



TOWN COUNCIL REGULAR MEETING

Thursday, September 04, 2025 at 7:00 PM
Council Chamber Bristol Municipal Complex

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. PLANNING AND DEVELOPMENT ITEMS

- [a.](#) Great Lakes - Commitment & Payment Agreement and Confirmatory Resolution 9.4.2025-13
- [b.](#) Alliance Sheets - Commitment & Payment Agreement and Confirmatory Resolution 9.4.2025-14

REPORTS

7. TOWN MANAGER

- [a.](#) Wastewater project - SRF disbursement request form #33 Commonwealth (engineering costs) \$45,032
- [b.](#) New Street Department Building proposal.
- [c.](#) Raber Golf Course RFP review
- [d.](#) Project updates

8. CLERK-TREASURER

- [a.](#) Increase Officer Dibley's hourly rate since he has graduated from the academy on August 22, 2025.
Congratulations!!

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. Dean Rentfrow
- c. Cathy Burke
- d. Gregg Tuholski
- e. Jeff Beachy

NEXT MEETINGS:

September 16 Work Session: Development standards and Main Street property RFP

September 18: Council meeting

13. MOTION TO ADJOURN

RESOLUTION NO. 9-4-2025-13

A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN
OF BRISTOL, INDIANA CONFIRMING THE DESIGNATION
OF AN ECONOMIC REVITALIZATION AREA AND
QUALIFYING CERTAIN PROPOSED REAL ESTATE
IMPROVEMENTS AND PERSONAL PROPERTY FOR TAX
ABATEMENT

WHEREAS, pursuant to Indiana Code 6-1.1-12.1-1 *et. seq.* (the “Act”), the Town of Bristol, Indiana (the “Town”) by and through its Town Council acting in its capacity as the fiscal body of the Town and the designating body identified in the Act (the “Council”) has the right and opportunity to abate the payment of real and personal property taxes for real estate and personal property located within an area declared by the Council to be an Economic Revitalization Area (as defined in the Act); and

WHEREAS, pursuant to the Act, the Council may find that a particular area within the jurisdiction of the Town is an Economic Revitalization Area and may by adoption of a resolution declare such area to be an Economic Revitalization Area which resolution must be confirmed, modified, or rescinded; and

WHEREAS, pursuant to the Act, the Council may by adoption of a resolution approve applications for abatement of real property tax and/or personal property taxes; and

WHEREAS, pursuant to Section 2 of the Act, on June 19, 2025, the Council adopted Resolution No. 6-19-2025-11 (the “Declaratory Resolution”) which designated the area whose boundaries are located within the corporate boundaries of the Town more particularly described and depicted in Exhibit A (the “Area”) to the Declaratory Resolution as an Economic Revitalization Area in which property owners making application to the Town pursuant to the Act subsequently approved by this Council pursuant to the Act may receive real property tax abatement and/or personal property tax abatement pursuant to the applicable procedures of the Act; and

WHEREAS, the Council has received and tentatively approved a written application filed on behalf of Great Lakes Lamination, Inc. (“Great Lakes”) and BESAAM, LLC (“BESAAM” and together with Great Lakes, the “Applicants”) requesting real and personal property tax abatements pursuant to the Act; and

WHEREAS, the Applicants anticipate expanding the existing approximately 200,000 square foot facility by adding approximately 50,000 square feet to provide additional manufacturing, warehousing and office space, which expansion to the facility is estimated to cost approximately Three Million Two Hundred Thousand Dollars (\$3,200,000) (the “Facility”), and as part of the Facility, the Applicants anticipate installing approximately One Million Seven Hundred Thousand Dollars (\$1,700,000) of new manufacturing equipment within the Area by December 31, 2026 in order to equip the Facility (the “Equipment”, and together with the Facility, collectively, the “Project”), and have requested real and personal property tax abatements with respect to the Project; and

WHEREAS, the Applicants have submitted to the Council the Statement of Benefits Real Estate Improvements (SB-1 / Real Property) and the Statement of Benefits Personal Property (SB-1/PP) form attached as Exhibit C and Exhibit D to the Declaratory Resolution in connection with the Project (collectively, the “Statements”), and provided all information and documentation necessary for the Council to make an informed decision; and

WHEREAS, the Declaratory Resolution approved the Statements and approved real property tax deductions under Section 3 of the Act for the Facility for up to three (3) years and personal property tax deductions under Section 4.5 of the Act for the Equipment for up to three (3) years; and

WHEREAS, the Council has caused to be published a notice (the “Notice”) pursuant to the Act and Indiana Code 5-3-1 describing the adoption and substances of the Declaratory Resolution, including notice that the Council would hold a public hearing (the “Public Hearing”) in accordance with the Act which Notice was published as least ten (10) days prior to the date of the Public Hearing; and

WHEREAS, the Council in accordance with Section 2.5 of the Act has caused to be filed a copy of the Notice and the Declaratory Resolution with the Elkhart County Assessor and the officers of each taxing unit which is authorized to fix budgets, tax rates, and tax levies under Indiana Code 6-1.1-17-5 in the Area at least ten (10) days prior to the date of the Public Hearing; and

WHEREAS, at the Public Hearing held on the date hereof, the Council received, heard and considered any remonstrances and objections from interested persons and heard evidence concerning the Declaratory Resolution and any remonstrances or objections with respect to the Declaratory Resolution; and

WHEREAS, after considering the evidence, this Council desires to take final action determining whether the qualifications for the Area as an Economic Revitalization Area have been met and further, to take final action confirming the Declaratory Resolution and approve the real and personal property tax abatements approved therein.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol, Indiana meeting in a duly noticed and regularly scheduled meeting as follows:

- Section 1. The foregoing recitals are fully incorporated herein by this reference.
- Section 2. After considering the evidence presented at the Public Hearing, the Council hereby confirms the findings and determinations, designations and approving and adopting actions contained in the Declaratory Resolution.
- Section 3. The Declaratory Resolution adopted by the Council on June 19, 2025, is hereby confirmed. The Declaratory Resolution shall be attached to and incorporated in this Resolution as Exhibit A.

- Section 4. This Resolution constitutes final action, pursuant to Section 2.5(c) of the Act, by the Council with regard to the designation of the Area, approval of the real and personal property tax abatements for the Applicants, and approval of the Declaratory Resolution.
- Section 5. Notwithstanding anything contained herein to the contrary, the granting of the tax deductions described herein is conditioned on and subject to the terms to be agreed upon in a Commitment and Payment Agreement between Applicants and the Town in the form and substance as is satisfactory to the Council.
- Section 6. This Resolution shall be in full force and effect immediately upon its adoption.

* * * * *

RESOLVED THIS 4TH DAY OF SEPTEMBER 2025.

TOWN COUNCIL OF THE
TOWN OF BRISTOL, INDIANA

Jeff Beachy, President

Cathy Burke

Dean Rentfrow

Gregg Tuholski

Doug DeSmith

ATTEST:

Cathy Antonelli, Clerk-Treasurer

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EXHIBIT A

RESOLUTION NO. 6-19-2025-11

A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF BRISTOL,
INDIANA DECLARING THE PRELIMINARY DESIGNATION OF AN
ECONOMIC REVITALIZATION AREA AND QUALIFYING CERTAIN
PROPOSED REAL ESTATE IMPROVEMENTS AND PERSONAL PROPERTY
FOR TAX ABATEMENT

(Attached)

RESOLUTION NO. 6-19-2025-11

A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF BRISTOL,
INDIANA DECLARING THE PRELIMINARY DESIGNATION OF AN
ECONOMIC REVITALIZATION AREA AND QUALIFYING CERTAIN
PROPOSED REAL ESTATE IMPROVEMENTS AND PERSONAL PROPERTY
FOR TAX ABATEMENT

WHEREAS, pursuant to Indiana Code 6-1.1-12.1-1 *et. seq.* (the "Act"), the Town of Bristol, Indiana (the "Town") by and through its Town Council acting in its capacity as the fiscal body of the Town and the designating body identified in the Act (the "Council") has the right and opportunity to abate the payment of real and personal property taxes for real estate and personal property located within an area declared by the Council to be an Economic Revitalization Area (as defined in the Act); and

WHEREAS, the Council has received a written application filed on behalf of Great Lakes Lamination, Inc. ("Great Lakes") and BESAAM, LLC ("BESAAM") and together with Great Lakes, the "Applicants", which application is attached hereto as Exhibit A and made a part hereof, requesting real and personal property tax abatements pursuant to the Act; and

WHEREAS, pursuant to the Act, the Council may find that a particular area within the jurisdiction of the Town is an Economic Revitalization Area and may by adoption of a resolution declare such area to be an Economic Revitalization Area which resolution must be confirmed, modified, or rescinded; and

WHEREAS, the Council desires to declare an area located in the corporate boundaries of the Town, more particularly described and depicted in Exhibit B (the "Area") attached hereto and made a part hereof, as an Economic Revitalization Area in which property owners and lessees may make application to the Town for abatement of real and/or personal property taxes which, if pursuant to the Act subsequently is approved by this Council, may receive real property tax abatement and/or personal property tax abatement pursuant to the applicable procedures of the Act; and

WHEREAS, the Applicants anticipate expanding the existing approximately 200,000 square foot facility by adding approximately 50,000 square feet to provide additional manufacturing, warehousing and office space, which expansion to the facility is estimated to cost approximately Three Million Two Hundred Thousand Dollars (\$3,200,000) (the "Facility"), and as part of the Facility, the Applicants anticipate installing approximately One Million Seven Hundred Thousand Dollars (\$1,700,000) of new manufacturing equipment within the Area by December 31, 2026 in order to equip the Facility (the "Equipment", and together with the Facility, collectively, the "Project"), and have requested real and personal property tax abatements with respect to the Project; and

WHEREAS, the Applicants have submitted to the Council the Statement of Benefits Real Estate Improvements (SB-1 / Real Property) and the Statement of Benefits Personal Property (SB-1/PP) form attached hereto as Exhibit C and Exhibit D and made a part hereof in connection with

the Project (collectively, the “Statements”), and provided all information and documentation necessary for the Council to make an informed decision; and

WHEREAS, the Council has considered the Statements and has conducted a complete and proper investigation of the Area and determined that the Area qualifies as an Economic Revitalization Area under the Act; and

WHEREAS, the improvement of the Area will be of public utility and will be to the benefit and welfare of the citizens and taxpayers of the Town; and

WHEREAS, the Council has considered the following factors under Section 17 of the Act in connection with the Project:

- (1) The total amount of Applicants’ investment in real and personal property for the Project;
- (2) The number of new full-time equivalent jobs to be created by the Project;
- (3) The average wage of the new employees for the Project compared to the state minimum wage; and
- (4) The infrastructure requirements for Applicants’ investment in the Project.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol, Indiana meeting in a duly noticed and regularly scheduled meeting as follows:

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

Section 2. The Council states that the Area is now undesirable for, or impossible of, normal development and occupancy because of lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings, or other factors that have impaired value or prevent normal development of property. Based upon the information in the Statements, this Council makes the following findings:

- (a) The estimated cost of Three Million Two Hundred Thousand Dollars (\$3,200,000) for improvements to the Facility is reasonable for the development of that type;
- (b) The estimated cost of One Million Seven Hundred Thousand Dollars (\$1,700,000) for the new manufacturing equipment to be installed in connection with the Project is reasonable for equipment of that type;
- (c) The estimate of twelve (12) additional individuals who will be employed can reasonably be expected to result from the proposed Project (with 191 jobs retained);

- (d) The Four Hundred Twenty-Four Thousand Three Hundred Twenty Dollars (\$424,320) estimate of annual salaries of those new individuals who will be employed can reasonably be expected to result from the proposed Project (which is in addition to the \$7,944,300 in salaries paid to the existing 191 employees);
- (e) The benefits described in the Statements can reasonably be expected to result from the proposed Project; and
- (f) The totality of benefits from the proposed Project is sufficient to justify the real and personal property tax deduction schedules as set out herein (collectively, the “Deduction Schedule Factors”).

Section 3. The Area is hereby designated an Economic Revitalization Area pursuant to the Act.

Section 4. That all of the conditions for the designation of the Economic Revitalization Area and all of the requirements for the tax deductions to be granted hereby have been met, and the foregoing findings are true, and all information required to be submitted has been submitted in proper form.

Section 5. The Economic Revitalization Area designation shall terminate on January 1, 2027, however, relative to the construction of new improvements and/or the installation of the new manufacturing equipment, completed and assessed on or before the January 1, 2027 assessment date, this termination does not limit the period of time the Applicants or a successor owner are entitled to receive the real and personal property abatements to a period of less than three (3) years for the real property and personal property abatements.

Section 6. The Statements as submitted by the Applicants are hereby approved.

