19 to 1-1-20	\$	34%	\$	1.22088	7		%	\$	
45	1-2-18 to 1-1-19	\$	29%	\$	1.22088	8		%	\$	
46	1-2-17 to 1-1-18	\$	25%	\$	1.22088	9		%	\$	
47	1-2-16 to 1-1-17	\$	21%	\$	1.22088	10		%	\$	
51	<b>TOTAL POOL NUMBER 4</b>	\$	--	\$	--	--	--	--	\$	
52	<b>TOTAL ALL POOLS</b>	<b>TOTAL OF POOLS 1, 2, 3, and 4 (Total Lines 17-A2, 25-A2, 37-A2, and 51-A2 from Schedule A-2)</b>								\$

SECTION 4		ABATED EQUIPMENT POOLING SCHEDULE						Schedule A-2		
		Form 103-Long, Schedule A, Column C, Adjusted Cost	TTV %	True Tax Value	Minimum Value Ratio (if applicable) (5 decimal places)	Year	Year*	Percent	Deduction Claimed	
<b>POOL NUMBER 1: (1 TO 4 YEAR LIFE)</b>										
13-A2	1-2-25 to 1-1-26	\$	65%	\$	N/A	1		%	\$	
17-A2	<b>TOTAL POOL NUMBER 1</b>	\$	--	\$	--	--	--	--	\$	
<b>POOL NUMBER 2: (5 TO 8 YEAR LIFE)</b>										
18-A2	1-2-25 to 1-1-26	\$ 2,089,315	40%	\$ 835,726	N/A	1	1	100%	\$ 835,726	
25-A2	<b>TOTAL POOL NUMBER 2</b>	\$ 2,089,315	--	\$ 835,726	--	--	--	--	\$ 835,726	
<b>POOL NUMBER 3: (9 TO 12 YEAR LIFE)</b>										
26-A2	1-2-25 to 1-1-26	\$	40%	\$	N/A	1		%	\$	
37-A2	<b>TOTAL POOL NUMBER 3</b>	\$	--	\$	--	--	--	--	\$	
<b>POOL NUMBER 4: (13 YEAR AND LONGER LIVES)</b>										
38-A2	1-2-25 to 1-1-26	\$	40%	\$	N/A	1		%	\$	
51-A2	<b>TOTAL POOL NUMBER 4</b>	\$	--	\$	--	--	--	--	\$	
52-A2*	<b>TOTAL ALL POOLS</b>	<b>TOTAL OF POOLS 1, 2, 3, and 4 (Total Lines 17-A2, 25-A2, 37-A2, and 51-A2 from Schedule A-2)</b>								\$ 835,726

SECTION 5		SPECIAL TOOLING					Abatement			Deduction Claimed
Round all figures to the nearest \$1. Report only the cost of abated special tools, dies, jigs, etc. (50 IAC 4.2-6-2)		True Tax Value (Included on Form 103-T)			The Minimum Value Ratio Is Not Applicable To Special Tooling	Year	Year*	Percent		
S1	1-2-25 to 1-1-26	\$	30%	\$		1		%	\$	
S2	1-2-24 to 1-1-25	\$	3%	\$		2		%	\$	
S3	1-2-23 to 1-1-24	\$	3%	\$		3		%	\$	
S4	1-2-22 to 1-1-23	\$	3%	\$		4		%	\$	
S5	1-2-21 to 1-1-22	\$	3%	\$		5		%	\$	
S6	1-2-20 to 1-1-21	\$	3%	\$		6		%	\$	
S7	1-2-19 to 1-1-20	\$	3%	\$		7		%	\$	
S8	1-2-18 to 1-1-19	\$	3%	\$		8		%	\$	
S9	1-2-17 to 1-1-18	\$	3%	\$		9		%	\$	
S10	1-2-16 to 1-1-17	\$	3%	\$		10		%	\$	
S11	<b>TOTAL SPECIAL TOOLS</b>	\$	--	\$	--	--	--	\$		

SECTION 6		TOTAL DEDUCTION	
TOTAL POOLS Line 52 (from Schedule A-1)			\$
TOTAL POOLS Line 52-A2* (from Schedule A-2)			\$
SUB-TOTAL SPECIAL TOOLING (from Above - line S11)			\$ 835,726
<b>TOTAL ALL POOLS AND SPECIAL TOOLING</b>			\$
			\$ 835,726
LIMIT ON AMOUNT OF ABATEMENT STATED IN RESOLUTION		Cost	Assessed Value
AMOUNT OF DEDUCTION CLAIMED — Lesser of Resolution Limit on Abatement or Total All Pools. (Carry deduction forward to the Summary Section on Page 1 of the Form 103-Long)		\$	\$
			\$ 835,726

Obsolescence Claimed on Form 106?  Yes  No

**NOTE: If obsolescence is claimed on depreciable assets, the applicable adjustment must be taken on the Abatement Deduction being claimed. Show calculations on Form 106.**

Line numbers on this form match the line number on the Form 103-Long. Lines were added to Pools 1 and 2 and deleted from Pools 3 and 4 to reflect the ten (10) year abatement limitation.

\*Lines 13, 18, 26, and 38 of Schedule A-1 are used to report personal property that is placed in service after January 1, 2025, and is located in a tax increment allocation area for which the base assessed value was determined before that date. Schedule A-2 is used to report personal property that is not subject to the 30% minimum valuation limitation under IC 6-1.1-3-29. This includes personal property placed in service after January 1, 2025 that is not located in a tax incremental allocation area for which the base assessed value was determined before that date.

