



TOWN COUNCIL REGULAR MEETING

Thursday, April 02, 2026 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

REPORTS

6. TOWN MANAGER

a. Sidewalk quotes

1. RR \$108,750
2. Premium \$ 107,634
3. Hostettler \$122,670

b. CF-1 for PP Lippert industries. Recommend approval

c. SRF Disbursement #55 Phoenix Fabricators \$241,010, retainage \$12,684

d. WWTP SRF# 48 \$61,359 to Commonwealth Engineering.

e. WWTP SRF#49 to Crosby Construction \$122,175 To retainage \$ 6,430

f. Project updates

1. WWTP
2. Elkhart Street
3. Division Street bridge
 - a. inspection
 - b. Nlpsco gas line

4. INDOT project
 5. Water tower
 6. Earthway to Bloomingdale
- Jill's report
1. The proclamation
 2. The Brick
 3. Downtown activity update

7. CLERK-TREASURER

- a. Motion to grant the Clerk-Treasurer permission to publish the Notice to Taxpayers to Gateway and advance Ordinance No. 5-7-2026-8 \$1,629,134 to second reading.
- b. Motion to suspend the rules and approve on first reading Salary Ordinance No. 4.2.2026-9

Additions:

New Police Officer - Pauff

Northridge H.S. Part-time help - Community Services Assistant

Seasonal help for the Street Department

8. TOWN MARSHAL

9. PRIVILEGE OF THE FLOOR (Public Comments to Council)

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

10. TOWN ATTORNEY

11. TOWN COUNCIL DISCUSSION ITEMS

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

NEXT MEETINGS:

12. MOTION TO ADJOURN

PROPOSAL



PREMIUM SERVICES

712 Richmond Street

Elkhart, IN 46516

Contact: Rob Becker

Phone: 574-264-0196

Fax: 574-266-5392

Quote To: Town of Bristol
Attn: Mike Yoder

Job Name: Sidewalks

Date of Plans: N/A

HCSS #: 6792

Phone: (574) 848-7007

Revision Date: N/A

Fax:

Date: 3/19/2026

ITEM	DESCRIPTION	QUANTITY	UNIT		AMOUNT
10	Mobilization/Demobilization	1.00	LS		
20	Remove Existing Asphalt/Concrete Sidewalk	7,830.00	SF		
30	Form & Pour 4" Concrete Sidewalk	7,830.00	SF		

GRAND TOTAL **107,634.00**

NOTES:

- 1) Permits, bond, fees, inspection, testing, control points, construction staking, rough layout, licenses and engineering by others
- 2) All traffic control by others, including but not limited to: road/lane closures, detours, barrels, barricades and flag control
- 3) Proposal based on project completion before 10/30/2026
- 4) Proposal does NOT include cold weather costs (Nov 1 - March 31)
- 5) Proposal based on items & quantities listed above. Proposal subject to revision if items and/or quantities change
- 6) Proposal based on plans & details provided. Proposal subject to change if revised plans and/or details are provided
- 7) Private utility locates by others (if needed). Premium Services can provide private locates for an additional charge. Proof of utility locates or clear work area must be provided prior to Premium Services beginning work.
- 8) Proposal excludes any pedestrian detours and/or temporary sidewalks or crosswalks

Note: This proposal may be withdrawn if not accepted within 21 days.

Acceptance of Proposal - The prices, specifications, and conditions outlined above are agreed to and accepted. Authorization is hereby granted to proceed with the work as specified. Payment will be made in accordance with the terms described. Payment terms are 30 days unless otherwise agreed upon.

All materials will conform to the specifications provided. All work will be performed in a professional manner consistent with standard practices. Any changes or deviations from the specifications that result in additional costs will be undertaken only upon written authorization, and such costs will be billed as an extra charge beyond the estimate. All agreements are subject to delays caused by strikes, accidents, or other circumstances beyond our control.

Accepted By: _____

Title: _____

Date: _____

Notes and Conditions:

Pricing excludes the use of an INDOT approved HMA Type B bituminous mix.

Pricing includes 4" concrete sidewalk.

Pricing is based on completing this work while constructing INDOT R-42585.

Pricing excludes alternate pedestrian detour route and/or temporary sidewalk.

Permits, Dues, Bonds, Testing, Insurance, and Inspection.

Pricing excludes utility work, fencing, bollards, parking wheel stops, etc.

Public approach and Private drive maintenance by others.

Rieth-Riley cannot guarantee against ponding water if the pavement slope is less than 1%.

No Retainage shall be withheld.

This quote is to be incorporated into our subcontract agreement.

Taxes are excluded.

Quote is Valid for 14 days from date listed above

SALES TAX INCLUDED: No

RIETH-RILEY CONSTRUCTION CO., INC.

THIS PROPOSAL INCLUDES ALL OF THE STANDARD TERMS & CONDITIONS ENCLOSED WITH THIS PROPOSAL.

By: _____

Derek Sauer, Estimator/PM

ACCEPTANCE OF PROPOSAL

I (we) have read the above Proposal, INCLUDING THE STANDARD TERMS & CONDITIONS, and hereby accept this Proposal. You are hereby authorized to begin the work as proposed.

Customer

By: _____

(Authorized Signature)

(Date Signed)

(Printed Name & Title)

STANDARD TERMS & CONDITIONS OF THIS PROPOSAL

The following terms and conditions are part of this Proposal:

1. **This Proposal's prices are based on the current average posted price for asphalt cement as listed in the "Asphalt Weekly Monitor" published by Potent & Partners, Inc. If this average posted price increases at the time Contractor commences performance of the work covered by this Proposal, we reserve the right to adjust the Proposal prices consistent with the increase in the price of the asphalt cement.**
2. All material is warranted to be as specified. All work is to be completed according to this Proposal and in a workmanlike manner. Unless otherwise provided in this Proposal, Customer, at its expense, shall provide a properly compacted and stable subgrade or subbase (proof rolling or other testing satisfactory to Contractor) upon which any material is to be placed.
3. **OTHER THAN AS EXPRESSLY PROVIDED FOR IN THIS PROPOSAL, CONTRACTOR MAKES NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER'S SOLE REMEDY FOR BREACH OF WARRANTY IS LIMITED EXCLUSIVELY TO REMOVAL AND REPLACEMENT OF THE DEFECTIVE WORK. OTHER THAN REMOVAL AND REPLACEMENT, RIETH-RILEY HAS NO OTHER LIABILITY FOR ANY TYPE OF DAMAGE, WHETHER INCIDENTAL, CONSEQUENTIAL OR OTHERWISE.**
4. Any express performance warranty provided in this Proposal shall be waived in the event Customer, either verbally or in writing, directs Contractor to place its paving materials over a subgrade or a subbase the condition of which Rieth-Riley has advised Customer is unacceptable.
5. Contractor will not be liable for delays caused by labor disturbances, weather conditions, acts of God, acts of governmental agencies, accidents, shortages of necessary materials and supplies, or any other cause beyond our control.
6. Any damage to or caused by appurtenances, including but not limited to stumps, buried concrete slabs or footing, septic tanks, sprinkler systems or utilities not specifically described on the plans or accurately marked on the jobsite so as to make us aware of their exact location and depth, will be the Customer's responsibility; and any extra work involved will become an extra charge over the quoted price.
7. Extra work not included in this Proposal will be performed at the direction of the Customer or his authorized representative. Customer shall promptly issue an appropriate written change order to cover the authorized work.
8. If no sales tax is included in this Proposal, Customer is required to provide a valid sales tax exemption certificate; otherwise, sales tax will be added when completed work is invoiced.
9. Contractor will not proceed with the work as specified in this Proposal until satisfied of the Customer's ability and intent to pay according to the terms outlined herein.
10. **PAYMENT IS DUE UPON CUSTOMER'S RECEIPT OF INVOICES** issued, whether progress or final, for work completed to date. If prompt payment is not received, Contractor will suspend work in progress.
11. Nothing herein contained shall be construed as a waiver or modification of Contractor's statutory lien rights, which lien rights Contractor will exercise if payment by Customer is not promptly made.
12. **A SERVICE CHARGE OF 1½% PER MONTH**, which is an annual percentage rate of 18% per annum, will be made on all account balances not paid as provided for herein, together with costs of collection and reasonable attorney fees and expenses.
13. **Customer represents and warrants that there are no hazardous substances or hazardous wastes located on or within the jobsite.** Customer agrees to defend, indemnify, and hold harmless Contractor, its officers and employees from any type of loss and/or liability, including reasonable attorney fees and expenses, arising from a breach of this representation or warranty or Customer's violation of environmental law, regulation, or policy.
14. The following sentence only applies if the parties intend that their contractual relationship will be governed by a written contract other than this Proposal: **This Proposal is submitted subject to entering into a written contract, the terms and conditions of which are acceptable to both parties.**

HOSTETTER EXCAVATING INC.

3600 S. Nappanee St., Elkhart, IN 46517

PROPOSAL

No.