Section 7. Based on the information in the Statements and the foregoing findings, the Council, pursuant to Section 3 of the Act, hereby approves and allows real property tax deductions for the Facility by BESAAM as part of the Project. Based on the Statements, the foregoing findings, and the Deduction Schedule Factors, BESAAM is entitled to real property tax deductions for the Facility as part of the Project for a period of three (3) years in accordance with the following abatement schedule, hereby adopted pursuant to Section 17 of the Act:

<i>Real Property Tax Abatement Schedule Year</i>	<i>Percent of Assessed Value Exempt From Real Property Taxes</i>
1	100%
2	66%
3	33%

Section 8. Based on the information in the Statements and the foregoing findings, the Council, pursuant to Section 4.5 of the Act, hereby approves and allows personal property tax deductions for the proposed installation of the Equipment by Great Lakes as part of the Project. Based on the Statements, the foregoing findings, and the Deduction Schedule Factors, Great Lakes is entitled to personal property tax deductions for the proposed installation of the Equipment as part of the Project for a period of three (3) years from the date each item of personal property is first assessed, in accordance with the following abatement schedule, hereby adopted pursuant to Section 17 of the Act:

<i>Personal Property Tax Abatement Schedule Year</i>	<i>Percent of Assessed Value Exempt From Personal Property Taxes</i>
1	100%
2	66%
3	33%

Section 9. Pursuant to Section 2.5 of the Act, a public hearing shall be held at the time and place of the regular meeting of the Council on July 17, 2025, at 7:00 p.m. (local time) at the Bristol Town Hall, 303 E. Vistula St., Bristol, Indiana 46507. The Council shall publish or cause to be published, pursuant to the Act, notice (the “Notice”) of the adoption and substance of this Resolution in accordance with Indiana Code 5-3-1 one (1) time at least ten (10) days before the date of the public hearing on this matter (the “Public Hearing”), which Notice shall state the date and time for the Public Hearing, that the Council will hear all remonstrances and objections from interested persons at the Public Hearing, that at the conclusion of the Public Hearing the Council may take final action on the proposed designation determining whether the qualifications for an economic revitalization area have been met and confirming, modifying, or rescinding this Resolution, and that a copy of this Resolution, including the description of the Area, has been filed with and shall be available for inspection in the office of the Elkhart County Assessor. At such meeting, the Council shall take final action determining whether the qualifications for an Economic Revitalization Area have been met and shall confirm, modify and confirm, or rescind this Resolution. Such determination and final action by the Council shall be binding upon all affected parties subject to the appeal procedures contemplated by Section 2.5(d) and (e) of the Act.

Section 10. Pursuant to Section 2.5(b) of the Act, the Clerk-Treasurer of the Town shall cause a copy of this Resolution to be filed with the Elkhart County Assessor and made available for public inspection. If any additional filings are necessary to make the Applicants eligible to file for the real and personal property tax deductions contemplated by the Applicants, such filings shall be the responsibility of the Applicants.

Section 11. Pursuant to Section 2.5(c) of the Act, the Clerk-Treasurer shall file a copy of the Notice with each taxing unit that has authority to levy property taxes in the geographic area where the Area is located. Such information shall be filed with the officers of the taxing unit who are authorized to fix budgets, tax rates, and tax levies under Indiana Code 6-1.1-17-5 at least ten (10) days prior to the date of the Public Hearing.

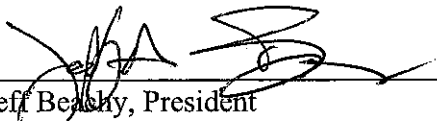
Section 12. Notwithstanding anything contained herein to the contrary, the granting of the tax deductions described herein is conditioned on and subject to the terms to be agreed upon in a Commitment and Payment Agreement between the Applicants and the Town in the form and substance as is satisfactory to the Council.

Section 13. This Resolution shall be in full force and effect immediately upon its adoption.

* * * * *

RESOLVED THIS 19th DAY OF JUNE, 2025.

TOWN COUNCIL OF THE
TOWN OF BRISTOL, INDIANA


Jeff Beasley, President


Cathy Burke


Dean Rentfrow


Gregg Tuholski


Doug DeSmith

ATTEST:



Cathy Antonelli, Clerk-Treasurer

EXHIBIT A

Property Tax Phase-In Application

(Attached)

Property Tax Phase-In Application to Elkhart County Government

This application is to request the designation of an Economic Revitalization Area (ERA) for the purpose of obtaining a property tax phase-in (tax abatement). The application is to be completed and signed by the owner of the property where the real property improvements, the installation of personal property, and/or the occupancy of an eligible vacant building is to occur. The designating body will review this application to determine whether a particular area should be designated as an ERA in accordance with Indiana Code (I.C.) 6-1.1-12.1 and all subsequent amendments made thereafter. The designating body makes no representation as to the effect of a designation granted by it for purposes of any further applications or approvals required under I.C. 6-1.1-12.1 and makes no representation to any applicant concerning the validity of any benefit conferred.

Application is to offset: (check all that apply)

- ☒ Real Property Improvements (e.g. new building, addition and/or modification)
☒ Personal Property (e.g. Equipment for manufacturing; research and development, logistics and distribution; or information technology.)
☐ Vacant Building

There is a non-refundable filing fee of \$750 for each category. This filing fee is used to defray the costs incurred in processing the application pursuant to I.C. 6-1.1-12.1-2(h). A check payable to **City Of Elkhart** must be included with the application.

General Information				
Company Name		GREAT LAKES LAMINATION, INC.		
Federal Employer I.D.(FEIN)		83-2517756	NAICS Code	326100
Website		WWW.GLFP.NET	Year Company founded	2018
Company Business (Brief Description)				
ABC is a leading designer and manufacturer of sensors, actuators and electronic components to OEMs in the aerospace, communications, defense, industrial, information technology, medical and transportation markets. With 12 manufacturing locations throughout North America, Asia and Europe, ABC focuses on providing advanced technology, exceptional customer service and superior value to industry partners throughout the globe.				
Project Contact Person/Representative		JOSEPH ROWAN		
Address		21861 PROTECTA DRIVE, ELKHART, INDIANA 46516		
Phone		574-389-9663	Email	JROWAN@GLFP.NET
Senior Company Official				
Address		21861 PROTECTA DRIVE, ELKHART, INDIANA 46516		
Phone		574-389-9663	Email	JROWAN@GLFP.NET
Proposed Project Site Information				
Property Owner(s)		BESAAM, LLC		
Address		1103 S MAPLE STREET, BRISTOL, INDIANA 46507		
Parcel Number(s)		03-27-377-001-031		
Legal Description of property (attach if necessary)		EARTHWAY PARK LOT 1 (TIF 130)		
Does Company currently do business at this site?				
		Yes	<input checked="" type="checkbox"/>	No
If no, how is site currently being used?		MANUFACTURING AND WAREHOUSING		
What buildings are on the site?				
APPROXIMATELY 200,000 SQUARE FOOT BUILDING				
What is the condition of the buildings?				
OCCUPIED				
Have the buildings at this site been vacant for more than a year?		Yes	<input type="checkbox"/>	No
Are the buildings at this site more than 25 years old?		Yes	<input checked="" type="checkbox"/>	No
Will the proposed project be used for a national or regional headquarters?		Yes	<input type="checkbox"/>	No
Is this a blighted or mitigated Brownfield site?		Yes	<input type="checkbox"/>	No
Current assessed value of real estate		Land	528,100	Improvements
				11,015,200

Proposed Project Information

Description of proposed improvements (Attach additional project details, if needed)				
Structures:	CONSTRUCTING 50,000 SQUARE FOOT BUILDING; ESTIMATED INVESTMENT IS \$3,200,000			
Manufacturing equipment:	ADDITIONAL LAMINATOR AND PROFILE WRAPPER; ESTIMATED INVESTMENT IS \$1,700,000			
Research and Development equipment:				
Logistics and Distribution equipment:				
Information Technology equipment:				
Proposed start date for project	6/1/2025	Proposed end date for project	12/31/2025	
Proposed start date for operations	1/1/2026			
Has the new equipment associated with this project been used by the owner/taxpayer (or related entity) in the state of Indiana?				
Yes			N/A	
No		X		
If yes, provide details including where the equipment will come from and how it will be acquired:				
Owned R&D equipment being relocated from other company facilities				
Will the new equipment associated with this project be leased?				
Yes			N/A	
No		X		
If yes, provide details including from whom and for what term				
Will this project require approval of rezoning, plat, development plan, vacation, variance, special exemption, or contingent use?				
Yes			No	X
If yes, list:				

Proposed Investment

Calendar Year	2023	2024	2025	2026	Total
Land acquisition					\$0
New building construction			\$3,200,000		\$3,200,000
Existing building improvements					\$0
Manufacturing equipment			\$1,700,000		\$1,700,000
Research and Development equipment					\$0
Logistics and Distribution equipment					\$0
Information Technology equipment					\$0
On-site rail infrastructure					\$0
On-site fiber infrastructure					\$0
Grand Total			\$4,900,000		\$4,900,000

Statutory Findings

Indiana Code 6-1.1-12.1-1 requires that the designating body make specific findings to justify the designation of the property as an Economic Revitalization Area. One finding is that the subject property is either in an area: *"Which has become undesirable for, or impossible of, normal development and occupancy because of lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings, or other factors which have impaired values or prevent a normal development of property or use of property"* or *"Where a facility or a group of facilities that are technologically, economically, or energy obsolete are located and where the obsolescence may lead to a decline in employment and tax revenues."*

Are improvements on project site and/or the surrounding area obsolete?	Yes		No	X
If yes, describe the obsolescence: The building has been vacant for several years and requires repairs and upgrades to be useable				
Are buildings at project site substandard for normal use and development?	Yes		No	X
If yes, explain what is substandard so as to prevent normal use and development:				
Has project site and/or surrounding area declined in value in last 10 years?	Yes		No	X
If yes, explain what caused the decline in value:				
Has project site and/or surrounding area failed to develop for last 10 years?	Yes		No	X
If yes, explain what characteristics make this site difficult to develop:				
Are any facilities at project site technologically, economically or energy obsolete?	Yes		No	X
If yes, describe how the facilities are obsolete: Insufficient energy to the site for intended use				

Community Benefits

OUR BUSINESS IS GROWING AND WE'LL BE ADDING A BUILDING AND EQUIPMENT TO ACCOMMODATE THIS. THIS WILL RESULT IN ADDITIONAL EMPLOYMENT IN BRISTOL.

Impacts and status

Will any additional public utilities, services or other public infrastructure be required by this project?

Yes

No

X

If yes, explain the type required and the amount the applicant will be contributing toward the public infrastructure.

Additional power must be run to the facility for its intended use. Applicant is working with AEP.

Employment

Will all current employees be retained at Project Site as a result of this project?

Yes

X

No

If no, explain:

Current Full-Time Employment at Project Site

	Number of Jobs	Average Hourly Wage*	Average Annual Wage*	Salary Range*	Median Annual Wage**
Management	5	\$67.66	\$140,737	\$74,000 - \$250,000	\$134,000
Professional/Technical					
Sales					
Office/Administrative Support	4	\$33.66	\$70,010	\$53,000 - \$78,000	\$70,000
Production Supervision	11	\$32.55	\$67,702	\$51,000 - \$94,000	\$63,000
Production	165	\$17.18	\$35,724	\$31,000 - \$55,000	\$35,000
Maintenance	6	\$29.76	\$61,893	\$50,000 - \$104,000	\$55,000
Other					
Total	191	\$20.12	\$41,855		

Full-time jobs to be created as a result of this project

	Number of Jobs	Average Hourly Wage*	Average Annual Wage*	Salary Range*	Median Annual Wage**
Management					
Professional/Technical					
Sales					
Office/Administrative Support					
Production Supervision					
Production	12	\$17.00	\$424,320	\$31,000 - \$55,000	\$35,360
Maintenance					
Other					
Total	12	\$17.00	\$424,320		

*Do NOT include costs of any benefits

** Median Annual Wage: The middle (midpoint) salary of all positions rather than the average (mean) salary

Additional financial compensation (attach additional pages, if needed)

Explain in detail, by job category, any additional financial compensation earned. (Examples may include commission, bonus, overtime, piece rate, attendance, etc.)

Bonus under management incentive plan or sales incentive plan ranging 10% to 20% of base for Management and Sales positions.

Projected Phasing of new jobs

Calendar Year	2023	2024	2025	2026	Total
Management					0
Professional/Technical					0
Sales					0
Office/Administrative Support					0
Production Supervision					0
Production				12	12
Maintenance					0
Other					0
Total	0	0	0	12	12

Company Benefits

Check all of the benefits listed below that the company provides to workers who have been employed for 6 months or longer. The company must pay at least 70% of the benefit cost.

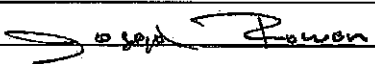
		X		X	Comments
Health Insurance	Yes	X	No		
Dental Insurance	Yes	X	No		
Vision Insurance	Yes	X	No		
Life Insurance	Yes	X	No		
Disability Insurance	Yes	X	No		
Sick Leave (Paid)	Yes	X	No		
Vacation (Paid)	Yes	X	No		
Holidays (Paid)	Yes	X	No		
Personal Days (Paid)	Yes	X	No		
Employee Training	Yes	X	No		
Tuition Reimbursement	Yes		No	X	
401K/Pension	Yes	X	No		
ESOP/Profit Sharing	Yes		No	X	
Uniforms	Yes		No	X	
Other (List)					

Signature

Indiana Code 6-1.1-12.1-14 provides that the designating body for the tax phase-in requested, may impose a fee not exceeding 15% of the reduction in property taxes to which the undersigned applicant is entitled in each year in which the undersigned applicant's property tax liability is reduced by a deduction approved pursuant to this application.

The undersigned applicant consents to the following:

- Imposition of this fee provided that such fee is not more than fifteen percent (15%) of the reduction of property taxes for any tax year. These fees will be used for future Economic Development efforts.
- The current assessed tax base for this property will not be appealed over the tax phase-in period unless one of the exceptions in the tax phase-in policy applies.
- Filing this application constitutes a request for Economic Revitalization Area designation only and does not constitute an automatic reduction of property taxes. I understand it is the responsibility of property owners to file the appropriate forms on an annual basis with the Elkhart County Auditor and other governing bodies, as required, to receive any reduction of property taxes.
- I certify the information and representations of this application are true and complete.
- I further certify that I am the owner/taxpayer or have the authority of the owner/taxpayer to make this application and to consent to the fee as described above.