Year\* - This column may be used when the abatement year does not correlate with the acquisition year within the pool. An example might be when used equipment is moved into Indiana from out of state and it was granted an abatement.



**EQUIPMENT LIST FOR NEW ADDITIONS TO ERA DEDUCTION  
PERSONAL PROPERTY IN ECONOMIC REVITALIZATION AREA**

State Form 52515 (R5 / 1-23)  
Prescribed by the Department of Local Government Finance

**JANUARY 1, 2026**  
**FORM 103-EL**

**PRIVACY NOTICE**  
The records in this series are confidential according to IC 6-1.1-35-9.

**INSTRUCTIONS:**

1. This schedule must be filed when any new manufacturing, research and development, logistical distribution and/or information technology equipment is claimed on the schedule of deduction from assessed valuation (Form 103-ERA) that has been installed after the prior year assessment date.
2. A separate list must be completed for EACH APPROVED abatement (Form SB-1 / PP). The equipment list must be attached to the corresponding Form 103-ERA and made part of the Business Personal Property Return (Form 103-Long) filed with the assessor not later than May 15, unless an extension of up to thirty (30) days is granted in writing.
3. A taxpayer's internal list may be attached to this form. Any data omitted from that taxpayer format must be added here, using the Reference Number Column to cross reference to the taxpayer formatted list.
4. The purpose column is to describe the item in sufficient detail to assist the assessing official to determine that the item is eligible for abatement as equipment (as defined in IC 6 1.1-12.1-1) An entry may be left blank if the item is self describing.

SECTION 1 TAXPAYER INFORMATION			
Name of Taxpayer Great Lakes Lamination, Inc.		Name of Contact Person Joseph Rowan	
Address of Taxpayer (number and street, city, state and ZIP code) 21861 Protecta Drive Elkhart IN 46516			Telephone Number 574-389-9663
County Elkhart	Township Washington	DLGF Taxing District Number 031 Bristol	Email Address jrowan@glfp.net

SECTION 2 ECONOMIC REVITALIZATION AREA INFORMATION		
Name of Body Designating the Economic Revitalization Area Town of Bristol		Resolution Number 9-4-2025-13
		Length of Abatement (years) 3

SECTION 3 ABATED EQUIPMENT LIST						
REFERENCE NUMBER <sup>3</sup>	INSTALLATION DATE	ITEM	PURPOSE <sup>4</sup>	COST PER 50 IAC 4.2	POOL LINE NUMBER	ASSESSOR USE ONLY
	09/30/2025	Forklift	Manufacturing	160,230	18-A2	
	10/15/2025	Seam Tape	Manufacturing	23,262	18-A2	
	11/30/2025	Interior Doors	Manufacturing	492,656	18-A2	
	12/31/2025	Forklift	Manufacturing	44,008	18-A2	
	12/31/2025	Profile Wrapper	Manufacturing	147,178	18-A2	
	12/31/2025	Laminator	Manufacturing	1,221,981	18-A2	

- Check if additional Form 103-EL are attached for this abatement (103-ERA). This is Equipment List \_\_\_\_ of \_\_\_\_.
- Check if taxpayer's internal list is attached.

To: Bristol Town Council  
c/o Bristol Town Manager

From: Tripp Bradford, resident  
500 W. Vistula St.  
Bristol, IN. 46507

Dear Mike,

Many thanks to you and Denise for taking time to talk to me about my current sewer fees. My fiancé and I live in a modest one story home with a walk out basement. I am charged \$96.04 a month and that is just for sewer. As you know, my water is provided by a well (5/8" d), so the town does not meter our water input. Based on our new water softener, which recharges every 1,000 gallons, we have been using between 1,400 and 1,800 gallons per month since last fall.

I understand that there are three different sewer billing rates. The usage at my home with it being just me and my fiancee falls safely below the 2,000 gallon a month threshold. I would ask the council to reflect this is what I am being charged for my sewer only account.

Please let me know what other details or requests I should make in this letter and what else I need to do.

Thank you for your help.

 6/4/20  
Tripp Bradford

**TOWN OF BRISTOL, INDIANA**

**Salary Ordinance No. 6.4.2026-16**

**WHEREAS** the Town of Bristol is desirous of establishing a schedule of total compensation to include the salaries and benefits for its employees for the year 2026; and

**WHEREAS** the Town of Bristol Town Council has reviewed the financial condition of the Town for purposes of arriving at proposed total compensation to include salaries and benefits that are fiscally responsible, and which are fair, just, and equitable to its employees.

**NOW THEREFORE BE IT ORDAINED** by the Town of Bristol Town Council, that the total compensation for its elected officials and employees **for January 1, 2026, through December 31, 2026, or from the date amended through December 31, 2026, shall be as follows:**

