



NOVEMBER 16, 2023 TOWN COUNCIL REGULAR MEETING

Thursday, November 16, 2023 at 7:00 PM
Council Chambers – Bristol Municipal Complex and Via Zoom

AGENDA

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

JOIN ZOOM MEETING

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

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

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

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF INVOICES
6. PRIVILEGE OF THE FLOOR (AKA Public Comment)

a. Please state your name and address

REPORTS

7. TOWN MANAGER

[a.](#) Pay Application 2 - 2023 - 1 Community Crossing Project Maple Street

8. CLERK-TREASURER

[a.](#) Salary Ordinance amendment 12/07/2023-29 first reading. Update for new Street Department employee

[b.](#) First Reading 2024 Salary Ordinance 12/07/2023 - 30

9. TOWN MARSHAL

[a.](#) Oct Calls

[b.](#) Oct dashboard

[c.](#) Oct operating report

- d. Flock Safety

10. FIRE CHIEF

- [a.](#) BFD Operations Report

11. PARK BOARD

- [a.](#) Oct Park Board report

12. TOWN ATTORNEY

- [a.](#) Resolution 11/16/2023-26 approving Elkhart County Plan Commission order amending Economic Development plan
- [b.](#) Confirmatory Resolution 11-16-2023-27 Personal and Real property tax abatement for LT Aluminum
- [c.](#) MOU with St Joe River Basin Commission to install water level monitoring equipment on Little Elkhart River, utilizing Monsanto settlement funds. Project cost not to exceed \$17,000

13. NEW BUSINESS

14. UNFINISHED BUSINESS

15. TOWN COUNCIL DISCUSSION ITEMS

- a. Doug DeSmith
- b. Andrew Medford
- c. Cathy Burke
- d. Gregg Tuholski
- e. Jeff Beachy

NEXT MEETINGS:

December 7 council meeting

December 19 work session - no agenda items yet

December 21 Council meeting

16. MOTION TO ADJOURN

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G 702

PAGE ONE OF 2 PAGES

TO (Contractor): Town of Bristol
 PO Box 122
 Bristol, IN 46507

PROJECT: 2023-1 Community Crossings Project
 Maple Street

APPLICATION NO: TWO (2)
 INVOICE NO: 10864
 INVOICE DATE: November 9, 2023

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (SUBCONTRACTOR): Niblock Excavating
 PO Box 211
 Bristol, IN 46507

VIA (ENGINEER): Jones Petrie Rafinski
 325 S Lafayette Boulevard
 South Bend, IN 46601

PERIOD TO:

CONTRACT FOR: CONTRACT DATE: June 1, 2023

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER / EXTRA WORK SUMMARY		
Change Order approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL	\$ -	
Approved this month		
Number	Date Approved	
TOTALS: \$ - \$ -		
Net change by Change Orders \$ -		

The undersigned Contractor certifies that to the best of the Contractor's Knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: NIBLOCK EXCAVATING

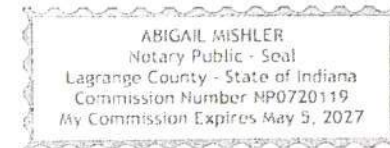
By: Chad Niblock (President)

Application is made for Payment, is shown below, in connection with the Contract Continuation Sheet showing, SCHEDULE OF VALUES, is attached.

1. ORIGINAL CONTRACT SUM	\$ 965,387.50
2. Net change by Change Orders	\$ -
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 965,387.50
4. TOTAL COMPLETED & STORED TO DATE (Column G on Schedule of Values)	\$ 458,423.50
5. RETAINAGE:	
a. 10% of Completed Work	\$ 45,842.35
(Column D + E on S of V)	
b. 10% of Stored Material	\$ -
(Column F on S of V)	
Total Retainage (Line 5a + 5b or Total in Column I on Schedule of Values)	\$ 45,842.35
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 412,581.15
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 32,837.40
8. CURRENT PAYMENT DUE	\$ 379,743.75
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$ 552,806.35

State of: Indiana County of: Elkhart
 Subscribed and sworn to before me this 9th day of November, 2023
 Notary Public: Abigail Mishler
 My Commission expires: May 5, 2027

Abigail Mishler



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 379,743.75

(attach explanation if amount certified differs from the amount applied for)

ARCHITECT:

By:

Michael Vall

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

SIMILAR TO AIA DOCUMENT G 703

This APPLICATION AND CERTIFICATE FOR PAYMENT, has a Contractor's signed Certification attached.
 In tabulations below, amounts are stated to the nearest dollar.

APPLICATION NUMBER: TWO (2)
 APPLICATION DATE: 11/9/2023
 PERIOD TO:

ARCHITECT'S PROJECT NUMBER:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULE VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
From Industrial to Legion									
1.01	Mobilization and Demobilization	\$ 13,750.00	\$ 10,312.50	\$ 3,437.50	\$ -	\$ 13,750.00	100%	\$ -	\$ 1,375.00
1.02	Maintaining Traffic	\$ 9,500.00	\$ 1,425.00	\$ 8,075.00	\$ -	\$ 9,500.00	100%	\$ -	\$ 950.00
1.03	Construction Engineering	\$ 9,950.00	\$ 1,492.50	\$ 8,457.50	\$ -	\$ 9,950.00	100%	\$ -	\$ 995.00
1.04	Clearing Right of Way	\$ 15,000.00	\$ 11,250.00	\$ 3,750.00	\$ -	\$ 15,000.00	100%	\$ -	\$ 1,500.00
1.05	Excavation, Common	\$ 42,750.00	\$ -	\$ 42,750.00	\$ -	\$ 42,750.00	100%	\$ -	\$ 4,275.00
1.07	Tree, Remove, 60 in.	\$ 6.00	\$ 6.00	\$ -	\$ -	\$ 6.00	100%	\$ -	\$ 0.60
1.08	Milling, Asphalt, 1 1/2 in.	\$ 18,500.00	\$ -	\$ 18,500.00	\$ -	\$ 18,500.00	100%	\$ -	\$ 1,850.00
1.09	Milling, Asphalt Approach, 1 1/2 in.	\$ 1,187.50	\$ -	\$ 1,187.50	\$ -	\$ 1,187.50	100%	\$ -	\$ 118.75
1.10	Sign, Sheet, Remove	\$ 550.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 550.00	\$ -
1.11	Erosion Control	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	100%	\$ -	\$ 250.00
1.12	Compacted Aggregate, No. 53	\$ 44,625.00	\$ -	\$ 44,625.00	\$ -	\$ 44,625.00	100%	\$ -	\$ 4,462.50
1.13	Compacted Aggregate, No. 73	\$ 9,750.00	\$ -	\$ 9,750.00	\$ -	\$ 9,750.00	100%	\$ -	\$ 975.00
1.15	No. 4 Stone for Trench Drain	\$ 17,150.00	\$ -	\$ 17,150.00	\$ -	\$ 17,150.00	100%	\$ -	\$ 1,715.00
1.16	HMA, 2, 64, Surface 9.5 mm	\$ 84,360.00	\$ -	\$ 84,360.00	\$ -	\$ 84,360.00	100%	\$ -	\$ 8,436.00
1.17	HMA, 2, 64, Intermediate 19.0 mm	\$ 36,200.00	\$ -	\$ 36,200.00	\$ -	\$ 36,200.00	100%	\$ -	\$ 3,620.00
1.18	HMA, 2, 64, Base 25.0 mm	\$ 77,995.00	\$ -	\$ 77,995.00	\$ -	\$ 77,995.00	100%	\$ -	\$ 7,799.50
1.19	HMA for Approach, Type B	\$ 6,665.00	\$ -	\$ 6,665.00	\$ -	\$ 6,665.00	100%	\$ -	\$ 666.50
1.20	Joint Adhesive, Surface	\$ 2,925.00	\$ -	\$ 2,925.00	\$ -	\$ 2,925.00	100%	\$ -	\$ 292.50
1.21	Joint Adhesive, Intermediate	\$ 2,925.00	\$ -	\$ 2,925.00	\$ -	\$ 2,925.00	100%	\$ -	\$ 292.50
1.22	Liquid Asphalt Sealant	\$ 225.00	\$ -	\$ 225.00	\$ -	\$ 225.00	100%	\$ -	\$ 22.50
1.24	Widening with HMA, Type B	\$ 35,280.00	\$ -	\$ 35,280.00	\$ -	\$ 35,280.00	100%	\$ -	\$ 3,528.00
1.25	Asphalt for Tack Coat	\$ 2,700.00	\$ -	\$ 2,700.00	\$ -	\$ 2,700.00	100%	\$ -	\$ 270.00
1.26	Cracks in Asphalt Pavement, Fill	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	100%	\$ -	\$ 200.00
1.32	Pipe, 12 in., HDPE, Perforated	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00	100%	\$ -	\$ 840.00
1.33	Geotextile for Trench Drain	\$ 2,080.00	\$ -	\$ 2,080.00	\$ -	\$ 2,080.00	100%	\$ -	\$ 208.00
1.34	Mobilization and Demobilization for Seeding	\$ 550.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 550.00	\$ -
1.35	Mulched Seeding, Type 'R'	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 7,000.00	\$ -
1.36	Line, Paint, Solid, White, 4 in.	\$ 5,737.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 5,737.50	\$ -
1.40	Line, Thermoplastic, Solid, Yellow, 4 in.	\$ 6,957.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 6,957.50	\$ -
1.41	Line, Thermoplastic, Solid, White, 4 in.	\$ 770.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 770.00	\$ -
1.42	Line, Thermoplastic, Solid, Yellow, 8 in.	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,800.00	\$ -
1.43	Line, Thermoplastic, Solid, Yellow, 12 in.	\$ 1,937.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,937.50	\$ -
1.44	Transverse Marking, Thermoplastic, Stop Line, Whit	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,000.00	\$ -
1.45	Pavement Message Marking, Thermoplastic, Lane Arro	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,250.00	\$ -
1.46	Sign, Ground Mounted, Reset	\$ 470.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 470.00	\$ -
1.47	Sign Post, Square, Type '1', Unreinforced Anchor B	\$ 2,880.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,880.00	\$ -
1.48	Sign, Sheet, with Legend, 0.100 in.,	\$ 805.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 805.00	\$ -
1.50	Section Corner Monument, Remove and Replace	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,250.00	\$ -
	Total From Industrial to Legion	\$ 479,381.00	\$ 24,486.00	\$ 421,937.50	\$ -	\$ 446,423.50	93%	\$ 32,957.50	\$ 44,642.35
From Depot to Indiana									
2.01	Mobilization and Demobilization	\$ 10,500.00	\$ 7,875.00	\$ -	\$ -	\$ 7,875.00	75%	\$ 2,625.00	\$ 787.50
2.02	Maintaining Traffic	\$ 8,500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 8,500.00	\$ -
2.03	Construction Engineering	\$ 9,950.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 9,950.00	\$ -
2.04	Clearing Right of Way	\$ 3,250.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,250.00	\$ -

CONTINUATION SHEET

SIMILAR TO AIA DOCUMENT G 703

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PERIOD TO:
ARCHITECT'S PROJECT NUMBER:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULE VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
2.05	Excavation, Common	\$ 30,780.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 30,780.00	\$ -
2.06	Remove, Full Depth PCCP	\$ 4,462.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 4,462.50	\$ -
2.07	Tree, Remove, 60 in.	\$ 1.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1.00	\$ -
2.08	Milling, Asphalt, 1 1/2 in.	\$ 7,812.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 7,812.50	\$ -
2.10	Sign, Sheet, Remove	\$ 2,100.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,100.00	\$ -
2.11	Erosion Control	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,500.00	\$ -
2.12	Compacted Aggregate, No. 53	\$ 26,987.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 26,987.50	\$ -
2.13	Compacted Aggregate, No. 73	\$ 9,425.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 9,425.00	\$ -
2.14	Dense Graded Subbase	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,200.00	\$ -
2.16	HMA, 2, 64, Surface 9.5 mm	\$ 43,200.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 43,200.00	\$ -
2.17	HMA, 2, 64, Intermediate 19.0 mm	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 20,000.00	\$ -
2.18	HMA, 2, 64, Base 25.0 mm	\$ 40,375.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 40,375.00	\$ -
2.20	Joint Adhesive, Surface	\$ 958.75	\$ -	\$ -	\$ -	\$ -	0%	\$ 958.75	\$ -
2.21	Joint Adhesive, Intermediate	\$ 195.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 195.00	\$ -
2.22	Liquid Asphalt Sealant	\$ 73.75	\$ -	\$ -	\$ -	\$ -	0%	\$ 73.75	\$ -
2.23	HMA Patching Full Depth, Type B	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 15,000.00	\$ -
2.25	Asphalt for Tack Coat	\$ 1,320.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,320.00	\$ -
2.26	Cracks in Asphalt Pavement, Fill	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,000.00	\$ -
2.27	Guardrail End Treatment, Flared	\$ 940.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 940.00	\$ -
2.28	Guardrail End Treatment, Type SKT-SP-MGS, 12.5 ft.	\$ 9,100.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 9,100.00	\$ -
2.29	Guardrail, MGS W-Beam, 6 ft. 3 in. Spacing	\$ 4,350.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 4,350.00	\$ -
2.30	Guardrail Reflector	\$ 420.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 420.00	\$ -
2.31	PCCP for Approaches, 6 in.	\$ 4,275.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 4,275.00	\$ -
2.34	Mobilization and Demobilization for Seeding	\$ 550.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 550.00	\$ -
2.36	Mulched Seeding, Type 'U'	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 4,500.00	\$ -
2.37	Topsoil, Undistributed, 6 in.	\$ 21,250.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 21,250.00	\$ -
2.38	Line, Paint, Solid, White, 4 in.	\$ 2,287.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,287.50	\$ -
2.39	Line, Paint, Solid, White, 6 in.	\$ 85.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 85.50	\$ -
2.40	Line, Thermoplastic, Solid, Yellow, 4 in.	\$ 3,507.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,507.50	\$ -
2.44	Transverse Marking, Thermoplastic, Stop Line, Whit	\$ 240.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 240.00	\$ -
2.46	Sign, Ground Mounted, Reset	\$ 705.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 705.00	\$ -
2.47	Sign Post, Square, Type '1', Unreinforced Anchor B	\$ 7,200.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 7,200.00	\$ -
2.48	Sign, Sheet, with Legend, 0.100 in.,	\$ 2,310.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,310.00	\$ -
2.49	Fence, Chain Link, Reset	\$ 20,250.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 20,250.00	\$ -
2.50	Section Corner Monument, Remove and Replace	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,250.00	\$ -
	Total from Depot to Indiana	\$ 321,811.50	\$ 7,875.00	\$ -	\$ -	\$ 7,875.00	2%	\$ 313,936.50	\$ 787.50
	From Indiana to SR 120								
3.01	Mobilization and Demobilization	\$ 5,500.00	\$ 4,125.00	\$ -	\$ -	\$ 4,125.00	75%	\$ 1,375.00	\$ 412.50
3.02	Maintaining Traffic	\$ 10,500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 10,500.00	\$ -
3.03	Construction Engineering	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 5,000.00	\$ -
3.05	Excavation, Common	\$ 3,562.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,562.50	\$ -
3.06	Remove, Full Depth PCCP	\$ 2,187.50	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,187.50	\$ -
3.08	Milling, Asphalt, 1 1/2 in.	\$ 7,250.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 7,250.00	\$ -
3.09	Milling, Asphalt Approach, 1 1/2 in.	\$ 625.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 625.00	\$ -
3.10	Sign, Sheet, Remove	\$ 325.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 325.00	\$ -

CONTINUATION SHEET

SIMILAR TO AIA DOCUMENT G 703

This APPLICATION AND CERTIFICATE FOR PAYMENT, has a Contractor's signed Certification attached.
In tabulations below, amounts are stated to the nearest dollar.