PROPOSAL INFORMATION	CUSTOMER / PROJECT
Date <input type="text" value="3/18/26"/>	Customer / Company <input type="text" value="Town of Bristol, IN"/>
Proposal Valid Through <input type="text" value="4/18/26"/>	Attention <input type="text" value="Mike Yoder"/>
	Project Name <input type="text" value="Town of Bristol Sidewalks"/>
	Project Location <input type="text" value="Bristol, IN"/>

SCOPE OF WORK

- Remove/Replace +/-870 SY of concrete/asphalt sidewalk
- Form and Pour new 4" concrete walk

PRICING

Description	Qty	Unit	Unit Price	Amount
Sidewalk Remove/Replace	870	SY	141.00	122,670.00
TOTAL			\$	<input type="text" value="122,670.00"/>

CLARIFICATIONS / EXCLUSIONS

ACCEPTANCE

Accepted By (Customer)	Authorized By (Hostetter Excavating Inc.)
Signature: <input type="text"/>	Signature: <input type="text" value="Austin Redding"/>
Name / Title: <input type="text"/>	Name / Title: <input type="text" value="Estimator"/>
Date: <input type="text"/>	Date: <input type="text" value="3/18/26"/>



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

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

FORM 51765
Section 6, Item b.
2026

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

SECTION 1 TAXPAYER INFORMATION		
Name of Taxpayer Lippert Components Manufacturing, Inc.		County Elkhart
Address of Taxpayer (number and street, city, state, and ZIP code) 3501 County Road 6 East, Elkhart, IN 46514		DLGF Taxing District Number 031
Name of Contact Person Joe Salsbury	Telephone Number (574) 312-6360	Email Address Jsalsbury@lci1.com
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of Designating Body Bristol Town Council	Resolution Number 12-17-20R	Estimated State Date (month, day, year) 12/01/2020
Location of Property 2020 Blakesley Pkwy, Bristol IN 46507		Actual Start Date (month, day, year) 12/01/2020
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired. Manufacturing Equipment for Expansion		Estimated Completion Date (month, day, year) 12/31/2023
		Actual Completion Date (month, day, year) 12/31/2023

SECTION 3 EMPLOYEES AND SALARIES		
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees	41	255
Salaries	2,121,452	12,870,173
Number of Employees Retained	41	41
Salaries	2,121,452	2,121,452
Number of Additional Employees	100	214
Salaries	4,187,000	10,748,721

SECTION 4 COST AND VALUES								
AS ESTIMATED ON SB-1	MANUFACTURING EQUIPMENT		RESEARCH & DEVELOPMENT EQUIPMENT		LOGISTICAL DISTRIBUTION EQUIPMENT		IT EQUIPMENT	
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$ 3,200,000	\$	\$	\$	\$ 250,000	\$	\$ 350,000	\$
Plus: Values of Proposed Project	\$ 28,500,000	\$	\$ 150,000	\$	\$ 400,000	\$	\$ 900,000	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 29,700,000	\$	\$ 150,000	\$	\$ 650,000	\$	\$ 1,250,000	\$
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$ 3,200,000	\$	\$	\$	\$ 250,000	\$	\$ 350,000	\$
Plus: Values of Proposed Project	\$ 36,988,513	\$	\$	\$	\$	\$	\$ 1,023,625	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 40,188,513	\$	\$	\$	\$ 250,000	\$	\$ 1,373,625	\$

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

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

SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of Authorized Representative <i>Joe Salsbury</i>	Title Assistant Treasurer & Tax Director	Date Signed (month, day, year) 03/30/2026

INSTRUCTIONS: (IC 6-1.1-12.1-5.9)

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

We have reviewed the CF-1 and find that:			
<input type="checkbox"/>	The property owner IS in substantial compliance		
<input type="checkbox"/>	The property owner IS NOT in substantial compliance		
<input type="checkbox"/>	Other (specify) _____		
Reasons for the Determination (attach additional sheets if necessary)			
Signature of Authorized Member			Date Signed (month, day, year)
Attested By		Designating Body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance.			
Time of Hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of Hearing (month, day, year)	Location of Hearing

HEARING RESULTS (to be completed after the hearing)			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied (see Instruction 5 above)	
Reasons for the Determination (attach additional sheets if necessary)			
Signature of Authorized Member			Date Signed (month, day, year)
Attested By		Designating Body	

APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]	
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the clerk of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.	



**STATEMENT OF BENEFITS
PERSONAL PROPERTY**

State Form 51784 (R4 / 11-15)
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

- 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.
- 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.
- 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.
- 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)
- 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 Lippert Components Manufacturing, Inc.	Name of contact person Thomas J. Bauters, CPA
Address of taxpayer (number and street, city, state, and ZIP code) 3501 County Road 6 East, Elkhart, IN 46514	Telephone number (574) 505-0813

SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT			
Name of designating body Bristol Town Council	Resolution number (s)		
Location of property 52395 County Road 29, 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.) Manufacturing and related equipment to be installed within a new 398,000 sq ft manufacturing space attached to the existing structure. Additional equipment to be purchased to ensure that it meets the requirements for the new and expanded manufacturing operation.	ESTIMATED		
		START DATE	COMPLETION DATE
	Manufacturing Equipment	12/01/2020	12/31/2023
	R & D Equipment	12/01/2020	12/31/2023
	Logist Dist Equipment	12/01/2020	12/31/2023
	IT Equipment	12/01/2020	12/31/2023

SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current number 41	Salaries \$2,121,452	Number retained 41	Salaries \$2,121,452	Number additional 100	Salaries \$4,187,000

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	3,200,000		0		250,000		350,000	
Plus estimated values of proposed project	26,500,000		150,000		400,000		900,000	
Less values of any property being replaced	0		0		0		0	
Net estimated values upon completion of project	29,700,000		150,000		650,000		1,250,000	

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 <i>TS Bauters CPA</i>	Date signed (month, day, year) November 11, 2020
Printed name of authorized representative Thomas J. Bauters, CPA	Title Assistant Treasurer & Tax Director

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 December 31, 2023. 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
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.

Table with 3 columns: Approved by (signature and title of authorized member of designating body), Telephone number, Date signed (month, day, year). Includes entries for Jeff Beachy, Bristol Town Council, and Cathy Antonelli, Clerk-Treasurer.

* 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. 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 effective the ^{10th} ~~21st~~ ^{February} day of January, 2021 by and between the Town of Bristol, Indiana (hereinafter referred to as "Town of Bristol") and Lippert Components Manufacturing, Inc. (hereinafter referred to as "Lippert");

WITNESSETH:

WHEREAS the Town Council for the Town of Bristol, Indiana adopted Resolution No. 12-17-20R on December 17, 2020, which Resolution is entitled "Declaratory Resolution Designating Economic Revitalization Area and Qualifying Certain Real Estate Improvements and Personal Property for Property Tax Phase-In" for the benefit of Lippert;

WHEREAS said Resolution is subject to the condition that Lippert enters into an Agreement with the Town of Bristol, Indiana concerning the Economic Revitalization Area prior to the Resolution being, finalized and confirmed;

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

1. Commitment of Investment and Employment. Provided Resolution 12-17-20R is finalized and confirmed by the Town of Bristol, Indiana on terms no less favorable to Lippert as are contained in Resolution 12-17-20R, Lippert does hereby agree to fulfill the following commitments:

- (a) That Lippert will invest no less than Twenty-seven Million Nine Hundred Fifty Thousand and 00/100 Dollars (\$27,950,000.00) in new manufacturing, Logistic, Research and Development and IT equipment to be located at the location in Bristol,

Indiana identified in Exhibit B₁ and B₂ to Resolution No. 12-17-20R on or before December 31, 2023 (Twenty Million Eight Hundred Thousand (\$20,800,000) in 2021, Six Million Nine Hundred Thousand (\$6,900,000) in 2022; and Two Hundred Fifty Thousand (\$250,000) in 2023);

(b) That Lippert will invest no less than Ten Million and 00/100 Dollars (\$10,000,000.00) on the redevelopment and rehabilitation of the real estate located on Exhibits B₁ and B₂ of Resolution 12-17-20R on or before December 31, 2021 (Three Million (\$3,000,000) in 2020 and Seven Million (\$7,000,000) in 2021);

(c) That Lippert will have an additional annual payroll, not including fringe benefits, of at least Four Million One Hundred Eighty-seven Thousand and 00/100 Dollars (\$4,187,000.00) with no less than an additional One Hundred (100) full-time positions for the location in Bristol, Indiana identified in Exhibit B₂ to Resolution No. 12-17-20R on or before December 31, 2023 (Twenty-five additional by December 31, 2021; another additional Sixty-seven by December 31, 2022; final additional Eight (total 100) by December 31, 2023);

(d) That Lippert will remain in operation at the Exhibit B₁ and B₂ location in Bristol, Indiana for a term of no less than five (5) years commencing December 31, 2021 through and including December 31, 2026; and

(e) Every new employee at the facility of Lippert located in Bristol, Indiana will have a regular (i.e., non-overtime) pay rate whether salary or hourly of no less than Thirteen and 00/100 Dollars (\$13.00) per hour exclusive of any benefits and no more than Twenty Percent (20%) of the employees or workers at Lippert's Bristol, Indiana facility will be part time or contract labor (80% of workers at Lippert's Bristol, Indiana

facility must be full time employees of Lippert).

2. Re-Payment Agreement. In the event that Lippert fails to meet any of its respective commitments contained within this Agreement within the time frames specified above, Lippert shall be liable and shall cause to be paid to the Town of Bristol, Indiana 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 Resolution 12-17-20R:

<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	80%
Third Year of Deduction	60%

It is understood and agreed by Lippert that it, its 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 is included in this joint obligation. In the event Lippert fails to pay said amount within thirty (30) days of being invoiced by Elkhart County and/or the Town of Bristol, that Company shall also be responsible for all costs of collection and enforcement incurred by the Town of Bristol including but not limited to reasonable attorney fees, expenses, and court costs.