**2026 BASE PAY RATE SCHEDULE**

TITLE	CLASSIFICATION	BASE PAY RATE	BUDGETED FUNDS
Town Council President	Elected Official Stipend	\$2,383.50 paid in June and December	100% General Fund
Town Council Member(s)	Elected Official Stipend	\$2,121.00 paid in June and December	100% General Fund
Park Board Member(s)	Appointed Official Stipend	\$975.00 paid in December	100% Park Fund
Town Manager [MY]	Exempt Full-Time	\$3,021.35 biweekly	100% General Fund
Clerk-Treasurer [CA]	Elected Official Exempt Full-Time	\$ 2,718.93 biweekly	100% General Fund
Deputy Clerk / Assistant Town Manager [JS]	Nonexempt Full-Time	\$32.29 per hour	100% General Fund
Utility Clerk [DT]	Nonexempt Full-Time	\$19.14 per hour	100% Water Fund
Town Marshal [SP]	Exempt Full-Time	\$3,742.98 biweekly	100% Police Fund
Chief Deputy [DL]	Nonexempt Full-Time	\$45.77 per hour	100% Police Fund
Detective [NR]	Nonexempt Full-Time	\$40.68 per hour	100% Police Fund
Corporal [KH]	Nonexempt Full-Time	\$43.23 per hour	100% Police Fund
Deputy Police Officer [GP]	Nonexempt Full-Time	\$35.09 per hour	100% Police Fund
Deputy Police Officer [AD]	Nonexempt Full-Time	\$39.67 per hour	100% Police Fund
Deputy Police Officer [CP]	Nonexempt Full-Time	\$32.51 per hour	100% Police Fund
Deputy Police Officer [VA]	Nonexempt Full-Time	\$32.51 per hour	100% Police Fund
Deputy Police Officer [CS]	Nonexempt Full-Time	\$33.57 per hour	100% Police Fund
Deputy Police Officer [GS]	Nonexempt Full-Time	\$39.67 per hour	100% Public Safety Fund

TITLE	CLASSIFICATIO	BASE PAY RATE	BUDGETED FUNDS
Deputy Police Officer [JD]	Nonexempt Full-Time	\$32.51 per hour	100% Public Safety Fund
Ordinance Officer [RC]	Nonexempt Part-Time	\$24.64 per hour	100% Police Fund
Police Department Clerical Personnel [AA]	Nonexempt Full-Time	\$25.43 per hour	100% Police Fund
Street Department Employee – 1 [WB]	Nonexempt Full-Time	\$33.50 per hour	100% General Fund
Street Department Superintendent [JC]	Nonexempt Full-Time	30.00 per hour	100% General Fund
Street Department Employee – 3 [MG]	Nonexempt Full-Time	\$28.19 per hour	100% General Fund
Utility Superintendent [TM]	Nonexempt Full-Time	\$39.23 per hour	65% Wastewater 35% MS4
Utility Employee-3 [KB]	Nonexempt Full-Time	\$30.39 per hour	100% Wastewater Fund
Utility Employee 4 [JM]	Nonexempt Full-Time	\$34.42 per hour	100% Water fund
WWTP Manager	Nonexempt Full-Time	33.50 per hour	100% Wastewater Fund
Office Support Assistant [PE]	Nonexempt Part-Time	\$10.76 per hour	100% Water Fund
Utility Department Seasonal Employee	Nonexempt Seasonal	\$15.00 per hour	100% Water Fund
Community Services Assistant Seasonal Employee(s)	Nonexempt Seasonal	\$15.00 per hour	100% Giveback Fund
Seasonal Employee(s) Various departments	Nonexempt Part-Time	\$25.00 per hour	25% MVH Fund,25% Park 50% Cemetery

**GUIDELINES FOR THE PAYMENT OF BASE RATES**

The Clerk-Treasurer and all full-time and part-time employees shall be paid bi-weekly in 2026 with the first biweekly pay date of January 9, 2026, based on the pay period designated as Sunday, December 21, 2025, through Saturday, January 3, 2026. The standard workweek is from Sunday through Saturday. All employees are paid biweekly, which equates to 26 pays during 2026.

Exempt (EX) employees are paid to “get the job done” and their pay does not vary from week to week. Nonexempt (NE) employees are paid by the hour for all hours worked during each workweek.

The Town Council President and the Town Council members will be paid first pay period in July, and last pay period in December , for the pay rates as listed in the Base Pay Rate Schedule above. Park Board members are paid last pay period in December , for the amount listed in the Base Pay Rate Schedule above.

**Work Schedules/Hours/Breaks**

The Town of Bristol will establish the standard workday, workweek, and starting and ending times for each department, considering current and anticipated workloads, public service needs, and other factors. Each department is responsible for communicating these work parameters to their

**Salary Ordinance No. 6.4.2026-16**

employees. No established schedule will be construed as a guarantee of work hours or as a restriction of the Town of Bristol’s right to restructure the workday or workweek.

Street Department employees will work from 7:00 a.m. until 3:00 p.m. Monday through Friday with two 15-minute paid breaks.

Water and Wastewater Department employees will work four 10-hour days per week. Either Monday through Thursday or Tuesday through Friday. Work hours are 6:30 am to 4:30 pm with two 15-minute paid breaks. An optional schedule is four 10-hour workdays with work hours of 6:30 am to 5:00 pm, with two 15-minute breaks and a 30-minute lunch break. Each employee is required to work a minimum of 1 weekend per month to perform IDEM-mandated testing. The weekend shift will be aligned with on-call duty schedules.

Police Department employees are assigned to one of the following seven shifts:

- - Shift A      6:00 a.m.      -      2:00 p.m.
- - Shift B      8:00 a.m.      -      4:00 p.m.
- - Shift C      10:00 a.m.      -      6:00 p.m.
- - Shift D      2:00 p.m.      -      10:00 p.m.
- - Shift E      4:00 p.m.      -      12:00 a.m.
- - Shift F      6:00 p.m.      -      2:00 a.m.
- - Shift M      10:00 p.m.      -      6:00 a.m.

Police officers may be assigned to a non-routine shift beyond the shifts listed above.

The Town Manager, Assistant Town Manager, Clerk-Treasurer, Deputy Clerk, and Park Coordinator work from 8:00 a.m. until 4:00 p.m. Monday through Friday with two 15-minute paid breaks.