APPLICATION NUMBER: TWO (2)
APPLICATION DATE: 11/9/2023
PERIOD TO:

ARCHITECT'S PROJECT NUMBER:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULE VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
3.11	Erosion Control	\$ 500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 500.00	\$ -
3.12	Compacted Aggregate, No. 53	\$ 6,375.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 6,375.00	\$ -
3.13	Compacted Aggregate, No. 73	\$ 6,825.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 6,825.00	\$ -
3.14	Dense Graded Subbase	\$ 2,520.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,520.00	\$ -
3.16	HMA, 2, 64, Surface 9.5 mm	\$ 39,600.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 39,600.00	\$ -
3.17	HMA, 2, 64, Intermediate 19.0 mm	\$ 10,500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 10,500.00	\$ -
3.18	HMA, 2, 64, Base 25.0 mm	\$ 16,625.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 16,625.00	\$ -
3.19	HMA for Approach, Type B	\$ 3,720.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,720.00	\$ -
3.20	Joint Adhesive, Surface	\$ 910.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 910.00	\$ -
3.22	Liquid Asphalt Sealant	\$ 70.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 70.00	\$ -
3.23	HMA Patching Full Depth, Type B	\$ 17,400.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 17,400.00	\$ -
3.25	Asphalt for Tack Coat	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,200.00	\$ -
3.26	Cracks in Asphalt Pavement, Fill	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,000.00	\$ -
3.31	PCCP for Approaches, 6 in.	\$ 11,875.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 11,875.00	\$ -
3.34	Mobilization and Demobilization for Seeding	\$ 550.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 550.00	\$ -
3.35	Mulched Seeding, Type 'U'	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,800.00	\$ -
3.44	Transverse Marking, Thermoplastic, Stop Line, Whit	\$ 560.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 560.00	\$ -
3.46	Sign, Ground Mounted, Reset	\$ 1,880.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,880.00	\$ -
3.47	Sign Post, Square, Type '1', Unreinforced Anchor B	\$ 3,600.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,600.00	\$ -
3.48	Sign, Sheet, with Legend, 0.100 in.,	\$ 735.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 735.00	\$ -
	Total from Indiana to SR 120	\$ 164,195.00	\$ 4,125.00	\$ -	\$ -	\$ 4,125.00	3%	\$ 160,070.00	\$ 412.50
	TOTAL	\$ 965,387.50	\$ 36,486.00	\$ 421,937.50	\$ -	\$ 458,423.50	47%	\$ 506,964.00	\$ 45,842.35

Town of Bristol
Maple Street Improvements (2023-1 Community Crossings Project)

Bid Total						Pay App. No. 1 (Aug. 30)		Pay App. No. 2 (Nov. 9)		TOTAL TO DATE	
Bid Item	Description	Bid Quantity	Units	Unit Price	Total	Qty charged	Amount Charged	Qty charged	Amount Charged	QTY	AMNT
From Industrial to Legion											
1.01	Mobilization and Demobilization	1	LS	\$ 13,750.00	\$ 13,750.00	0.75	\$ 10,312.50	0.25	\$ 3,437.50	1.00	\$ 13,750.00
1.02	Maintaining Traffic	1	LS	\$ 9,500.00	\$ 9,500.00	0.15	\$ 1,425.00	0.85	\$ 8,075.00	1.00	\$ 9,500.00
1.03	Construction Engineering	1	LS	\$ 9,950.00	\$ 9,950.00	0.15	\$ 1,492.50	0.85	\$ 8,457.50	1.00	\$ 9,950.00
1.04	Clearing Right of Way	1	LS	\$ 15,000.00	\$ 15,000.00	0.75	\$ 11,250.00	0.25	\$ 3,750.00	1.00	\$ 15,000.00
1.05	Excavation, Common	1,500	CYS	\$ 28.50	\$ 42,750.00		\$ -	1,500.00	\$ 42,750.00	1,500.00	\$ 42,750.00
1.07	Tree, Remove. 60 in.	6	EA	\$ 1.00	\$ 6.00	6.00	\$ 6.00		\$ -	6.00	\$ 6.00
1.08	Milling, Asphalt, 1 1/2 in.	7,400	SYS	\$ 2.50	\$ 18,500.00		\$ -	7,400.00	\$ 18,500.00	7,400.00	\$ 18,500.00
1.09	Milling, Asphalt Approach, 1 1/2 in.	475	SYS	\$ 2.50	\$ 1,187.50		\$ -	475.00	\$ 1,187.50	475.00	\$ 1,187.50
1.10	Sign, Sheet, Remove	1	EA	\$ 550.00	\$ 550.00		\$ -		\$ -	-	\$ -
1.11	Erosion Control	1	LS	\$ 2,500.00	\$ 2,500.00		\$ -	1.00	\$ 2,500.00	1.00	\$ 2,500.00
1.12	Compacted Aggregate, No. 53	1,050	TON	\$ 42.50	\$ 44,625.00		\$ -	1,050.00	\$ 44,625.00	1,050.00	\$ 44,625.00
1.13	Compacted Aggregate, No. 73	150	TON	\$ 65.00	\$ 9,750.00		\$ -	150.00	\$ 9,750.00	150.00	\$ 9,750.00
1.15	No. 4 Stone for Trench Drain	245	TON	\$ 70.00	\$ 17,150.00		\$ -	245.00	\$ 17,150.00	245.00	\$ 17,150.00
1.16	HMA, 2, 64, Surface 9.5 mm	703	TON	\$ 120.00	\$ 84,360.00		\$ -	703.00	\$ 84,360.00	703.00	\$ 84,360.00
1.17	HMA, 2, 64, Intermediate 19.0 mm	362	TON	\$ 100.00	\$ 36,200.00		\$ -	362.00	\$ 36,200.00	362.00	\$ 36,200.00
1.18	HMA, 2, 64, Base 25.0 mm	821	TON	\$ 95.00	\$ 77,995.00		\$ -	821.00	\$ 77,995.00	821.00	\$ 77,995.00
1.19	HMA for Approach, Type B	43	TON	\$ 155.00	\$ 6,665.00		\$ -	43.00	\$ 6,665.00	43.00	\$ 6,665.00
1.20	Joint Adhesive, Surface	4,500	LFT	\$ 0.65	\$ 2,925.00		\$ -	4,500.00	\$ 2,925.00	4,500.00	\$ 2,925.00
1.21	Joint Adhesive, Intermediate	4,500	LFT	\$ 0.65	\$ 2,925.00		\$ -	4,500.00	\$ 2,925.00	4,500.00	\$ 2,925.00
1.22	Liquid Asphalt Sealant	4,500	LFT	\$ 0.05	\$ 225.00		\$ -	4,500.00	\$ 225.00	4,500.00	\$ 225.00
1.24	Widening with HMA, Type B	294	TON	\$ 120.00	\$ 35,280.00		\$ -	294.00	\$ 35,280.00	294.00	\$ 35,280.00
1.25	Asphalt for Tack Coat	9,000	SYS	\$ 0.30	\$ 2,700.00		\$ -	9,000.00	\$ 2,700.00	9,000.00	\$ 2,700.00
1.26	Cracks in Asphalt Pavement, Fill	2	TON	\$ 1,000.00	\$ 2,000.00		\$ -	2.00	\$ 2,000.00	2.00	\$ 2,000.00
1.32	Pipe, 12 in., HDPE, Perforated	120	LFT	\$ 70.00	\$ 8,400.00		\$ -	120.00	\$ 8,400.00	120.00	\$ 8,400.00
1.33	Geotextile for Trench Drain	320	SYS	\$ 6.50	\$ 2,080.00		\$ -	320.00	\$ 2,080.00	320.00	\$ 2,080.00
1.34	Mobilization and Demobilization for Seeding	1	LS	\$ 550.00	\$ 550.00		\$ -		\$ -	-	\$ -
1.35	Mulched Seeding, Type 'R'	2,800	SYS	\$ 2.50	\$ 7,000.00		\$ -		\$ -	-	\$ -
1.36	Line, Paint, Solid, White, 4 in.	7,650	LFT	\$ 0.75	\$ 5,737.50		\$ -		\$ -	-	\$ -
1.40	Line, Thermoplastic, Solid, Yellow, 4 in.	6,050	LFT	\$ 1.15	\$ 6,957.50		\$ -		\$ -	-	\$ -
1.41	Line, Thermoplastic, Solid, White, 4 in.	700	LFT	\$ 1.10	\$ 770.00		\$ -		\$ -	-	\$ -
1.42	Line, Thermoplastic, Solid, Yellow, 8 in.	1,200	LFT	\$ 1.50	\$ 1,800.00		\$ -		\$ -	-	\$ -
1.43	Line, Thermoplastic, Solid, Yellow, 12 in.	310	LFT	\$ 6.25	\$ 1,937.50		\$ -		\$ -	-	\$ -
1.44	Transverse Marking, Thermoplastic, Stop Line, Whit	100	LFT	\$ 10.00	\$ 1,000.00		\$ -		\$ -	-	\$ -
1.45	Pavement Message Marking, Thermoplastic, Lane Arro	10	EA	\$ 125.00	\$ 1,250.00		\$ -		\$ -	-	\$ -
1.46	Sign, Ground Mounted, Reset	2	EA	\$ 235.00	\$ 470.00		\$ -		\$ -	-	\$ -
1.47	Sign Post, Square, Type 'I', Unreinforced Anchor B	96	LFT	\$ 30.00	\$ 2,880.00		\$ -		\$ -	-	\$ -
1.48	Sign, Sheet, with Legend, 0.100 in.,	23	SFT	\$ 35.00	\$ 805.00		\$ -		\$ -	-	\$ -
1.50	Section Corner Monument, Remove and Replace	1	EA	\$ 1,250.00	\$ 1,250.00		\$ -		\$ -	-	\$ -
					\$ 479,381.00		\$ 24,486.00		\$ 421,937.50		\$ 446,423.50
From Depot to Indiana											
2.01	Mobilization and Demobilization	1	LS	\$ 10,500.00	\$ 10,500.00	0.75	\$ 7,875.00	-	\$ -	0.75	\$ 7,875.00
2.02	Maintaining Traffic	1	LS	\$ 8,500.00	\$ 8,500.00	-	\$ -	-	\$ -	-	\$ -
2.03	Construction Engineering	1	LS	\$ 9,950.00	\$ 9,950.00	-	\$ -	-	\$ -	-	\$ -
2.04	Clearing Right of Way	1	LS	\$ 3,250.00	\$ 3,250.00	-	\$ -	-	\$ -	-	\$ -
2.05	Excavation, Common	1,080	CYS	\$ 28.50	\$ 30,780.00	-	\$ -	-	\$ -	-	\$ -
2.06	Remove, Full Depth PCCP	255	SYS	\$ 17.50	\$ 4,462.50	-	\$ -	-	\$ -	-	\$ -
2.07	Tree, Remove. 60 in.	1	EA	\$ 1.00	\$ 1.00	-	\$ -	-	\$ -	-	\$ -
2.08	Milling, Asphalt, 1 1/2 in.	3,125	SYS	\$ 2.50	\$ 7,812.50	-	\$ -	-	\$ -	-	\$ -
2.10	Sign, Sheet, Remove	6	EA	\$ 350.00	\$ 2,100.00	-	\$ -	-	\$ -	-	\$ -

Town of Bristol
Maple Street Improvements (2023-1 Community Crossings Project)

Bid Total						Pay App. No. 1 (Aug. 30)		Pay App. No. 2 (Nov. 9)		TOTAL TO DATE	
Bid Item	Description	Bid Quantity	Units	Unit Price	Total	Qty charged	Amount Charged	Qty charged	Amount Charged	QTY	AMNT
2.11	Erosion Control	1	LS	\$ 1,500.00	\$ 1,500.00	-	\$ -	-	\$ -	-	\$ -
2.12	Compacted Aggregate, No. 53	635	TON	\$ 42.50	\$ 26,987.50	-	\$ -	-	\$ -	-	\$ -
2.13	Compacted Aggregate, No. 73	145	TON	\$ 65.00	\$ 9,425.00	-	\$ -	-	\$ -	-	\$ -
2.14	Dense Graded Subbase	10	CYS	\$ 120.00	\$ 1,200.00	-	\$ -	-	\$ -	-	\$ -
2.16	HMA, 2, 64, Surface 9.5 mm	360	TON	\$ 120.00	\$ 43,200.00	-	\$ -	-	\$ -	-	\$ -
2.17	HMA, 2, 64, Intermediate 19.0 mm	200	TON	\$ 100.00	\$ 20,000.00	-	\$ -	-	\$ -	-	\$ -
2.18	HMA, 2, 64, Base 25.0 mm	425	TON	\$ 95.00	\$ 40,375.00	-	\$ -	-	\$ -	-	\$ -
2.20	Joint Adhesive, Surface	1,475	LFT	\$ 0.65	\$ 958.75	-	\$ -	-	\$ -	-	\$ -
2.21	Joint Adhesive, Intermediate	300	LFT	\$ 0.65	\$ 195.00	-	\$ -	-	\$ -	-	\$ -
2.22	Liquid Asphalt Sealant	1,475	LFT	\$ 0.05	\$ 73.75	-	\$ -	-	\$ -	-	\$ -
2.23	HMA Patching Full Depth, Type B	125	TON	\$ 120.00	\$ 15,000.00	-	\$ -	-	\$ -	-	\$ -
2.25	Asphalt for Tack Coat	4,400	SYS	\$ 0.30	\$ 1,320.00	-	\$ -	-	\$ -	-	\$ -
2.26	Cracks in Asphalt Pavement, Fill	1	TON	\$ 1,000.00	\$ 1,000.00	-	\$ -	-	\$ -	-	\$ -
2.27	Guardrail End Treatment, Flared	4	EA	\$ 235.00	\$ 940.00	-	\$ -	-	\$ -	-	\$ -
2.28	Guardrail End Treatment, Type SKT-SP-MGS, 12.5 ft.	2	EA	\$ 4,550.00	\$ 9,100.00	-	\$ -	-	\$ -	-	\$ -
2.29	Guardrail, MGS W-Beam, 6 ft. 3 in. Spacing	100	LFT	\$ 43.50	\$ 4,350.00	-	\$ -	-	\$ -	-	\$ -
2.30	Guardrail Reflector	6	EA	\$ 70.00	\$ 420.00	-	\$ -	-	\$ -	-	\$ -
2.31	PCCP for Approaches, 6 in.	45	SYS	\$ 95.00	\$ 4,275.00	-	\$ -	-	\$ -	-	\$ -
2.34	Mobilization and Demobilization for Seeding	1	LS	\$ 550.00	\$ 550.00	-	\$ -	-	\$ -	-	\$ -
2.36	Mulched Seeding, Type 'U'	1,500	SYS	\$ 3.00	\$ 4,500.00	-	\$ -	-	\$ -	-	\$ -
2.37	Topsoil, Undistributed, 6 in.	250	CYS	\$ 85.00	\$ 21,250.00	-	\$ -	-	\$ -	-	\$ -
2.38	Line, Paint, Solid, White, 4 in.	3,050	LFT	\$ 0.75	\$ 2,287.50	-	\$ -	-	\$ -	-	\$ -
2.39	Line, Paint, Solid, White, 6 in.	90	LFT	\$ 0.95	\$ 85.50	-	\$ -	-	\$ -	-	\$ -
2.40	Line, Thermoplastic, Solid, Yellow, 4 in.	3,050	LFT	\$ 1.15	\$ 3,507.50	-	\$ -	-	\$ -	-	\$ -
2.44	Transverse Marking, Thermoplastic, Stop Line, Whit	24	LFT	\$ 10.00	\$ 240.00	-	\$ -	-	\$ -	-	\$ -
2.46	Sign, Ground Mounted, Reset	3	EA	\$ 235.00	\$ 705.00	-	\$ -	-	\$ -	-	\$ -
2.47	Sign Post, Square, Type 'I', Unreinforced Anchor B	240	LFT	\$ 30.00	\$ 7,200.00	-	\$ -	-	\$ -	-	\$ -
2.48	Sign, Sheet, with Legend, 0.100 in.,	66	SFT	\$ 35.00	\$ 2,310.00	-	\$ -	-	\$ -	-	\$ -
2.49	Fence, Chain Link, Reset	225	LFT	\$ 90.00	\$ 20,250.00	-	\$ -	-	\$ -	-	\$ -
2.50	Section Corner Monument, Remove and Replace	1	EA	\$ 1,250.00	\$ 1,250.00	-	\$ -	-	\$ -	-	\$ -
					\$ 321,811.50		\$ 7,875.00		\$ -		\$ 7,875.00
From Indiana to SR 120											
3.01	Mobilization and Demobilization	1	LS	\$ 5,500.00	\$ 5,500.00	0.75	\$ 4,125.00	-	\$ -	0.75	\$ 4,125.00
3.02	Maintaining Traffic	1	LS	\$ 10,500.00	\$ 10,500.00	-	\$ -	-	\$ -	-	\$ -
3.03	Construction Engineering	1	LS	\$ 5,000.00	\$ 5,000.00	-	\$ -	-	\$ -	-	\$ -
3.05	Excavation, Common	125	CYS	\$ 28.50	\$ 3,562.50	-	\$ -	-	\$ -	-	\$ -
3.06	Remove, Full Depth PCCP	125	SYS	\$ 17.50	\$ 2,187.50	-	\$ -	-	\$ -	-	\$ -
3.08	Milling, Asphalt, 1 1/2 in.	2,900	SYS	\$ 2.50	\$ 7,250.00	-	\$ -	-	\$ -	-	\$ -
3.09	Milling, Asphalt Approach, 1 1/2 in.	250	SYS	\$ 2.50	\$ 625.00	-	\$ -	-	\$ -	-	\$ -
3.10	Sign, Sheet, Remove	1	EA	\$ 325.00	\$ 325.00	-	\$ -	-	\$ -	-	\$ -
3.11	Erosion Control	1	LS	\$ 500.00	\$ 500.00	-	\$ -	-	\$ -	-	\$ -
3.12	Compacted Aggregate, No. 53	150	TON	\$ 42.50	\$ 6,375.00	-	\$ -	-	\$ -	-	\$ -
3.13	Compacted Aggregate, No. 73	105	TON	\$ 65.00	\$ 6,825.00	-	\$ -	-	\$ -	-	\$ -
3.14	Dense Graded Subbase	21	CYS	\$ 120.00	\$ 2,520.00	-	\$ -	-	\$ -	-	\$ -
3.16	HMA, 2, 64, Surface 9.5 mm	330	TON	\$ 120.00	\$ 39,600.00	-	\$ -	-	\$ -	-	\$ -
3.17	HMA, 2, 64, Intermediate 19.0 mm	105	TON	\$ 100.00	\$ 10,500.00	-	\$ -	-	\$ -	-	\$ -
3.18	HMA, 2, 64, Base 25.0 mm	175	TON	\$ 95.00	\$ 16,625.00	-	\$ -	-	\$ -	-	\$ -
3.19	HMA for Approach, Type B	24	TON	\$ 155.00	\$ 3,720.00	-	\$ -	-	\$ -	-	\$ -
3.20	Joint Adhesive, Surface	1,400	LFT	\$ 0.65	\$ 910.00	-	\$ -	-	\$ -	-	\$ -
3.22	Liquid Asphalt Sealant	1,400	LFT	\$ 0.05	\$ 70.00	-	\$ -	-	\$ -	-	\$ -
3.23	HMA Patching Full Depth, Type B	145	TON	\$ 120.00	\$ 17,400.00	-	\$ -	-	\$ -	-	\$ -

Partial Waiver of Lien

State of Indiana, ss:

Whereas, the undersigned **Niblock Excavating Inc.** has been heretofore employed by the Town of Bristol to furnish certain material and labor for the Maple Street Improvements project located in Bristol, IN.