Signature			
Printed	JOSEPH ROWAN		
Title	CFO	Date	5-19-2025

ATTACHMENTS: Include all relevant Statement of Benefits (SB-1) forms

EXHIBIT B

Legal Description and Map of Area

Address: 1103 Maple Street, Bristol, Indiana 46507

Parcel Number: 20-03-27-377-001.000-031

Legal Description: LOT NUMBER ONE (1) AS THE SAID LOT IS KNOWN AND DESIGNATED ON THE RECORDED PLAT OF EARTHWAY PARK; SAID PLAT BEING RECORDED IN PLAT BOOK 26, PAGE 81, IN THE OFFICE OF THE RECORDER OF ELKHART COUNTY, INDIANA.

Map:

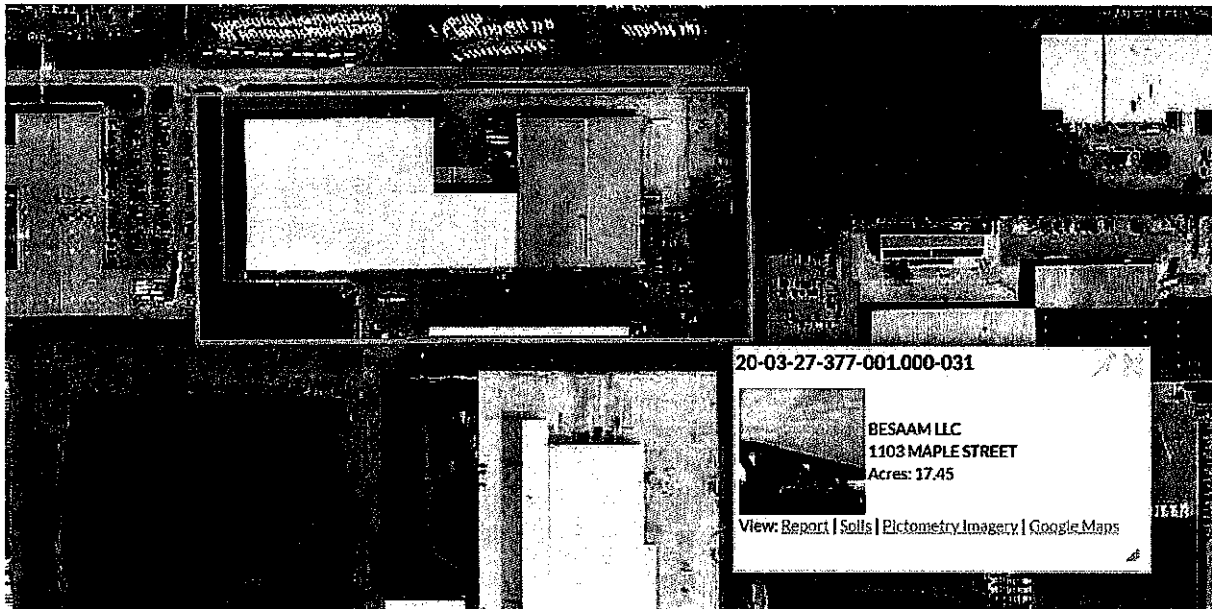


EXHIBIT C

Statement of Benefits Real Estate Improvements (SB-1 / Real Property)

(Attached)



STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51767 (R7 / 1-21)

Prescribed by the Department of Local Government Finance

20__ PAY 20__

FORM SB-1 / Real Property

PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):

- ☐ Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)
☐ Residentially distressed area (IC 6-1.1-12.1-4.1)

INSTRUCTIONS:

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body **BEFORE** the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
3. To obtain a deduction, a Form 322/RE must be filed with the county auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between January 1 and May 10 of a subsequent year.
4. A property owner who files for the deduction must provide the county auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322/RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
5. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

SECTION 1 TAXPAYER INFORMATION					
Name of taxpayer BESAAM, LLC					
Address of taxpayer (number and street, city, state, and ZIP code) 21861 PROTECTA DRIVE, ELKHART, INDIANA 46516					
Name of contact person JOSEPH ROWAN			Telephone number (574) 389-9663		E-mail address jrowan@glfp.net
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT					
Name of designating body TOWN OF BRISTOL					Resolution number
Location of property 1103 SOUTH MAPLE STREET, BRISTOL, INDIANA 46507			County ELKHART		DLGF taxing district number 031/031
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) We are expanding out 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.					Estimated start date (month, day, year) 06/01/2025 Estimated completion date (month, day, year) 12/31/2025
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current Number 191.00	Salaries \$7,994,300.00	Number Retained 191.00	Salaries \$7,994,300.00	Number Additional 12.00	Salaries \$424,320.00
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT					
			REAL ESTATE IMPROVEMENTS		
			COST		ASSESSED VALUE
Current values			11,803,900.00		
Plus estimated values of proposed project			3,200,000.00		
Less values of any property being replaced					
Net estimated values upon completion of project			15,003,900.00		
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER					
Estimated solid waste converted (pounds) _____			Estimated hazardous waste converted (pounds) _____		
Other benefits					
SECTION 6 TAXPAYER CERTIFICATION					
I hereby certify that the representations in this statement are true.					
Signature of authorized representative 				Date signed (month, day, year) 6-5-2025	
Printed name of authorized representative JOSEPH ROWAN				Title CFO	

EXHIBIT D

Statement of Benefits Personal Property (SB-1/PP)

(Attached)


**STATEMENT OF BENEFITS
PERSONAL PROPERTY**

State Form 51764 (R5 / 1-21)

Prescribed by the Department of Local Government Finance

FORM SB-1 / PP**PRIVACY NOTICE**

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

INSTRUCTIONS:

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and/or research and development equipment, and/or logistical distribution equipment and/or information technology equipment for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the installation of qualifying abatable equipment for which the person desires to claim a deduction.
3. To obtain a deduction, a person must file a certified deduction schedule with the person's personal property return on a certified deduction schedule (Form 103-ERA) with the township assessor of the township where the property is situated or with the county assessor if there is no township assessor for the township. The 103-ERA must be filed between January 1 and May 15 of the assessment year in which new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment is installed and fully functional, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between January 1 and the extended due date of that year.
4. Property owners whose Statement of Benefits was approved, must submit Form CF-1/PP annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. For a Form SB-1/PP that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/PP that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. (IC 6-1.1-12.1-17)

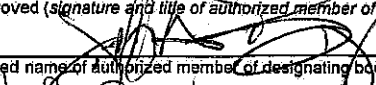
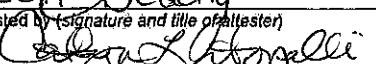
SECTION 1		TAXPAYER INFORMATION						
Name of taxpayer GREAT LAKES LAMINATION, INC.		Name of contact person JOSEPH ROWAN						
Address of taxpayer (number and street, city, state, and ZIP code) 21861 PROTECTA DRIVE, ELKHART, INDIANA 46516		Telephone number (574) 389-9663						
SECTION 2		LOCATION AND DESCRIPTION OF PROPOSED PROJECT						
Name of designating body TOWN OF BRISTOL		Resolution number (s)						
Location of property 1103 SOUTH MAPLE STREET, BRISTOL, INDIANA 46507		County ELKHART COUNTY		DLGF taxing district number 031/031 BRISTOL				
Description of manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment. (Use additional sheets if necessary.) Operations are expanding and will require the purchase of additional equipment that will ultimately create 15 additional positions		ESTIMATED						
		START DATE		COMPLETION DATE				
		Manufacturing Equipment		06/01/2025		12/31/2025		
		R & D Equipment						
		Logist Dist Equipment						
IT Equipment								
SECTION 3		ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT						
Current Number 191	Salaries \$7,994,300	Number Retained 191	Salaries \$7,994,300	Number Additional 12	Salaries \$424,320			
SECTION 4		ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT						
NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Current values	9,337,839							
Plus estimated values of proposed project	1,700,000							
Less values of any property being replaced								
Net estimated values upon completion of project	11,037,839							
SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER						
Estimated solid waste converted (pounds) _____		Estimated hazardous waste converted (pounds) _____						
Other benefits:								
SECTION 6		TAXPAYER CERTIFICATION						
I hereby certify that the representations in this statement are true.								
Signature of authorized representative 				Date signed (month, day, year) 6.6.2025				
Printed name of authorized representative JOSEPH ROWAN				Title CFO				

FOR USE OF THE DESIGNATING BODY

We find that the applicant meets the general standards in the resolution adopted or to be adopted by this body. Said resolution, passed or to be passed under IC 6-1.1-12.1, provides for the following limitations:

- A. The designated area has been limited to a period of time not to exceed three calendar years* (see below). The date this designation expires is _____. *NOTE: This question addresses whether the resolution contains an expiration date for the designated area.*
- B. The type of deduction that is allowed in the designated area is limited to:
1. Redevelopment or rehabilitation of real estate improvements ☐ Yes ☒ No *new building*
 2. Residentially distressed areas ☐ Yes ☒ No
- C. The amount of the deduction applicable is limited to \$ _____.
- D. Other limitations or conditions (specify) _____
- E. Number of years allowed: ☐ Year 1 ☐ Year 2 ☒ Year 3 ☐ Year 4 ☐ Year 5 (* see below)
☐ Year 6 ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10
- F. For a statement of benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?
☐ Yes ☐ No
 If yes, attach a copy of the abatement schedule to this form.
 If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

We have also reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved (signature and title of authorized member of designating body)  Council President	Telephone number (574) 202-2367	Date signed (month, day, year) June, 19, 2025
Printed name of authorized member of designating body Jeff Beachy	Name of designating body Bristol Town Council	
Attested by (signature and title of attester)  Clerk-Treasurer	Printed name of attester Cathryn L Antonelli	

* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

- A. For residentially distressed areas where the Form SB-1/Real Property was approved prior to July 1, 2013, the deductions established in IC 6-1.1-12.1-4.1 remain in effect. The deduction period may not exceed five (5) years. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. Except as provided in IC 6-1.1-12.1-18, the deduction period may not exceed ten (10) years. (See IC 6-1.1-12.1-17 below.)
- B. For the redevelopment or rehabilitation of real property where the Form SB-1/Real Property was approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. (See IC 6-1.1-12.1-17 below.)

IC 6-1.1-12.1-17

Abatement schedules

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. Except as provided in IC 6-1.1-12.1-18, an abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

FOR USE OF THE DESIGNATING BODY

We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2.

A. The designated area has been limited to a period of time not to exceed three calendar years * (see below). The date this designation expires is _____. NOTE: This question addresses whether the resolution contains an expiration date for the designated area.

B. The type of deduction that is allowed in the designated area is limited to:

1. Installation of new manufacturing equipment;
2. Installation of new research and development equipment;
3. Installation of new logistical distribution equipment.
4. Installation of new information technology equipment;

☒ Yes ☐ No
☐ Yes ☒ No
☐ Yes ☒ No
☐ Yes ☐ No

☐ Enhanced Abatement per IC 6-1.1-12.1-18
 Check box if an enhanced abatement was approved for one or more of these types.

C. The amount of deduction applicable to new manufacturing equipment is limited to \$ _____ cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

D. The amount of deduction applicable to new research and development equipment is limited to \$ _____ cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

E. The amount of deduction applicable to new logistical distribution equipment is limited to \$ _____ cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

F. The amount of deduction applicable to new information technology equipment is limited to \$ _____ cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

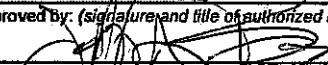
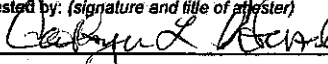
G. Other limitations or conditions (specify) _____

H. The deduction for new manufacturing equipment and/or new research and development equipment and/or new logistical distribution equipment and/or new information technology equipment installed and first claimed eligible for deduction is allowed for:

☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Year 6 ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Enhanced Abatement per IC 6-1.1-12.1-18
 Number of years approved: _____
 (Enter one to twenty (1-20) years; may not exceed twenty (20) years.)

I. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17? ☐ Yes ☐ No
 If yes, attach a copy of the abatement schedule to this form.
 If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved by: (signature and title of authorized member of designating body)  Council President	Telephone number (571) 202-2367	Date signed (month, day, year) June 19, 2025
Printed name of authorized member of designating body Jeff Beachy	Name of designating body Bristol Town Council	
Attested by: (signature and title of attester)  Clerk-Treasurer	Printed name of attester Cathryn L. Antonelli	

* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

IC 6-1.1-12.1-17

Abatement schedules

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. Except as provided in IC 6-1.1-12.1-18, an abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

COMMITMENT AND PAYMENT AGREEMENT

THIS AGREEMENT is made and entered into and effective the ____ day of _____, 2025 by and between the Town of Bristol, Indiana (the “**Town**”) and Great Lakes Lamination, Inc. (“**Great Lakes**”), an Indiana corporation, and BESAAM, LLC (“**BESAAM**”), an Indiana limited liability company.

WITNESSETH:

WHEREAS the Town Council for the Town of Bristol, Indiana adopted Resolution No. 9-4-2025-13 (the “**Resolution**”) on September 4, 2025, which Resolution is entitled “A Resolution of the Town Council of the Town of Bristol, Indiana Confirming the Designation of an Economic Revitalization Area and Qualifying Certain Proposed Real Estate Improvements and Personal Property for Tax Abatement” for the benefit of Great Lakes and BESAAM, LLC; and

WHEREAS said Resolution is subject to the condition that Great Lakes and BESAAM each enters into an agreement with the Town concerning the Economic Revitalization Area (the “**Area**”) prior to the Resolution being effective and affirmed.