At the discretion of the Town of Bristol, nonexempt employees may be authorized to take break periods during each shift. Such breaks may not interfere with the proper performance of the employee’s work responsibilities and may be set by Supervisors or the Department Head.

Base wages are set by this salary ordinance for 2026, and any changes will require approval from the Town Council.

Employees of the Town of Bristol must meet the following guidelines in order to receive the base rates listed above per each department’s guidelines.

**PAY CONSIDERATIONS**

**Civilian Employees**

All full-time civilian employees may be scheduled to work 40-hours per work week based upon 2,080 hours per calendar year. Five 8-hour days or four 10-hour days depending upon the department's established work schedule.

All seasonal and/or part-time civilian employees may be scheduled to work less than the normal 40-hour workweek, or eight-hour shifts. However, there is no set schedule for these employees.

The Town Manager, or the Clerk-Treasurer, will determine the pay rate for their direct report employees who are hired mid-year for a position listed in the chart above, with the approval from the Town Council.

**Police Department Employees**

Full-time Police Department employees may be scheduled to work 40 hours in a seven-day work period.

**Salary Ordinance No. 6.4.2026-16**

Full-time Police Department employees voluntarily participating in the Indiana Criminal Justice Institute Selective Enforcement program will be compensated at double time ~~one and one-half times~~ their hourly rate for all hours worked in the Selective Enforcement program, beyond their normal daily duties. In 2026, there will be approximately 10 hours per month for all Police Department employees collectively. The total hours worked will be paid from the Police Fund, based on an approved Elkhart County grant.

**Overtime/Compensatory Time/Flextime**

Overtime compensation will be paid to nonexempt employees at time and one-half of the employee’s hourly pay rate for all hours worked over 40 in a standard workweek and in accordance with the Fair Labor Standards Act (FLSA). An employee’s time off while using vacation, personal leave time, holidays, bereavement leave, jury or witness duty leave, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime is generally discouraged and must be approved by an employee’s Supervisor in advance, except in an unusual or emergency situation.

The Town of Bristol may allow compensatory time in lieu of overtime pay for nonexempt employees. Compensatory time is earned at the rate of one and one-half times the actual time worked. For example, a nonexempt employee who works one hour of overtime will receive one and one-half hours of compensatory time. Compensatory time may be accrued to a maximum of 40-hours and employees should use banked time as soon as possible after it has been earned. Upon termination of employment, the nonexempt employee is entitled to receive payment for earned and unused compensatory time at the regular hourly wage rate in effect at the date of termination, or the average of the past three-years, whichever is greater.

It may be possible for employees in certain situations, with the permission of their supervisor, to work an adjusted or flexible work schedule. The schedule must not cause a reduction in the ability of that employee’s department to properly perform its duties and responsibilities. The establishment of a flexible schedule may not result in the need to hire other employees or the use of overtime to cover those “traditional” hours not worked by the employee working a flexible schedule. A flexible schedule may allow for nonexempt employees to work more than eight hours in a day but must not exceed 40-hours in a workweek.

**“Call-In” Pay – Civilian and Police Department Employees**

Nonexempt civilian employees who are called-in to work during nonworking hours will be paid a minimum of one-hour at their normal rate of pay for all hours worked and the hours worked will be used in the calculation of overtime for all hours worked over 40 in a workweek payable from the appropriate departmental budget.

Nonexempt civilian employees who are called-in to work during an approved scheduled vacation or personal leave time will be paid a minimum of one-hour at a rate of time and one-half their normal rate of pay for all hours worked. The hours worked will be paid from the appropriate departmental budget.

Nonexempt employees who are called-in to work during a holiday will be paid a minimum of one-hour at a rate of time and one-half their normal rate of pay for all hours worked in addition to their holiday pay, payable from the appropriate departmental budget.

Nonexempt employees in the Police Department who provide supervisorial consultation will be paid in blocks of 15-minutes which will be counted towards the 40-hours in a seven-day work period payable from the Police Department budget. Nonexempt employees in the Police Department who are “called-in” to work will be paid a minimum of one-hour. If they work beyond one hour, the amount of time will be rounded up in 15-minute increments and will be counted towards the 40-hours in a seven-day work period payable from the Police Department budget.

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**ADDITIONAL PAY CONSIDERATIONS**

**Training and Professional Development**

On-the-job training (OTJ) prepares employees to perform the responsibilities required of his or her position. The Clerk-Treasurer and regular full-time and part-time employees may obtain training or education leave without loss of pay for the purpose of participating in training that will increase the knowledge and efficiency in their jobs. Employees may be paid straight-time pay for eight-hours per day while attending seminars, conferences, or training classes. Time spent in training and professional development will be considered hours worked. Employees may utilize flex-time or be compensated with overtime or compensatory time for any hours over 40 in a training workweek. Expenses involved in attending training shall be paid for in advance, if possible, from the applicable departmental budget.

**Certifications**

Full-time employees in the Water and Wastewater Departments will receive pay for certifications that are required for the duties of their jobs. The total amount paid will be considered hours worked for purposes of performing overtime calculations and will be paid from the Water and Wastewater budgets.

**Clothing Allowances**

Members of the Town of Bristol Police Department Reserve Officer program, to include: Chaplain Officers, Reserve Officers, and Probationary Reserve Officers will receive a clothing allowance two times in 2026: one distribution in June of 2026 and one distribution in December of 2026 in the amounts listed below. Probationary Reserve Officers are not eligible for the clothing allowance until they satisfactorily complete the Pre-Basic Academy training and the Field Training Officer (FTO) program.