3. Commitment of Verifying Documentation. Lippert commits and agrees to and shall provide annually to the Town of Bristol 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 Section 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. Lippert 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 Resolution 12-17-20R and Confirmatory Resolution 1-21-21R. Indiana Code Section 6-1.1-12.1-14 is hereby incorporated by reference, with the consent of Lippert into this Agreement and the initial approval of Lippert's Statement of Benefit Forms and property tax deductions established and authorized by Resolution 12-17-20R. It is understood and agreed by Lippert that in the event the Elkhart County Auditor does not notify Lippert of a lesser amount due, Lippert itself shall calculate and pay the full 15% fee to the Bristol Redevelopment Commission, Bristol, Indiana. Annual payment shall be made each year during any period of reduction on December 1st.

5. Assessment Appeals. Lippert hereby agrees and commits not to file any property tax assessment appeal, review, or other challenge of the property tax assessments made for its 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.

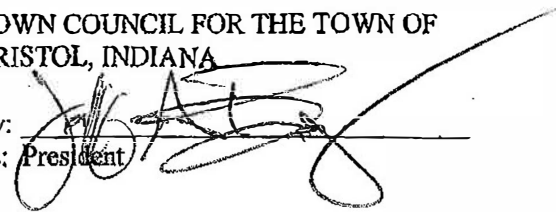
6. Governing Law. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Indiana without resort to conflict of law principles. Jurisdiction and venue of any claims or disputes arising under this Agreement shall be exclusively in the state and federal courts located in the 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 and Lippert Components Manufacturing, Inc., have executed this Agreement effective on the date first set forth above by their duly authorized representatives.

TOWN OF BRISTOL:

TOWN COUNCIL FOR THE TOWN OF
BRISTOL, INDIANA

By: 
Its: President

ATTEST:


Cathy Antonelli, Clerk/Treasurer

Date: February 18, 2021

1.21.2021 Council tabled the request.
2.18.2021 Council approved the Confirmatory Resolution.

LIPPERT:

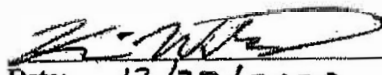
LIPPERT COMPONENTS
MANUFACTURING, INC.

By: TJ FRANKS CPA
(Signature)

Printed Name: TOM BAUTERS

Title: ASSISTANT TREASURER
+
TAX DIRECTOR

ATTEST:


Date: 12/22/2020

Kevin Wilcox
HR Director

Contractor's Application for Payment

Owner:	<u>Town of Bristol</u>	Owner's Project No.:	<u>n/a</u>
Engineer:	<u>Jones Petrie Rafinski, Corp.</u>	Engineer's Project No.:	<u>2023-0005</u>
Contractor:	<u>Phoenix Fabricators & Erectors, LLC</u>	Contractor's Project No.:	<u>4030</u>
Project:	<u>Water System Improvements Project</u>		
Contract:	<u>Contract B - Water Tower Construction</u>		
Application No.:	<u>SIXTEEN</u>	Application Date:	<u>3/31/2026</u>
Application Period:	<u>From 3/1/2026</u>	to	<u>3/31/2026</u>

1. Original Contract Price	\$ 5,750,000.00
2. Net change by Change Orders	\$ (137,199.00)
3. Current Contract Price (Line 1 + Line 2)	\$ 5,612,801.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 3,613,111.00
5. Retainage	
a. <u>5%</u> X \$ <u>3,367,349.00</u> Work Completed	\$ 168,367.00
b. <u>5%</u> X \$ <u>245,762.00</u> Stored Materials	\$ 12,288.00
c. Total Retainage (Line 5.a + Line 5.b)	\$ 180,655.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 3,432,456.00
7. Less previous payments (Line 6 from prior application)	\$ 3,191,445.53
8. Amount due this application	\$ 241,010.00
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c)	\$ 2,180,345.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Phoenix Fabricators & Erectors, LLC

Signature: *Nelle Cosby* **Date:** 3/31/2026

Recommended by Engineer		Approved by Owner	
By:	<u><i>JF</i></u>	By:	_____
Title:	<u>Senior Project Engineer</u>	Title:	_____
Date:	<u>2026/03/21</u>	Date:	_____
Approved by Funding Agency			
By:	_____	By:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

Total number of weather days for project: 0

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Town of Bristol	Owner's Project No.:	n/a
Engineer:	Jones Petrie Rafinski, Corp.	Engineer's Project No.:	2023-0005
Contractor:	Phoenix Fabricators & Erectors, LLC	Contractor's Project No.:	4030
Project:	Water System Improvements Project		
Contract:	Contract B - Water Tower Construction		

Application No.: SIXTEEN Application Period: From 03/01/26 to 03/31/26 Application Date: 03/31/26

A	B	C	D		F	G	H	I
			(D + E) From Previous Application (\$)	This Period (\$)				
Item No.	Description	Scheduled Value (\$)	Work Completed (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
Original Contract								
1	PROPOSED WATER TOWER CONSTRUCTION							
1.1	ENGINEERING	345,000.00	345,000.00	-		345,000.00	100%	-
1.2	PILES / DEEP FOUNDATION	335,000.00	335,000.00	-		335,000.00	100%	-
1.3	FOUNDATION	908,000.00	908,000.00	-		908,000.00	100%	-
1.4	YARD PIPING	200,000.00	100,000.00	-		100,000.00	50%	100,000.00
1.5	TANK SHAFT	1,026,000.00	1,026,000.00	-		1,026,000.00	100%	-
1.6	TANK MATERIAL / SHOP FABRICATION	582,000.00	114,204.28	163,834.15	245,761.57	523,800.00	90%	58,200.00
1.7	TANK DELIVERY	38,000.00	-	7,600.00		7,600.00	20%	30,400.00
1.8	TANK ERECTION	456,000.00	-	68,400.00		68,400.00	15%	387,600.00
1.9	TANK PAINTING	298,000.00	-	-		-	0%	298,000.00
2	EXISTING WATER TOWER DEMOLITION	120,000.00	-	-		-	0%	120,000.00
3	DEWATERING	65,000.00	-	-		-	0%	65,000.00
4	WATER TOWER INTERIOR IMPROVEMENTS	504,500.00	-	-		-	0%	504,500.00
4.1	TANK MIXING SYSTEM	12,500.00	-	-		-	0%	12,500.00
4.2	ELECTRICAL / CONTROLS	231,000.00	11,550.00	13,850.00		25,410.00	11%	205,590.00
4.3	DISINFECTION / TESTING / STARTUP	2,000.00	-	-		-	0%	2,000.00
5	EXISTING TOWER SITE RESTORATION	45,000.00	-	-		-	0%	45,000.00
6	FREEDOM POWDER SITE IMPROVEMENTS	220,000.00	-	-		-	0%	220,000.00
7	FREEDOM POWDER SITE RESTORATION	75,000.00	-	-		-	0%	75,000.00
8	MOBILIZATION / DEMOBILIZATION	115,000.00	23,000.00	-		23,000.00	20%	92,000.00
8.1	BONDS / INSURANCE	172,000.00	172,000.00	-		172,000.00	100%	-
Original Contract Totals		\$ 5,750,000.00	\$ 3,034,734.28	\$ 253,694.15	\$ 245,761.57	\$ 3,534,210.00	61%	\$ 2,215,790.00
Change Orders								
C01	PROPOSED WATER TOWER CONSTRUCTION - INCREASE	157,801.00	78,900.50	-		78,900.50	50%	78,900.50
C01	DEDUCT - FREEDOM POWDER SITE IMPROVEMENTS	(220,000.00)	-	-		-	0%	(220,000.00)
C01	DEDUCT - FREEDOM POWDER SITE RESTORATION	(75,000.00)	-	-		-	0%	(75,000.00)
Change Order Totals		\$ (137,199.00)	\$ 78,900.50	\$ -	\$ -	\$ 78,900.50	-50%	\$ (216,099.50)
Original Contract and Change Orders								
Project Totals		\$ 5,612,801.00	\$ 3,113,634.78	\$ 253,694.15	\$ 245,761.57	\$ 3,613,110.50	64%	\$ 1,999,690.50
Total number of weather days for project: 0								

SRF DISBURSEMENT REQUEST FORM

SECTION 1: PARTICIPANT INFORMATION						SRF LOAN NUMBER: WW22532		Section 6, Item d.	
SRF Participant:		Town of Bristol Municipal Sewage Works				UEI Number:		NF3	
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: 48			
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:								\$ 21,194,964	
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):								\$ 61,359	
<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:							



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

Invoice number 66179
Date 03/25/2026

Project S22145 Bristol - Wastewater Treatment
Plant Improvements Project

For Basic Engineering Services rendered through February 28, 2026

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 Jody Alvis 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

Professional Fees

	Hours	Billed Amount
Designer IV	3.00	638.25
Project Manager I	1.50	363.99
Project Engineer II	17.00	3,523.98
Engineering Intern I	12.75	1,847.49
Reproduction Processor	5.25	533.61
Professional Fees subtotal	39.50	6,907.32

Reimbursable Expenses

	Units	Billed Amount
Miles	129.30	107.81
Reimbursable Expenses subtotal		107.81
Additional Construction Engineering subtotal		7,015.13

Additional Resident Project Representative

Professional Fees

	Hours	Billed Amount
Designer I	8.00	1,134.96
Resident Project Representative II	160.00	21,268.80
Clerical II	0.75	83.13

Section 6, Item d.