NOW, THEREFORE, in consideration of the terms and provisions contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Town, Great Lakes, and BESAAM mutually agree as follows:

1. Commitment of Investment and Employment. Great Lakes and BESAAM do hereby agree to fulfill the following commitments:

(a) That BESAAM or its affiliates will invest no less than Three Million Two Hundred Thousand Dollars (\$3,200,000) in real estate improvements at the location identified in the Resolution in Bristol, Indiana (the “**Facility**”) on or before December 31, 2026;

(b) That Great Lakes will invest no less than One Million Seven Hundred Thousand Dollars (\$1,700,000) of new manufacturing equipment within the Area by December 31, 2026, in order to equip the Facility (the “**Equipment**”, and together with the Facility, collectively, the “**Project**”);

(c) That Great Lakes will have an annual payroll, not including fringe benefits, of at least Eight Million Three Hundred Fifty Thousand Dollars (\$8,368,600) with no less than 200 full-time positions for the Project on or before December 31, 2026; and

(d) That Great Lakes and BESAAM will remain in operation at their location in Bristol, Indiana for a term of no less than five (5) years commencing December 31, 2025, through and including December 31, 2030.

(e) Every employee at the facility of Great Lakes located in Bristol, Indiana will have a regular (i.e., non-overtime) pay rate whether salary or hourly of no less than Nineteen and 50/100 Dollars (\$19.50) per hour exclusive of any benefits and no more than Twenty Percent (20%) of the employees or workers at Great Lakes’ Bristol, Indiana facility

will be part time or contract labor (80% of workers at Great Lakes’ Bristol, Indiana facility must be full time employees of Great Lakes).

2. Re-Payment Agreement. In the event that Great Lakes or BESAAM fail to meet any of their respective commitments contained within this Agreement within the time frames specified above, Great Lakes and BESAAM shall be jointly liable and shall cause to be paid to the Town the percentage specified below for the applicable time frame multiplied by the total real estate and personal property tax savings generated by the property tax phase-in established and authorized by the Resolution:

<u>Failure to meet commitment occurs:</u>	<u>Percentage of Property Tax Savings to be Paid:</u>
First Year of Deduction	100%
Second Year of Deduction	66%
Third Year of Deduction	33%

It is understood and agreed by Great Lakes and BESAAM that they, their successors, and assigns are jointly and severally liable, each for the performance of themselves and the other, of the terms of this Agreement. Any reimbursement requirement of any tax savings to either Great Lakes or BESAAM is included in this joint obligation. In the event that Great Lakes or BESAAM fail to pay said amount within thirty (30) days of being invoiced by Elkhart County and/or the Town, Great Lakes and BESAAM shall be jointly and severally responsible for all costs of collection and enforcement incurred by the Town including but not limited to reasonable attorney fees, expenses, and court costs.

3. Commitment of Verifying Documentation. Great Lakes and BESAAM commit and agree to provide annually to the Town documentation verifying their compliance with the terms and provisions of this Agreement within ninety (90) days after the end of each calendar year. Such documentation submitted shall be certified under oath as being true, accurate, and complete.

4. Economic Development Fee. Indiana Code § 6-1.1-12.1-14 provides that a designating body of an economic revitalization area may impose a fee not exceeding fifteen percent (15%) of the reduction in property taxes to which the property owner is entitled in each year as a result of the economic revitalization area for which the property owner’s property tax liability is reduced by a property tax deduction. Great Lakes and BESAAM jointly and severally hereby agree and consent to the imposition of this fee in an amount equal to fifteen percent (15%) of the reduction in property taxes for each tax year generated by the property tax phase-in established and authorized by the Resolution. Indiana Code § 6-1.1-12.1-14 is hereby incorporated by reference, with the consent of Great Lakes and BESAAM, into this Agreement and the initial approval of Great Lakes and BESAAM’s respective Statement of Benefit Forms and property tax deductions established and authorized by the Resolution. It is understood and agreed by Great Lakes and BESAAM that in the event the Elkhart County Auditor does not notify Great Lakes and BESAAM of a lesser amount due, Great Lakes and BESAAM themselves shall calculate and pay the full 15% fee to the Bristol Redevelopment Commission of the Town of Bristol. Annual payment shall be made each year during any period of reduction on December 1st.

5. Assessment Appeals. Great Lakes and BESAAM hereby agree and commit not to file any property tax assessment appeal, review, or other challenge of the property tax assessments made for the economic development project during the time periods for which property tax deductions are received unless:

(a) the original assessment for the economic development project is in excess of the economic development project cost;

(b) the original assessment of real estate is in excess of the purchase price paid for the real estate in an arms-length transaction; or

(c) a trending assessment or reassessment increases the assessment for the economic development project more than fifteen percent (15%) for any year-to-year change or more than an average of ten percent (10%) per year over two or more years.

6. Governing Law. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Indiana without resort to conflict of law principles. Jurisdiction and venue of any claims or disputes arising under this Agreement shall be exclusively in the state courts located in Elkhart County, State of Indiana.

7. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns; provided, however, that no assignment shall relieve a party of any of its obligations hereunder.

IN WITNESS WHEREOF, the Town of Bristol, Great Lakes Lamination, Inc., and BESAAM, LLC have executed this Agreement effective on the date first set forth above by their duly authorized representatives.

[Signature Pages Follow]

SIGNATURE PAGE - COMMITMENT AND PAYMENT AGREEMENT

TOWN OF BRISTOL, INDIANA

By: _____
Jeff Beachy, Town Council President

ATTEST:

Cathy Antonelli, Clerk-Treasurer

Date: _____

[Signature pages continue]

SIGNATURE PAGE - COMMITMENT AND PAYMENT AGREEMENT

GREAT LAKES LAMINATION, INC.,
an Indiana corporation

By: _____

Printed: _____

Its: _____

[Signature pages continue]

SIGNATURE PAGE - COMMITMENT AND PAYMENT AGREEMENT

BESAAM, LLC,
an Indiana limited liability company

By: _____

Printed: _____

Its: _____

RESOLUTION NO. 9-4-2025-14

A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF BRISTOL, INDIANA CONFIRMING THE DESIGNATION OF AN ECONOMIC REVITALIZATION AREA AND QUALIFYING CERTAIN PERSONAL PROPERTY FOR TAX ABATEMENT

WHEREAS, pursuant to Indiana Code 6-1.1-12.1-1 *et. seq.* (the “Act”), the Town of Bristol, Indiana (the “Town”) by and through its Town Council acting in its capacity as the fiscal body of the Town and the designating body identified in the Act (the “Council”) has the right and opportunity to abate the payment of real and personal property taxes for real estate and personal property located within an area declared by the Council to be an Economic Revitalization Area (as defined in the Act); and

WHEREAS, pursuant to the Act, the Council may find that a particular area within the jurisdiction of the Town is an Economic Revitalization Area and may by adoption of a resolution declare such area to be an Economic Revitalization Area which resolution must be confirmed, modified, or rescinded; and

WHEREAS, pursuant to the Act, the Council may by adoption of a resolution approve applications for abatement of real property tax and/or personal property taxes; and

WHEREAS, pursuant to Section 2 of the Act, on August 7, 2025, the Council adopted Resolution No. 8-7-2025-12 (the “Declaratory Resolution”) which designated the area whose boundaries are located within the corporate boundaries of the Town more particularly described and depicted in Exhibit A (the “Area”) to the Declaratory Resolution as an Economic Revitalization Area in which property owners making application to the Town pursuant to the Act subsequently approved by this Council pursuant to the Act may receive real property tax abatement and/or personal property tax abatement pursuant to the applicable procedures of the Act; and

WHEREAS, the Council has received and tentatively approved a written application filed on behalf of Alliance Sheets LLC, an Indiana limited liability company (the “Applicant”) requesting a personal property tax abatement pursuant to the Act; and

WHEREAS, the Applicant anticipates installing approximately Ten Million Two Hundred Thousand Dollars (\$10,200,000) of new manufacturing equipment (the “Equipment”) within the Area by December 31, 2025, in order to equip its facility located in the Area (the “Project”), and have requested a personal property tax abatement with respect to the Project; and

WHEREAS, the Applicant has submitted to the Council the Statement of Benefits Personal Property (SB-1/PP) form attached hereto as Exhibit C and made a part hereof in connection with the Project (the “Statement”), and provided all information and documentation necessary for the Council to make an informed decision; and

WHEREAS, the Declaratory Resolution approved the Statement and approved personal property tax deductions under Section 4.5 of the Act for the Equipment for up to five (5) years; and

WHEREAS, the Council has considered the Statement and has conducted a complete and proper investigation of the Area and determined that the Area qualifies as an Economic Revitalization Area under the Act; and

WHEREAS, the improvement of the Area will be of public utility and will be to the benefit and welfare of the citizens and taxpayers of the Town; and

WHEREAS, the Declaratory Resolution also approved personal property tax deductions with respect to the Equipment, and other matters related thereto; and

WHEREAS, the Council has caused to be published a notice (the “Notice”) pursuant to the Act and Indiana Code 5-3-1 describing the adoption and substances of the Declaratory Resolution, including notice that the Council would hold a public hearing (the “Public Hearing”) in accordance with the Act which Notice was published as least ten (10) days prior to the date of the Public Hearing; and

WHEREAS, the Council in accordance with Section 2.5 of the Act has caused to be filed a copy of the Notice and the Declaratory Resolution with the Elkhart County Assessor and the officers of each taxing unit which is authorized to fix budgets, tax rates, and tax levies under Indiana Code 6-1.1-17-5 in the Area at least ten (10) days prior to the date of the Public Hearing; and

WHEREAS, at the Public Hearing held on the date hereof, the Council received, heard and considered any remonstrances and objections from interested persons and heard evidence concerning the Declaratory Resolution and any remonstrances or objections with respect to the Declaratory Resolution; and

WHEREAS, after considering the evidence, this Council desires to take final action determining whether the qualifications for the Area as an Economic Revitalization Area have been met and further, to take final action confirming the Declaratory Resolution and approve the real and personal property tax abatements approved therein.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol, Indiana meeting in a duly noticed and regularly scheduled meeting as follows:

- Section 1. The foregoing recitals are fully incorporated herein by this reference.
- Section 2. After considering the evidence presented at the Public Hearing, the Council hereby confirms the findings and determinations, designations and approving and adopting actions contained in the Declaratory Resolution.
- Section 3. The Declaratory Resolution adopted by the Council on August 7, 2025, is hereby confirmed. The Declaratory Resolution shall be attached to and incorporated in this Resolution as Exhibit A.
- Section 4. This Resolution constitutes final action, pursuant to Section 2.5(c) of the Act, by the Council with regard to the designation of the Area, approval of

the personal property tax abatements for the Applicant, and approval of the Declaratory Resolution.

Section 5. Notwithstanding anything contained herein to the contrary, the granting of the tax deductions described herein is conditioned on and subject to the terms to be agreed upon in a Commitment and Payment Agreement between Applicant and the Town in the form and substance as is satisfactory to the Council.

Section 6. This Resolution shall be in full force and effect immediately upon its adoption.

* * * * *

RESOLVED THIS 4TH DAY OF SEPTEMBER 2025.

TOWN COUNCIL OF THE
TOWN OF BRISTOL, INDIANA

Jeff Beachy, President

Cathy Burke

Dean Rentfrow

Gregg Tuholski

Doug DeSmith

ATTEST:

Cathy Antonelli, Clerk-Treasurer

EXHIBIT A

RESOLUTION NO. 8-7-2025-12

A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF BRISTOL,
INDIANA DECLARING THE PRELIMINARY DESIGNATION OF AN
ECONOMIC REVITALIZATION AREA AND QUALIFYING CERTAIN
PERSONAL PROPERTY FOR TAX ABATEMENT

(Attached)

RESOLUTION NO. 8-7-2025-12

A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF BRISTOL,
INDIANA DECLARING THE PRELIMINARY DESIGNATION OF AN
ECONOMIC REVITALIZATION AREA AND QUALIFYING CERTAIN
PERSONAL PROPERTY FOR TAX ABATEMENT

WHEREAS, pursuant to Indiana Code 6-1.1-12.1-1 *et. seq.* (the "Act"), the Town of Bristol, Indiana (the "Town") by and through its Town Council acting in its capacity as the fiscal body of the Town and the designating body identified in the Act (the "Council") has the right and opportunity to abate the payment of real and personal property taxes for real estate and personal property located within an area declared by the Council to be an Economic Revitalization Area (as defined in the Act); and

WHEREAS, the Council has received a written application filed on behalf of Alliance Sheets LLC (the "Applicant"), which application is attached hereto as Exhibit A and made a part hereof, requesting a personal property tax abatement pursuant to the Act; and

WHEREAS, pursuant to the Act, the Council may find that a particular area within the jurisdiction of the Town is an Economic Revitalization Area and may by adoption of a resolution declare such area to be an Economic Revitalization Area which resolution must be confirmed, modified, or rescinded; and

WHEREAS, the Council desires to declare an area located in the corporate boundaries of the Town, more particularly described and depicted in Exhibit B (the "Area") attached hereto and made a part hereof, as an Economic Revitalization Area in which property owners and lessees may make application to the Town for abatement of personal property taxes which, if pursuant to the Act subsequently is approved by this Council, may receive personal property tax abatement pursuant to the applicable procedures of the Act; and