- Chaplain Officer = Up to \$400.00 per distribution
- Reserve Officer = Up to \$500.00 per distribution
- Probationary Reserve Officer = Up to \$500.00 per distribution after completion of required training. If required training is completed between distributions, the clothing allowance shall be prorated.

All clothing allowances will be taxed according to IRS rules and included on the employee's W-2.

**Tenure Incentive Pay (TIP)**

Tenure Incentive Pay (TIP) is available to regular full-time and part-time employees as a reward and recognition for their continued acceptable level of job performance after one year of service. Any full-time civilian employee is eligible for TIP under the civilian employee guidelines at a rate of \$100.00 per year of employment, not to exceed \$2,000.00. Any part-time employee is eligible for TIP under the civilian employee guidelines at a rate of \$50.00 per year of employment, not to exceed \$1,000.00. TIP compensation will be paid on the first available pay date in December. Any eligible employee employed by the Town on that date shall receive the TIP. Any employee who terminates employment prior to this date will not be eligible for the TIP. The total amount paid will be considered hours worked for purposes of performing overtime calculations and will be paid from the budgetary funds as noted in the 2026 Base Pay Rate Schedule above.

**Specialized Training Compensation**

The Bristol Police Department will compensate full-time employees for specialized training. Each employee may receive pay for up to three (3) specialties, with each specialty compensated at \$500.00 annually. All compensated specialties must be approved by the Marshal. Recognized

**Salary Ordinance No. 6.4.2026-16**

specialties may include, but are not limited to, Breath Test Operator, Instructor Generalist, Firearms Instructor, Emergency Vehicle Operations Instructor, Defensive Tactics Instructor, Psychomotor Skills Instructor, Field Training Officer, First Line Supervisor, Phlebotomist, Child First Interviewer, and any other training as approved by the Marshal.

**Emergency Closings**

Non-critical service employees are expected to report for their regular work unless the County Emergency Management issues a media broadcast statement requiring that citizens are to remain off Town streets, or their Department Head contacts them prior to the start of the workday with alternate instructions. When the decision to close is made prior to the workday, or when the decision to close is made after the workday has begun, time off from scheduled work will be paid.

Critical service employees are expected to report for their regular shift assignment during emergency closings unless their Department Head has contacted the employees personally with alternate instructions. In these circumstances, employees who work will receive regular pay. A critical service employee may request to use vacation or personal leave time. However, the request may be denied with no recourse available to the employee except to report to work for his or her regular full-time employees who do not report to work on a day in which the workplace is open may use available vacation, personal leave time, or compensatory time, or the time will be unpaid. The Department Head may allow the employee to make up time missed, provided that the time is documented. Regular part-time employees who cannot report to work due to weather or a civil emergency will receive no pay for the day.

Refer to the Town of Bristol Employee Handbook for additional information regarding emergency closings.

**BENEFITS SCHEDULE**

**Health Insurance**

Medical, dental, and vision benefits are offered to the Clerk-Treasurer and eligible employees on the first day of employment. Eligible employees include:

- Regular full-time employees

The Town of Bristol contributes 90% of the medical insurance premium from the General, Water, and Sewer Fund on behalf of the employee and their dependents and the employee is required to contribute 10% of the medical insurance tiered-based premium through payroll deduction, as follows:

2026 United Health Care (UHC) Plans	AIM Option 1 PPO -Total Costs	AIM Option 1 Monthly Employer 90% Costs	AIM Option 1 Monthly Employee 10% Costs	AIM Option 2 HSA -Total Costs	AIM Option 2 Monthly Employer 90% Costs	AIM Option 2 Monthly Employee 10% Costs
Employee Only	\$1,029.14	\$926.23	\$102.91	\$849.21	\$764.29	\$84.92
Employee Plus Spouse	\$2,058.29	\$1,852.46	\$205.83	\$1,698.42	\$1,528.58	\$169.84
Employee Plus Children	\$1955.37	\$1,759.83	\$195.54	\$1,613.50	\$1,452.15	\$161.35
Family	\$2,984.52	\$2,686.07	\$298.45	\$2,462.70	\$2,216.43	\$246.27

**TOWN OF BRISTOL, INDIANA**

**Salary Ordinance No. 6.4.2026-16**

For the plan year 2026, the Town will make a one-time contribution to employees' HSA accounts as follows:

<b>HSA Account</b>	<b>Town Contributions</b>
Employee Only	\$1,000.00
Employee plus Child	\$1,500.00
Employee plus Spouse	\$1,500.00
Family	\$2,000.00

The Town of Bristol contributes 100% for both the dental and vision insurance premiums from the General, Water, and Sewer Fund on behalf of eligible employees and their dependents, as follows:

<b>Delta Dental</b>	<b>Monthly Employer Contribution</b>
Employee Only	\$28.16
Employee plus One	\$56.35
Employee plus Children	\$76.10
Employee plus Family	\$114.36

<b>VSP Vision Care</b>	<b>Monthly Employer Contribution</b>
Employee Only	\$6.15
Employee plus One	\$12.33
Employee plus Children	\$13.16
Employee plus Family	\$21.05

The renewal dates for the medical, dental, and vision insurance plans are on January 1, 2026. There may or may not be an increase in the premium totals after this date.

Refer to each Summary of Benefits and Coverage (SBC) document for additional information on medical, dental, and vision benefits offered by the Town of Bristol.