Additional Resident Project Representative

Professional Fees subtotal 168.75 22,486.89

Reimbursable Expenses

	Units	Billed Amount
Subsistence		908.50
Miles	2,275.00	1,896.92
Lodging & Travel		2,335.09
Reimbursable Expenses subtotal		5,140.51
Additional Resident Project Representative subtotal		27,627.40

Invoice total **34,642.53**

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	123,957.42	123,957.42	16,042.58	0.00
ADDITIONAL CONSTRUCTION ENGINEERING	174,000.00	102,039.35	109,054.48	64,945.52	7,015.13
RESIDENT PROJECT REPRESENTATIVE	255,000.00	255,000.00	255,000.00	0.00	0.00
ADDITIONAL RESIDENT PROJECT REPRESENTATIVE	504,000.00	254,443.13	282,070.53	221,929.47	27,627.40
Total	2,087,600.00	1,750,034.84	1,784,677.37	302,922.63	34,642.53



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

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

Invoice number 66180
Date 03/25/2026

Project S22145 Bristol - Wastewater Treatment
Plant Improvements Project

For Basic Engineering Services rendered through February 28, 2026

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 Jody Alvis 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	90.00	45,000.00	45,000.00	0.00
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	97.84	226,440.00	226,440.00	0.00

Startup Assistance

Professional Fees

	Hours	Billed Amount
Operations Specialist	2.25	389.32
Professional Fees subtotal	2.25	389.32
Startup Assistance subtotal		389.32

Labor Standards Monitoring

Consultant

	Billed Amount
Rate Consultant	
Kleinpeter Consulting Group LLC	26,326.95
Consultant subtotal	26,326.95
Labor Standards Monitoring subtotal	26,326.95

Section 6, Item d.

Invoice total **26,716.27**

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	10,529.14	10,918.46	19,081.54	389.32
REGULATORY ASSISTANCE	31,000.00	31,000.00	31,000.00	0.00	0.00
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	45,000.00	45,000.00	5,000.00	0.00
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	17,888.03	44,214.98	25,785.02	26,326.95
Total	351,140.00	274,552.20	301,268.47	49,871.53	26,716.27

SRF DISBURSEMENT REQUEST FORM

Section 6, Item e.

SECTION 1: PARTICIPANT INFORMATION				SRF LOAN NUMBER: WW22532001			
SRF Participant: Town of Bristol Municipal Sewage Works		UEI Number: NF3SQSFKCC57					
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: 49			
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:						\$ 21,256,323	
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	
<i>If yes:</i>		Non-SRF Source:		Non-SRF Amount:		\$	

SECTION 3: CONTRACTOR INFORMATION							
Contractor: Robert E. Crosby, Inc. dba Crosby Construction		Mailing Address: 2805 Freeman Street					
City: Fort Wayne				State: IN	Zip Code: 46802		
Contractor's Bank: Lake City Bank		Mailing Address:					
City:				State:	Zip Code:		
Account Name: RE Crosby Checking		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):						\$ 122,175	
<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	
<i>If yes, Participant requests:</i>		<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	
<i>If yes, Participant requests:</i>		<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:						\$ 6,430	
<ul style="list-style-type: none"> Participant requests that retainage for this Pay Application be held by SRF 						<input checked="" 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 checked="" type="checkbox"/> No	
<i>If yes, Participant requests:</i>		<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 checked="" type="checkbox"/> No	
<i>If yes, Participant requests:</i>		<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:			

Contractor's Application for Payment

Owner:	Town of Bristol	Owner's Project No.:	WW 22532001
Engineer:	Commonwealth Engineers, Inc.	Engineer's Project No.:	S22145
Contractor:	Crosby Construction	Contractor's Project No.:	24105-01
Project:	WWTP Improvement Project		
Contract:	WWTP Improvement Project		

Application No.:	20	Application Date:	3/6/2026
Application Period:	From 2/7/2026	to	3/6/2026

1. Original Contract Price	\$ 24,293,749.00
2. Net change by Change Orders	\$ (222,612.70)
3. Current Contract Price (Line 1 + Line 2)	\$ 24,071,136.30
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 19,567,640.96
5. Retainage	
a. 5% X \$ 19,316,639.58 Work Completed	\$ 965,831.98
b. 5% X \$ 251,001.38 Stored Materials	\$ 12,550.07
c. Total Retainage (Line 5.a + Line 5.b)	\$ 978,382.05
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 18,589,258.91
7. Less previous payments (Line 6 from prior application)	\$ 18,467,084.16
8. Amount due this application	\$ 122,174.75
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 4,503,495.34

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective., (4) all items and amounts on the face of this Contractor's Application for Payment are correct; (5) all Work has been performed and/or material supplied in full accordance with the requirements of the referenced Contract, and/or duly authorized deviations, substitutions, alterations, and/or additions; (6) the foregoing is a true and correct statement of the Contract account up to and including the last day of the period covered by this Periodic Estimate, (7) no part of the "Balance Due This Payment" has been received, and (8) the undersigned and his subcontractors have - (check applicable line):

- a. Complied with all labor provisions of said Contract.
- b. Complied with all labor provisions of said Contract except in those instances where an honest dispute exists with respect to said labor provisions (if (b) is checked, describe briefly nature of dispute on an attached sheet).

 Jeff Carlson
 RPR
 03/12/2026

Contractor: Crosby Construction

Signature: *Russell Jacobs*

Date: 3/9/2026

Recommended by Engineer

By: *Amy L. Mendoza*
Title: Project Engineer
Date: 4/1/2026

Approved by Owner

By: _____
Title: _____
Date: _____

Approved by Funding Agency

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

Progress Estimate - Lump Sum Work

Owner: Town of Bristol
 Engineer: Commonwealth Engineers, Inc.
 Contractor: Crosby Construction
 Project: WWTP Improvement Project
 Contract: WWTP Improvement Project

Owner's Project No.: WW 22532001
 Engineer's Project No.: S22145
 Contractor's Project No.: 24105-01

Contractor's Application for Payment

Application No.: 20		Application Period: From		2/7/2026		to		03/06/26		Application Date: 03/06/26		
Item No.	Description	C	D		E	F	G	H	I	G	H	
			Scheduled Value (\$)	Work Completed (D + E) From Previous Application (\$)								Work Completed This Period (\$)
Original Contract												
1	Bond / Insurance	242000	\$ 242,000.00				242,000.00	100%		242,000.00	100%	-
2	Mobilization / Demobilization	958000	\$ 910,100.00				910,100.00	95%		910,100.00	95%	47,900.00
3	General Conditions / Supervision	600000	\$ 437,500.00	\$ 25,000.00			462,500.00	77%		462,500.00	77%	137,500.00
4	Dewatering - Installation	151440	\$ 151,440.00				151,440.00	100%		151,440.00	100%	-
5	Dewatering Maintenance	355000	\$ 290,000.00	\$ 10,000.00			300,000.00	85%		300,000.00	85%	55,000.00
6	Demo - Existing Treatment Facility Structures	144335						0%			0%	144,335.00
7	Demo - Onsite Pipe Removal / Abandonment	70200						0%			0%	70,200.00
8	Demo - Reed Sludge Drying Beds	39000	\$ 39,000.00				39,000.00	100%		39,000.00	100%	-
9	Demo - Lab / Office Building	40825						0%			0%	40,825.00
10	Demo - Maintenance Building	36800						0%			0%	36,800.00
11	Demo - Pavement / Sidewalks	11500						0%			0%	11,500.00
12	Concrete - Treatment Tank Slab	349280	\$ 349,280.00				349,280.00	100%		349,280.00	100%	-
13	Concrete - Treatment Tank Walls	1342250	\$ 1,342,250.00				1,342,250.00	100%		1,342,250.00	100%	-
14	Concrete - Treatment Tank Walkways / Top Slab	214760	\$ 214,760.00				214,760.00	100%		214,760.00	100%	-
15	Concrete - Grout Tank Slabs	87320	\$ 87,320.00				87,320.00	100%		87,320.00	100%	-
16	Concrete - UV Slabs	25370	\$ 25,370.00				25,370.00	100%		25,370.00	100%	-
17	Concrete - UV Walls	92040	\$ 92,040.00				92,040.00	100%		92,040.00	100%	-
18	Concrete - Cascade Slab	44530	\$ 44,530.00				44,530.00	100%		44,530.00	100%	-
19	Concrete - Cascade Walls	140300	\$ 140,300.00				140,300.00	100%		140,300.00	100%	-
20	Concrete - Headworks Slab	33040	\$ 33,040.00				33,040.00	100%		33,040.00	100%	-
21	Concrete - Headworks Walls	257240	\$ 257,240.00				257,240.00	100%		257,240.00	100%	-
22	Concrete - Headworks Top Slab	140300	\$ 140,300.00				140,300.00	100%		140,300.00	100%	-
23	Concrete - ASH Modifications	43920						0%			0%	43,920.00
24	Concrete - Lab/Off Foundations	52900						0%			0%	52,900.00
25	Concrete - Lab/Off Slab	46000						0%			0%	46,000.00
26	Concrete - Maintenance Foundations	51750						0%			0%	51,750.00
27	Concrete - Maintenance Slab	57500						0%			0%	57,500.00
28	Concrete - Blower Pads	54280	\$ 27,140.00				27,140.00	50%		27,140.00	50%	27,140.00
29	Concrete - Generator Pad	11328						0%			0%	11,328.00
30	Concrete - Outfall Structure	38940	\$ 38,940.00				38,940.00	100%		38,940.00	100%	-
31	Concrete - Stoops / Sidewalks	47150	\$ 7,000.00				7,000.00	15%		7,000.00	15%	40,150.00
32	Concrete - Poles Bases	6900						0%			0%	6,900.00
33	Reinforcement - Material ONLY	402706	\$ 386,653.46				\$ 16,052.54	100%		402,706.00	100%	-
34	Reinforcement - Treatment Tank	421850	\$ 421,850.00				421,850.00	100%		421,850.00	100%	-
35	Reinforcement - UV	18300	\$ 18,300.00				18,300.00	100%		18,300.00	100%	-
36	Reinforcement - Cascade	27450	\$ 27,450.00				27,450.00	100%		27,450.00	100%	-
37	Reinforcement - Headworks	27450	\$ 27,450.00				27,450.00	100%		27,450.00	100%	-

Section 6, Item e.