Now Therefore, Know Ye, That the undersigned, contingent upon receipt of \$379,743.75 hereby waives and releases unto the said 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 any and all labor, material, or both, furnished for or incorporated into said building as well as products from the asphalt plant which is owned by Niblock Excavating, by the undersigned, up to this date, and does further certify that the consideration moving to the undersigned for executing this Partial Waiver of Lien has been mutually given and accepted as a part payment to or on account of the said Contract for said building and real estate.

Signed, sealed and delivered this 9th day of November 2023.

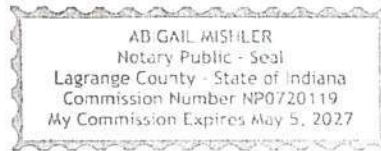
Signed : **Niblock Excavating, Inc.**

By: Chad Niblock, President

Personally appeared before me this 9th day of November 2023, Chad Niblock, who, being duly sworn on oath, says: That he is President of **Niblock Excavating, Inc.**, and that he hereby acknowledges the execution of the foregoing instrument for and on behalf of said corporation and at its special instance and request.

State of Indiana
County of Elkhart

abigail mishler



Notary Public: Abigail Mishler, Resident of LaGrange County
My Commission Expires: May 5, 2027

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.

Section 8, Item a.

WHEREAS the Town of Bristol is desirous of establishing a schedule of total compensation to include the salaries and benefits for its employees for the year 2023; 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, 2023, through December 31, 2023, or from the date amended through December 31, 2023, shall be as follows:

2023 BASE PAY RATE SCHEDULE

TITLE	CLASSIFICATION	BASE PAY RATE	BUDGETED FUNDS
Town Council President	Elected Official Stipend	\$2,383.50 paid in June \$2,383.50 paid in December	100% General Fund
Town Council Member(s)	Elected Official Stipend	\$2,121.00 paid in June \$2,121.00 paid in December	100% General Fund
Park Board Member(s)	Appointed Official Stipend	\$975.00 paid in December	100% Park Fund
Town Manager [MY]	Exempt Full-Time	\$2,773.08 biweekly	100% General Fund
Clerk-Treasurer [CA]	Elected Official Exempt Full-Time	\$2,557.88 biweekly	100% General Fund
Deputy Clerk / Assistant Town Manager [JS]	Nonexempt Full-Time	\$27.83 per hour	100% General Fund
Utility Clerk	Non-exempt Part-Time	\$18.00 per hour	100% Water Fund
Town Marshal [MA]	Exempt Full-Time	\$3,230.77 biweekly	100% Police Fund
Chief Deputy [AD]	Nonexempt Full-Time	\$38.46 per hour	100% Police Fund
Sergeant [DL]	Nonexempt Full-Time	\$35.58 per hour	100% Police Fund
Detective [SP]	Nonexempt Full-Time	\$35.10 per hour	100% Police Fund
Corporal [KH]	Nonexempt Full-Time	\$33.65 per hour	100% Police Fund
Deputy Police Officer 1 [NR]	Nonexempt Full-Time	\$29.81 per hour	100% Police Fund
Deputy Police Officer 2 [JL]	Nonexempt Full-Time	\$27.88 per hour	100% Police Fund
Deputy Police Officer 3 [DM]	Nonexempt Full-Time	\$22.60 per hour	100% Public Safety Fund
Deputy Police Officer 4 [CS]	Nonexempt Full-Time	\$24.04 per hour	100% Public Safety Fund
Deputy Police Officer 4 [PD]	Nonexempt Full-Time	\$22.60 per hour	100% Public Safety Fund

**TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.**

Ordinance Officer [RC]	Nonexempt Part-Time	\$23.08 per hour	100% Police Fund
Police Department Clerical Personnel [AA]	Nonexempt Full-Time	\$22.36 per hour	100% Police Fund
Street Department Employee – 1 [WB]	Nonexempt Full-Time	\$31.12 per hour	100% General Fund
Street Department Employee – 2 [DR]	Nonexempt Full-Time	\$31.12 per hour	100% General Fund
Street Department Employee – 3 [JR]	Nonexempt Full-Time	\$25.75 per hour	100% General Fund
Street Department employee (EF)	Nonexempt Full - time	30.00 per hour	100% General Fund
Utility Employee – 1 [JS]	Nonexempt Full-Time	\$34.19 per hour	100% Water Fund
Utility Employee – 2 [TM]	Nonexempt Part-Time	\$36.00 per hour	65 % Wastewater Fund 35 % MS4
Utility Employee – 3 [KB]	Nonexempt Part-Time	\$23.75 per hour	100% Wastewater Fund
Utility Employee -4 [JM]	Non-exempt fulltime	\$31.50 per hour	100% Water fund
Utility Employee – 5 [DD]	Non-exempt fulltime	\$26.25 per hour	50% Water and 50% Wastewater Fund
Utility Department Clerk [CS]	Nonexempt Part-Time	\$15.70 per hour	100% Water Fund
Utility Department 1 Seasonal Employee	Nonexempt Season	\$15.00 per hour	100% Water Fund
4 Seasonal Employee(s) Various departments	Part-Time	\$15.00 per hour	25% MVH Fund 75% Cemetery
Summer Program Director	Nonexempt Seasonal	\$17.00 per hour	100% Park Fund
Summer Program Assistant	Nonexempt Seasonal	\$15.00 per hour	100% Park Fund
Park Program/Facility Director	Nonexempt Part-Time	\$17.00 per hour	100% Park Fund

GUIDELINES FOR THE PAYMENT OF BASE RATES

The Clerk-Treasurer and all full-time and part-time employees shall be paid bi-weekly in 2023 with the first biweekly pay date of January 14, 2023, based on the pay period designated as Sunday, December 26, 2022, through Saturday, January 8, 2023. The standard workweek is from Sunday through Saturday. All employees are paid biweekly which equates to 26 pays during 2023.

**TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.**

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 June 3, 2023, and on December 2, 2023, for the pay rates as listed in the 2023 Base Pay Rate Schedule above. Park Board members are paid on December 2, 2023, for the amount listed in the 2023 Base Pay Rate Schedule above.

Work Schedules/Hours/Breaks

The Town of Bristol will establish the standard workday, workweek, and starting and ending times for each department, considering current and anticipated workloads, public service needs, and other factors. Each department is responsible for communicating these work parameters to their employees. No established schedule will be construed as a guarantee of work hours or as a restriction of the Town of Bristol’s right to restructure the workday or workweek.

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. c

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 2023 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.

**TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29,
PAY CONSIDERATIONS**

Civilian Employees

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.

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 established work schedule.

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

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

Police Department Employees

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

Full-time Police Department employees voluntarily participating in the Selective Enforcement program will be compensated at one and one-half times their hourly rate for all hours worked in the Selective Enforcement program, above and beyond their normal daily duties. In 2023, there are 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
Civilian Employees**

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.

Police Department Employees

All full-time Police Department employees who are engaged in law enforcement activities will be compensated in accordance with the Section 7(k) partial overtime pay exemption of the Fair Labor Standards Act (FLSA). In conjunction with the use of Section 7(k), the Town of Bristol adopts the

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.

use of a seven-day work period for the purposes of determining compensation for overtime hours worked. Based upon the foregoing, the wage rates for full-time employees of the Police Department as set forth in the Town of Bristol’s annual salary ordinance constitutes straight-time compensation for all regularly scheduled hours of employment during each work period. All full-time Police Department employees will be paid straight time compensation for up to 40-hours in the seven-day work period. Overtime pay will be earned for all hours worked in excess of 40 hours during a seven-day work period. Overtime earned during a work period will be paid in the first regularly scheduled paycheck (the first paycheck after the seven-day work period) issued subsequent to the work period in which the extra compensation was earned.

“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.

ADDITIONAL PAY CONSIDERATIONS

Hiring Bonuses

The Police Department offers a recruitment/hiring bonus to qualified police applicants who are hired after successfully completing the Indiana Law Enforcement Academy (ILEA) 16-week Basic Training Course. The hiring bonus is set at a maximum of \$5,000.00 and is payable in two parts. Part one of the hiring bonus is \$2,500.00, payable after the first full year of employment with satisfactory performance reviews. Part two of the hiring bonus is \$2,500.00, payable after the second full year of employment with satisfactory performance reviews. Recruitment/hiring bonuses are paid from the Police Department budget.

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.

**TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.**

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 2023: one distribution in June of 2023 and one distribution in December of 2023 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 and part-time employees as a reward and recognition in response to their continued acceptable level of job performance after two years 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, they 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 2023 Base Pay Rate Schedule above.

Police officers should refer to Appendix #1 - TIP Full-Time Sworn Law Enforcement Compensation Matrix at the end of the Salary Ordinance for information on Tenure Incentive Pay.

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 shift.

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.

Regular full-time employees who do not report to work on a day in which the workplace is open may use available vacation, personal leave time, or compensatory time, or the time will be unpaid. The Department Head may allow the employee to make up time missed, provided that the time is documented. Regular part-time employees who cannot report to work due to a weather or civil emergency will receive no pay for the day.

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

BENEFITS SCHEDULE

Health Insurance

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

- Regular full-time employees

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

**Physicians
Health Plan
2023**

Age	Premium Rates	Age	Premium Rates	Age	Premium Rates
0	\$388.74	23	\$508.16	46	\$762.24
1	\$388.74	24	\$508.16	47	\$794.25
2	\$388.74	25	\$510.19	48	\$830.84
3	\$388.74	26	\$520.36	49	\$866.92
4	\$388.74	27	\$532.55	50	\$907.57
5	\$388.74	28	\$552.37	51	\$947.72
6	\$388.74	29	\$568.63	52	\$991.93
7	\$388.74	30	\$576.76	53	\$1,036.65
8	\$388.74	31	\$588.96	54	\$1,084.92
9	\$388.74	32	\$601.15	55	\$1,133.20
10	\$388.74	33	\$608.78	56	\$1,185.54
11	\$388.74	34	\$616.91	57	\$1,238.39
12	\$388.74	35	\$620.97	58	\$1,294.79
13	\$388.74	36	\$625.04	59	\$1,322.74
14	\$388.74	37	\$629.10	60	\$1,379.15
15	\$423.30	38	\$633.17	61	\$1,427.93
16	\$436.51	39	\$641.30	62	\$1,459.94
17	\$449.72	40	\$649.43	63	\$1,500.09
18	\$463.95	41	\$661.62	64	\$1,524.48
19	\$478.18	42	\$673.31	65+	\$1,524.48
20	\$492.92	43	\$689.57		
21	\$508.16	44	\$709.90		
22	\$508.16	45	\$733.78		

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.

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

Dental Resources	Monthly Employer Contribution
Employee Only	\$37.08
Employee plus One	\$75.96
Employee plus Children	
Employee plus Family	\$133.71

VSP Vision Care	Monthly Employer Contribution
Employee Only	\$8.18
Employee plus One	\$13.78
Employee plus Children	\$14.07
Employee plus Family	\$22.68

The renewal dates for medical and dental insurance are on January 1, 2023. The renewal date for vision insurance is on March 1, 2023, and 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.

MetLife and AD&D Insurance

The Town of Bristol offers all eligible employees upon their date of hire participation in the MetLife 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 \$21.25 per employee per month. The renewal date for life and AD&D insurance is on January 1, 2023, and there may or may not be an increase in the premium totals after this date. Refer to the Plan Document for additional information on the life and AD&D insurance plan.

Short-Term Disability Insurance

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

- Regular full-time

The Town of Bristol pays 100% of the employees' salary-based premiums totaling \$438.04 per month from the General, Water, and Sewer Fund. The renewal date for short-term disability insurance is on January 1, 2023, 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 &

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29

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 particular employee’s budget lines as stated in the 2023 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.

Long-Term Disability Insurance

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

- Regular full-time employees

The Town of Bristol pays 100% of the employees’ salary-based premiums totaling \$312.83 per month from the General, Water, and Sewer Fund. The renewal date for long-term disability insurance is on January 1, 2023, and there may or may not be an increase in the premium totals after this date.

Long-term disability insurance becomes effective at the point that the short-term disability leave is exhausted and may continue until the employee reaches the Social Security National Retirement Age.

Vacation, personal leave time, holiday pay, etc., will stop accruing during the time that the employee is out on long-term disability leave. Participation in the Town of Bristol’s insurance benefit plans may be continued as determined by the appropriate carrier depending upon their ability to transfer each plan to an individual, non-Town sponsored benefit.

Refer to the Summary Plan Description (SPD) document for additional information on long-term disability insurance offered by the Town of Bristol.

NationWide - Civilian and Police Department Sworn Officers

Civilian

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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.

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.

PoliceDepartment–SwornOfficer

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

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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.

Section 8, Item a.

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 four (4) PLT days on January

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.

1st of each year. Employees will not receive PLT if they are on an unpaid leave, or on a disability leave.

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

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.

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 2023 include the following:

Holiday	Date
New Year's Day	1/1/2023
Martin Luther King Jr. Day	01/16/2023
Presidents Day	02/20/2023
Memorial Day	5/29/2023
Independence Day	7/4/2023
Labor Day	9/4/2023
Columbus Day	10/09/2023
Veterans Day	11/11/2023
Thanksgiving Day	11/23/2023
Day after Thanksgiving	11/24/2023
Christmas Eve Day	12/24/2023
Observed on	12/22/2023
Christmas Day	12/25/2023
New Year's Eve Day	12/31/2023
Observed on	12/29/2023
New Year's Day	01/01/2024

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.

**TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.**

If a recognized holiday falls during an eligible employee's approved paid absence such as vacation, personal leave time, or holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. An employee absents 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.

If eligible civilian full-time nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at a rate of time and one-half for the hours worked on the holiday. Police officers will receive straight-time pay for all hours worked on the holiday and will receive

compensatory time at a rate of time and one-half the police officer's regular rate of pay for all hours work on that day, in lieu of holiday pay.

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 three consecutive days of paid bereavement leave may be provided to eligible employees in the event of a death of a spouse, child, parent, sibling, or other resident of the employee's household. Up to two consecutive days of paid bereavement leave may be provided to eligible employees in the event of a death of their grandparent. 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

**TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.**

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.

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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.

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:

- 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.

**TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.**

Section 8, Item a.

PASSED by the Town Council of the Town of Bristol, Elkhart County, Indiana, this
____ day of November, 2023

YAY

NAY

	Jeff Beachy, Pres.	
	Cathy Burke	
	Gregg Tuholski	
	Andrew Medford	
	Doug DeSmith	

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

**TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-15-2022
AMENDED SALARY ORDINANCE NO. 12-07-2023-29.**

**Appendix #1 - Tenure Incentive Pay (TIP)
Full-Time Sworn Law Enforcement Compensation Matrix**

Year(s) of service	1	2	3	4	5	6	7	8	9	10	11	12	13
1 Point	\$ -	\$ 200.00	\$ 300.00	\$ 400.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00
2 Points	\$ -	\$ 300.00	\$ 400.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00
3 Points	\$ -	\$ 400.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00
4 Points	\$ -	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00
5 Points	\$ -	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00
6 Points	\$ -	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00
7 Points	\$ -	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00
8 Points	\$ -	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00
9 Points	\$ -	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00
10 Points	\$ -	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00
11 Points	\$ -	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00
12 Points	\$ -	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00
13 Points	\$ -	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00
14 Points	\$ -	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00
15 Points	\$ -	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00
16 Points	\$ -	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00
17 Points	\$ -	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00
18 Points	\$ -	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00
19 Points	\$ -	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00
20 Points	\$ -	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00
21 Points	\$ -	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00
22 Points	\$ -	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00
23 Points	\$ -	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00

Year(s) of service	14	15	16	17	18	19	20	21	22	23	24	25+
1 Point	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00
2 Points	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00
3 Points	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00
4 Points	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00
5 Points	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00
6 Points	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00
7 Points	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00
8 Points	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00
9 Points	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00
10 Points	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00
11 Points	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00
12 Points	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00
13 Points	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00
14 Points	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00
15 Points	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00
16 Points	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00
17 Points	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00
18 Points	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00
19 Points	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00
20 Points	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00	\$ 4,400.00
21 Points	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00	\$ 4,400.00	\$ 4,500.00
22 Points	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00	\$ 4,400.00	\$ 4,500.00	\$ 4,600.00
23 Points	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00	\$ 4,400.00	\$ 4,500.00	\$ 4,600.00	\$ 4,700.00

Rank	Patrolman	Corporal	Sergeant	Detective	Chief Deputy	Marshal
Points earned	1	2	3	3	4	5
Education		AA	BS/BA	MA	Ph.D.	
Points earned		2	4	6	8	
Specialized Training		1 Week	2 Weeks	3-10 Weeks	10-20 Weeks	
Points earned (Max 10 Points)		1	2	3	4	

**TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30**

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 2024; 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, 2024, through December 31, 2024, or from the date amended through December 31, 2024, shall be as follows:

2023 BASE PAY RATE SCHEDULE

TITLE	CLASSIFICATION	BASE PAY RATE	BUDGETED FUNDS
Town Council President	Elected Official Stipend	\$2,383.50 paid in June \$2,383.50 paid in December	100% General Fund
Town Council Member(s)	Elected Official Stipend	\$2,121.00 paid in June \$2,121.00 paid in December	100% General Fund
Park Board Member(s)	Appointed Official Stipend	\$975.00 paid in December	100% Park Fund
Town Manager [MY]	Exempt Full-Time	2,856.27 biweekly	100% General Fund
Clerk-Treasurer [CA]	Elected Official Exempt Full-Time	\$2,634.62 biweekly	100% General Fund
Deputy Clerk / Assistant Town Manager [JS]	Nonexempt Full-Time	30.00 per hour	100% General Fund
Utility Clerk	Non-exempt Part-Time	\$18.00 per hour	100% Water Fund
Town Marshal [MA]	Exempt Full-Time	\$3,365.38 biweekly	100% Police Fund
Chief Deputy [AD]	Nonexempt Full-Time	\$40.63 per hour	100% Police Fund
Sergeant [DL]	Nonexempt Full-Time	\$38.22 per hour	100% Police Fund
Detective [SP]	Nonexempt Full-Time	\$37.50 per hour	100% Police Fund
Corporal [KH]	Nonexempt Full-Time	\$35.34 per hour	100% Police Fund
Police Officer 1	Nonexempt Full-Time	\$31.25 per hour	100% Police Fund
Deputy Police Officer 2 [JL]	Nonexempt Full-Time	\$28.37 per hour	100% Police Fund
Deputy Police Officer 3 [DM]	Nonexempt Full-Time	\$23.05 per hour	100% Public Safety Fund
Deputy Police Officer 4	Nonexempt Full-Time	\$25.24 per hour	100% Public Safety Fund
Deputy Police Officer 5 [PD]	Nonexempt Full-Time	\$24.04 per hour	100% Public Safety Fund

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

Section 8, Item b.