**Life and AD&D Insurance**

The Town of Bristol offers all eligible employees upon their date of hire participation in One America Life and AD&D insurance benefits. Eligible employees include:

- Regular full-time employees

Eligible employees will be provided with a policy equal to a \$50,000 benefit. The Town of Bristol pays 100% of the premium, totaling \$6.00 per employee per month. The renewal date for life and AD&D insurance is on January 1, 2026, and there may or may not be an increase in the premium totals after this date. Refer to the Plan Document for additional information on the life and AD&D insurance plan.

**Short-Term Disability Insurance**

**Salary Ordinance No. 6.4.2026-16**

The Town of Bristol provides a short-term disability insurance plan through One America at no cost to the employees. Eligible employees include:

- Regular full-time

The Town of Bristol pays 100% of the employees' salary-based premiums per month from the General, Water, and Sewer Fund, in the following amounts:

- Employee \$12.14
- Employee \$16.22
- Employee \$17.89
- Employee \$19.05
- Employee \$20.11 (x2)
- Employee \$20.24 (x3)
- Employee \$21.40
- Employee \$21.63
- Employee \$21.88
- Employee \$22.21
- Employee \$22.39
- Employee \$25.02
- Employee \$25.30 (x6)
- Employee \$31.42

The renewal date for short-term disability insurance is on January 1, 2026, and there may or may not be an increase in the premium totals after this date.

Employees may be eligible for short-term disability insurance on the first day of the month following 30-days of employment. Employer Paid Short Term - Elimination Period (Accident) – 0 days & Elimination Period (Sickness) – 7 days. Eligible employees may participate in the short-term disability insurance plan for one event each year. Benefits begin on the seventh day after the onset of a qualifying disability and may continue for up to 26-weeks at a rate of 60 percent of the eligible employee's pre-disability wages. The benefit may be reduced by other income benefits, disability earnings, and the employee's costs related to insurance benefits. All wages for short-term disability will be paid from the employee's budget lines as stated in the 2026 Base Pay Rate Schedule.

Refer to the Town of Bristol Employee Handbook for additional information on short-term disability insurance offered by the Town of Bristol.

**Voluntary Benefits**

The Town of Bristol offers eligible regular full-time employees upon their date of hire to elect to participate in voluntary benefits from Vimly Benefit Solutions, through the AIM Medical Trust benefits, to include:

- Life Insurance
- Accidental Death and Dismemberment (AD&D) Insurance

The employee is responsible for paying the full biweekly premium and premiums are dependent upon which benefit is elected. The Town of Bristol does not contribute to the premium of any of the benefits as elected. Refer to the Plan Document for additional information on voluntary benefits.

**NationWide Retirement Plans – Civilian Employees and Police Department Sworn Officers**

**Civilian Employees**

**Salary Ordinance No. 6.4.2026-16**

NationWide 457 and 401(a) plans offer eligible employees of the Town of Bristol a voluntary way to Save for their retirement through tax-deferred contributions to their own individual accounts. Eligible employees include:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the 457(b)-retirement savings plan or a Roth IRA plan from their first day of employment.

Upon hire and during an employee’s first anniversary year, the Town of Bristol will give a \$1,500.00 match to the full-time employee and \$750.00 to the part-time employee if they contribute to the 457(b)-retirement savings plan or a Roth IRA from the General Fund. This match will be deposited into the employee’s 401(a) account, divided into 26 or 27 bi-weekly amounts, given the particular year.

After an employee’s first anniversary, the Town will contribute \$2,000.00 to the full-time employee’s 401(a) account and \$1,000.00 to the part-time employee’s account, divided into equal bi-weekly portions for the remainder of the calendar year from the General Fund. Each subsequent calendar year, the Town will contribute \$2,000 to the full-time employee’s 401(a) account and \$1,000 to the part-time employee’s account, divided into 26 or 27 bi-weekly amounts, given the particular year.

**Police Department – Sworn Officers**

Upon hire and during an employee’s first anniversary year, the Town of Bristol will give a \$1,500.00 match to the full-time employee and \$750.00 to the part-time employee if they contribute to the 457(b)-retirement savings plan or a Roth IRA from the General Fund. This match will be deposited into the employee’s 401(a) account, divided into 26 or 27 bi-weekly amounts, given the particular year.

After an employee’s first anniversary, the Town will contribute \$3,000.00 to the full-time employee’s 401(a) account and \$2,000.00 to the part-time employee’s account, divided into equal bi-weekly portions for the remainder of the calendar year from the General Fund. Each subsequent calendar year, the Town will contribute \$3,000 to the full-time employee’s 401(a) account and \$2,000 to the part-time employee’s account, divided into 26 or 27 bi-weekly amounts, given the particular year.

The Clerk-Treasurer has been appointed as the administrator of the Plan and is authorized to make deductions from the pay of employees who voluntarily participate, and to make such other arrangements as are necessary to implement the plan. The Town of Bristol bears the incidental expense of collecting the employees’ deferrals and other minor administrative expenses.

Refer to the Summary Plan Description (SPD) document for additional information on retirement savings benefits offered by the Town of Bristol.