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner: Town of Bristol
 Engineer: Commonwealth Engineers, Inc.
 Contractor: Crosby Construction
 Project: WWTP Improvement Project
 Contract: WWTP Improvement Project

Owner's Project No.: WW 2252001
 Engineer's Project No.: S22145
 Contractor's Project No.: 24105-01

Application No.: 20		Application Period: From		2/7/2026		to		03/06/26		Application Date: 03/06/26	
Item No.	Description	C Scheduled Value (\$)	D Work Completed (D + E) From Previous Application (\$)		E This Period (\$)	F Materials Currently Stored (not in D or E) (\$)	G Work Completed and Materials Stored to Date (D + E + F) (\$)	H % of Scheduled Value (G / C) (%)	I Balance to Finish (C - G) (\$)		
			Work Completed This Period (\$)								
38	Reinforcement - Control / Maintenance Bldgs	27313						0%	27,313.00		
39	Reinforcement - ASH Tanks	4313						0%	4,313.00		
40	Masonry	270600	\$ 270,600.00				270,600.00	100%	-		
41	Masonry Veneers	98185						0%	98,185.00		
42	Treatment Tank - Stairs w/ HR	96380	\$ 96,380.00				96,380.00	100%	-		
43	Treatment Tank - Top HR	111020	\$ 111,020.00				111,020.00	100%	-		
44	Headworks - Stairs w/ HR	101260	\$ 99,500.00				99,500.00	98%	1,760.00		
45	Headworks - Misc Metals / Grating	30256	\$ 30,256.00				30,256.00	100%	-		
46	UV - Misc Metals / Grating	21960	\$ 20,960.00	\$ 1,000.00			21,960.00	100%	-		
47	Cascade - Misc Metals / Grating	40260	\$ 36,395.00	\$ 3,865.00			40,260.00	100%	-		
48	Pipe Bollards	41480		\$ 15,000.00			15,000.00	36%	26,480.00		
49	Headworks - Roof Structure	62535	\$ 59,789.00				59,789.00	96%	2,746.00		
50	Lab/Off - Pole Building	182900						0%	182,900.00		
51	Lab/Off - Interior Framing	63000						0%	63,000.00		
52	Maintenance - Pole Building	115000						0%	115,000.00		
53	Canopy Structures	46000	\$ 20,700.00	\$ 2,300.00			23,000.00	50%	23,000.00		
54	Drywall / Insulation	77000	\$ 3,650.00				3,650.00	5%	73,350.00		
55	Doors / Frames / Hrdw	97680	\$ 15,000.00	\$ 45,360.00			27,023.27	28%	70,656.73		
56	Access Hatches	45360	\$ 45,360.00				45,360.00	100%	-		
57	Coiling Doors	79560	\$ 20,000.00				20,000.00	25%	59,560.00		
58	Painting / Coatings	390000	\$ 205,500.00	\$ 30,250.00			235,750.00	60%	154,250.00		
59	Flooring	22080						0%	22,080.00		
60	Acoustical Ceilings	16215						0%	16,215.00		
61	Casework	52000	\$ 5,200.00				5,200.00	10%	46,800.00		
62	Toilet Accessories / Partitions / Lockers	39100						0%	39,100.00		
63	Cascade Aerator	111838	\$ 111,838.00				111,838.00	100%	-		
64	Chemical Feed Equipment / Storage Tank	118486	\$ 94,789.00				94,789.00	80%	23,697.00		
65	Samplers Equipment	19054	\$ 17,149.00	\$ 1,905.00			19,054.00	100%	-		
66	Influent Pumps	203583	\$ 203,583.00				203,583.00	100%	-		
67	Sludge Pumps	47298	\$ 47,298.00				47,298.00	100%	-		
68	Influent Screening	257888	\$ 257,888.00				257,888.00	100%	-		
69	UV Equipment	257600	\$ 257,600.00				257,600.00	100%	-		
70	SBR Equipment	1810555	\$ 1,810,555.00				1,810,555.00	100%	-		
71	Davit Cranes	22500	\$ 16,875.00	\$ 5,625.00			22,500.00	100%	-		
72	ASH Blowers	178361						0%	178,361.00		
73	Fine Bubble Aerators	114000	\$ 114,000.00				114,000.00	100%	-		
74	SCADA	480125	\$ 470,523.00				470,523.00	98%	9,602.00		
75	Process Piping - Influent Pump Sta.	239448	\$ 239,448.00				239,448.00	100%	-		
						\$ 156,434.00		88%	21,927.00		
								100%	9,602.00		
								100%	-		

Section 6, Item e.

Progress Estimate - Lump Sum Work

Owner: Town of Bristol
 Engineer: Commonwealth Engineers, Inc.
 Contractor: Crosby Construction
 Project: WWTP Improvement Project
 Contract: WWTP Improvement Project

Contractor's Application for Payment

Owner's Project No.: WW 22532001
 Engineer's Project No.: S22145
 Contractor's Project No.: 24105-01

Item No.	Description	Application Period: From		C	2/7/2026 to		E	F	G	H	I
		Scheduled Value (\$)	Work Completed (D + E) From Previous Application (\$)		Work Completed This Period (\$)	Materials Currently Stored (not in D or E) (\$)					
76	Process Piping - SBR Piping	620388	\$ 620,388.00						620,388.00	100%	-
77	Process Piping - SBR Blowers	54420	\$ 54,420.00						54,420.00	100%	-
78	Process Piping - ASH Blowers	32652	\$ 32,652.00						32,652.00	0%	32,652.00
79	Process Piping - Headworks	21768	\$ 21,768.00						21,768.00	100%	-
80	Process Piping - UV	65304	\$ 65,304.00						-	0%	65,304.00
81	Process Piping - Sludge Holding Tank #1	21768	\$ 21,768.00						-	0%	21,768.00
82	Process Piping - Sludge Holding Tank #2	82824	\$ 82,824.00						82,824.00	100%	-
83	Process Valves - Influent PS	109620	\$ 109,620.00						109,620.00	100%	-
84	Process Valves - SBR Valve (Not by Aqua)	14616	\$ 14,616.00						14,616.00	100%	-
85	Process Valves - SBR Blower Valves	14616	\$ 14,616.00						12,920.00	88%	1,696.00
86	Process Valves - ASH Blower Valves	21924	\$ 21,924.00						-	0%	21,924.00
87	Process Valves - Sludge Holding Tank #1	19358	\$ 19,358.00						19,358.00	100%	-
88	Slide Gates - Headworks	38717	\$ 38,717.00						38,717.00	100%	-
89	Slide Gates - UV	31050	\$ 31,050.00						-	0%	31,050.00
90	Pipe Insulation - Headworks	51750	\$ 51,750.00						-	0%	51,750.00
91	Pipe Insulation - Sludge Holding Tank #1	69000	\$ 69,000.00						-	0%	69,000.00
92	Pipe Insulation - Sludge Holding Tank #2	136880	\$ 136,880.00						128,192.00	94%	8,688.00
93	Plumbing / HVAC - Headworks	325496	\$ 325,496.00						-	0%	325,496.00
94	Plumbing / HVAC - Lab/Off	168432	\$ 168,432.00						231,768.00	100%	-
95	Plumbing / HVAC - Maintenance	324000	\$ 324,000.00						324,000.00	100%	-
96	Plumbing / HVAC - Treatment Fac.	231768	\$ 231,768.00						324,000.00	100%	-
97	Electrical - Temp Electric / Structures	215033	\$ 215,033.00						20,530.71	10%	194,502.29
98	Electrical - New Lab/Off	149535	\$ 149,535.00						13,147.92	9%	136,387.08
99	Electrical - New Maintenance	167122	\$ 167,122.00						167,122.00	100%	-
100	Electrical - New Headworks	406827	\$ 406,827.00						406,827.00	100%	-
101	Electrical - New Treatment SBR	106946	\$ 106,946.00						106,946.00	100%	-
102	Electrical - New UV	116571	\$ 116,571.00						116,571.00	100%	-
103	Electrical - New WW / VV Structure	38506	\$ 38,506.00						-	0%	38,506.00
104	Electrical - Demolition	563997	\$ 563,997.00						507,598.00	90%	56,399.00
105	Electrical - Underground Conduit/Wire	240100	\$ 240,100.00						192,080.00	80%	48,020.00
106	Electrical - Generator / ATS	66612	\$ 66,612.00						66,612.00	100%	-
107	Electrical - Screen Equipment	80432	\$ 80,432.00						80,432.00	100%	-
108	Electrical - Blowers	25268	\$ 25,268.00						-	0%	25,268.00
109	Electrical - Pole Lights	18000	\$ 18,000.00						2,587.09	10%	22,680.91
110	Erosion Control	192760	\$ 192,760.00						16,200.00	90%	1,800.00
111	Excavation / Backfill - Wet Well / VV	471200	\$ 471,200.00						192,760.00	100%	-
112	Excavation / Backfill - Treatment Facility	52080	\$ 52,080.00						469,776.00	100%	1,424.00
113	Excavation / Backfill - UV	52080	\$ 52,080.00						52,080.00	100%	-

Section 6, Item e.