WHEREAS, the Applicant anticipates installing approximately Ten Million Two Hundred Thousand Dollars (\$10,200,000) of new manufacturing equipment (the "Equipment") within the Area by December 31, 2025, in order to equip its facility located in the Area (the "Project"), and have requested a personal property tax abatement with respect to the Project; and

WHEREAS, the Applicant has submitted to the Council the Statement of Benefits Personal Property (SB-1/PP) form attached hereto as Exhibit C and made a part hereof in connection with the Project (the "Statement"), and provided all information and documentation necessary for the Council to make an informed decision; and

WHEREAS, the Council has considered the Statement and has conducted a complete and proper investigation of the Area and determined that the Area qualifies as an Economic Revitalization Area under the Act; and

WHEREAS, the improvement of the Area will be of public utility and will be to the benefit and welfare of the citizens and taxpayers of the Town; and

WHEREAS, the Council has considered the following factors under Section 17 of the Act in connection with the Project:

- (1) The total amount of Applicant's investment in personal property for the Project;
- (2) The number of new full-time equivalent jobs to be created by the Project;
- (3) The average wage of the new employees for the Project compared to the state minimum wage; and
- (4) The infrastructure requirements for Applicant's investment in the Project.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol, Indiana meeting in a duly noticed and regularly scheduled meeting as follows:

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

Section 2. The Council states that the Area is now undesirable for, or impossible of, normal development and occupancy because of lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings, or other factors that have impaired value or prevent normal development of property. Based upon the information in the Statement, this Council makes the following findings:

- (a) The estimated cost of Ten Million Two Hundred Thousand Dollars (\$10,200,000) for the new manufacturing equipment to be installed in connection with the Project is reasonable for equipment of that type;
- (b) The estimate of two (2) additional individuals who will be employed can reasonably be expected to result from the proposed Project (with 99 jobs retained);
- (c) The Ninety-Five Thousand Dollar (\$95,000) estimate of annual salaries of those new individuals who will be employed can reasonably be expected to result from the proposed Project (which is in addition to the \$6,391,515 in salaries paid to the existing 99 employees);
- (d) The benefits described in the Statement can reasonably be expected to result from the proposed Project; and
- (e) The totality of benefits from the proposed Project is sufficient to justify the personal property tax deduction schedules as set out herein (the "Deduction Schedule Factors").

Section 3. The Area is hereby designated an Economic Revitalization Area pursuant to the Act.

Section 4. That all of the conditions for the designation of the Economic Revitalization Area and all of the requirements for the tax deductions to be granted hereby have been met, and the foregoing findings are true, and all information required to be submitted has been submitted in proper form.

Section 5. The Economic Revitalization Area designation shall terminate on January 1, 2026, however, relative to the installation of the new manufacturing equipment, completed and assessed on or before the January 1, 2026 assessment date, this termination does not limit the period of time the Applicant or a successor owner is entitled to receive the personal property abatement to a period of less than five (5) years for the personal property abatement.

Section 6. The Statement as submitted by the Applicant is hereby approved.

Section 7. Based on the information in the Statement and the foregoing findings, the Council, pursuant to Section 4.5 of the Act, hereby approves and allows personal property tax deductions for the proposed installation of the Equipment by the Applicant as part of the Project. Based on the Statement, the foregoing findings, and the Deduction Schedule Factors, the Applicant is entitled to personal property tax deductions for the proposed installation of the Equipment as part of the Project for a period of five (5) years from the date each item of personal property is first assessed, in accordance with the following abatement schedule, hereby adopted pursuant to Section 17 of the Act:

<i>Personal Property Tax Abatement Schedule Year</i>	<i>Percent of Assessed Value Exempt From Personal Property Taxes</i>
1	100%
2	80%
3	60%
4	40%
5	20%

Section 8. Pursuant to Section 2.5 of the Act, a public hearing shall be held at the time and place of the regular meeting of the Council on August 7, 2025, at 7:00 p.m. (local time) at the Bristol Town Hall, 303 E. Vistula St., Bristol, Indiana 46507. The Council shall publish or cause to be published, pursuant to the Act, notice (the “Notice”) of the adoption and substance of this Resolution in accordance with Indiana Code 5-3-1 one (1) time at least ten (10) days before the date of the public hearing on this matter (the “Public Hearing”), which Notice shall state the date and time for the Public Hearing, that the Council will hear all remonstrances and objections from interested persons at the Public Hearing, that at the conclusion of the Public Hearing the Council may take final action on the proposed designation determining whether the qualifications for an economic revitalization area have been met and confirming, modifying, or rescinding this Resolution, and that a copy

of this Resolution, including the description of the Area, has been filed with and shall be available for inspection in the office of the Elkhart County Assessor. At such meeting, the Council shall take final action determining whether the qualifications for an Economic Revitalization Area have been met and shall confirm, modify and confirm, or rescind this Resolution. Such determination and final action by the Council shall be binding upon all affected parties subject to the appeal procedures contemplated by Section 2.5(d) and (e) of the Act.

Section 9. Pursuant to Section 2.5(b) of the Act, the Clerk-Treasurer of the Town shall cause a copy of this Resolution to be filed with the Elkhart County Assessor and made available for public inspection. If any additional filings are necessary to make the Applicant eligible to file for the personal property tax deductions contemplated by the Applicant, such filings shall be the responsibility of the Applicant.

Section 10. Pursuant to Section 2.5(c) of the Act, the Clerk-Treasurer shall file a copy of the Notice with each taxing unit that has authority to levy property taxes in the geographic area where the Area is located. Such information shall be filed with the officers of the taxing unit who are authorized to fix budgets, tax rates, and tax levies under Indiana Code 6-1.1-17-5 at least ten (10) days prior to the date of the Public Hearing.


Section 11. Notwithstanding anything contained herein to the contrary, the granting of the tax deductions described herein is conditioned on and subject to the terms to be agreed upon in a Commitment and Payment Agreement between the Applicant and the Town in the form and substance as is satisfactory to the Council.


Section 12. This Resolution shall be in full force and effect immediately upon its adoption.

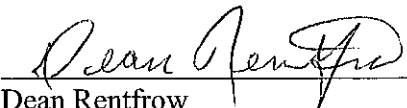
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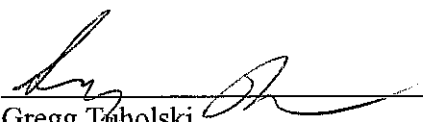
RESOLVED THIS 17th DAY OF JULY, 2025.

TOWN COUNCIL OF THE
TOWN OF BRISTOL, INDIANA


Jeff Beachy, President



Cathy Burke


Dean Rentfrow


Gregg Taholski


Doug DeSmith

ATTEST:


Cathy Antonelli, Clerk-Treasurer

KD_16360908.1

EXHIBIT A

Property Tax Phase-In Application

(Attached)

Property Tax Phase-In Application

to Elkhart County Government

This application is to request the designation of an Economic Revitalization Area (ERA) for the purpose of obtaining a property tax phase-in (tax abatement). The application is to be completed and signed by the owner of the property where the real property improvements, the installation of personal property, and/or the occupancy of an eligible vacant building is to occur. The designating body will review this application to determine whether a particular area should be designated as an ERA in accordance with Indiana Code (I.C.) 6-1.1-12.1 and all subsequent amendments made thereafter. The designating body makes no representation as to the effect of a designation granted by it for purposes of any further applications or approvals required under I.C. 6-1.1-12.1 and makes no representation to any applicant concerning the validity of any benefit conferred.

Application is to offset: (check all that apply)

- ☐ Real Property Improvements (e.g. new building, addition and/or modification)
☒ Personal Property (e.g. Equipment for manufacturing; research and development, logistics and distribution; or information technology.)
☐ Vacant Building

There is a non-refundable filing fee of \$750 for each category. This filing fee is used to defray the costs incurred in processing the application pursuant to I.C. 6-1.1-12.1-2(h). A check payable to ~~City of Elkhart~~ must be included with the application.

Town of Bristol check # 033210 Rec'd by Town C. Antonelli

General Information				
Company Name	Alliance Sheets LLC			
Federal Employer I.D.(FEIN)	46-4174383	NAICS Code	322220	
Website	https://alliancesheets.com	Year Company founded	2014	
Company Business (Brief Description)				
Please see the attached.				
Project Contact Person/Representative		Steve VanderGriend		
Address	1725 Commerce Dr, Bristol, IN 46507			
Phone	(574) 622-6020	Email	steve.vandergriend@alliancesheets.com	
Senior Company Official		Jim Kalb		
Address	1725 Commerce Dr, Bristol, IN 46507			
Phone	(574) 622-6020	Email	jkalb@alliancesheets.com	
Proposed Project Site Information				
Property Owner(s)	ALLIANCE SHEETS LLC			
Address	1725 Commerce Dr, Bristol, IN 46507			
Parcel Number(s)	20-03-24-326-002.000-031			
Legal Description of property (attach if necessary)				
Does Company currently do business at this site?		Yes	<input checked="" type="checkbox"/>	No
If no, how is site currently being used?		N/A		
What buildings are on the site?		Yes		
What is the condition of the buildings?		Occupied		
Have the buildings at this site been vacant for more than a year?		Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are the buildings at this site more than 25 years old?		Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will the proposed project be used for a national or regional headquarters?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is this a blighted or mitigated Brownfield site?		Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Current assessed value of real estate	\$10,596,900	Land	587,700	Improvements 10,009,200

Proposed Project Information

Description of proposed improvements (Attach additional project details, if needed)				
Structures:	Please see attached.			
Manufacturing equipment:	\$10,200,000			
Research and Development equipment:	N/A			
Logistics and Distribution equipment:	N/A			
Information Technology equipment:	N/A			
Proposed start date for project	8/20/2025	Proposed end date for project	12/31/2025	
Proposed start date for operations		Site is currently operating.		
Has the new equipment associated with this project been used by the owner/taxpayer (or related entity) in the state of Indiana?				
Yes			N/A	
No		X		
If yes, provide details including where the equipment will come from and how it will be acquired:				
N/A				
Will the new equipment associated with this project be leased?				
Yes			N/A	
No		X		
If yes, provide details including from whom and for what term				
N/A				
Will this project require approval of rezoning, plat, development plan, vacation, variance, special exemption, or contingent use?				
Yes			No	x
If yes, list:				
N/A				

Proposed Investment

Calendar Year	2025	2026	2027	2028	Total
Land acquisition	N/A		N/A	N/A	\$0
New building construction	N/A		N/A	N/A	\$0
Existing building improvements	N/A		N/A	N/A	\$0
Manufacturing equipment	\$10,200,000	\$0	\$0		\$10,200,000
Research and Development equipment	N/A		N/A	N/A	\$0
Logistics and Distribution equipment	N/A		N/A	N/A	\$0
Information Technology equipment	N/A		N/A	N/A	\$0
On-site rail infrastructure	N/A		N/A	N/A	\$0
On-site fiber infrastructure	N/A		N/A	N/A	\$0
Grand Total	N/A		N/A	N/A	\$0

Statutory Findings

Indiana Code 6-1.1-12.1-1 requires that the designating body make specific findings to justify the designation of the property as an Economic Revitalization Area. One finding is that the subject property is either in an area: *"Which has become undesirable for, or impossible of, normal development and occupancy because of lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings, or other factors which have impaired values or prevent a normal development of property or use of property"* or *"Where a facility or a group of facilities that are technologically, economically, or energy obsolete are located and where the obsolescence may lead to a decline in employment and tax revenues."*

Are improvements on project site and/or the surrounding area obsolete?	Yes		No	X
If yes, describe the obsolescence: N/A				
Are buildings at project site substandard for normal use and development?	Yes		No	X
If yes, explain what is substandard so as to prevent normal use and development: N/A				
Has project site and/or surrounding area declined in value in last 10 years?	Yes		No	X
If yes, explain what caused the decline in value: N/A				
Has project site and/or surrounding area failed to develop for last 10 years?	Yes		No	x
If yes, explain what characteristics make this site difficult to develop: N/A				
Are any facilities at project site technologically, economically or energy obsolete?	Yes		No	x
If yes, describe how the facilities are obsolete: N/A				

Community Benefits

Please see attached.

Impacts and status

Will any additional public utilities, services or other public infrastructure be required by this project?

Yes

No

x

If yes, explain the type required and the amount the applicant will be contributing toward the public infrastructure.

N/A

Employment

Will all current employees be retained at Project Site as a result of this project?

Yes

x

No

If no, explain:

Current Full-Time Employment at Project Site

	Number of Jobs	Average Hourly Wage*	Average Annual Wage*	Salary Range*	Median Annual Wage**
Management	0	N/A	N/A	N/A	N/A
Professional/Technical	0	N/A	N/A	N/A	N/A
Sales	0	N/A	N/A	N/A	N/A
Office/Administrative Support	9	\$50.96	\$106,607	\$80,000-\$120,000	\$106,607
Production Supervision	10	\$50.28	\$104,587	\$80,000-\$120,000	\$104,587
Production	64	\$24.16	\$50,255	\$45,000-\$60,000	\$51,059
Maintenance	16	\$35.31	\$73,454	\$60,000-\$80,000	\$73,454
Other	0	N/A	N/A	N/A	N/A
Total	99	#DIV/0!	#DIV/0!		

Full-time jobs to be created as a result of this project

	Number of Jobs	Average Hourly Wage*	Average Annual Wage*	Salary Range*	Median Annual Wage**
Management	N/A	N/A	N/A	N/A	N/A
Professional/Technical	N/A	N/A	N/A	N/A	N/A
Sales	N/A	N/A	N/A	N/A	N/A
Office/Administrative Support	N/A	N/A	N/A	N/A	N/A
Production Supervision	N/A	N/A	N/A	N/A	N/A
Production	2	\$24.16	\$50,255	\$45,000-\$60,000	\$51,059
Maintenance	N/A	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A
Total	2	#DIV/0!	#DIV/0!		