Ordinance Officer [RC]	Nonexempt Part-Time	\$24.04 per hour	100% Police Fund
Police Department Clerical Personnel [AA]	Nonexempt Full-Time	\$23.03 per hour	100% Police Fund
Street Department Employee – 1 [WB]	Nonexempt Full-Time	32.05 per hour	100% General Fund
Street Department Employee – 2 [EF	Nonexempt Full-Time	30.00 per hour	100% General Fund
Street Department Employee – 3 [JR]	Nonexempt Full-Time	26.52 per hour	100% General Fund
Utility Employee – 2 [TM]	Nonexempt Part-Time	37.08 per hour	65 % Wastewater Fund 35 % MS4
Utility Employee – 3 [KB]	Nonexempt Part-Time	27.00 per hour	100% Wastewater Fund
Utility Employee -4 [JM]	Non-exempt fulltime	32.45 per hour	100% Water fund
Utility Employee – 5 [DD]	Non-exempt fulltime	\$26.25 per hour	50% Water and 50% Wastewater Fund
Utility Department 1 Seasonal Employee	Nonexempt Season	\$15.00 per hour	100% Water Fund
4 Seasonal Employee(s) Various departments	Part-Time	\$15.00 per hour	25% MVH Fund 75% Cemetery
Summer Park Program Director	Nonexempt Seasonal	\$17.00 per hour	100% Park Fund
Summer Program Assistant	Nonexempt Seasonal	\$15.00 per hour	100% Park Fund

GUIDELINES FOR THE PAYMENT OF BASE RATES

The Clerk-Treasurer and all full-time and part-time employees shall be paid bi-weekly in 2023 with the first biweekly pay date of January 12, 2024, based on the pay period designated as Sunday, December 24, 2023, through Saturday, January 06, 2024. The standard workweek is from Sunday through Saturday. All employees are paid biweekly which equates to 26 pays during 2024.

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 31, 2024, and on November 29, 2024, for the pay rates as listed in the 2024 Base Pay Rate Schedule above. Park Board members are paid on November 29, 2024, for the amount listed in the 202 Base Pay Rate Schedule above.

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

Work Schedules/Hours/Breaks

The Town of Bristol will establish the standard workday, workweek, and starting and ending times for each department, considering current and anticipated workloads, public service needs, and other factors. Each department is responsible for communicating these work parameters to their employees. No established schedule will be construed as a guarantee of work hours or as a restriction of the Town of Bristol's right to restructure the workday or workweek.

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. c

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 2023 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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

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

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

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

Police Department Employees

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

Full-time Police Department employees voluntarily participating in the Selective Enforcement program will be compensated at one and one-half times their hourly rate for all hours worked in the Selective Enforcement program, above and beyond their normal daily duties. In 2023, there are 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
Civilian Employees**

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.

Police Department Employees

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

All full-time Police Department employees who are engaged in law enforcement activities will be compensated in accordance with the Section 7(k) partial overtime pay exemption of the Fair Labor Standards Act (FLSA). In conjunction with the use of Section 7(k), the Town of Bristol adopts the

use of a seven-day work period for the purposes of determining compensation for overtime hours worked. Based upon the foregoing, the wage rates for full-time employees of the Police Department as set forth in the Town of Bristol's annual salary ordinance constitutes straight-time compensation for all regularly scheduled hours of employment during each work period. All full-time Police Department employees will be paid straight time compensation for up to 40-hours in the seven-day work period. Overtime pay will be earned for all hours worked in excess of 40 hours during a seven-day work period. Overtime earned during a work period will be paid in the first regularly scheduled paycheck (the first paycheck after the seven-day work period) issued subsequent to the work period in which the extra compensation was earned.

“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.

ADDITIONAL PAY CONSIDERATIONS

Hiring Bonuses

The Police Department offers a recruitment/hiring bonus to qualified police applicants who are hired after successfully completing the Indiana Law Enforcement Academy (ILEA) 16-week Basic Training Course. The hiring bonus is set at a maximum of \$5,000.00 and is payable in two parts. Part one of the hiring bonus is \$2,500.00, payable after the first full year of employment with satisfactory performance reviews. Part two of the hiring bonus is \$2,500.00, payable after the second full year of employment with satisfactory performance reviews. Recruitment/hiring bonuses are paid from the Police Department budget.

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

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 2023: one distribution in June of 2023 and one distribution in December of 2023 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 and part-time employees as a reward and recognition in response to their continued acceptable level of job performance after two years 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,

they 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 2023 Base Pay Rate Schedule above.

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

Police officers should refer to Appendix #1 - TIP Full-Time Sworn Law Enforcement Compensation Matrix at the end of the Salary Ordinance for information on Tenure Incentive Pay.

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 sRegular full-time employees who do not report to work on a day in which the workplace is open may use available vacation, personal leave time, or compensatory time, or the time will be unpaid. The Department Head may allow the employee to make up time missed, provided that the time is documented. Regular part-time employees who cannot report to work due to a weather or civil emergency will receive no pay for the day.

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

BENEFITS SCHEDULE

Health Insurance

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

- Regular full-time employees

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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

Section 8, Item b.

**Physicians
Health Plan
2024**

Age	Premium Rates	Age	Premium Rates	Age	Premium Rates
0	\$408.75	23	\$534.32	46	\$801.48
1	\$408.75	24	\$534.32	47	\$835.14
2	\$408.75	25	\$536.46	48	\$873.61
3	\$408.75	26	\$547.14	49	\$911.55
4	\$408.75	27	\$559.97	50	\$954.30
5	\$408.75	28	\$580.81	51	\$996.51
6	\$408.75	29	\$597.90	52	\$1,042.99
7	\$408.75	30	\$606.45	53	\$1,090.01
8	\$408.75	31	\$619.28	54	\$1,140.77
9	\$408.75	32	\$632.10	55	\$1,191.53
10	\$408.75	33	\$640.12	56	\$1,246.57
11	\$408.75	34	\$648.66	57	\$1,302.14
12	\$408.75	35	\$652.94	58	\$1,361.45
13	\$408.75	36	\$657.21	59	\$1,390.83
14	\$408.75	37	\$661.49	60	\$1,450.14
15	\$445.09	38	\$665.76	61	\$1,501.44
16	\$458.98	39	\$674.31	62	\$1,535.10
17	\$472.87	40	\$682.86	63	\$1,577.31
18	\$487.83	41	\$695.68	64	\$1,602.96
19	\$502.80	42	\$707.97	65+	\$1,602.96
20	\$518.29	43	\$725.07		
21	\$534.32	44	\$746.45		
22	\$534.32	45	\$771.56		

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

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

Dental Resources	Monthly Employer Contribution
Employee Only	\$37.08
Employee plus One	\$75.96
Employee plus Children	
Employee plus Family	\$133.71

VSP Vision Care	Monthly Employer Contribution
Employee Only	\$8.18
Employee plus One	\$13.78
Employee plus Children	\$14.07
Employee plus Family	\$22.68

The renewal dates for medical and dental insurance are on January 1, 2023. The renewal date for vision insurance is on March 1, 2023, and 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.

MetLife and AD&D Insurance

The Town of Bristol offers all eligible employees upon their date of hire participation in the MetLife 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 \$21.25 per employee per month. The renewal date for life and AD&D insurance is on January 1, 2024, and there may or may not be an increase in the premium totals after this date. Refer to the Plan Document for additional information on the life and AD&D insurance plan.

Short-Term Disability Insurance

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

- Regular full-time

The Town of Bristol pays 100% of the employees' salary-based premiums totaling \$438.04 per month from the General, Water, and Sewer Fund. The renewal date for short-term disability insurance is on January 1, 2024, 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 &

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

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 particular employee’s budget lines as stated in the 2024 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.

Long-Term Disability Insurance

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

- Regular full-time employees

The Town of Bristol pays 100% of the employees’ salary-based premiums totaling \$312.83 per month from the General, Water, and Sewer Fund. The renewal date for long-term disability insurance is January 1, 2024, and there may or may not be an increase in the premium totals after this date.

Long-term disability insurance becomes effective at the point that the short-term disability leave is exhausted and may continue until the employee reaches the Social Security National Retirement Age.

Vacation, personal leave time, holiday pay, etc., will stop accruing during the time that the employee is out on long-term disability leave. Participation in the Town of Bristol’s insurance benefit plans may be continued as determined by the appropriate carrier depending upon their ability to transfer each plan to an individual, non-Town sponsored benefit.

Refer to the Summary Plan Description (SPD) document for additional information on long-term disability insurance offered by the Town of Bristol.

NationWide - Civilian and Police Department Sworn Officers

Civilian

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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

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.

PoliceDepartment–SwornOfficer

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

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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

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 four (4) PLT days on January

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

1st of each year. Employees will not receive PLT if they are on an unpaid leave, or on a disability leave.

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

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.

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 2023 include the following:

Holiday	Date
New Year's Day	1/1/2024
Martin Luther King Jr. Day	01/15/2024
Presidents Day	02/19/2024
Memorial Day	5/27/2023
Independence Day	7/4/2024
Labor Day	9/2/2024
Columbus Day	10/14/2024
Veterans Day	11/11/2024
Thanksgiving Day	11/28/2024
Day after Thanksgiving	11/29/2024
Christmas Eve Day Observed on	12/24/2024
Christmas Day	12/25/2024
New Year's Eve Day Observed on	12/31/2024
New Year's Day	01/01/2025

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

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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

If a recognized holiday falls during an eligible employee's approved paid absence such as vacation, personal leave time, or holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. An employee absents 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.

If eligible civilian full-time nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at a rate of time and one-half for the hours worked on the holiday. Police officers will receive straight-time pay for all hours worked on the holiday and will receive

compensatory time at a rate of time and one-half the police officer's regular rate of pay for all hours work on that day, in lieu of holiday pay.

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 three consecutive days of paid bereavement leave may be provided to eligible employees in the event of a death of a spouse, child, parent, sibling, or other resident of the employee's household. Up to two consecutive days of paid bereavement leave may be provided to eligible employees in the event of a death of their grandparent. 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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

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.

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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

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:

- 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.

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

Section 8, Item b.

PASSED by the Town Council of the Town of Bristol, Elkhart County, Indiana, this
____ day of December, 2023

YAY

NAY

	Jeff Beachy, Pres.	
	Cathy Burke	
	Gregg Tuholski	
	Andrew Medford	
	Doug DeSmith	

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

TOWN OF BRISTOL, INDIANA
SALARY ORDINANCE NO. 12-07-2023 - 30

Section 8, Item b.

Appendix #1 - Tenure Incentive Pay (TIP)
Full-Time Sworn Law Enforcement Compensation Matrix

Year(s) of service	1	2	3	4	5	6	7	8	9	10	11	12	13
1 Point	\$ -	\$ 200.00	\$ 300.00	\$ 400.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00
2 Points	\$ -	\$ 300.00	\$ 400.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00
3 Points	\$ -	\$ 400.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00
4 Points	\$ -	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00
5 Points	\$ -	\$ 600.00	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00
6 Points	\$ -	\$ 700.00	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00
7 Points	\$ -	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00
8 Points	\$ -	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00
9 Points	\$ -	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00
10 Points	\$ -	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00
11 Points	\$ -	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00
12 Points	\$ -	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00
13 Points	\$ -	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00
14 Points	\$ -	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00
15 Points	\$ -	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00
16 Points	\$ -	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00
17 Points	\$ -	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00
18 Points	\$ -	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00
19 Points	\$ -	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00
20 Points	\$ -	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00
21 Points	\$ -	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00
22 Points	\$ -	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00
23 Points	\$ -	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00

Year(s) of service	14	15	16	17	18	19	20	21	22	23	24	25+
1 Point	\$ 1,400.00	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00
2 Points	\$ 1,500.00	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00
3 Points	\$ 1,600.00	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00
4 Points	\$ 1,700.00	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00
5 Points	\$ 1,800.00	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00
6 Points	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00
7 Points	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00
8 Points	\$ 2,100.00	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00
9 Points	\$ 2,200.00	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00
10 Points	\$ 2,300.00	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00
11 Points	\$ 2,400.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00
12 Points	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00
13 Points	\$ 2,600.00	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00
14 Points	\$ 2,700.00	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00
15 Points	\$ 2,800.00	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00
16 Points	\$ 2,900.00	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00
17 Points	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00
18 Points	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00
19 Points	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00
20 Points	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00	\$ 4,400.00
21 Points	\$ 3,400.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00	\$ 4,400.00	\$ 4,500.00
22 Points	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00	\$ 4,400.00	\$ 4,500.00	\$ 4,600.00
23 Points	\$ 3,600.00	\$ 3,700.00	\$ 3,800.00	\$ 3,900.00	\$ 4,000.00	\$ 4,100.00	\$ 4,200.00	\$ 4,300.00	\$ 4,400.00	\$ 4,500.00	\$ 4,600.00	\$ 4,700.00

Rank	Patrolman	Corporal	Sergeant	Detective	Chief Deputy	Marshal
Points earned	1	2	3	3	4	5
Education		AA	BS/BA	MA	Ph.D.	
Points earned		2	4	6	8	
Specialized Training		1 Week	2 Weeks	3-10 Weeks	10-20 Weeks	
Points earned (Max 10 Points)		1	2	3	4	

Elkhart County Public Safety Communications Center Number Of Calls Report by Department

Section 9, Item a.

First Date: 10/01/2023

Jurisdiction: ECC

Last Date: 10/31/2023

	<i>Department</i>	<i>Number</i>
1	4	277

Total: 277

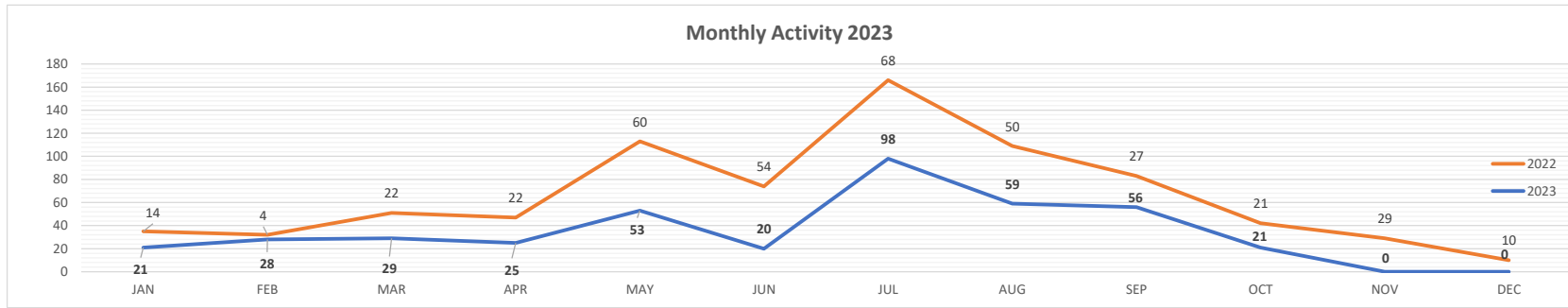
Code Enforcement Dashboard 2023

Section 9, Item b.