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner: Town of Bristol
 Engineer: Commonwealth Engineers, Inc.
 Contractor: Crosby Construction
 Project: WWTP Improvement Project
 Contract: WWTP Improvement Project

Owner's Project No.: WW 22532001
 Engineer's Project No.: 522145
 Contractor's Project No.: 24105-01

Item No.	Description	Application Period: From		C	E		F	G	H	I
		20	21/7/2026		to	03/06/26				
				Scheduled Value (\$)	Work Completed (D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
114	Excavation / Backfill - Cascade			83235	\$ 83,235.00			83,235.00	100%	-
115	Excavation / Backfill - Headworks			59520	\$ 59,520.00			59,520.00	100%	-
116	Excavation / Backfill - Control Bldg			21240				-	0%	21,240.00
117	Excavation / Backfill - Maintenance Bldg			29500				-	0%	29,500.00
118	Excavation / Backfill - Outfall Structures			9450	\$ 9,450.00			9,450.00	100%	-
119	Earth Retention - Treatment Facility			923614	\$ 923,614.00			923,614.00	100%	-
120	Earth Retention - Cascade			148000	\$ 148,000.00			148,000.00	61%	58,400.00
121	Backfill - Site / Existing Structures			112125				-	0%	112,125.00
122	Rough Grade / Top Soil			81650				-	0%	81,650.00
123	Auger Pipe Bollards			29325				-	0%	29,325.00
124	LS / WW / VV - Structures / Hatches			335500	\$ 335,500.00			335,500.00	100%	-
125	Oil / Water Separator			14375				-	0%	14,375.00
126	Site - Manhole Structures			91134	\$ 55,000.00			55,000.00	60%	36,134.00
127	Site - Storm Inlets			7021				-	0%	7,021.00
128	Site - 4" - 8" Sewer			37496				-	0%	37,496.00
129	Site - 12" Forcemain			29264	\$ 29,264.00			29,264.00	100%	-
130	Site - 18" Influent			62066	\$ 55,860.00			55,860.00	90%	6,206.00
131	Site - 16" Effluent			75520	\$ 75,520.00			75,520.00	100%	-
132	Site - 24" Effluent (Headwall Str. Item #30)			221368	\$ 221,368.00			221,368.00	100%	-
133	Site - WW/VV 10" Piping			36600	\$ 36,600.00			36,600.00	100%	-
134	Site - 4" WAS			84913	\$ 72,177.00			72,177.00	85%	12,736.00
135	Site - 4" Sludge / Decant Lines			21830	\$ 16,373.00			16,373.00	75%	5,457.00
136	Site - 6" Air Lines			66541	\$ 53,233.00			53,233.00	80%	13,308.00
137	Site - 6" - 8" Drain Lines			15576	\$ 10,904.00			10,904.00	70%	4,672.00
138	Site - 1" - 3" Waterlines			62682	\$ 38,000.00			38,000.00	61%	24,682.00
139	Site - 4" - 6" Waterlines			21240		\$ 10,620.00		10,620.00	50%	10,620.00
140	Live Tap / Patching			18703		\$ 10,000.00		10,000.00	53%	8,703.00
141	Asphalt			251575				-	0%	251,575.00
142	Stone Drives			69090				-	0%	69,090.00
143	Sidewalk Prep / Stone			10584	\$ 2,000.00			2,000.00	19%	8,584.00
144	Fencing			57600			17,305.85	17,305.85	30%	40,294.15
145	Landscaping / Seed			39600				-	0%	39,600.00
146	Primary Clarifier Liquid Sludge - Mobilize			14960				-	0%	14,960.00
147	Primary Clarifier Liquid Sludge (26,250 gals.)			32813				-	0%	32,813.00
148	Epoxy Injection Repair Type EI - 250 LF			18750				-	0%	18,750.00
149	Chem Grout Injection Type CG - 250 LF			26250				-	0%	26,250.00
150	Partial Depth Horiz Surface Type P - 500 SF			46500	\$ 46,500.00			46,500.00	100%	-
151	Partial Depth Vert Surface Type P - 500 SF			46500	\$ 46,500.00			46,500.00	100%	-

Section 6, Item e.

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner: Town of Bristol
 Engineer: Commonwealth Engineers, Inc.
 Contractor: Crosby Construction
 Project: WWTP Improvement Project
 Contract: WWTP Improvement Project
 Owner's Project No.: WW 22532001
 Engineer's Project No.: S22145
 Contractor's Project No.: 24105-01

A Item No.	B Description	C Scheduled Value (\$)		D Work Completed (D + E) From Previous Application (\$)		E This Period (\$)	F Materials Currently Stored (not in D or E) (\$)	G Work Completed and Materials Stored to Date (D + E + F) (\$)	H % of Scheduled Value (G / C) (%)	I Balance to Finish (C - G) (\$)
		From	to	2/7/2026	03/06/26					
152	Epoxy Injection Repair Type EI - 200 LF	15000							0%	15,000.00
153	Chem Grout Injection Type CG - 200 LF	21000							0%	21,000.00
154	Partial Depth Vert Surface Type P - 500 SF	46500		46,500.00				46,500.00	100%	-
155	Reed / Sludge Drying Beds - Mobilize	7500		7,500.00				7,500.00	100%	-
156	Reed / Sludge Drying Beds - 2,500 Tons	167500		167,500.00				167,500.00	100%	-
157	All Treatment Strs - Debris / Grit - Mobilize	13400							0%	13,400.00
158	All Treatment Strs - Debris / Grit - 100 CY	24000							0%	24,000.00
159	Allowance - ASH Tank Inspection	3000							0%	3,000.00
160	Allowance - Paint / Asbestos	10000		5,614.00				5,614.00	56%	4,386.00
161	Allowance - Decorative Masonry	100000		100,000.00				100,000.00	100%	-
162	MA-1 - Lift Station 1									
163	Excavation / Backfill	204060		204,060.00				204,060.00	100%	-
164	Lift Station Upgrades / Equipment	245100		245,100.00				245,100.00	100%	-
165	Electrical	48840		48,840.00				48,840.00	100%	-
166	MA-2 - Lift Station 3									
167	Excavation / Backfill	256500		256,500.00				256,500.00	100%	-
168	Lift Station Upgrades / Equipment	359100		359,100.00				359,100.00	100%	-
169	Electrical	54400		54,400.00				54,400.00	100%	-
170	MA-3 - Lift Station 8									
171	Excavation / Backfill	236493		236,493.00				236,493.00	100%	-
172	Lift Station Upgrades / Equipment	373350		373,350.00				373,350.00	100%	-
173	Electrical	55157		55,157.00				55,157.00	100%	-
174	MA-4 - Lift Station 10									
175	Excavation / Backfill	59400.00		59,400.00				59,400.00	100%	-
176	Chemical Tank / Equipment	102,600.00		102,600.00				102,600.00	100%	-
177	Electrical	6,900.00		6,900.00				6,900.00	100%	-
178	Value Engineering	156,100.00		156,100.00				156,100.00	100%	-
179	MA-5 - Lift Station Upgrades SCADA									
180	Controls / Equipment	188,000.00		188,000.00				188,000.00	100%	-
181										
182	Work Owner Allowance	150,000.00		65,949.82				65,949.82	44%	84,050.18
183										
184										
185										
186										
		Original Contract Totals	\$ 24,293,749.00	\$ 19,479,818.28	\$ 121,465.00	\$ 251,001.38	\$ 19,852,284.66	82%	\$ 4,441,464.34	

Section 6, Item e.