*Do NOT include costs of any benefits

** Median Annual Wage: The middle (midpoint) salary of all positions rather than the average (mean) salary

Additional financial compensation (attach additional pages, if needed)

Explain in detail, by job category, any additional financial compensation earned. (Examples may include commission, bonus, overtime, piece rate, attendance, etc.)

Bonus under management incentive plan or sales incentive plan ranging 10% to 20% of base for Management and Sales positions.

Projected Phasing of new jobs

Calendar Year	2025	2026	2027	2028	Total
Management	N/A		N/A	N/A	0
Professional/Technical	N/A		N/A	N/A	0
Sales	N/A		N/A	N/A	0
Office/Administrative Support	N/A		N/A	N/A	0
Production Supervision	N/A		N/A	N/A	0
Production	2	N/A	N/A	N/A	2
Maintenance	N/A	N/A	N/A	N/A	0
Other	N/A	N/A	N/A	N/A	0
Total	2	0	0	0	2

Company Benefits

Check all of the benefits listed below that the company provides to workers who have been employed for 6 months or longer. The company must pay at least 70% of the benefit cost.

		X		X	Comments
Health Insurance	Yes	X	No		
Dental Insurance	Yes	X	No		
Vision Insurance	Yes	X	No		
Life Insurance	Yes	X	No		
Disability Insurance	Yes	X	No		
Sick Leave (Paid)	Yes	X	No		
Vacation (Paid)	Yes	X	No		
Holidays (Paid)	Yes	X	No		
Personal Days (Paid)	Yes		No	X	
Employee Training	Yes	X	No		
Tuition Reimbursement	Yes	X	No		
401K/Pension	Yes	X	No		
ESOP/Profit Sharing	Yes		No	x	
Uniforms	Yes	X	No		
Other (List)					

Signature

Indiana Code 6-1.1-12.1-14 provides that the designating body for the tax phase-in requested, may impose a fee not exceeding 15% of the reduction in property taxes to which the undersigned applicant is entitled in each year in which the undersigned applicant's property tax liability is reduced by a deduction approved pursuant to this application.

The undersigned applicant consents to the following:
un

- The current assessed tax base for this property will not be appealed over the tax phase-in period unless one of the exceptions in the tax phase-in policy applies.
- Filing this application constitutes a request for Economic Revitalization Area designation only and does not constitute an automatic reduction of property taxes. I understand it is the responsibility of property owners to file the appropriate forms on an annual basis with the Elkhart County Auditor and other governing bodies, as required, to receive any reduction of property taxes.
 - I certify the information and representations of this application are true and complete.
 - I further certify that I am the owner/taxpayer or have the authority of the owner/taxpayer to make this application and to consent to the fee as described above.

Signature	Signed by: <u>Steve VanderGriend</u>		
Printed	Steve VanderGriend		
Title	General Manager	Date	7/15/2025

ATTACHMENTS: Include all relevant Statement of Benefits (SB-1) forms

EXHIBIT B

Legal Description and Map of Area

Address: 1725 Commerce Drive, Bristol, Indiana 46507

Parcel Number: 20-03-24-326-002.000-031

Legal Description: See attached.

Map:



EXHIBIT C

Statement of Benefits Personal Property (SB-1/PP)

(Attached)



STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51764 (R5 / 1-21)

Prescribed by the Department of Local Government Finance

Section 6, Item b.

FORM SB-1/PP

PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

INSTRUCTIONS:

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and/or research and development equipment, and/or logistical distribution equipment and/or information technology equipment for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the installation of qualifying abatable equipment for which the person desires to claim a deduction.
3. To obtain a deduction, a person must file a certified deduction schedule with the person's personal property return on a certified deduction schedule (Form 103-ERA) with the township assessor of the township where the property is situated or with the county assessor if there is no township assessor for the township. The 103-ERA must be filed between January 1 and May 15 of the assessment year in which new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment is installed and fully functional, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between January 1 and the extended due date of that year.
4. Property owners whose Statement of Benefits was approved, must submit Form CF-1/PP annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. For a Form SB-1/PP that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/PP that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. (IC 6-1.1-12.1-17)

SECTION 1 TAXPAYER INFORMATION						
Name of taxpayer Alliance Sheets LLC			Name of contact person Steve VanderGriend			
Address of taxpayer (number and street, city, state, and ZIP code) 1725 Commerce Dr, Bristol, IN 46507				Telephone number (574) 622-6020		
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT						
Name of designating body Town of Bristol				Resolution number (s)		
Location of property 1725 Commerce Dr, Bristol, IN 46507			County Elkhart		DLGF taxing district number 031	
Description of manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment. (Use additional sheets if necessary.) Company is considering in investing in new corrugating machine. Additional investments include splicers, a slitter score, knives, and upgrading current conveyor lines.			ESTIMATED			
			START DATE		COMPLETION DATE	
			Manufacturing Equipment		08/31/2025 12/31/2025	
			R & D Equipment			
			Logist Dist Equipment			
IT Equipment						
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT						
Current Number 99	Salaries 6391515	Number Retained 99	Salaries 6391515	Number Additional 2	Salaries 95000	
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT						
NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT	IT EQUIPMENT
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
	Current values	6,955,480				
	Plus estimated values of proposed project	10,200,000				
	Less values of any property being replaced					
Net estimated values upon completion of project	10,200,000					
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER						
Estimated solid waste converted (pounds) _____			Estimated hazardous waste converted (pounds) _____			
Other benefits:						
SECTION 6 TAXPAYER CERTIFICATION						
I hereby certify that the representations in this statement are true.						
Signature of authorized representative _____ Steve VanderGriend				Date signed (month, day, year) 7/15/2025		
Printed name of authorized representative Steve VanderGriend			Title General Manager			

FOR USE OF THE DESIGNATING BODY

We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2.

A. The designated area has been limited to a period of time not to exceed five calendar years * (see below). The date this designation expires is _____. *NOTE: This question addresses whether the resolution contains an expiration date for the designated area.*

B. The type of deduction that is allowed in the designated area is limited to:

1. Installation of new manufacturing equipment;
2. Installation of new research and development equipment;
3. Installation of new logistical distribution equipment.
4. Installation of new information technology equipment;

☒ Yes ☐ No ☐ Enhanced Abatement per IC 6-1.1-12.1-18
☐ Yes ☒ No *Check box if an enhanced abatement was*
☐ Yes ☒ No *approved for one or more of these types.*
☐ Yes ☒ No

C. The amount of deduction applicable to new manufacturing equipment is limited to \$ 10,200,000 cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

D. The amount of deduction applicable to new research and development equipment is limited to \$ N/A cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

E. The amount of deduction applicable to new logistical distribution equipment is limited to \$ N/A cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

F. The amount of deduction applicable to new information technology equipment is limited to \$ N/A cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

G. Other limitations or conditions (specify) _____

H. The deduction for new manufacturing equipment and/or new research and development equipment and/or new logistical distribution equipment and/or new information technology equipment installed and first claimed eligible for deduction is allowed for:

☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☒ Year 5 ☐ Enhanced Abatement per IC 6-1.1-12.1-18
☐ Year 6 ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 *Number of years approved: _____*
(Enter one to twenty (1-20) years; may not exceed twenty (20) years.)

I. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17? ☐ Yes ☐ No
 If yes, attach a copy of the abatement schedule to this form.
 If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved by: (signature and title of authorized member of designating body)	Telephone number ()	Date signed (month, day, year)
Printed name of authorized member of designating body	Name of designating body	
Attested by: (signature and title of attester)	Printed name of attester	

* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

IC 6-1.1-12.1-17

Abatement schedules

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. Except as provided in IC 6-1.1-12.1-18, an abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

COMMITMENT AND PAYMENT AGREEMENT

THIS AGREEMENT is made and entered into and effective the ____ day of _____, 2025 by and between the Town of Bristol, Indiana (the “**Town**”) and Alliance Sheets LLC, an Indiana limited liability company (hereinafter referred to as “**Alliance**”).

WITNESSETH:

WHEREAS the Town Council for the Town of Bristol, Indiana adopted Resolution No. 9-4-2025-14 (the “**Resolution**”) on September 4, 2025, which Resolution is entitled “A Resolution of the Town Council of the Town of Bristol, Indiana Confirming the Designation of an Economic Revitalization Area and Qualifying Certain Personal Property for Tax Abatement” for the benefit of Alliance; and

WHEREAS said Resolution is subject to the condition that Alliance enters into an agreement with the Town concerning the Economic Revitalization Area (the “**Area**”) prior to the Resolution being effective and affirmed.

NOW, THEREFORE, in consideration of the terms and provisions contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Town and Alliance mutually agree as follows:

1. Commitment of Investment and Employment. Alliance does hereby agree to fulfill the following commitments:

(a) That Alliance will invest no less than Ten Million Two Hundred Thousand Dollars (\$10,200,000) of new manufacturing equipment, logical distribution, and/or information technology equipment within the Area by January 1, 2026 (the “**Project**”);

(b) That Alliance will have an annual payroll, not including fringe benefits, of at least Six Million Four Hundred Eighty-One Thousand Five Hundred Fifteen Dollars (\$6,481,515) with no less than 101 full-time positions for the Project on or before December 31, 2025;

(c) That Alliance will remain in operation at its location in Bristol, Indiana for a term of no less than five (5) years commencing December 31, 2025, through and including December 31, 2030; and

(d) Every employee at Alliance’s facility located in Bristol, Indiana will have a regular (i.e., non-overtime) pay rate whether salary or hourly of no less than Nineteen and 50/100 Dollars (\$19.50) per hour exclusive of any benefits and no more than Twenty Percent (20%) of the employees or workers at Alliance’s Bristol, Indiana facility will be part time or contract labor (80% of workers at Alliance’s Bristol, Indiana facility must be full time employees of Alliance).

2. Re-Payment Agreement. In the event that Alliance fails to meet any of its commitments contained within this Agreement within the time frames specified above, Alliance shall be liable for, and shall cause to be paid to the Town, the percentage specified below for the

applicable time frame multiplied by the total personal property tax savings generated by the property tax phase-in established and authorized by the Resolution:

<u>Failure to meet commitment occurs:</u>	<u>Percentage of Property Tax Savings to be Repaid:</u>
First Year of Deduction	100%
Second Year of Deduction	80%
Third Year of Deduction	60%
Fourth Year of Deduction	40%
Fifth Year of Deduction	20%

It is understood and agreed that Alliance and its successors and assigns are liable for the performance of this Agreement. Any reimbursement requirement of any tax savings to Alliance is included in this obligation. In the event that Alliance fails to pay said amount within thirty (30) days of being invoiced by Elkhart County and/or the Town, Alliance shall be responsible for all costs of collection and enforcement incurred by the Town including but not limited to reasonable attorney fees, expenses, and court costs.

3. Commitment of Verifying Documentation. Alliance commits and agrees to provide annually to the Town documentation verifying its compliance with the terms and provisions of this Agreement within ninety (90) days after the end of each calendar year. Such documentation submitted shall be certified under oath as being true, accurate, and complete.

4. Economic Development Fee. Indiana Code § 6-1.1-12.1-14 provides that a designating body of an economic revitalization area may impose a fee not exceeding fifteen percent (15%) of the reduction in property taxes to which the property owner is entitled in each year as a result of the economic revitalization area for which the property owner’s property tax liability is reduced by a property tax deduction. Alliance hereby agrees and consents to the imposition of this fee in an amount equal to fifteen percent (15%) of the reduction in property taxes for each tax year generated by the property tax phase-in established and authorized by the Resolution. Indiana Code § 6-1.1-12.1-14 is hereby incorporated by reference, with the consent of Alliance, into this Agreement and the initial approval of Alliance’s Statement of Benefits Form and property tax deductions established and authorized by the Resolution. It is understood and agreed by Alliance that in the event the Elkhart County Auditor does not notify Alliance of a lesser amount due, Alliance itself shall calculate and pay the full 15% fee to the Bristol Redevelopment Commission of the Town of Bristol. Annual payment shall be made each year during any period of reduction on or before December 1st.

5. Assessment Appeals. Alliance hereby agrees and commits not to file any property tax assessment appeal, review, or other challenge of the property tax assessments made for the Project during the time periods for which property tax deductions are received unless:

- (a) the original assessment for the economic development project is in excess of the economic development project cost;

(b) the original assessment of real estate is in excess of the purchase price paid for the real estate in an arms-length transaction; or

(c) a trending assessment or reassessment increases the assessment for the economic development project more than fifteen percent (15%) for any year-to-year change or more than an average of ten percent (10%) per year over two or more years.

6. Governing Law. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Indiana without resort to conflict of law principles. Jurisdiction and venue of any claims or disputes arising under this Agreement shall be exclusively in the state courts located in Elkhart County, State of Indiana.

7. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns; provided, however, that no assignment shall relieve a party of any of its obligations hereunder.

IN WITNESS WHEREOF, the Town and Alliance have executed this Agreement effective on the date first set forth above by their duly authorized representatives.