Measure	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Current 2023	2022	Warning Issued	Notice Issued	Parking Citation	Impound	Violation Corrected	Unfounded	Open
Abandoned & Junk Vehicles (Property)	6	2	0	0	0	0	6	1	0	0	0	0	15	51	15	1	0	0	14	1	0
Abandoned & Junk Vehicles (Street)	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	0
Animals	1	1	1	0	1	3	1	0	2	0	0	0	10	16	10	0	0	0	7	2	0
Bicycles & foot scooters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Carts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
High Grass	0	0	0	1	22	5	69	33	7	7	0	0	144	101	144	7	0	0	142	0	2
Illegal Parking	10	1	20	12	14	5	10	15	21	11	0	0	119	121	119	5	0	0	116	2	2
Improper disposal of trash	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
Litter & Dumping	0	18	1	0	0	0	2	0	0	0	0	0	21	4	21	0	0	0	19	2	0
Loud Noise or disturbing the peace	0	0	0	0	0	0	1	0	0	0	0	0	1	1	1	0	0	0	0	1	0
Nuisance issues	1	1	2	5	8	3	4	0	2	0	0	0	26	20	26	5	0	0	24	2	0
Snowmobiles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Snow and Ice from sidewalk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Signs and devices	0	1	0	2	6	3	1	4	17	0	0	0	34	3	34	9	0	0	34	0	0
Trash on property	0	1	1	0	0	0	0	1	0	0	0	0	3	19	3	0	0	0	3	0	0
Trees & Bushes	0	0	2	0	0	0	2	1	1	0	0	0	6	10	6	0	0	0	6	0	0
Weeds & Rank Vegetation	0	0	0	0	0	0	0	0	1	0	0	0	1	19	1	1	0	0	1	0	0
Vehicles for sale on grass	1	0	0	2	0	1	0	0	3	1	0	0	8	4	8	0	0	0	8	0	0
Other	2	3	2	2	2	0	2	4	2	2	0	0	21	10	21	0	0	0	18	3	0
TOTAL	21	28	29	25	53	20	98	59	56	21	0	0	410	381	410	28	0	0	393	13	4

Citizens' complaints	2	4	5	3	7	3	3	2	3	4	0	0	36
Code enforcement officer	19	24	24	22	46	17	95	57	52	17	0	0	373

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Chicken Permits Issued	0	0	0	1	0	0	1	1	0	0	0	0	3



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

Bristol Police Department
October 2023

Traffic Enforcement:	Citations: 42
	Warnings: 25
Calls for Service:	464
Calls:	277
Vehicle Crashes:	Property Damage: 9
	Personal Injury: 0
	Fatal: 1
	Leaving Scene: 2
Criminal Enforcement:	Cases Taken: 45
	Cases closed by arrest: 2
	OWI: 1 Felony: 0
	Poss. Drugs and/or Paraphernalia: 3
Junk & Abandoned Vehicles:	Tagged: 0
	Fixed or Removed: 0
Impounded Vehicles:	5
Miles Driven:	13,411

Criminal Enforcement: October brought us several investigations, having investigated 45 cases and 2 of those cases were closed by immediate arrest. There were 5 thefts, 3 criminal mischief, 1 warrant arrest, 1 OWI, 1 fraud and 3 possession of marijuana. We continue to investigate several cases from this and previous months. As always, we wish to remind everyone that there are still many scams or attempts. Always know who you are dealing with and never give out pertinent information over the phone.

Traffic Enforcement: In October officers investigated 11 vehicle crashes of these 2 were leaving the scene. Officers issued 42 traffic citations, addressing speed, signal and sign violations. There were 9 of our citations that were for driving while license

suspended or never receiving a license. They also issued 25 written warning tickets. As always, please drive defensively and never text and drive. Always wear safety restraints properly – **THEY DO SAVE LIVES.**

Please report any suspicious activity when you see it. Our continued work together can only make our community better and safer. Our thanks to all for your continued support and cooperation.

Together we can make a better community

Respectfully,
Michael W. Albin, Marshal



BRISTOL FIRE DEPARTMENT

405 E. ELKHART STREET
BRISTOL, IN. 46507
Office 1-574-848-4155 / Fax 1-574-848-0459



Section 10, Item a.

Nicholas J. A. Kantz Fire Chief

James A. Hanes Jr. Assistant Chief

November 2023 Operations Report:

We responded to 107 emergency calls in October.

432 Responses for October.

Staffing:

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

Additional:

Tower 83 was tested along with all ground ladders on October 31st. They all passed and have been recertified.

The training ground is coming along.

We have started collecting for our Toys for Tots drive. We are accepting any new unwrapped toys as well as monetary donations.

We are looking forward to the Christmas Tree Lighting on December 1st.

On December 2nd we will be delivering the toys for the Toys for Tots program. All area 1st Responders are meeting at the RV Hall of Fame. Then we will have a parade of lights down to Grand Design on CR 17. This is the distribution center for the program.

**Thank you,
Nicholas J.A. Kantz
Fire Chief**

Oct. 2023 Park board meeting

Attending: Scott on Phone, Linda, Dean, Mikel, Mike Yoder, Kristen, RoseMary

Scott motion to approve Minutes. Dean seconded, Motion passed.
No guests attending;

Kristen reported on applying for ADA Kayak Launch grants that will be reviewed on Oct. 16- through Nov. 5 with Support letters from LoveWay and ADEC.
Grants will be awarded by end of December, 2023.

Update about PDQ and changing door lock at Hermance Park to DDLocks. The DDL lock system installed at Hermance Park. Simple system. People can remotely lock and unlock it. Much more user friendly. Apps for DDL lock - will send to Board Members to set it up

Will repaint door in Spring.

Kristen will work on Cleaning parks with the help of Dean. People will be requested to take their trash and junk out of park with them.

Kristen ordered signs for Parks. The invoice from Premier Signs was for \$473.50.

Pickleball lights to be on until the end of the season.

A double-sided Event Sign will be here by end of month. Cost will be \$311.50. It will be on a single pole that will be stuck on the ground at the different events of the year.

Next year proposed outdoor message board. Mike Yoder likes the brown one. Will have safety glass and will be easily installed. The Board is considering the sign for Cummins Park. Board agrees to buy the Cummins Info sign for \$1600, use primary colors with Plexiglass. Estimated cost: \$1,458. Total with Shipping: not to exceed \$1600.
Linda made motion. Ropp seconded; Motion passed.

Information Sign for Congdon - wait until Bridge built.

Per Kristen: Events for Halloween: A number of businesses bringing trucks. Working with Texas Road house for handing out tokens for free meals for kids. Trick or Treat for Bristol residents and for truck and treats event will be from 5 to 7pm. Hermance Park will feature a spookier event from 7:30 pm to 10pm. More details to come. Trucks & Treats Halloween Party in Congdon Park at Town event on Saturday Oct. 28, 2023. Family friendly games and also Live Civic Theatre program.

Trick or treat candy at various trucks and other locations in park.

5 fun games with Fire Rescue.

Pirate Ship races with ships made of leftover Pirate cards and corks. Also Ring toss.

Find the buried treasure. Walk the Planet. Pirate ring toss

Lamp Poles Decorating: - Have signed up: 23 businesses, 3 residents with 7 or 8 poles left.
Contest: Grand Prize: \$50, 1st: \$25.00 and \$15.00. Both Halloween and Fall can be used for decorations. Has contacted businesses. Decorations need to be up by end of week.

Looking ahead to November: month to give back. Working with Hardings & HUB.
Meeting with Chris Garner for HUB event at Hardings - and having a table. Work with Bristol on the River.

Page 2

Bristol Parks website - Kristen will update monthly. Linda will work at trying to get into Park Page on Facebook.

Vote: Linda made motion to transfer \$9,000 to non-reverting fund. Dean seconded. Motion passed.

Mike Yoder update on St Joe Street Property Working on floor plan for new building with maximum of 100 people. Also storage areas for Christmas wreath, etc. & Park Dept. office. Need sink installed here.

Need 200 amp service at Condon for next year CornDog festival. Trolleys to run all day of event. Work with Monogram for other requested items.

Ropp report on Garden. Now being cleaned out. This year's garden supplied 400 pounds of produce to Food Pantry. Ropp looking into native plants for Hermance wetlands. Details to be discussed next month's meeting.

Kristen will work on her time issues with Jill to determine how much time spent on Park projects.

Splash pad now shut down for season. Town garage: a bay needs to be open to store Gator.

Next Park Board meeting on November 14, 2023 at 6 pm in upstairs town hall meeting room At 6pm. Visitors welcome.

RESOLUTION NO. 11-16-2023-26

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRISTOL, INDIANA APPROVING A DECLARATORY RESOLUTION OF THE BRISTOL REDEVELOPMENT COMMISSION AND ORDER OF THE ELKHART COUNTY PLAN COMMISSION

WHEREAS, the Redevelopment Commission ("Commission") of the Town of Bristol, Indiana ("Town") serves as the governing body of the Town's Redevelopment District ("District") under Indiana Code 36-7-14, as amended, (collectively, the "Act");

WHEREAS, the Commission previously adopted, confirmed and amended resolutions establishing economic development areas, and subsequently consolidating such areas into the Consolidated State Road 15 Economic Development Area (the "Consolidated State Road 15 EDA"), and approving an economic development plan for the Consolidated State Road 15 EDA (the "Consolidated Plan") pursuant to the Act;

WHEREAS, on October 19, 2023, the Redevelopment Commission adopted Resolution No. 10-19-2023-22 (the "Resolution"), as attached to the Plan Commission Order (as defined herein) as Exhibit A, to amend the Consolidated Plan by adopting a supplemental to the Consolidated Plan as attached thereto as Exhibit A (the "Plan Supplement");

WHEREAS, on November 9, 2023, the Elkhart County Plan Commission issued its order (the "Plan Commission Order"), attached hereto as Exhibit A, approving the Resolution and Plan Supplement and determining that the Resolution and Plan Supplement conform, in all respects, to the plan of development for the Town; and

WHEREAS, pursuant to the Act, the Commission has submitted the Declaratory Resolution to the Town Council of the Town (the "Council").

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BRISTOL, INDIANA, AS FOLLOWS:

- Section 1. The Council hereby determines that the Resolution and Plan Supplement, in all respects, conforms to the plan of development for the Town.
- Section 2. The Council hereby approves in all respects the Resolution, Plan Supplement and the Plan Commission Order.
- Section 3. This Resolution shall be in full force and effect immediately from and after is passage.

* * * * *

ADOPTED THIS 16TH DAY OF NOVEMBER, 2023.

TOWN COUNCIL
OF THE TOWN OF BRISTOL, INDIANA

Jeff Beachy, President

Cathy Burke

Andrew Medford

Gregg Tuholski

Doug DeSmith

ATTEST:

Cathy Antonelli, Clerk-Treasurer

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EXHIBIT A

PLAN COMMISSION ORDER 2023-____

ORDER OF THE ELKHART COUNTY PLAN COMMISSION
DETERMINING THAT A RESOLUTION AMENDING THE
ECONOMIC DEVELOPMENT PLAN FOR THE
CONSOLIDATED STATE ROAD 15 ECONOMIC
DEVELOPMENT AREA CONFORMS TO THE PLAN OF
DEVELOPMENT FOR THE TOWN OF BRISTOL, INDIANA
AND APPROVING THE AMENDING DECLARATORY
RESOLUTION

(See Attached)

PLAN COMMISSION ORDER 2023-__

ORDER OF THE ELKHART COUNTY PLAN COMMISSION DETERMINING THAT A RESOLUTION AMENDING THE ECONOMIC DEVELOPMENT PLAN FOR THE CONSOLIDATED STATE ROAD 15 ECONOMIC DEVELOPMENT AREA CONFORMS TO THE PLAN OF DEVELOPMENT FOR THE TOWN OF BRISTOL, INDIANA AND APPROVING THE AMENDING DECLARATORY RESOLUTION

WHEREAS, the Elkhart County Plan Commission (the “Plan Commission”) is the body charged with the duty of developing a general plan of development for the Town of Bristol, Indiana (the “Town”);

WHEREAS, the Bristol Redevelopment Commission (the “Redevelopment Commission”) previously adopted, confirmed and amended resolutions establishing economic development areas, and subsequently consolidating such areas into the Consolidated State Road 15 Economic Development Area (the “Consolidated State Road 15 EDA”), and approving an economic development plan for the Consolidated State Road 15 EDA (the “Consolidated Plan”) pursuant to the Act;

WHEREAS, on October 19, 2023, the Redevelopment Commission adopted Resolution No. 10-19-2023-22 (the “Resolution”), as attached hereto as Exhibit A, to amend the Consolidated Plan by adopting a supplemental to the Consolidated Plan as attached thereto as Exhibit A (the “Plan Supplement”);

WHEREAS, the Redevelopment Commission has submitted the Resolution and the Plan Supplement to the Plan Commission for approval pursuant to Indiana Code 36-7-14-16; and

WHEREAS, the Plan Commission has reviewed the Resolution and the Plan Supplement and determined that the Resolution and Plan Supplement conform to the plan of development for the Town, and now desires to approve the Resolution and Plan Supplement.

NOW, THEREFORE, BE IT ORDERED BY THE ELKHART COUNTY PLAN COMMISSION, THAT:

1. Pursuant to Indiana Code 36-7-14-16, the Plan Commission hereby finds and determines that the Resolution and Plan Supplement conform, in all respects, to the plan of development for the Town.
2. The Resolution and Plan Supplement are hereby approved. This Resolution hereby constitutes the written order of the Plan Commission approving the Resolution and the Plan Supplement pursuant to Indiana Code 36-7-14-16.
3. The Secretary of the Plan Commission is hereby directed to file a copy of the Resolution and the Plan Supplement with the minutes of this meeting.

PASSED THIS 9TH DAY OF NOVEMBER, 2023 BY THE ELKHART COUNTY PLAN COMMISSION, ELKHART COUNTY, INDIANA.

Chairman,
Elkhart County Plan Commission

ATTEST:

Secretary,
Elkhart County Plan Commission

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EXHIBIT A

RESOLUTION NO. 10-19-2023-22

A DECLARATORY RESOLUTION OF THE TOWN OF BRISTOL
REDEVELOPMENT COMMISSION AMENDING THE ECONOMIC
DEVELOPMENT PLAN FOR THE CONSOLIDATED STATE ROAD
15 ECONOMIC DEVELOPMENT AREA

(See Attached)

RESOLUTION NO. 10-19-2023-22

A DECLARATORY RESOLUTION OF THE TOWN OF BRISTOL
REDEVELOPMENT COMMISSION AMENDING THE ECONOMIC
DEVELOPMENT PLAN FOR THE CONSOLIDATED STATE ROAD
15 ECONOMIC DEVELOPMENT AREA

WHEREAS, the Redevelopment Commission (“Commission”) of the Town of Bristol, Indiana (“Town”) serves as the governing body of the Town’s Redevelopment District (“District”) under Indiana Code 36-7-14, as amended, (collectively, the “Act”);

WHEREAS, the Commission previously adopted, confirmed and amended resolutions (collectively, the “Declaratory Resolutions”) establishing economic development areas, and subsequently consolidating such areas into the Consolidated State Road 15 Economic Development Area (the “Consolidated State Road 15 EDA”), and approving an economic development plan for the Consolidated State Road 15 EDA (the “Consolidated Plan”) pursuant to the Act;

WHEREAS, the Commission now desires to amend the Consolidated Plan by adopting a supplemental to the Consolidated Plan attached hereto as Exhibit A (the “Plan Supplement”);

WHEREAS, in connection with the Plan Supplement, the Commission now desires to take action for purposes of amending the Commission’s parcel acquisition list and proposing the acquisition of an additional parcel of property, as set forth in Exhibit B attached hereto and made a part hereof (collectively, the “Real Estate”) in accordance with the Act;

WHEREAS, the Plan Supplement and supporting data were reviewed and considered at this meeting;

WHEREAS, the Commission has caused to be prepared:

- (1) Maps and plats showing:
 - (A) the boundaries of the area in which property would be acquired by the Plan Supplement;
 - (B) the location of the various parcels of property, streets, alleys, and other features affecting the acquisition, clearance, remediation, replatting, replanning, rezoning, or redevelopment of the area, and any parcels of property to be excluded from the acquisition or otherwise excluded from the effects of the establishment of the Plan Supplement; and
 - (C) the parts of the area acquired, if any, that are to be devoted to public ways, levees, sewerage, parks, playgrounds and other public purposes under the Plan Supplement.
- (2) A list of the Real Estate proposed to be acquired under the Plan Supplement; and

- (3) An estimate of the cost, if any, to be incurred for the acquisition and redevelopment of the Real Estate which is included in the Plan Supplement.

WHEREAS, the Commission finds that the Plan Supplement is necessary in connection with the redevelopment of the Consolidated State Road 15 EDA, satisfies the requirements of the Act, and carries out and contemplates the development of the Consolidated State Road 15 EDA in accordance with the Consolidated Plan; and

WHEREAS, the Commission now desires to approve the Plan Supplement.

NOW, THEREFORE, BE IT RESOLVED BY THE BRISTOL REDEVELOPMENT COMMISSION THAT:

1. The Plan Supplement promotes significant opportunities for the gainful employment of the citizens of the Town, attracts major new business enterprises to the Town, retains and expands significant business enterprises in the Town, and meets other purposes of the Act, including without limitation, benefiting public health, safety and welfare, increasing economic well-being of the Town, and serving to protect and increase property values in the Town.
2. The Plan Supplement cannot be achieved by regulatory process or by the ordinary operation of private enterprise without resort to the powers allowed under the Act because of the existence of conditions that lower the value of the land below that of nearby land, multiple ownership of land, and other similar conditions.
3. The Commission hereby finds and determines that the public health and welfare will be benefited by accomplishment of the Plan Supplement.
4. The Commission hereby finds and determines that it will be of public utility and benefit to amend the Consolidated Plan by adopting the Plan Supplement.
5. As further described therein, the Plan Supplement contemplates the acquisition of certain Real Estate as part of the economic development strategy, and the Commission proposes to acquire such Real Estate within the boundaries of the Consolidated State Road 15 EDA and will follow the procedures under the Act with respect to the acquisition of such Real Estate.
6. The Commission finds that no residents of the Consolidated State Road 15 EDA will be displaced by any projects resulting from the Plan Supplement, and therefore finds that it does not need to give consideration to transitional and permanent provisions for adequate housing for the residents.
7. The boundaries of the Consolidated State Road 15 EDA will remain unchanged by the adoption of the Plan Supplement. The projects set forth in the Plan Supplement will directly serve and benefit the Consolidated State Road 15 EDA and promote economic development activity in the Consolidated State Road 15 EDA, as further described in the Plan Supplement. The District will be permitted to engage in the activities necessary to complete the acquisition of the Real Estate and other activities set forth in the Plan Supplement.