EICDC C-620 Contractor's Application for Payment
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 C-27

Stored Materials Summary

Owner: Town of Bristol
 Engineer: Commonweath Engineers, Inc.
 Contractor: Crosby Construction
 Project: WWTP Improvement Project
 Contract: WWTP Improvement Project

Owner's Project No.: WW 22532001
 Engineer's Project No.: 522145
 Contractor's Project No.: 24105-01

Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Application			Application			Application			Materials Remaining in Storage (I-L) (\$)
				E	F	G	H	I	J	K	L	M	
				Storage Location	Application No. When Materials Placed in Storage	Previous Amount Stored (\$)	Materials Stored Amount Stored this Period (\$)	Amount Stored to Date (G+H) (\$)	Amount Previously Incorporated in the Work (\$)	Amount Incorporated in the Work this Period (\$)	Total Amount Incorporated in the Work (J+K) (\$)		
33	PS143012A		Reinforcement Steel	Jobsite	3	\$17,852.06		17,852.06	17,852.06	17,852.06			
69	2838		UV - Trojan	Trojan	3	\$16,198.00		16,198.00	16,198.00	16,198.00			
84	33101		Valves - Bl Anderson	Jobsite	3	\$3,540.00		3,540.00	3,540.00	3,540.00			
84	12367		Valves - DeZurik	Jobsite	3	\$250.00		250.00	250.00	250.00			
13	5028175781		Conc Access - White Cap	Jobsite	3	\$6,003.92		6,003.92	6,003.92	6,003.92			
84	130649		Reinforcement Steel	Jobsite	4	\$13,200.00		13,200.00	13,200.00	13,200.00			
33	PS1432865A		Reinforcement Steel	Jobsite	5	\$31,927.43		31,927.43	31,927.43	31,927.43			
84	132936		Screen - Duperon	Duperon	5	\$55,750.00		55,750.00	55,750.00	55,750.00			
84	36815		valve chains 3 ea	DeZurik	5	\$426.00		426.00	426.00	426.00			
84	133272		Valves Tag: Sht 42 New Influent Ps	DeZurik	5	\$2,150.00		2,150.00	2,150.00	2,150.00			
84	130649		Valves Tag: Sht 41 Influent Ps & Sht 63, 64	DeZurik	5	\$13,200.00		13,200.00	13,200.00	13,200.00			
84	133882		Aerated Sludge holding tank	DeZurik	5	\$19,275.00		19,275.00	19,275.00	19,275.00			
84	135091		Valves Tag sheet 46 New SBR Tanks	DeZurik	5	\$31,650.00		31,650.00	31,650.00	31,650.00			
180	79531		American Pump - Lift Station Controls	American Pump	5	\$41,500.00		41,500.00	41,500.00	41,500.00			
67	3556526970		Submittal										
98	S115015394.004		Xylem - NP Sludge Pump	Jobsite	6	\$11,220.19		11,220.19	11,220.19	11,220.19			
99	S115015394.006		Electrical Components - Lab	D&D Electric	7	\$6,637.71		6,637.71	6,637.71	6,637.71			6,637.71
101	S115015394.009		Electrical Components - SBR	D&D Electric	7	\$1,998.86		1,998.86	1,998.86	1,998.86			1,998.86
100	S115015394.016		Electrical Components - Headwork	D&D Electric	7	\$2,955.43		2,955.43	2,955.43	2,955.43			2,955.43
98	S115015394.014		Electrical Components - Lab	D&D Electric	7	\$15,862.86		15,862.86	15,862.86	15,862.86			15,862.86
109	S115015394.014		Electrical Components - Light Poles	D&D Electric	7	\$2,744.00		2,744.00	2,744.00	2,744.00			2,744.00
66	3556295038		Xylem - Influent Pumps	Jobsite	7	\$2,587.09		2,587.09	2,587.09	2,587.09			2,587.09
67	3556509054		Xylem - Sludge Pumps	Jobsite	7	\$91,704.37		91,704.37	91,704.37	91,704.37			91,704.37
33	PS844870A		Reinforcement Steel	Jobsite	7	\$20,920.44		20,920.44	20,920.44	20,920.44			20,920.44
98/99	S115015394.016		Electrical Components - Lab / Maintenance	D&D Electric	8	\$121,491.57		121,491.57	121,491.57	121,491.57			121,491.57
98/99	S11514235.002		Electrical Components - Lab / Maintenance	D&D Electric	8	\$15,612.35		15,612.35	15,612.35	15,612.35			15,612.35
33	PS845922A		Reinforcement Steel	Jobsite	8	\$6,685.71		6,685.71	6,685.71	6,685.71			6,685.71
180	79883		American Pump - Lift Station Controls	Jobsite	8	\$46,981.06		46,981.06	46,981.06	46,981.06			46,981.06
72	35943		ASH Blowers	Crosby	8	\$124,000.00		124,000.00	124,000.00	124,000.00			124,000.00
56	C1000941603		Access Hatches	Crosby	8	\$156,434.00		156,434.00	156,434.00	156,434.00			156,434.00
106	30648011		Electrical - Genset	Site	8	\$8,621.00		8,621.00	8,621.00	8,621.00			8,621.00
86	INV164952		Bl Anderson - Butterfly Valves	D&D Electric	9	\$144,158.00		144,158.00	144,158.00	144,158.00			144,158.00
85	RV155843		Bl Anderson - Butterfly Valves	Site	9	\$12,920.00		12,920.00	12,920.00	12,920.00			12,920.00
76	041828-1		Ferguson - SBR Fittings	Site	9	\$6,264.00		6,264.00	6,264.00	6,264.00			6,264.00
89	30229		Weco - Slide Gates	Site	10	\$10,111.00		10,111.00	10,111.00	10,111.00			10,111.00
74	35498		Bl Anderson - VFDs	Site	10	\$27,764.00		27,764.00	27,764.00	27,764.00			27,764.00
76	41828		Ferguson - SBR Fittings	Site	10	\$83,500.00		83,500.00	83,500.00	83,500.00			83,500.00
70	106694		Aqua-Aerobic Systems - SBR	Site	10	\$128,898.00		128,898.00	128,898.00	128,898.00			128,898.00
175	12962		Nihlock - LS10 Equipment	Site	10	\$219,813.75		219,813.75	219,813.75	219,813.75			219,813.75
76	418477		Ferguson - Bolt Packs	Site	11	\$84,510.00		84,510.00	84,510.00	84,510.00			84,510.00
69	35970		Trojan UV Equipment	Site	11	\$23,233.44		23,233.44	23,233.44	23,233.44			23,233.44
70	1047601		SBR Equipment	Site	11	\$137,683.00		137,683.00	137,683.00	137,683.00			137,683.00
70	1047444		SBR Equipment	Site	11	\$43,514.06		43,514.06	43,514.06	43,514.06			43,514.06
				Site	11	\$159,055.19		159,055.19	159,055.19	159,055.19			159,055.19

Section 6, Item e.

AFFIDAVIT

State of Indiana)
Elkhart County

Michael R. Mattingly being duly sworn states that he is the President of Robert E. Crosby, Inc. and having contracted with the **Town of Bristol** for a project known as **WWTP Improvements Project** located in Elkhart County, Indiana and does hereby further state on behalf of the aforementioned contractor that receipt of

\$18,117,064.28 is acknowledged and upon receipt of \$350,019.90 & \$122,174.75

Robert E. Crosby, Inc. will waive and release unto the Owner of said premises, any and all lien, right of lien or claim of whatsoever kind of character on the above described building and real estate, to and for said amount, on account of labor or material or both, furnished by the undersigned thereto through **March 6th, 2026**.

ROBERT E. CROSBY, INC.

Russell Jacobs

Russell Jacobs , Vice President

Subscribed to and sworn to before me this 9th day of March, 2026 by Russell Jacobs, Vice President of Robert E. Crosby, Inc.



KIERSTON SIMS, Notary Public
Allen County, State of Indiana
Commission Number NP0743180
My Commission Expires August 22, 2030

Kierston Sims

Notary Public

Contractor's Application for Payment

Owner:	Town of Bristol	Owner's Project No.:	WW 22532001
Engineer:	Commonwealth Engineers, Inc.	Engineer's Project No.:	S22145
Contractor:	Crosby Construction	Contractor's Project No.:	24105-01
Project:	WWTP Improvement Project		
Contract:	WWTP Improvement Project		
Application No.:	20	Application Period:	From 02/07/26 to 03/06/26
		Application Date:	03/06/26

1.	Total Value of Original Contract Work Completed This Estimate Period:	\$	\$121,465.00
2.	Total Value of Change Order Work Completed This Estimate Period:	\$	\$7,140.00
3.	Total Net Contract Work Completed This Estimate Period:	\$	\$128,605.00
4.	Total Value of Stored Materials From PREVIOUS Pay Estimate:	\$	\$251,001.38
5.	Total Value of Stored Materials For THIS Pay Estimate Period:	\$	\$251,001.38
6.	Net Increase/Decrease For Stored Materials on This Pay Estimate:	\$	\$0.00
7.	Total Value of ALL Work Completed & Stored Material This Estimate Period (Line 3 + Line 6):	\$	\$128,605.00
8.	Total Value of Retainage (ESCROW) Payment This Estimate Period @ 5%:	\$	\$6,430.25
9.	Total Amount Due to Contractor This Estimate Period:	\$	\$122,174.75





















Section 6, Item f.

February 13



April 2







Section 6, Item f.







Supporting Bristol Through Construction and Beyond

Downtown Businesses Are Open & Ready to Welcome You!

Bristol, Indiana

Hometown Summer Nights

Three nights of fun, community & entertainment in Downtown Bristol

Music | Comedy | Food | Shop | Community | **We are still open!**

Every 3rd Friday, June 19 - July 17 - August 21, 2026

Friday, June 19
Live Band



6 - 9 PM
**Off
Topic**

Friday, July 17
Comedy at 6 pm



Opener
Kristin Baker



**Corey
Mann**



7 PM
Live Performance
Julia James

**Friday,
August 21**
Live Performance



7 - 9 PM
**Abbie
Thomas**

Location: Downtown: Bristol

Admission: FREE no tickets needed



Hours: 5:30 - 9:00 PM

For Everyone •ALL AGES•family friendly

Downtown Bristol is OPEN!
Come for the show - stay for the community

Road Construction on Vistula Street. We Are Still Here!
Bristol's Businesses are open - come celebrate
with us all summer long!