**Vacation Benefits**

Vacation benefits with pay are available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Elected officials are exempt from vacation benefits. Employees in the following employment classification(s) are eligible to earn and use vacation benefits as described in this policy:

- Regular full-time employees
- Regular part-time employees who work 30 or more hours per week

**Salary Ordinance No. 6.4.2026-16**

The amount of vacation benefits that employees receive each year increases with the length of their employment as shown in the following schedule:

Years of Continuous Service	Number of Vacation Hours Earned by Full-Time Employees	Number of Vacation Hours Earned by Part-Time Employees
Upon hire or transfer into an eligible employment classification	One-day (eight-hours) for every two-months (five-days or 40-hour maximum)	One-half day (four-hours) for every two-months (2.5 days or 20-hour maximum)
On January 1 <sup>st</sup> after an employee's first anniversary	Five-days (40-hours)	Two and one-half days (20-hours)
On the second January 1 <sup>st</sup> through the fourth January 1 <sup>st</sup>	Ten-days (80-hours)	Five-days (40-hours)
On January 1 <sup>st</sup> of years five through nine	15-days (120-hours)	Seven and one-half days (60-hours)
On January 1 <sup>st</sup> in year ten and thereafter	20-days (160-hours)	Ten-days (80-hours)

Nonexempt employees may use vacation benefits in minimum increments of 15-minutes. Exempt employees may use vacation benefits in minimum increments of four-hours. Vacation benefits are credited for all years of continuous service for eligible employees who are on an active pay status. Vacation benefits are not earned while an employee is in a non-paid status, e.g., leave under the Family and Medical Leave Act (FMLA).

In the event that available vacation is not used by the end of the calendar year, the unused time will be forfeited. In certain situations, the Town Council may approve an extension of up to 40- hours of vacation benefits to be carried over into the next year to be used within the first 30-days of that year. Newly hired employees may carry over up to 40-hours of vacation benefits into the next year, but it must be used within the first 30-days of that year.

Upon voluntary termination of employment, employees will be paid for unused vacation benefits that have been earned through the last day of work. Upon involuntary termination of employment, employees will not be paid for unused vacation benefits that have been earned through the last day of work.

Vacation benefits are paid at the employee's base pay rate at the time of the day off times the number of hours the employee would normally have worked on that day. Vacation benefits are not considered hours worked for purposes of performing overtime calculations.

Refer to the Town of Bristol Employee Handbook for additional information on vacation benefits.

**Personal Leave Time (PLT) Benefits**

The Town of Bristol provides personal leave time (PLT) to all eligible employees for periods of temporary absence due to illnesses, injuries, or to take care of personal matters. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees who work 30 or more hours per week

Newly hired eligible full-time employees will receive PLT at the rate of one working day (eight- hours) for every four months of employment (January 1, May 1, and September 1). Newly hired eligible part-time employees will receive PLT at the rate of four hours for every four months of employment. All other employees will receive five (5) PLT days on January 1<sup>st</sup> of each year. Employees will not receive PLT if they are on unpaid leave, or on a disability leave.

**Salary Ordinance No. 6.4.2026-16**

PLT may be used in one-half day increments. In the event that available PLT is not used by the end of the calendar year, it may be carried over to be used by the end of the following calendar year, or it will be paid out. Upon termination of employment, employees will not be paid for unused PLT that has been earned through the last day of work.

PLT is paid at the employee's base pay rate at the time of the day off times the number of hours the employee would normally have worked on that day. PLT is not considered hours worked for purposes of performing overtime calculations.

In the event that available PLT is not used by the end of the calendar year, full-time employees may carry over four-days and part-time employees may carry over one-half that amount to be used by the end of the following calendar year. Upon termination of employment, employees will not be paid for unused PLT that has been earned through their last day of work.

Refer to the Town of Bristol Employee Handbook for additional information on personal leave time (PLT) benefits.

**Holidays**

The Town of Bristol may grant paid holidays to all eligible employees. Eligible employee classification(s) include:

- Regular full-time employees
- Regular part-time employees who work 30 or more hours per week

**Paid holidays in 2026 include the following:**

<b>Holiday</b>	<b>Date</b>
New Year's Day	01/01/2026
Martin Luther King Jr. Day	01/19/2026
Presidents Day	02/16/2026
Memorial Day	05/25/2026
Independence Day	07/04/2026
Labor Day	09/07/2026
Columbus Day	10/12/2026
Veterans Day	11/11/2026
Thanksgiving Day	11/26/2026
Day after Thanksgiving	11/27/2026
Christmas Eve Day	12/24/2026
Christmas Day	12/25/2026
New Year's Eve Day	12/31/2026

Newly hired employees are eligible to receive holiday pay as soon as their employment begins.

The holiday schedule is determined by the Town Council. However, the holiday schedule may be amended by a Department Head, with written notice distributed to all departments within the municipality. If the holiday falls on a Sunday, it will be observed on the following Monday. If a holiday falls on a Saturday, it will be observed on the preceding Friday.

If a recognized holiday falls during an eligible employee's approved paid absence such as vacation or personal leave time, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If an employee is absent without authorization on the workday preceding or following a holiday will not receive holiday pay. An employee scheduled to return from an unpaid leave on the day after a holiday, or whose leave without pay is approved through the end of the last business day preceding a holiday will not be paid for the holiday.

**Salary Ordinance No. 6.4.2026-16**

All eligible civilian full-time nonexempt employees will receive the day off of work on the holiday and holiday pay for that day off of work. Eligible civilian full-time employees who work on a recognized holiday will receive holiday pay plus wages at a rate of time and one-half for all hours worked on the holiday.

All eligible full-time nonexempt sworn-in Police Officers, whether or not they work on the holiday, will receive holiday pay for eight-hours at a rate of time and one-quarter their regular rate of pay. If eligible Police Officers work on the holiday, they will receive the holiday pay plus wages at their regular rate of pay for all hours worked on the holiday. Overtime compensation for Police Officers will be paid in accordance with federal and state wage and hour laws.