8. The Commission hereby finds and determines that the Plan Supplement is reasonable and appropriate when considered in relation to the Consolidated Plan and the purposes of the Act, and that the Consolidated Plan, with the Plan Supplement, conforms to the comprehensive plan of development for the Town.

9. The Plan Supplement is hereby, in all respects, approved.

10. The establishment of the acquisition list for the Real Estate as set forth in Exhibit B attached hereto (which is designated as part of the Consolidated State Road 15 EDA) is hereby approved in all respects. The Commission estimates that the cost to acquire the Real Estate will be approximately One Hundred Fifty Thousand Dollars (\$150,000).

11. This presiding officer of the Commission is hereby authorized and directed to submit this Resolution to the Elkhart County Plan Commission (the "Plan Commission") and the Town Council as provided in the Act, and if approved by the Plan Commission and the Town Council shall be submitted to a public hearing and remonstrance as provided by the Act, after public notice as required by the Act.

12. The Commission also directs the presiding officer to publish notice of the adoption and substance of this Resolution in accordance with Indiana Code 5-3-1-4 and to file notice with the Plan Commission, board of zoning appeals, works board, park board, building commissioner and any other departments, agencies or officers of the Town concerned with unit planning, zoning variances, land use or the issuance of building permits. The notice must state that maps and plats have been prepared and can be inspected at the office of the Town's department of redevelopment and must establish a date when the Commission will receive and hear remonstrances and objections from persons interested in or affected by the proceedings pertaining to the proposed project or other actions to be taken under this Resolution and will determine the public utility and benefit of the proposed project or other actions. Copies of the notice must also be filed with affected neighborhood associations and to persons owning property that is proposed to be added to the acquisition list included in the Plan Supplement.

13. The provisions of this Resolution shall be subject in all respects to the Act and any amendments thereto.

14. The findings and determinations set forth in the Declaratory Resolutions and the Consolidated Plan are hereby reaffirmed.

15. The officers and representatives of the Commission are hereby authorized to make all filings necessary or desirable to carry out the purposes and intent of this Resolution.

16. The forgoing recitals are hereby incorporated by reference.

17. This Resolution shall take effect immediately upon its adoption by the Commission.

* * * * *

Adopted this 19th day of October, 2023.

BRISTOL REDEVELOPMENT
COMMISSION

By: _____
President

ATTEST:

Secretary

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EXHIBIT A

Plan Supplement

This document is the Plan Supplement to the Consolidated Economic Development Plan (the “Consolidated Plan”) for the Consolidated State Road 15 Economic Development Area (the “Consolidated Area”) in the Town of Bristol, Indiana (the “Town”). This Plan Supplement to the Consolidated Plan is intended for approval by the Bristol Redevelopment Commission (the “Commission”), the Elkhart County Plan Commission, and the Bristol Common Council (the “Town Council”) in conformance with Indiana Code 36-7-14, as amended from time to time (the “Act”).

The Project

The Consolidated Plan is hereby supplemented to include the following Project:

To help preserve property values in the Town and provide amenities for citizens of the Town, the Commission proposed to acquire for redevelopment purposes approximately 0.2 acres of real property commonly referred to as 110 West Vistula, Bristol, Indiana (Parcel Number 20-03-27-229-002.000-031) (the “Real Estate”) to assist the Town with the construction of a new pedestrian bridge over North Division which will connect Main Street with Congdon Park, in order to provide increased accessibility for residents of the Town and to help spur economic development within the area surrounding the Real Estate (the “Project”). At this time, the Commission will only acquire the Real Estate and pay incidental expenses related to demolishing the blighted improvements on the Real Estate.

The Commission anticipates paying the costs of the Project with proceeds from the Commission’s South State Road 15 Allocation Area. The Commission estimates the cost of the Project to not be greater than Two Hundred Fifty Thousand Dollars (\$250,000).

Acquisition of Property

The property described in Exhibit B to Resolution No. R3-2-2023-5 is to be added to the acquisition list for the Consolidated Plan for the Consolidated Area.

In the event the Commission determines to acquire additional interests in real property in the future, it shall follow procedures set forth in Section 19 of the Act.

Statutory Findings

The Plan Supplement meets the following required findings under the Act:

- 1. The Plan Supplement promotes significant opportunities for the gainful employment of the citizens of the Town, attracts new business enterprise to the Town, retains or expands a significant business enterprise existing in the boundaries of the Town, or meets other purposes of Sections 2.5, 41 and 43 of the Act.*

The Project will help preserve property values in the Town by removing existing blighted improvements. As residents and commercial entities evaluate the Town as a place to relocate or remain located, they will consider the benefits from the Commission's removal of the existing blighted improvements in the Consolidated Area. As a result, the Plan Supplement generally benefits the Consolidated Area. The Project will also provide increased accessibility for residents of the Town and help spur economic development within the area surrounding the Project.

- 2. *The Plan Supplement cannot be achieved by regulatory processes or by the ordinary operation of private enterprise without resort to the powers allowed under Sections 2.5, 41 and 43 of the Act because of a lack of local public improvements, the existence of improvements or conditions that lower the value of the land below that of nearby land, multiple ownership of land, or other similar conditions.*

The Town of Bristol, Indiana has been interested in constructing the Project to provide increased accessibility for residents of the Town, to spur economic development within the Town, and to remove blight within the downtown area. The Town has determined that the acquisition of the Real Estate is necessary to complete the Project. The Real Estate is currently owned by one owner and used for residential purposes. The existing ownership of the Real Estate has not resulted in, and without the assistance of the Commission through the completion of the Project, is not likely to result in the removal of the blighted conditions on the Real Estate. The completion of the Project by the Commission, as contemplated by the Plan Supplement, overcomes the existing blighted improvements on the Real Estate and completion of the Project which is expected to result in economic development in the Town.

- 3. *The public health and welfare will be benefited by accomplishment of the Plan Supplement.*

The Project will result in the removal of blighted improvements from the Town and allow the Commission the opportunity to use the Real Estate to complete the Project which is expected to result in economic development in the Town.

- 4. *The Plan Supplement will be a public utility and benefit as measured by public benefits similar to the attraction or retention of permanent jobs, or increase in the property tax base, improved diversity of the economic base, or other similar public benefits.*

As described above, the Project will remove the blighted improvements on the Real Estate which is a great importance to existing and prospective residents and commercial enterprises. By removing the blighted improvements, the Plan Supplement will be of public utility and benefit and allow the Town to continue to attract prospective residential and commercial enterprises to the Town.

- 5. *The Consolidated Plan, as amended by the Plan Supplement, conforms to other development and redevelopment plans for the Town.*

The Consolidated Plan, as amended by the plan Supplement, conforms with the intended development of the Consolidated Area.

6. *The Plan Supplement is reasonable and appropriate when considered in relation to the Declaratory Resolutions and Consolidated Plan and the purposes of the Act.*

The Plan Supplement is a natural progression from the projects contemplated by the Consolidated Plan, and consequently the Plan Supplement is reasonable and appropriate in relation to the Declaratory Resolutions and Consolidated Plan and the purposes of the Act.

EXHIBIT B

Parcel Acquisition List

Parcel Number	Address	Property Owner
20-03-27-229-002.000-031	110 West Virtual, Bristol, Indiana	Lauren Howard



RESOLUTION NO. 11-16-2023-27

TOWN COUNCIL FOR THE TOWN OF BRISTOL, INDIANA

A CONFIRMATORY RESOLUTION REGARDING THE DESIGNATION OF AN ECONOMIC REVITALIZATION AREA AND QUALIFYING CERTAIN PROPOSED REAL ESTATE IMPROVEMENTS AND PERSONAL PROPERTY FOR TAX ABATEMENT

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

WHEREAS, the Council has received a written application filed on behalf of LT Aluminum, LLC and LT Development (USA), LLC (collectively, “Applicants”), which application is attached hereto as Exhibit A and made a part hereof, requesting real and personal property tax abatements pursuant to the Act; and

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

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

WHEREAS, the Applicants anticipate constructing a 183,600 square foot facility to process extruded aluminum parts, which facility is estimated to cost approximately Thirty Million Dollars (\$30,000,000) (the “Facility”), and as part of the Facility, the Applicants anticipate installing approximately Six Million Eight Hundred Thousand Dollars (\$6,800,000) of new manufacturing equipment, logical distribution, and/or information technology equipment within the Area by January 1, 2025 in order to equip the Facility (the “Equipment”, and together with the Facility, collectively, the “Project”), and have requested real and personal property tax abatements with respect to the Project; and

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

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

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

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

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

WHEREAS, pursuant to Section 2 of the Act, on November 2, 2023, the Council passed Resolution No. 11-2-2023-24 (the “Declaratory Resolution”) which designated the Area as an Economic Revitalization Area pursuant to the Act and approved real property tax deductions under Section 3 of the Act for redevelopment or rehabilitation in the Area for up to five (5) years and personal property tax deductions under Section 4.5 of the Act for new manufacturing equipment, new research and development equipment, new logistical distribution equipment, or new information technology equipment in the Area for up to five (5) years; and

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

WHEREAS, in compliance with Section 2.5 of the Act, the Council published notice (the “Notice”) describing the adoption and substance of the Declaratory Resolution and stating that, on the date hereof, the Council would hold a public hearing (the “Public Hearing”) at which it will receive and hear all remonstrances and objections from interested persons, with respect to the Declaratory Resolution; and

WHEREAS, in compliance with Sections 2 and 2.5 of the Act, the Council filed, with the Elkhart County Assessor and the officers of each taxing unit that has authority to levy property taxes in the Area, a copy of the Notice and the Statements; and

WHEREAS, in compliance with Section 2.5 of the Act, on the date hereof, the Council held the Public Hearing at which it received, heard and considered evidence concerning the Declaratory Resolution and any remonstrances or objections with respect to the Declaratory Resolution; and

WHEREAS, the Council has reviewed the Statements and hereby finds that the Project as described in the Statements will be of public utility and will be to the benefit and welfare of all citizens and taxpayers of the Town; and

WHEREAS, pursuant to Section 2.5 of the Act, the Council desires to take final action confirming the Declaratory Resolution.

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

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

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

- (a) The estimate costs of Thirty Million Dollars (\$30,000,000) for the value of the Facility is reasonable for the development of that type;
- (b) The estimated cost of Six Million Eight Hundred Thousand Dollars (\$6,800,000) for the new manufacturing equipment, logical distribution, and/or information technology equipment to be installed in connection with the Project is reasonable for equipment of that type;
- (c) The estimate of one hundred fifty (150) individuals who will be employed can reasonably be expected to result from the proposed Project;
- (d) The Eight Million Dollar (\$8,000,000) estimate of annual salaries of those individuals who will be employed can reasonably be expected to result from the proposed Project;
- (e) The benefits described in the Statements can reasonably be expected to result from the proposed Project; and
- (f) The totality of benefits from the proposed Project is sufficient to justify the real and personal property tax deduction schedules as set out herein (collectively, the “Deduction Schedule Factors”).

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

Section 4. That all of the conditions for the designation of the Economic Revitalization Area and all of the requirements for the tax deductions to be granted hereby

have been met, and the foregoing findings are true and all information required to be submitted has been submitted in proper form.

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

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

Section 7. Based on the information in the Statements and the foregoing findings, the Council, pursuant to Section 3 of the Act, hereby approves and allows real property tax deductions for the Facility by the Applicant as part of the Project. Based on the Statements, the foregoing findings, and the Deduction Schedule Factors, Applicant is entitled to real property tax deductions for the Facility as part of the Project for a period of five (5) years in accordance with the following abatement schedule, hereby adopted pursuant to Section 17 of the Act:

<i>Real Property Tax Abatement Schedule</i>	<i>% of Assessed Value Exempt From Real Property Taxes</i>
Year	
1	20%
2	20%
3	20%
4	20%
5	20%

Section 8. Based on the information in the Statements and the foregoing findings, the Council, pursuant to Section 4.5 of the Act, hereby approves and allows personal property tax deductions for the proposed installation of the Equipment by the Applicant as part of the Project. Based on the Statements, the foregoing findings, and the Deduction Schedule Factors, Applicant is entitled to personal property tax deductions for the proposed installation of the Equipment as part of the Project for a period of five (5) years from the date each item of personal property is first assessed, in accordance with the following abatement schedule, hereby adopted pursuant to Section 17 of the Act:

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

Section 9. Notwithstanding anything contained herein to the contrary, the granting of the tax deductions described herein is conditioned on and subject to the terms to be agreed upon in a Commitment and Payment Agreement between Applicants and the Town in the form and substance as is satisfactory to the Council.

Section 10. The Council hereby confirms the Declaratory Resolution and the actions set forth in this Resolution are final, except for the limited rights of appeal under Indiana Code 6-1.1-12.1-2.5.

Section 11. This Resolution shall be in full force and effect immediately upon its adoption.

* * * * *

RESOLVED THIS 16th DAY OF NOVEMBER, 2023.

TOWN COUNCIL OF THE
TOWN OF BRISTOL, INDIANA

Jeff Beachy, President

Cathy Burke

Andrew Medford

Gregg Tuholski

Doug DeSmith

ATTEST:

Cathy Antonelli, Clerk-Treasurer

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EXHIBIT A

Property Tax Phase-In Application

(To be attached)

Property Tax Phase-In Application
Town of Bristol

TAX phase-in
R.E. - 7 years
P.P. - 5 years

This application is to request the designation of an Economic Revitalization tax phase-in (tax abatement). The application is to be completed and signed by the applicant. Improvements, the installation of personal property, and/or the occupancy of a building by the applicant will review this application to determine whether a particular area should be designated. Code (I.C.) 6-1.1-12.1 and all subsequent amendments made thereafter. The effect of a designation granted by it for purposes of any further applications cannot be construed as a representation to any applicant concerning the validity of any benefit conferred.

Application is to offset: (check all that apply)

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

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

General Information			
Company Name	LT Aluminum, LLC		
Federal Employer I.D. (FEIN)	93-3748478	NAICS Code	
Website	Developing	Year Company founded	2023
Company Business (Brief Description)			
LT Aluminum, LLC will conduct smelting operations and extrude the billets formed in that process into usable profiles for the RV, construction and many other industries that require extruded trims and frames. Design work for new profiles will be included in the day to day operations as well. Our quality products will lead the industry into the future.			
Project Contact Person/Representative	Jeff Long		
Address	109 York Drive, Middlebury, IN 46540		
Phone	574-238-4683	Email	jeff@mibcoinc.com
Senior Company Official	Dominic Lai		
Address	1731 Adrian Road, Burlingame, CA 94010		
Phone	415-570-3278	Email	dominic.lai@gcaluminum.com
Proposed Project Site Information			
Property Owner(s)	LT Development (USA), LLC		
Address	1600 Rail Park Drive		
Parcel Number(s)	20-03-32-200-006.000-31 & 20-03-33-100-013.000-31		
Legal Description of property (attach if necessary)			
Please see attached			
Does Company currently do business at this site?	Yes	No	<input checked="" type="checkbox"/>
If no, how is site currently being used?	Vacant Land		
What buildings are on the site?	None		
What is the condition of the buildings?	N/A		
Have the buildings at this site been vacant for more than a year?	Yes	No	
Are the buildings at this site more than 25 years old?	Yes	No	
Will the proposed project be used for a national or regional headquarters?	Yes	No	
Is this a blighted or mitigated Brownfield site?	Yes	No	
Current assessed value of real estate	3,100,000.00	Land	38,835,000 Improvements Proposed

Proposed Project Information			
Description of proposed improvements (Attach additional project details, if needed)			
Structures:	Structure will be approximately 174,000 SF in industrial space with approximately 10,000 SF of office space.		
Manufacturing equipment:	Smelters, Extruders, line conveyors and ancillary support equipment.		
Research and Development equipment:	Chemistry testing equipment for material.		
Logistics and Distribution equipment:	Product moving conveyor trailers and product conveyor trailers.		
Information Technology equipment:	Server, computers, software, PLCs and other technical and interface equipment.		
Proposed start date for project	12/1/2023	Proposed end date for project	12/31/2024
Proposed start date for operations	1/2/2025		

Has the new equipment associated with this project been used by the owner/taxpayer (or related entity) in the state of Indiana?	Yes		N/A	X
	No			
If yes, provide details including where the equipment will come from and how it will be acquired:				

Owned R&D equipment being relocated from other company facilities				
Will the new equipment associated with this project be leased?	Yes		N/A	X
	No	X		
If yes, provide details including from whom and for what term				

Will this project require approval of rezoning, plat, development plan, vacation, variance, special exemption, or contingent use?	Yes		No	X
If yes, list:				

Proposed Investment					
Calendar Year	2023	2024	2025	2026	Total
Land acquisition	\$3,100,000				\$3,100,000
New building construction		\$30,035,000			\$30,035,000
Existing building improvements		\$0			\$0
Manufacturing equipment		\$5,100,000			\$5,100,000
Research and Development equipment		\$700,000			\$700,000
Logistics and Distribution equipment		\$850,000			\$850,000
Information Technology equipment		\$150,000			\$150,000
On-site rail infrastructure				\$2,000,000	\$2,000,000
On-site fiber infrastructure					\$0
Grand Total	\$3,100,000	\$36,835,000		\$2,000,000	\$41,935,000

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

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

Community Benefits
 LT Aluminum, LLC will provide good jobs in the community with competitive wages and benefits. Although we will supply the RV industry, we will provide product to other industries outside of the RV industry. Therefore, we anticipate maintaining a stronger presents in a slower economy, thus providing more diversification in the area.