**Proclamation Honoring
a Final Student of
Bristol Elementary School
Town of Bristol, Indiana**

A Proclamation of the Bristol Town Council

WHEREAS, Bristol Elementary School in Bristol, Indiana has served generations of students and families with pride, dedication, and a strong commitment to education; and

WHEREAS, the school has been a place where young minds were nurtured, friendships were formed, and community traditions were built through the shared experiences of students, educators, and families; and

WHEREAS, the students who attended Bristol Elementary School during its final years carry forward the legacy of the school and represent the culmination of its long history of learning and community spirit; and

WHEREAS, these students will soon continue their educational journey at their next school community, bringing with them the values, memories, and pride instilled during their time at Bristol Elementary School; and

WHEREAS, it is fitting that the community recognize and celebrate these students as the final class to be educated in Bristol, Indiana, honoring their unique place in the history of the town and the school;

NOW, THEREFORE, be it proclaimed that the Bristol Town Council hereby honors and commends the students of Bristol Elementary School who will be transitioning to their next school community, recognizing them as the final students educated in Bristol, Indiana. Their time at Bristol Elementary School marks the closing of a meaningful chapter in the community's educational history, and their achievements and memories will forever remain a part of Bristol's legacy.

May these students carry forward the spirit of their school with pride and determination, remembering always the friendships, lessons, and community that shaped their early years. As they begin this new chapter, the Town of Bristol celebrates their accomplishments and wishes them continued success in their future endeavors.

Let it forever be remembered: "Pirate for Life."

IN WITNESS WHEREOF, this proclamation is presented in recognition of the students of Bristol Elementary School and their lasting place in the history of Bristol, Indiana.

Approved by the Bristol Town Council



**Jeff Beachy
Council President**

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given to the taxpayers of the Town of Bristol, Elkhart County, Indiana, that the proper legal officers will consider the following additional appropriations in-excess of the budget for the current year at their regular meeting place at the **Bristol Municipal Complex, 303 E Vistula, at 7:00 p.m.**, on **Thursday, May 7, 2026 – Ordinance No. 5-7-2026-8**

Increase:

FUND #	Appropriation #	Amount	Reason
2201 MVH Unrestricted	2201-001-4430	\$ 30,000	CCMG Elkhart Street
2202 Local Road & Streets	2202-001-4430	\$ 20,000	CCMG Elkhart Street
2500 MS-4	2500-001-4442	\$ 9,000	street department building
2570 TIF 130 South	2570-001-4412.200	\$672,000	water main in Elkhart St & street dept building
2580 TIF 148 East	2580-001-4400	\$448,134	water main / Ponderosa realignment
2565 TIF 171 GGT	2565-001-4412.200	\$100,000	street department building
2585 TIF Seahawk	2585-001-4400	\$200,000	street department building
2586 TIF RailPark	2586-001-4412.200	\$100,000	street department building
2545 RD give back fund	2545-001-4315	\$ 40,000	Festival & event expenses
2545 RD give back fund	2545-001-4110	\$ 10,000	PT community services assistant

Total: \$1,629,134

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance (Department). The Department will make a written determination as to the sufficiency of funds to support the appropriations within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated: April 2, 2026

Cathy Antonelli, Clerk-Treasurer

Ordinance No. 5.7.2026-8

Additional Appropriation Ordinance

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the 2026 annual budget,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Bristol, Indiana that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purpose specified, subject to laws governing the same:

PASSED AND ADOPTED by the Town Council of the Town of Bristol, Indiana, on this 7th day of May, 2026.

Increase:

FUND #	Appropriation #	Amount	Reason
2201 MVH Unrestricted	2201-001-4430	\$ 30,000	CCMG Elkhart Street
2202 Local Road & Streets	2202-001-4430	\$ 20,000	CCMG Elkhart Street
2500 MS-4	2500-001-4442	\$ 9,000	street department building
2570 TIF 130 South	2570-001-4412.200	\$672,000	water main in Elkhart St & street dept building
2580 TIF 148 East	2580-001-4400	\$448,134	water main / Ponderosa realignment
2565 TIF 171 GGT	2565-001-4412.200	\$100,000	street department building
2585 TIF Seahawk	2585-001-4400	\$200,000	street department building
2586 TIF RailPark	2586-001-4412.200	\$100,000	street department building
2545 RD give back fund	2545-001-4315	\$ 40,000	Festival & event expenses
2545 RD give back fund	2545-001-4110	\$ 10,000	PT community services assistant

Total: \$1,629,134

BRISTOL TOWN COUNCIL - TOWN OF BRISTOL, INDIANA

By _____
Jeff Beachy, President

By _____
Doug DeSmith

By _____
Cathy Burke

By _____
Dean Rentfrow

ATTEST:

By _____
Gregg Tuholski

Cathy Antonelli, Clerk-Treasurer

TOWN OF BRISTOL, INDIANA

Section 7, Item b.

Salary Ordinance No. 4.02.2026-9

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

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

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

2026 BASE PAY RATE SCHEDULE

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

TITLE	CLASSIFICATIO	BASE PAY RATE	BUDGETED FUNDS
Deputy Police Officer [JD]	Nonexempt Full-Time	\$32.51 per hour	100% Public Safety Fund
Ordinance Officer [RC]	Nonexempt Part-Time	\$24.64 per hour	100% Police Fund
Police Department Clerical Personnel [AA]	Nonexempt Full-Time	\$25.43 per hour	100% Police Fund
Street Department Employee – 1 [WB]	Nonexempt Full-Time	\$33.50 per hour	100% General Fund
Street Department Superintendent [EF]	Nonexempt Full-Time	\$33.50 per hour	100% General Fund
Street Department Employee – 3 [MG]	Nonexempt Full-Time	\$28.19 per hour	100% General Fund
Utility Superintendent [TM]	Nonexempt Full-Time	\$39.23 per hour	65% Wastewater 35% MS4
Utility Employee-3 [KB]	Nonexempt Full-Time	\$30.39 per hour	100% Wastewater Fund
Utility Employee 4 [JM]	Nonexempt Full-Time	\$34.42 per hour	100% Water fund
Utility Employee 5 [DD]	Nonexempt Full-Time	\$32.29 per hour	100% Water Fund
Office Support Assistant [PE]	Nonexempt Part-Time	\$10.76 per hour	100% Water Fund
Utility Department Seasonal Employee	Nonexempt Seasonal	\$15.00 per hour	100% Water Fund
Community Services Assistant Seasonal Employee(s)	Nonexempt Seasonal	\$15.00 per hour	100% Giveback Fund
Seasonal Employee(s) Various departments	Nonexempt Part-Time	\$18.00 per hour \$25.00 per hour	25% MVH Fund,25% Park 50% Cemetery

GUIDELINES FOR THE PAYMENT OF BASE RATES

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

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

The Town Council President and the Town Council members will be paid on May 29, 2026, and on November 27, 2026, for the pay rates as listed in the 2026 Base Pay Rate Schedule above. Park Board members are paid on November 27, 2026, for the amount listed in the 2026 Base Pay Rate Schedule above.

Work Schedules/Hours/Breaks

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

Salary Ordinance No. 4.02.2026-9

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

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

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

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

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

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

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

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

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

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

PAY CONSIDERATIONS

Civilian Employees

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

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

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

Police Department Employees

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

Salary Ordinance No. 4.02.2026-9

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

Overtime/Compensatory Time/Flextime

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

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

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

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

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

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

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

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

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ADDITIONAL PAY CONSIDERATIONS

Training and Professional Development

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

Certifications

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

Clothing Allowances

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

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

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

Tenure Incentive Pay (TIP)

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

Specialized Training Compensation

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

Salary Ordinance No. 4.02.2026-9

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

Emergency Closings

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

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

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

BENEFITS SCHEDULE

Health Insurance

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

- Regular full-time employees

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

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

TOWN OF BRISTOL, INDIANA

Salary Ordinance No. 4.02.2026-9

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

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

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

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

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, 2026. There may or may not be an increase in the premium totals after this date.

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

Life and AD&D Insurance

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

- Regular full-time employees

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

Short-Term Disability Insurance

Salary Ordinance No. 4.02.2026-9

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

- Regular full-time

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

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

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

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

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

Voluntary Benefits

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

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

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

NationWide Retirement Plans – Civilian Employees and Police Department Sworn Officers

Civilian Employees

Salary Ordinance No. 4.02.2026-9

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

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

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

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

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

Police Department – Sworn Officers

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

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

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

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

Vacation Benefits

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

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

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

Years of Continuous Service	Number of Vacation Hours Earned by Full-Time Employees	Number of Vacation Hours Earned by Part-Time Employees
Upon hire or transfer into an eligible employment classification	One-day (eight-hours) for every two-months (five-days or 40-hour maximum)	One-half day (four-hours) for every two-months (2.5 days or 20-hour maximum)
On January 1 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)
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.

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

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

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

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

Holidays

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

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

Paid holidays in 2026 include the following:

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

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

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

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

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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 April 2026.

YAY

NAY

_____ Jeff Beachy, Pres. _____

_____ Cathy Burke _____

_____ Gregg Tuholski _____

_____ Doug DeSmith _____

_____ Raymond D Rentfrow _____

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