[Signature Pages Follow]

SIGNATURE PAGE - COMMITMENT AND PAYMENT AGREEMENT

TOWN OF BRISTOL, INDIANA

By: _____
Jeff Beachy, Town Council President

ATTEST:

Cathy Antonelli, Clerk-Treasurer

Date: _____

[Signature pages continue]

SIGNATURE PAGE - COMMITMENT AND PAYMENT AGREEMENT

ALLIANCE SHEETS LLC,
an Indiana limited liability company

By: _____

Printed: _____

Its: _____

SRF DISBURSEMENT REQUEST FORM

SECTION 1: PARTICIPANT INFORMATION						SRF LOAN NUMBER: WW22532		Section 7, Item a.	
SRF Participant:		Town of Bristol Municipal Sewage Works				UEI Number:		NF306478007	
Participant's Mailing Address:		308 E. Vistula Street, PO Box 122							
City:	Bristol					State:	IN	Zip Code:	46507-9489
Participant's Contact:		Mr. Mike Yoder		Contact Phone:	574-848-4853	Contact Email:			
Authorized Representative:		Ms. Cathy Antonelli				Auth. Rep. Email:			
Participant's Bank:					Mailing Address:				
City:						State:		Zip Code:	
Account Name:					Routing Number:			Account Number:	

SECTION 2: DISBURSEMENT INFORMATION				REQUEST NUMBER: 33	
SRF Funding Source to be used for this Request (if multiple sources are being used to pay one invoice, submit a separate DRF for each source):					
<input checked="" type="checkbox"/> SRF Primary Funds	<input type="checkbox"/> SRF Secondary Funds	<input type="checkbox"/> Local Funds; TYPE:		<input type="checkbox"/> Other Funds; TYPE:	
Beginning Balance of this Funding Source:					\$ 28,265,000
Total Amount of Previous Disbursements for this Funding Source:					\$ 13,117,986
Is any part of this request being paid by a Non-SRF Funding Source? (OCRA, RD, etc):					<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes:		Non-SRF Source:			Non-SRF Amount: \$

SECTION 3: CONTRACTOR INFORMATION					
Contractor:		Commonwealth Engineers, Inc.		Mailing Address: 7256 Company Drive	
City:	Indianapolis			State:	IN Zip Code: 46237
Contractor's Bank:				Mailing Address:	
City:				State:	Zip Code:
Account Name:				Routing Number:	Account Number:
Contractor's Escrow Bank:				Mailing Address:	
City:				State:	Zip Code:
Account Name:				Routing Number:	Account Number:

SECTION 4: PAYMENT INFORMATION			
Amount of this request to be paid by SRF Funding Source identified in Section 2 (less retainage):			\$ 45,032
<ul style="list-style-type: none"> Participant has paid Contractor for this Request and is requesting SRF to reimburse payment to Participant 			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, Participant requests:		<input type="checkbox"/> Check mailed to Participant's address above <input type="checkbox"/> Payment wired to Participant's Bank via wiring instructions above	
<ul style="list-style-type: none"> Participant has not paid Contractor for this Request and is requesting SRF to pay Contractor directly 			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Participant requests:		<input checked="" type="checkbox"/> Check mailed to Contractor's address above <input type="checkbox"/> Payment wired to Contractor's Bank via wiring instructions above	

SECTION 5: RETAINAGE INFORMATION (if applicable)			
Retainage Amount for this Pay Application to be paid by SRF Funding Source identified in Section 2:			\$ 0
<ul style="list-style-type: none"> Participant requests that retainage for this Pay Application be held by SRF 			<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Participant requests that retainage for this Pay Application be sent to Participant 			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Participant requests:		<input type="checkbox"/> Check mailed to Participant's address above <input type="checkbox"/> Retainage wired to Participant's Bank via wiring instructions above	
<ul style="list-style-type: none"> Participant requests that retainage for this Pay Application be sent to Contractor's Escrow Bank 			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Participant requests:		<input type="checkbox"/> Check mailed to Escrow Bank's address above <input type="checkbox"/> Retainage wired to Escrow Bank via wiring instructions above	

The undersigned hereby certifies this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement(s); that the certified payrolls received in connection with any enclosed construction invoices are in compliance with the Davis Bacon Act / US Dept. of Labor requirements of 29 CFR 5.5(a)(1), and in compliance with SRF incentive programs.			
Authorized Representative Signature:			Date:

FOR INTERNAL USE ONLY:

Approved by:		Date:		GPR:	\$	Lead:	\$	EC:	\$	Other:	\$
Processed by:		Date:		DC Notes:							



COMMONWEALTH[™]
ENGINEERS, INC.
A wealth of resources to master a common goal.

Town of Bristol
303 E. Vistula Street
Bristol, IN 46507

Invoice number 63860
Date 07/31/2025

Project S22145 Bristol - Wastewater Treatment
Plant Improvements Project

For Basic Engineering Services rendered through June 30, 2025

Task Order 2022-01 signed 10/20/22

Task Order 2023-02 signed 09/21/23

Task Order 2024-02 signed 08/15/24

Email invoices to Amy Mendoza and Missy Thiele to prepare SRF Disbursement Forms.

Description	Contract Amount	% Work To Date	Previous Billed	Amount Billed	This Inv Billed
PRELIMINARY DESIGN	512,000.00	100.00	512,000.00	512,000.00	0.00
FINAL DESIGN	417,000.00	100.00	417,000.00	417,000.00	0.00
ADDITIONAL FINAL DESIGN	34,300.00	100.00	34,300.00	34,300.00	0.00
Total	963,300.00	100.00	963,300.00	963,300.00	0.00

Additional Construction Engineering

			Hours	Billed Amount
Professional Fees				
Project Engineer II			0.50	98.13
Project Engineer I			18.75	3,411.95
Engineering Intern II			0.50	76.06
Engineering Intern I			13.75	1,886.50
Professional Fees subtotal			33.50	5,472.64
Additional Construction Engineering subtotal				5,472.64

Additional Resident Project Representative

			Hours	Billed Amount
Professional Fees				
Designer I			5.25	705.23
Resident Project Representative II			168.00	21,142.80
Construction Manager			3.00	634.41
Professional Fees subtotal			176.25	22,482.44

			Units	Billed Amount
Reimbursable Expenses				
Subsistence				910.48
Miles			2,272.00	1,828.96

Additional Resident Project Representative

Reimbursable Expenses

	Units	Billed Amount
Lodging & Travel		3,477.29
Reimbursable Expenses subtotal		6,216.73
Additional Resident Project Representative subtotal		28,699.17

Invoice total **34,171.81**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
PRELIMINARY DESIGN	512,000.00	512,000.00	512,000.00	0.00	0.00
FINAL DESIGN	417,000.00	417,000.00	417,000.00	0.00	0.00
ADDITIONAL FINAL DESIGN	34,300.00	34,300.00	34,300.00	0.00	0.00
BIDDING OR NEGOTIATING	51,300.00	51,294.94	51,294.94	5.06	0.00
CONSTRUCTION	140,000.00	113,013.42	113,013.42	26,986.58	0.00
ADDITIONAL CONSTRUCTION ENGINEERING	70,000.00	62,461.21	67,933.85	2,066.15	5,472.64
RESIDENT PROJECT REPRESENTATIVE	255,000.00	255,000.00	255,000.00	0.00	0.00
ADDITIONAL RESIDENT PROJECT REPRESENTATIVE	300,000.00	13,674.17	42,373.34	257,626.66	28,699.17
Total	1,779,600.00	1,458,743.74	1,492,915.55	286,684.45	34,171.81



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Town of Bristol
303 E. Vistula Street
Bristol, IN 46507

Invoice number 63861
Date 07/31/2025

Project S22145 Bristol - Wastewater Treatment
Plant Improvements Project

For Basic Engineering Services rendered through June 30, 2025

Task Order 2022-01 signed 10/20/22

Task Order 2023-03 signed 09/21/23

Task Order 2024-02 signed 08/15/24

Email invoices to Amy Mendoza and Missy Thiele to prepare SRF Disbursement Forms.

Description	Contract Amount	% Work To Date	Previous Billed	Amount Billed	This Inv Billed
REGULATORY ASSISTANCE	31,000.00	100.00	31,000.00	31,000.00	0.00
AIS COMPLIANCE	10,300.00	100.00	10,300.00	10,300.00	0.00
GEOTECHNICAL EVALUATION	42,000.00	100.00	42,000.00	42,000.00	0.00
EROSION CONTROL	10,300.00	100.00	10,300.00	10,300.00	0.00
O&M MANUAL	50,000.00	80.00	30,000.00	40,000.00	10,000.00
PROCESS SITE CIVIL DESIGN, ADDITIONAL SOIL BORING, & ARCHITECT COORDINATION	18,800.00	100.00	18,800.00	18,800.00	0.00
ARCHITECTURAL DESIGN	45,860.00	100.00	45,860.00	45,860.00	0.00
MECHANICAL, ELECTRICAL, AND PLUMBING DESIGN	23,180.00	100.00	23,180.00	23,180.00	0.00
Total	231,440.00	95.68	211,440.00	221,440.00	10,000.00

Startup Assistance

Professional Fees					
				Hours	Billed Amount
Operations Specialist				5.25	860.07
Professional Fees subtotal				5.25	860.07
Startup Assistance subtotal					860.07
				Invoice total	10,860.07

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
FIELD WORK/SURVEY	15,000.00	15,000.00	15,000.00	0.00	0.00
STARTUP ASSISTANCE	30,000.00	0.00	860.07	29,139.93	860.07
REGULATORY ASSISTANCE	31,000.00	31,000.00	31,000.00	0.00	0.00

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
AIS COMPLIANCE	10,300.00	10,300.00	10,300.00	0.00	0.00
GEOTECHNICAL EVALUATION	42,000.00	42,000.00	42,000.00	0.00	0.00
EROSION CONTROL	10,300.00	10,300.00	10,300.00	0.00	0.00
FINANCIAL/LEGAL ASSISTANCE	4,700.00	4,695.03	4,695.03	4.97	0.00
O&M MANUAL	50,000.00	30,000.00	40,000.00	10,000.00	10,000.00
PROCESS SITE CIVIL DESIGN, ADDITIONAL SOIL BORING, & ARCHITECT COORDINATION	18,800.00	18,800.00	18,800.00	0.00	0.00
ARCHITECTURAL DESIGN	45,860.00	45,860.00	45,860.00	0.00	0.00
MECHANICAL, ELECTRICAL, AND PLUMBING DESIGN	23,180.00	23,180.00	23,180.00	0.00	0.00
LABOR STANDARDS MONITORING	70,000.00	17,147.65	17,147.65	52,852.35	0.00
Total	351,140.00	248,282.68	259,142.75	91,997.25	10,860.07

Year	Project or operation cost description	Shortfall	CCMG Town match	project or operation cost red=estimate	Source of Funds	EDIT 4436	MVH Restricted 2203	MVH Unrestricted 2201	LRS 2202	CCD 4424	MS4 2500	TIF 130 S (2570)	TIF 148 east (2580)	TIF 171 GGT 2565	TIF 2585 Seahawk	TIF 182 Rail Park TIF 2586	TIF 180 Valmont TIF 2587	Raber
2026	MM loan. Building loan payments/bond payment				TIF 130 south							\$ 335,714			\$ 698,000			
2026	Professional services				TIF 130 south							\$ 200,000						
2026	Fire Contract				TIF 130/ 148							\$ 500,000	\$ 500,000					
2026	Hydrant rental															\$ 50,000	\$ 50,000	
2026	professional services				EDIT	\$ 100,000												
2026	MVH operation expenses				MVH			\$ 130,940										
2026	MS4 operation/professional serv				MS4						\$ 47,300							
2026	Vehicles and equipment (new PD car)				TIF 130 south /CCD					\$ 85,000								
2026	other capital outlays									\$ 35,000								
2026	Transfer to Parks									\$ 10,000								
2026	TIF reimbursement agreements (GGT til 2034)				TIF 171 GGT									\$ 155,000				
2026	Sidewalks				MVH			\$ 35,000										
CCMG																		
2025/26	CCMG 2024-1 Elkhart and St Joe (2025 construction)	\$ -	\$ 159,907	\$ 639,627	MVH/MS4			\$ 107,122			\$ 52,785							
2025/26	CCMG 2025-1 Elk and St Joe	\$ -	\$ 178,722	\$ 474,887	MVH/LRS/MS4		\$ 97,000	\$ 40,000	\$ 7,722		\$ 34,000							
2027	CCMG 2025-2 Ponderosa		\$ 250,000	\$ 1,250,000														
Other projects																		
2025	Elkhart Street/St Joe Street new water main	\$ -		\$ 522,724	EDIT/alt Rte/TIF 130	\$ 80,000						\$ 321,090						
2025	Ponderosa improvements	\$ -		\$ 50,000	LRS				\$ 50,000									
2025	Business route Right of Way purchases																	
2025	Earthway to Bloomingdale connection	\$ -		\$ 350,000	TIF 130/ALT ROUTE							\$ 232,360						
2026	2026 Ponderosa realignment	\$ -		\$ 65,000	EDIT	\$ 65,000												
2025	Weed Street Dept property improv.	\$ -		\$ 100,000	TIF 148								\$ 100,000					
2025	new street lights	\$ 0		\$ 598,657	EDIT/GO Bond	\$ 274,194												
2026	Earthway to Bloomindale connection construction	\$ -		\$ 1,200,000	Rail Park/Valmont/edit	\$ 300,000									\$ 200,000	\$ 300,000	\$ 400,000	
2026	Street Dept Building	\$ -		\$ 1,000,000	GGT/Seahawk/Rail									\$ 372,500	\$ 450,000	\$ 177,500		\$ -
	Pedestrian Bridge	\$ (5,000,000)		\$ 5,000,000	unfunded													
	New Park pavilion	\$ (650,000)		\$ 650,000	unfunded													
	Commerce Drive business sign	\$ (60,000)		\$ 60,000	unfunded													
	Charles Street Parking lot	\$ (50,000)		\$ 50,000	unfunded													
2025	add parking at Cummins and pave existing	\$ (50,000)		\$ 50,000	Park Cap imp fund	\$ -												
					Total fund expense	\$ 819,194	\$ 97,000	\$ 313,062	\$ 57,722	\$ 130,000	\$ 134,085	\$ 1,589,164	\$ 600,000	\$ 527,500	\$ 1,348,000	\$ 527,500	\$ 450,000	\$ -
				2025 plus	2026 draft Budget	\$ 1,154,194	\$ 137,000	\$ 483,062	\$ 157,722	\$ 130,000	\$ 209,085	\$ 1,589,164	\$ 700,000	\$ 155,000	\$ 998,000	\$ 384,200	\$ 550,000	
					Additional approp.			\$ -										
					(over)/under budget	\$ 335,000		\$ 170,000	\$ 100,000	\$ -	\$ 75,000	\$ -	\$ 100,000	\$ (372,500)	\$ (350,000)	\$ (143,300)	\$ 100,000	\$ -
	4/28/2025 fund reprt				2026 Beg. year balance	\$ 672,138	\$ 73,962	\$ 355,057	\$ 217,903	\$ 458,409	\$ 237,829	\$ 993,998	\$ 695,265	\$ 387,747	\$ 1,087,100	\$ 49,930	\$ 506,000	\$ 572,500
					2026 estimated revenue	\$ 333,200	\$ 37,597	\$ 344,900	\$ 47,100	\$ 149,800	\$ 129,474	\$ 1,658,000	\$ 640,300	\$ 666,500	\$ 910,800	\$ 700,800	\$ 274,400	
					2026 Est EOY balance	\$ 186,144	\$ 14,559	\$ 386,895	\$ 207,281	\$ 478,209	\$ 233,218	\$ 1,062,834	\$ 735,565	\$ 526,747	\$ 649,900	\$ 223,230	\$ 330,400	\$ 572,500