Paid time off for holidays is paid at the employee's base pay rate at the time of the day off. A holiday is considered an eight-hour day for civilian full-time employees and a four-hour day for civilian part-time employees. Paid time off for holidays is not considered hours worked for purposes of performing overtime calculations.

Refer to the Town of Bristol Employee Handbook for additional information on holidays.

**Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Employees in the following categories are eligible for bereavement leave:

- Regular full-time employees
- Regular part-time employees who work 30 or more hours per week

Up to five consecutive days of paid bereavement leave may be provided to eligible employees in the event of the death of a spouse, child, parent or parent-in-law, sibling, grandparent or another resident of the employee's household. In the event of the death of a family member not listed above, an employee may use vacation or personal leave time to cover the absence. In extenuating circumstances, a Department Head may approve an extended bereavement leave.

Bereavement leave is paid at the employee's base pay rate at the time of the day off. One day of bereavement leave is considered an eight-hour day for full-time employees and a four-hour day for part-time employees. Paid time off for bereavement leave is not considered hours worked for purposes of performing overtime calculations.

Refer to the Town of Bristol Employee Handbook for additional information on bereavement leave.

**Jury Duty**

Employees may request up to one-week of paid jury duty leave each time they receive a jury duty summons. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees
- Temporary/seasonal employees

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The employee shall turn in any compensation received for the jury duty, or employees may request vacation, or personal leave time and retain any compensation earned for jury duty.

Jury duty is paid at the employee's base pay rate at the time of the day off times the number of hours the employee would normally have worked on that day and is not considered hours worked for purposes of performing overtime calculations.

Salary Ordinance No. 6.4.2026-16

Refer to the Town of Bristol Employee Handbook for additional information on jury duty.

**Witness Duty**

If a civilian employee has been subpoenaed or otherwise requested to testify as witnesses by the Town of Bristol, they will receive paid time for the entire period of witness duty. Any employee who is called to testify in court by the Town of Bristol will be paid his or her normal rate of pay for the time expended. Police officers who have been subpoenaed will receive paid time for the entire period of witness duty plus one hour of preparation time.

Employees will be granted time off to appear as a witness when requested by a party in a court of law when subpoenaed to do so other than by the Town of Bristol. Employees may utilize any available vacation, personal leave time, or compensatory time to receive compensation for the period of the absence, however, are not required to do so.

Refer to the Town of Bristol Employee Handbook for additional information on witness duty.

**Time Off to Vote**

Generally, employees can find time to vote either before or after their regular work schedule. If nonexempt employees are unable to vote in an election during their nonworking hours, the Town of Bristol may grant unpaid time off to vote.

Refer to the Town of Bristol Employee Handbook for additional information on time off to vote.

**Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. Employees will continue to receive full pay while on leave for 15-day training assignments and shorter absences. The portion of any military leaves of absence in excess of 15-days will be unpaid. However, employees may use any available vacation, or personal leave time for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, personal leave time, or holidays, etc., will be suspended during the leave after the first 30-days and will resume upon the employee's return to active employment.

Refer to the Town of Bristol Employee Handbook for additional information on military leave.

**Business Travel Expense Policy**

The Town of Bristol may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Town Marshal, the Clerk-Treasurer, or the Town Manager. Civilian employees whose travel plans have been approved are responsible for making their own travel arrangements. Arrangements for police officers will be made by the Police Department.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives may be reimbursed by the Town of Bristol. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed include the following:

Salary Ordinance No. 6.4.2026-16

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi, Uber, or Lyft fares, only when there is no less expensive alternative.
- Mileage costs for use of personal vehicles, only when less expensive transportation is not available, and payable at the current IRS rate cents per mile, provided the employee demonstrates proof that he or she carries motor vehicle liability insurance as required by law. No mileage reimbursement will be made for travel between an employee’s home and their workplace.
- Parking costs and highway-related tolls when an employee is entitled to claim reimbursement for mileage (see above).
- Cost of standard accommodations in low to mid-priced hotels, or similar lodgings, to include room costs, associated local taxes, and necessary business-related charges.
- Reimbursement for meals at a rate of \$45.00 per diem per day.
- The Town of Bristol will not reimburse employees for the purchase of alcoholic beverages under any circumstance.
- Tips not exceeding 15% of the total cost of a meal or 10% of a ground transportation fare.
- Charges for telephone calls, fax, and similar services required for business purposes.

Personal expenses incurred in traveling are not reimbursable, including but not limited to room service, personal telephone calls, laundry, entertainment, in-room movies, and alcoholic beverages. Per diem rates paid in advance or by reimbursement on a claim form must document the name of the employee, the date(s) for reimbursement, and additional details, as required.

When travel is completed, employees should submit completed travel expense reports to include itemized receipts or other proper documentation, approved by his or her Department Head of the actual expenses incurred to the Clerk-Treasurer. Employees should contact their Department Head for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. The Town Council in its absolute and sole discretion, shall make the final determination as to whether any such claim(s) will be paid.

Refer to the Town of Bristol Employee Handbook for additional information on business and travel expenses.

**PASSED by the Town Council of the Town of Bristol, Elkhart County, Indiana, this \_\_\_ day of April 2026.**

YAY

NAY

\_\_\_\_\_ Jeff Beachy, Pres. \_\_\_\_\_

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

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

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

\_\_\_\_\_ Anthony Davidson \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
Cathy Antonelli, Clerk-Treasurer, Town of Bristol, Indiana