Impacts and status
 Will any additional public utilities, services or other public infrastructure be required by this project?
 Yes X No
 If yes, explain the type required and the amount the applicant will be contributing toward the public infrastructure.
 Additional power must be run to the facility for its intended use. Applicant is working with NIPSCO for gas and electrical needs.

Employment
 Will all current employees be retained at Project Site as a result of this project?
 Yes No X
 If no, explain: No current employees

Current Full-Time Employment at Project Site

	Number of Jobs	Average Hourly Wage*	Average Annual Wage*	Salary Range*	Median Annual Wage**
Management	0		\$0	\$0	
Professional/Technical	0		\$0	\$0	
Sales	0		\$0	\$0	
Office/Administrative Support	0		\$0	\$0	
Production Supervision	0		\$0	\$0	
Production	0		\$0	\$0	
Maintenance	0		\$0	\$0	
Other	0				
Total	0	#DIV/0!	#DIV/0!		

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

See attached employee plan	Number of Jobs	Average Hourly Wage*	Average Annual Wage*	Salary Range*	Median Annual Wage**
Management	0 2	\$50.00	\$104,000	104 to 150	
Professional/Technical	0 1	\$36.00	\$74,880	74 to 100	
Sales	0 1	\$36.00	\$74,880	74 to 100	
Office/Administrative Support	0 4	\$22.00	\$45,760	40 to 60	
Production Supervision	0 5	\$25.00	\$52,000	52 to 65	
Production	104 0 200	\$20.00	\$41,600	41 to 52	41,600
Maintenance	0 0	\$30.00	\$62,400	60 to 70	
Other					
Total	105 0	#DIV/0!	#DIV/0!		

*Do NOT include costs of any benefits
 ** Median Annual Wage: The middle (midpoint) salary of all positions rather than the average (mean) salary

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

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

Projected Phasing of new jobs

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


Company Benefits					
Check all of the benefits listed below that the company provides to workers who have been employed for 6 months or longer. The company must pay at least 70% of the benefit cost.					
		X	No	X	Comments
Health Insurance	Yes	X	No		
Dental Insurance	Yes		No	X	
Vision Insurance	Yes		No	X	
Life Insurance	Yes		No	X	
Disability Insurance	Yes		No	X	
Sick Leave (Paid)	Yes		No	X	Vacation and Sick Leave will be in PTO format
Vacation (Paid)	Yes	X	No		
Holidays (Paid)	Yes	X	No		
Personal Days (Paid)	Yes		No	X	
Employee Training	Yes	X	No		
Tuition Reimbursement	Yes	X	No		
401K/Pension	Yes	X	No		
ESOP/Profit Sharing	Yes		No	X	Most likely when established
Uniforms	Yes		No	X	
Other (List)					

Signature

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

The undersigned applicant consents to the following:

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

Signature			
Printed	Jeff Long		
Title	Representative	Date	10/12/2023

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

LT Aluminum Employees Plan

		End of 2025	End of 2026	End of 2027	End of 2028	End of 2029
		Phase 1 (2 extrusion lines, 1 powder coating line)			Phase 2 (4 extrusion lines, 1 powder coating line, 1 smelter line)	
Management		2	2	2	2	2
Technical		1	1	1	2	2
Sales		1	1	1	1	1
Purchase		1	1	1	1	1
Accounting		2	2	2	2	2
Administrative Support		1	4	2	2	2
Production Supervision		5	5	5	10	10
Die maintenance		3	3	5	6	6
warehouse		3	3	3	6	6
Equipment Maintenance		2	2	4	4	4
Production	Team A Shift 1	26	26	26	40	43
	Team A Shift 2	26	26	26	40	43
	Team B Shift 1	26	26	26	40	43
	Team B Shift 2	26	26	26	40	43
Total		125	128	130	196	208

Oct 12 2023



**STATEMENT OF BENEFITS
REAL ESTATE IMPROVEMENTS**

State Form 51767 (R6 / 10-14)

Prescribed by the Department of Local Government Finance

20	Section 12, Item b.
FORM SB-1 / Real Property	
PRIVACY NOTICE	
Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.	

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

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

INSTRUCTIONS:

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

SECTION 1 TAXPAYER INFORMATION

Name of taxpayer LT Development (USA), LLC		
Address of taxpayer (number and street, city, state, and ZIP code) 1731 Adrian Road, Suite 12, Burlingame, CA 94010		
Name of contact person Jeff Long	Telephone number (574) 238-4683	E-mail address jeff@mibcoinc.com

SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT

Name of designating body Town of Bristol	Resolution number
Location of property Parcels 20-03-32-200-006.000-31, 20-03-33-100-013.000-31, Bristol, IN	County Elkhart
DLGF taxing district number 031	
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) This is a complete greenfield site. Property will be fully developed to accommodate a 183,600 sf facility to process extruded aluminum parts for all industries requiring such parts. Known local industries that will consume such parts are the RV industry and the construction industry.	Estimated start date (month, day, year) 1/1/2024
	Estimated completion date (month, day, year) 1/1/2025

SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT

Current number	Salaries	Number retained	Salaries	Number additional	Salaries
0.00	\$0.00	0.00	\$0.00	150.00	\$8,000,000.00

SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT

	REAL ESTATE IMPROVEMENTS	
	COST	ASSESSED VALUE
Current values	0.00	0.00
Plus estimated values of proposed project	40,000,000.00	
Less values of any property being replaced	0.00	
Net estimated values upon completion of project	40,000,000.00	

SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

Estimated solid waste converted (pounds) 5,000,000,000.00	Estimated hazardous waste converted (pounds) 0.00
--	--

Other benefits
We estimate we will consume 5,000,000 pounds of aluminum scrap per year making billets for our extrusion process.

SECTION 6 TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.

Signature of authorized representative 	Date signed (month, day, year)
Printed name of authorized representative Jeff Long	Title Project Manager

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

- A. The designated area has been limited to a period of time not to exceed _____ calendar years* (see below). The date this designation expires is _____.
- B. The type of deduction that is allowed in the designated area is limited to:
 - 1. Redevelopment or rehabilitation of real estate improvements Yes No
 - 2. Residentially distressed areas Yes No
- C. The amount of the deduction applicable is limited to \$ _____.
- D. Other limitations or conditions (specify) _____
- E. Number of years allowed:

<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 4	<input type="checkbox"/> Year 5 (* see below)
<input type="checkbox"/> Year 6	<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 10
- F. For a statement of benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?
 - Yes No
 - If yes, attach a copy of the abatement schedule to this form.
 - If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

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

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

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

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

IC 6-1.1-12.1-17

Abatement schedules

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

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.
- (b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. 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.



**STATEMENT OF BENEFITS
PERSONAL PROPERTY**

State Form 51764 (R4 / 11-15)
Prescribed by the Department of Local Government Finance

FOR Section 12, Item b.

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 LT Aluminum, LLC			Name of contact person Jeff Long						
Address of taxpayer (number and street, city, state, and ZIP code) 1731 Adrian Road, Suite 12, Burlingame, CA 94010					Telephone number (574) 238-4683				
SECTION 2		LOCATION AND DESCRIPTION OF PROPOSED PROJECT							
Name of designating body Town of Bristol				Resolution number (s)					
Location of property Parcels 20-03-32-200-006.000-31, 20-03-33-100-013.000-31, Bristol, IN			County Elkhart		DLGF taxing district number Bristol Town 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.) Extruding machines, Smelters, Saws and other machines related to the smelting and extruding process.				ESTIMATED					
						START DATE	COMPLETION DATE		
				Manufacturing Equipment		12/01/2023	01/01/2025		
				R & D Equipment		12/01/2023	01/01/2025		
				Logist Dist Equipment		12/01/2023	01/01/2025		
IT Equipment		12/01/2023	01/01/2025						
SECTION 3		ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT							
Current number 0	Salaries 0	Number retained 0	Salaries 0	Number additional 150	Salaries 8,000,000				
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		
	0		0		0		0		
	5,100,000		700,000		850,000		150,000		
	0		0		0		0		
5,100,000		700,000		850,000		150,000			
SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER							
Estimated solid waste converted (pounds) 5,000,000			Estimated hazardous waste converted (pounds)						
Other benefits: Recycled aluminum converted into billets									
SECTION 6		TAXPAYER CERTIFICATION							
I hereby certify that the representations in this statement are true.									
Signature of authorized representative <i>Jeff Long</i>					Date signed (month, day, year) 10/13/2023				
Printed name of authorized representative Jeff Long				Title Authorized Rep.					

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 _____ calendar years * (see below). The date this designation expires is _____; NOTE: This question addresses whether the resolution contains an expiration date for the designated area.

- B. The type of deduction that is allowed in the designated area is limited to:
- 1. Installation of new manufacturing equipment; Yes No Enhanced Abatement per IC 6-1.1-12.1-18
 - 2. Installation of new research and development equipment; Yes No Check box if an enhanced abatement was
 - 3. Installation of new logistical distribution equipment. Yes No approved for one or more of these types.
 - 4. Installation of new information technology equipment; Yes No

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

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

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

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

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

IC 6-1.1-12.1-17

Abatement schedules

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

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

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. 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.

PERSONAL PROPERTY TAX PHASE-IN POINT SYSTEM

Company Name: LT Aluninum Date: 10/18/2023

Projects will be considered for Phase-In if:

1. The company/project meets all of the criteria set forth under I.C. 6-1.1 1-12.1 et seq in the form of deductions from assessed valuation
2. The proposed new investment includes at least \$500,000 of Real Property that qualifies fro Tax Phase-In
3. Construction has not begun and/or equipment has not been ordered or the equipment will be new to Indiana
4. In addition, if the applicant is not the company, authorization of the application must be obtained from the company

TAX BASE BENEFITS		Points Possible	Points Assigned
A.	Total new investment in business personal property (or relocation of equipment from out of State): \$6,800,000		
	▫ \$20,000,000 and above	35	
	▫ \$10,000,000 to \$19,999,999	30	
	▫ \$5,000,000 to \$9,999,999	25	25
	▫ \$2,500,000 to \$4,999,999	20	
	▫ \$500,000 to \$2,499,999	15	

JOB BENEFITS

A.	Total number of jobs created at facility of proposed project:		
	▫ 250 or more	25	
	▫ 100 to 249	20	20
	▫ 50 to 99	15	
	▫ 25 to 49	10	
	▫ 10 to 24	5	
B.	Total number of existing jobs at facility of proposed project: 0		0
	▫ 250 or more	5	
	▫ 100 to 249	4	
	▫ 50 to 99	3	
	▫ 25 to 49	2	
	▫ 10 to 24	1	
C.	Median employee salary (including existing and new employees) \$41,600		
	▫ \$65,000 and above	25	
	▫ \$55,000 to \$64,999	20	
	▫ \$45,000 to \$54,999	10	10
	▫ \$40,000 to \$44,999	5	
	▫ Less than \$40,000	0	
D.	Company Benefits		
	Health Insurance	2	2
	Dental Insurance	1	0
	Vision Insurance	1	0
	Disability Insurance	1	0

	Sick Leave (Paid)	1	0
	Vacation (Paid)	1	1
	Holidays (Paid)	1	1
	Personal Days (Paid)	1	0
	Employee Training	2	2
	Provides "Widely Accepted" Certification	3	0
	Tuition Reimbursement	3	3
	401k/Pension Plan	2	2
	ESOP/Profit Sharing	2	0
	Succession Plan	3	0
REDEVELOPMENT BENEFITS			
A.	Project redevelops a brownfield site.	20	
B.	Project utilizes a obsolete facility that has been vacant for at least one (1) year.	10	
C.	Project utilizes a obsolete facility that is at least twenty five (25) years old.	10	
D.	Project develops in a Qualified Census Tract as designated by US Housing & Urban Development	10	
ECONOMIC DEVELOPMENT BENEFITS			
	The project will be used for a national or regional headquarters. (Must have a second location outside of the Elkhart County)	10	
INFRASTRUCTURE BENEFITS			
	The applicant pays for the installation of public infrastructure in the following amount:		
	▫ \$750,000 or more	10	
	▫ \$400,000 to \$749,999	6	
	▫ \$200,000 to \$399,999	3	
TARGETED INDUSTRY			
	The project is an industry targeted by the Elkhart County Economic Development Corporation Strategic Plan	20	
	▫ Agribusiness		
	▫ Advanced Recycling		20
	▫ Automotive Tier I / Tier II Production		
	▫ Electronics		
	▫ Financial and Professional Services		
	▫ Health Care		
	▫ Robotics		
	The project is an industry targeted by the Indiana Economic Development Corporation	10	

<input type="checkbox"/>	Aerospace & Aviation		
<input type="checkbox"/>	Advanced Manufacturing		
<input type="checkbox"/>	Cybersecurity		
<input type="checkbox"/>	Defense & National Security		
<input type="checkbox"/>	Energy		
<input type="checkbox"/>	Information Technology (IT)		
<input type="checkbox"/>	Life Sciences		
<input type="checkbox"/>	Logistics & Transportation		
<input type="checkbox"/>	Motorsports		

TOTAL POINTS (190 points possible)	86
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<u>OPTIONAL ECONOMIC HEALTH INDICATOR</u>		
<u>Unemployment Rate</u>	<u>Multiplier</u>	
0.0% - 3.4%	90%	77.4
3.5% - 5.0%	95%	81.7
5.1% - 8.5%	100%	86
8.6% and Above	105%	90.3

TERM RECOMMENDATION

- Over 51 Points 5-Year Tax Phase-In
- 30 to 50 Points 3-Year Tax Phase-In

REAL PROPERTY TAX PHASE-IN POINT SYSTEM

Company Name: LT Aluminum LLC

Date: 10/18/2023

Address: 1600 Rail Park Drive

Projects will be considered for Phase-In if:

1. The company/project meets all of the criteria set forth under I.C. 6-1.1 1-12.1 et seq in the form of deductions from assessed valuation
2. The proposed new investment includes at least \$500,000 of Real Property that qualifies for Tax Phase-In
3. Construction has not begun and/or equipment has not been ordered or the equipment will be new to Indiana
4. In addition, if the applicant is in the company, authorization of the application must be obtained from the company

TAX BASE BENEFITS		Points Possible	Points Assigned
A.	Total new investment in real property (both redevelopment (new structures) and rehabilitation): \$32,035,000		
	▫ \$20,000,000 and above	25	25
	▫ \$10,000,000 to \$19,999,999	20	
	▫ \$5,000,000 to \$9,999,999	15	
	▫ \$2,500,000 to \$4,999,999	10	
	▫ \$500,000 to \$2,499,999	5	
JOB BENEFITS			
A.	Total number of jobs created at facility of proposed project:125		
	▫ 250 or more	25	
	▫ 100 to 249	20	20
	▫ 50 to 99	15	
	▫ 25 to 49	10	
	▫ 10 to 24	5	
B.	Total number of existing jobs at facility of proposed project:0		0
	▫ 250 or more	5	
	▫ 100 to 249	4	
	▫ 50 to 99	3	
	▫ 25 to 49	2	
	▫ 10 to 24	1	
C.	Median employee salary (including existing and new employees)	\$41,600	
	▫ \$65,000 and above	25	
	▫ \$55,000 to \$64,999	20	
	▫ \$45,000 to \$54,999	10	
	▫ \$40,000 to \$44,999	5	5
	▫ Less than \$40,000	0	
D.	Company Benefits		
	Health Insurance	2	2
	Dental Insurance	1	0
	Vision Insurance	1	0
	Disability Insurance	1	0
	Sick Leave (Paid)	1	0
	Vacation (Paid)	1	1
	Holidays (Paid)	1	1
	Personal Days (Paid)	1	0
	Employee Training	2	2
	Provides "Widely Accepted" Certification	3	0
	Tuition Reimbursement	3	3

	401k/Pension Plan	2	2
	ESOP/Profit Sharing	2	0
	Succession Plan	3	0
TARGETED INDUSTRY			
	The project is an industry targeted by the Elkhart County Economic Development Corporation Strategic Plan	20	
	▫ Agribusiness		
	▫ Advanced Recycling	x	20
	▫ Automotive Tier I / Tier II Production		
	▫ Electronics		
	▫ Financial and Professional Services		
	▫ Health Care		
	▫ Robotics		
	The project is an industry targeted by the Indiana Economic Development Corporation	10	0
	▫ Aerospace & Aviation		
	▫ Advanced Manufacturing		
	▫ Cybersecurity		
	▫ Defense & National Security		
	▫ Energy		
	▫ Information Technology (IT)		
	▫ Life Sciences		
	▫ Logistics & Transportation		
	▫ Motorsports		
TOTAL POINTS (180 points possible)			81
OPTIONAL ECONOMIC HEALTH INDICATOR			
	<u>Unemployment Rate</u>	<u>Multiplier</u>	<u>Adjusted Points</u>
	0.0% - 3.4%	90%	72.9
	3.5% - 5.0%	95%	76.95
	5.1% - 8.5%	100%	81
	8.6% and Above	105%	85.05
TERM RECOMMENDATION			
<input type="checkbox"/>	Over 90 Points 10-Year Tax Phase-In		
<input checked="" type="checkbox"/>	72 to 90 Points 7-Year Tax Phase-In		
<input type="checkbox"/>	51 to 71 Points 5-Year Tax Phase-In		
<input type="checkbox"/>	30 to 50 Points 3-Year Tax Phase-In		