Year	Project or operation cost description	Shortfall	CCMG Town match	project or operation cost red=estimate	Source of Funds	ARP 2410	GO	alt route county loan 2599
2026	MM loan. Building loan payments/bond payment				TIF 130 south			
2026	Professional services				TIF 130 south			
2026	Fire Contract				TIF 130/ 148			
2026	Hydrant rental							
2026	professional services				EDIT			
2026	MVH operation expenses				MVH			
2026	MS4 operation/professional serv				MS4			
2026	Vehicles and equipment (new PD car)				TIF 130 south /CCD			
2026	other capital outlays							
2026	Transfer to Parks							
2026	TIF reimbursement agreements (GGT til 2034)				TIF 171 GGT			
2026	Sidewalks				MVH			
CCMG								
2025/26	CCMG 2024-1 Elkhart and St Joe (2025 construction)	\$ -	\$ 159,907	\$ 639,627	MVH/MS4			
2025/26	CCMG 2025-1 Elk and St Joe	\$ -	\$ 178,722	\$ 474,887	MVH/LRS/MS4			
2027	CCMG 2025-2 Ponderosa		\$ 250,000	\$ 1,250,000				
Other projects								
2025	Elkhart Street/St Joe Street new water main	\$ -		\$ 522,724	EDIT/alt Rte/TIF 130	\$ 121,634		
2025	Ponderosa improvements	\$ -		\$ 50,000	LRS			
2025	Business route Right of Way purchases							
2025	Earthway to Bloomingdale connection	\$ -		\$ 350,000	TIF 130/ALT ROUTE			\$ 117,640
2026	2026 Ponderosa realignment	\$ -		\$ 65,000	EDIT			
2025	Weed Street Dept property improv.	\$ -		\$ 100,000	TIF 148			
2025	new street lights	\$ 0		\$ 598,657	EDIT/GO Bond		\$ 324,463.00	
2026	Earthway to Bloomindale connection construction	\$ -		\$ 1,200,000	Rail Park/Valmont/edit			
2026	Street Dept Building	\$ -		\$ 1,000,000	GGT/Seahawk/Rail			
	Pedestrian Bridge	\$ (5,000,000)		\$ 5,000,000	unfunded			
	New Park pavilion	\$ (650,000)		\$ 650,000	unfunded			
	Commerce Drive business sign	\$ (60,000)		\$ 60,000	unfunded			
	Charles Street Parking lot	\$ (50,000)		\$ 50,000	unfunded			
2025	add parking at Cummins and pave existing	\$ (50,000)		\$ 50,000	Park Cap imp fund			
								Total fund expense \$ 117,640
								2025 plus 2026 draft Budget \$ -
								Additional approp. \$ 117,640
								(over)/under budget \$ (0)
4/28/2025 fund reprt				2026	Beg. year balance	\$ -	\$ -	\$ -
				2026	estimated revenue			
				2026	Est EOY balance			

Request for Proposals (RFP)

Town of Bristol – Purchase of Raber Golf Course

1. Introduction

The Town of Bristol, Indiana, is seeking proposals from qualified individuals or entities interested in purchasing the Raber Golf Course. The Town's goal is to ensure the continued operation and enhancement of this important community asset for public recreational use.

2. Property Overview

Raber Golf Course is a well-established 18-hole golf course situated on approximately 107.75 acres. The property includes:

- Outdoor pavilion
- Multiple buildings for equipment and fertilizer storage
- A 7,176 sq. ft. mixed-use clubhouse/storage building (constructed in 2006)
- Public restrooms
- Access to city water and sewer services

Deed Restriction: The property is deed-restricted for public recreational use only.

3. Associated Assets (Optional Purchases)

- Adjacent 42.51 acres with an additional 9 holes, owned by Jeff Carmien, current course manager, is available for separate purchase.
- Golf carts and turf equipment are also available for purchase from Jeff Carmien.
- Jeff Carmien contact 574.215.3515

4. Proposal Requirements

Interested parties must submit a proposal that includes the following:

- Purchaser Information
 - Full name and contact information
 - If a business: names of all owners

- Experience
 - Evidence of experience in golf course management
- Financial Proposal
 - Proposed purchase price
 - Initial 12-month investment commitment (description and amount)
 - Outline of future investment plans
- Vision and Commitment
 - A plan that aligns with the Town's vision for the course
 - Demonstrated commitment to maintaining and improving the course

5. Town's Vision for the Course

The Town of Bristol views Raber Golf Course as a vital community resource. The Town envisions the course as:

- A hub for public recreation
- A venue for local business engagement
- A driver of economic development

6. Evaluation Criteria

Proposals will be evaluated based on:

- Overall vision for the course
- Experience and qualifications of the purchaser
- Financial capacity and investment commitment
- Proven track record in golf course management

7. Submission Instructions

Please submit your proposal by October 15, 2025 to:

Town of Bristol

Mike Yoder, Town Manager

P.O. Box 122

Bristol, IN. 46507

574-298-3331 | mikeyoder@bristol.IN.gov

Electronic submissions are encouraged. All proposals must be received by the deadline to be considered.

DRAFT











[Video.mp4](#)

TOWN OF BRISTOL, INDIANA
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Salary Ordinance No. 12-19-2024-28

Section 8, Item a.

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 2025; 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, 2025, through December 31, 2025, or from the date amended through December 31, 2025, shall be as follows:**

2025 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	\$2,947.67 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	\$31.50 per hour	100% General Fund
Utility Clerk [DT]	Nonexempt Full-Time	18.58 per hour	100% Water Fund
Town Marshal [SP]	Exempt Full-Time	\$3,651.69 biweekly	100% Police Fund
Sergeant [AD]	Nonexempt Full-Time	\$43.17 per hour	100% Police Fund
Chief Deputy [DL]	Nonexempt Full-Time	\$44.65 per hour	100% Police Fund
Detective [NR]	Nonexempt Full-Time	\$39.69 per hour	100% Police Fund
Corporal [KH]	Nonexempt Full-Time	\$42.18 per hour	100% Police Fund
Deputy Police Officer [JL]	Nonexempt Full-Time	\$34.23 per hour	100% Police Fund
Deputy Police Officer [CP]	Nonexempt Full-Time	\$31.72 per hour	100% Police Fund
Deputy Police Officer [VA]	Nonexempt Full-Time	\$31.72 per hour	100% Police Fund
Deputy Police Officer [CS]	Nonexempt Full-Time	\$32.75 per hour	100% Public Safety Fund
Deputy Police Officer [GS]	Nonexempt Full-Time	\$38.70 per hour	100% Public Safety Fund

TITLE	CLASSIFICATIO	BASE PAY RATE	BUDGETED FUNDS
Deputy Police Officer [JD]	Nonexempt Full-Time	\$30.76 31.72 per hour	100% Public Safety Fund
Ordinance Officer [RC]	Nonexempt Part-Time	\$24.04 per hour	100% Police Fund
Police Department Clerical Personnel [AA]	Nonexempt Full-Time	\$24.81 per hour	100% Police Fund
Street Department Employee – 1 [WB]	Nonexempt Full-Time	\$32.68 per hour	100% General Fund
Street Department Superintendent [EF]	Nonexempt Full-Time	\$32.68 per hour	100% General Fund
Street Department Employee – 3 [MG]	Nonexempt Full-Time	\$27.50 per hour	100% General Fund
Utility Superintendent [TM]	Nonexempt Full-Time	\$38.27 per hour	65% Wastewater 35% MS4
Utility Employee-3 [KB]	Nonexempt Full-Time	\$29.65 per hour	100% Wastewater Fund
Utility Employee 4 [JM]	Nonexempt Full-Time	\$33.58 per hour	100% Water fund
Utility Employee 5 [DD]	Nonexempt Full-Time	\$31.50 per hour	100% Water Fund
Office Support Assistant [PE]	Nonexempt Part-Time	\$10.50 per hour	100% Water Fund
Utility Department 1 Seasonal Employee	Nonexempt Seasonal	\$15.00 per hour	100% Water Fund
2 Seasonal Employee(s) Various departments	Nonexempt Part-Time	\$18.00 per hour \$21.00 per hour	25% MVH Fund 75% 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 2025 with the first biweekly pay date of January 10, 2025, based on the pay period designated as Sunday, December 24, 2024, through Saturday, January 04, 2025. The standard workweek is from Sunday through Saturday. All employees are paid biweekly which equates to 26 pays during 2025.

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 on May 30, 2025, and on November 29, 2025, for the pay rates as listed in the 2025 Base Pay Rate Schedule above. Park Board members are paid on November 28, 2025, for the amount listed in the 2025 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 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.

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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 2025, 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.

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 2025, there will be approximately 10 hours per month for all Police

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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.

ADDITIONAL PAY CONSIDERATIONS

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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 2025: one distribution in June of 2025 and one distribution in December of 2025 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 2025 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 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.

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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 a weather or 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:

2025 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

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For the plan year 2025, the Town will make a one-time contribution to employees' HSA accounts as follows:

HSA Account	Town Contributions
Employee Only	\$2,000.00
Employee plus Child	\$3,000.00
Employee plus Spouse	\$3,000.00
Family	\$4,000.00

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:

Delta Dental	Monthly Employer Contribution
Employee Only	\$26.32
Employee plus One	\$52.66
Employee plus Children	\$71.12
Employee plus Family	\$106.88

VSP Vision Care	Monthly Employer Contribution
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, 2025. 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 The Standard 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 \$8.00 per employee per month. The renewal date for life and AD&D insurance is on January 1, 2025, 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

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

- Regular full-time

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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 (1)	–	\$15.84
– Employee (1)	–	\$21.16
– Employee (1)	–	\$23.32
– Employee (1)	–	\$24.86
– Employees (2)	–	\$26.24
– Employees (3)	–	\$26.40
– Employee (1)	–	\$27.92
– Employee (1)	–	\$28.56
– Employee (1)	–	\$28.98
– Employee (1)	–	\$28.21
– Employee (1)	–	\$29.19
– Employee (1)	–	\$31.42
– Employee (1)	–	\$32.63
– Employees (6)	–	\$33.00

The renewal date for short-term disability insurance is on January 1, 2025, 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 2025 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

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

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- 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

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		

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eligible employment classification	One-day (eight-hours) for every two-months	One-half day (four-hours) for every two-months
On January 1 st after an employee's first anniversary	Five-days (40-hours)	Two and one-half days (20-hours)
On the second January 1 st through the fourth January 1 st	Ten-days (80-hours)	Five-days (40-hours)

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

On January 1 st of years five through nine	15-days (120-hours)	Seven and one-half days (60-hours)
On January 1 st 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 1st of each year. Employees will not receive PLT if they are on unpaid leave, or on a disability leave.

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.

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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 2025 include the following:

Holiday	Date
New Year's Day	01/01/2025
Martin Luther King Jr. Day	01/20/2025
Presidents Day	02/17/2025
Memorial Day	05/26/2025
Independence Day	07/04/2025
Labor Day	09/01/2025
Columbus Day	10/13/2025
Veterans Day	11/11/2025
Thanksgiving Day	11/27/2025
Day after Thanksgiving	11/28/2025
Christmas Eve Day	12/24/2025
Christmas Day	12/25/2025
New Year's Eve Day	12/31/2025

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.

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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.

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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:

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- 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 September 2025.

YAY

NAY

_____ Jeff Beachy, Pres. _____	
_____ Cathy Burke _____	
_____ Gregg Tuholski _____	
_____ Doug DeSmith _____	
_____ Raymond D Rentfrow _____	

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ATTEST: _____
Cathy Antonelli, Clerk-Treasurer, Town of Bristol, Indiana