Indiana Economic Development Corporation ("IEDC")

Application for Incentives

General Information		Project Owner: David Behr	Project Number: [REDACTED]
Legal Name as registered with Indiana Secretary of State ("Company")		LT Development, LLC	
Federal Employer Identification Number (FEIN)		93-3777748	
Business Structure		C-Corporation	LLC
NAICS Code (6 Digits)			
Company's Taxable Year End (MD)		12/31/2023	
Company Website		N/A	
Proposed Project Information			
Proposed Project Address	1600 Rail Park Drive	Parent Company	N/A
City, State, Zip	Bristol, IN 46507	Parent FEIN	N/A
Proposed Project County	Elkhart	Parent Country	N/A
Primary Contact Information			
Primary Company Contact's Name	Jeff Long	Title	Project Manager
Address of Company Contact (If different from above)	109 York Drive	Phone and Fax	Phone: Fax: 574-238-4683
City, State, Zip	Middlebury, IN 46540	Email	jeff@mibcoinc.com
Senior Official Information			
Senior Company Official Name	Dominic Lai	Title	President
Address of Senior Official (If different from above)	1731 Adrian Road	Phone and Fax	Phone: Fax: 415-570-3278
City, State, Zip	Burlingame, CA 94010	Email	dominic.lai@gcaluminum.com
Consultant Information			
Company's Hired Business Consultant Name (if applicable)	Jeff Long	Consultant Release	Yes
Address	109 York Drive	Local Economic Development Organization Release	Yes
City, State, Zip	Middlebury, IN 46540	Email	jeff@mibcoinc.com
Project Overview			
Description	<p>This is a complete greenfield site development. Site will be developed to accommodate a 183,600 SF building that will extrude aluminum parts for all industries requiring such parts. The facility will also have a smelter to process aluminum scrap into aluminum billets for extruding. Products will distributed locally and nationally.</p>		
Certified Technology Park?	No		
Community Revitalization Enhancement District?	No		
Has the Company applied for Indiana's Venture Capital Investment Tax Credit for the project?	No		

New Project Investments						
Calendar Year	1	2	3	4	TOTAL	
Land Acquisition	3,100,000	3,100,000				3,100,000
Building Lease Payments						
Building Purchase Costs						
New Building Construction	30,000,000		30,000,000			30,000,000
Existing Building Improvements						
New Machinery and Equipment	6,550,000		6,550,000			6,550,000
Special Tooling / Retooling						
New Furniture and Fixtures	35,000		35,000			35,000
New Computer / IT Hardware	150,000		150,000			150,000
New Software						
On-Site Rail Infrastructure	2,000,000				2,000,000	2,000,000
On-Site Fiber Infrastructure						
TOTAL						

Investment Details			
Public Infrastructure Needs (Off-site of project)	*Potential Qualified Investment under the Hoosier Business Investment ("HBI")	The approximate % qualified HBI expenditure that the Company expects to spend with Indiana businesses:	Used equipment purchased in Indiana, or transferred from out-of-state, for project
		%	

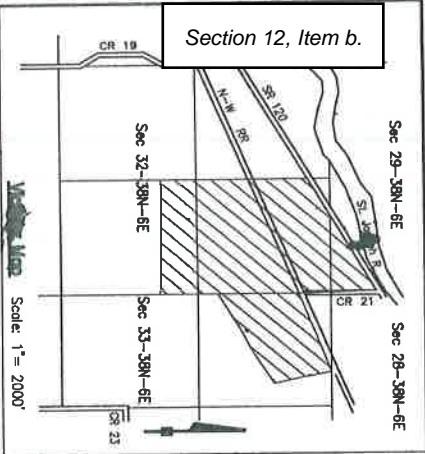
Full-Time Permanent Indiana-Resident Positions by Calendar Year						
Calendar Year	Number of Full-Time Permanent Indiana-Resident Employees at Project	Hourly Average Wage W/O Fringe Benefits / Bonuses	Cumulative Number of Net New Full-Time Permanent Indiana-Resident Employees at Project	Hourly Average Wage, excluding benefits or bonuses, of Cumulative Net New Jobs	Total Training Expenditure (Not Cumulative)	Total Employees to be Trained (Not Cumulative)
2017 (1 Year Ago)						
2018 (Now)						
Description of the company's specific training needs for the location						

Tax Liability Information by Year					
Calendar Year	#Error	2020	2021	Prior Year Tax Liability (if C-Corporation)	
Expected Indiana Corporate Tax Liability from AGI (entire company)				Prior Year Tax Liability (if C-Corporation)	
Expected Indiana Corporate Tax Liability from AGI (due solely to project)				Prior Year Tax Liability (if C-Corporation)	
Submitted By: _____ Submitted On: 12:00:00 AM EST					

To the extent feasible and permissible by law, the IEDC will honor a Company's request that confidential information submitted to the IEDC remains confidential. The IEDC will treat the information as confidential only if: (i) the information is in fact protected confidential information such as trade secrets or privileged or confidential commercial or financial information, (ii) the information is specifically marked and identified as confidential by the Company (iii) the information is segregated and placed in a separate appendix to the application, and (iv) no disclosure of the information is required by law economic development project to the public.

By digitally signing this document, Company affirms that: (i) all information contained herein is true and accurate to the best of the Company's knowledge and belief, (ii) any award of EDGE and/or HBI Tax Credits is a major factor in the Company's decision to proceed with the project described in this application, and not receiving the EDGE and/or HBI Tax Credits would result in the Company not increasing total earnings of employees in Indiana or creating net new jobs for Indiana residents, (iii) for consideration of an HBI Tax Credit only, the average wage it pays/will pay its employees at the project location, excluding those considered highly compensated (see comment) will meet or exceed 150% of the federal minimum wage, and (iv) it is the Company's responsibility to inform IEDC of any changes to "General Information" listed in this application.

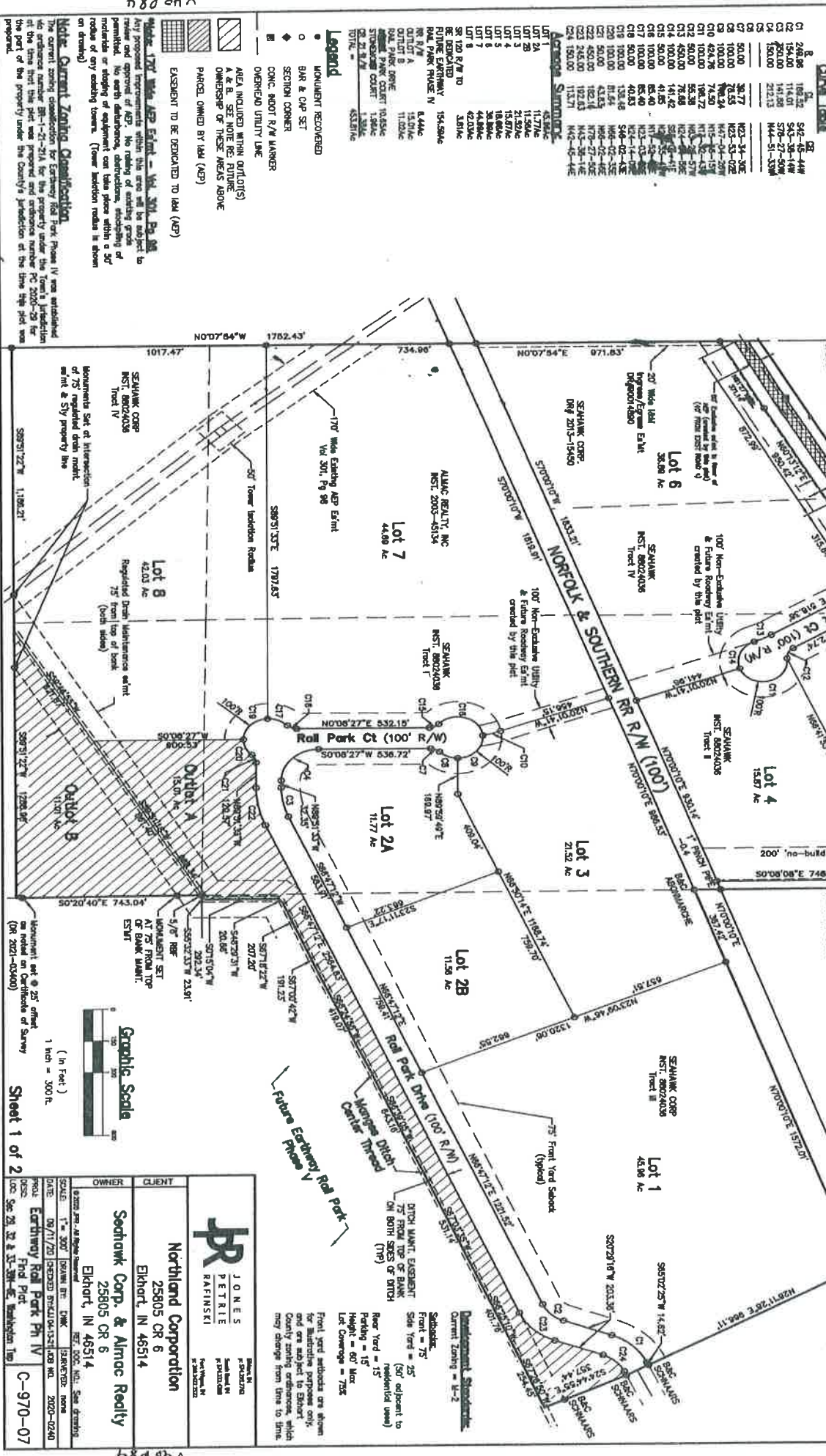
Section 12, Item b.



Scale: 1" = 2000'

Earthway Rail Park Phase IV
 A Part of Sections 29, 32, and 33
 Township 38 North, Range 6 East,
 Washington Township, Elkhart County, Indiana

Notice: Boundary Discrepancy Information
 For complete information regarding the information survey performed on this subdivision subject property, please see the completed CERTIFICATE OF SURVEY that was performed, prepared, and then recorded on instrument No. 2021-0360 in the Recorder's Office of Elkhart County, IN.



Legend

- MONUMENT REQUIRED
- BAR & CAP SET
- SECTION CORNER
- CONC. ADJUT. R/W MARKER
- OVERHEAD UTILITY LINE
- AREA INCLUDED WITHIN OUTLOTS (A & B. SEE NOTE RE: FUTURE OWNERSHIP OF THESE AREAS ABOVE)
- PARCEL OWNED BY I&M (AEP)
- ESSENTIAL TO BE DEDICATED TO I&M (AEP)

Notes:

1. THE 170' WIDE EARTHWAY RAIL PARK PHASE IV...
 2. ANY PROPOSED IMPROVEMENTS WITHIN THIS TRACT WILL BE SUBJECT TO REVIEW AND APPROVAL BY AEP...
 3. THE CURRENT ZONING CLASSIFICATION FOR EARTHWAY RAIL PARK PHASE IV...
 4. THE CURRENT ZONING CLASSIFICATION FOR EARTHWAY RAIL PARK PHASE IV...
 5. THE CURRENT ZONING CLASSIFICATION FOR EARTHWAY RAIL PARK PHASE IV...

Graphic Scale
 1 inch = 300 feet

Sheet 1 of 2

OWNER	CLIENT
Seawalk Corp. & Almoc Realty Elkhart, IN 46514	Northland Corporation 25805 OR 6 Elkhart, IN 46514

PR JONES PETERLE RAFFINSKI

Professional Engineer
 No. 12345
 State of Indiana

DATE: 08/17/20
SCALE: 1" = 300'
PROJECT: Earthway Rail Park Ph IV
INSTRUMENT NO.: 2021-0360
RECORDED: 08/24/2021
BOOK: C-970-07

Earthway Rail Park Phase IV
 A Part of Sections 29, 32, and 33
 Township 38 North, Range 6 East, Washington Township, Elkhart County, Indiana

Drainage Maintenance Certification
 The maintenance of all drainage facilities including culverts and swales shall be the responsibility of each lot owner, and no owner shall permit, either the owner or another person, to allow any drainage facility to become damaged or in disrepair. It shall be the responsibility of the lot owner to repair such facilities at the owner's expense.

In the event of the owner's failure to maintain such drainage facilities in good order and repair, appropriate governmental authority of Elkhart County, Indiana, may repair such drainage facilities and invoice the costs of such repair to the lot owner.

Elkhart County, Indiana, is granted an easement across a lot owner's real estate for the purpose of repairing any drainage facilities on said lot owner's real estate. The amount of any assessment for the costs of such repair, as assessed by said governmental authority, shall constitute a lien upon the real estate of the lot owner and an encumbrance upon the title to said lot.

Plat Committee Approval:
 This subdivision plat was reviewed and approved by the Elkhart County Plat Committee in accordance with the Subdivision Control Ordinance during its regular meeting on April 8, 2021.

Tom Snyder Chairman Date 4/8/2021

Term of Plat Approval:
 This subdivision is found to be in compliance with the Elkhart County Subdivision Control Ordinance and the conditions shown on this plat are hereby approved and accepted to the benefit of the Town of Bristol this 15th day of April, 2021.

- Tom Snyder Chairman
- John A. Bickel Bristol Town Council
- Jan Bradley Bristol Town Council
- Robert Bunker Bristol Town Council
- Bob Strickland Bristol Town Council
- Whitney Perrie Bristol Town Council
- Floyd Lynch Bristol Town Council

Duly entered for taxation this 22nd day of April, 2021.

Patricia A. DeBenedictis Auditor, Elkhart County, Indiana

Received for record this 22nd day of April, 2021, at 3:57 PM and recorded in Plat Book 40 Page 84
 Instrument No. 2021-10336

Janet L. Duff Recorder, Elkhart County, Indiana

2021-10336
 ELKHART COUNTY RECORDER
 JENNIFER L. DUFF
 100 W. WASHINGTON ST.
 ELKHART, IN 46516
 320.00 PLAT BOOK 40 PAGE 84

Proportionate Ownership of Outlots A & B:
 The following lots shall be conveyed along with the following proportionate interest(s) in both Outlots A & B:

Lot 1	20%
Lot 2	13%
Lot 3	12%
Lot 4	22%
Lot 5	22%
Lot 6	22%

This ownership interest can only be modified and/or segregated from any individual lot by a future report that includes a five (5) of these lots and is executed by all owners of record of the same at that time.

Stamewar Management & Site Plan Review/Approval:

Lots 1, 2, 3, 7, & 8 are permitted to discharge up to two thirds (2/3) of the stormwater runoff from each of their lots to the stormwater management area located in Outlots A & B as a combination of roadside swales and other components constructed along with Road One & Fall Park courts. The remaining one third (1/3) shall be retained on their individual sites.
 Lots 4, 5, and 6 are required to retain and/or manage 100% of their individual sites' stormwater runoff on their individual sites.
 A complete site and drainage plan shall be required for each site and shall be subject to the review and approval of the Town of Bristol prior to the issuance of any construction or building related permits by Elkhart County.

Deed of Dedication:

We the undersigned, owners of the real estate shown and described herein, do hereby lay off, plat and subdivide said real estate in accordance with the requirements of the Elkhart County, Indiana, subdivision ordinance. This subdivision shall be known as Earthway Rail Park Phase IV. All streets, alleys and public open spaces shown and not heretofore dedicated, are hereby dedicated to the public and all easements shown that are already existing are hereby dedicated unless otherwise noted on the plat drawing.

Owner's Certification:
 This is to certify that the undersigned are the owners of property herein described in the above caption, and have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes therein set forth, thereon indicated.
 Dated this 22nd day of April, 2021.

Peter A. Lohmeyer
 Peter A. Lohmeyer
 Vice President - Seehawk Corp.

Notary Public Certificate - Seehawk Corp. & Amrac Realty, Inc.

State of Indiana }
 County of Elkhart } SR
 Before me the undersigned, a Notary Public in and for said County and State, personally appeared Peter A. Lohmeyer and acknowledged the execution of this instrument.
 Witness my hand and seal this 22nd day of April, 2021.

Maize Kathleen Kratzer
 Maize Kathleen Kratzer
 Notary Public, residing in Elkhart County

My commission expires December 25, 2025




Surveyor's Certificate:

This plat is in accordance with Title 865, Article 1, Chapter 12 of the Indiana Administrative Code with the lines of this plat conforming to a survey made under my supervision in January of 2021 and being recorded in the Office of the Recorder of Elkhart County in Instrument No. 2021-03400.

The property is not located within the floodplain as per information obtained from Flood Insurance Rate Map, National Flood Insurance Program, Map Number 18035001530, effective date of August 2, 2011.

I, Kenneth Jones, Jr., hereby certify that I am a Professional Land Surveyor, licensed in compliance with the laws of the State of Indiana, and that this plat correctly represents a survey prepared by me and/or under my direct supervision in accordance with I.A.C. 865-1-12, and that all monuments will be installed in accordance with the provisions of the platting ordinance, and that their location, size, type and material are accurately shown.

I also affirm, under the penalties for perjury, that I have taken reasonable care to identify each Social Security number in this document, unless prohibited by law.

Kenneth Jones, Jr. PS 20700058
 Date 2021-04-13


OWNER	CLIENT
Seehawk Corp. & Amrac Realty 25805 CR 6 Elkhart, IN 46514	Norland Corporation 25805 CR 6 Elkhart, IN 46514
	
OWNER	CLIENT
Seehawk Corp. & Amrac Realty 25805 CR 6 Elkhart, IN 46514	Norland Corporation 25805 CR 6 Elkhart, IN 46514
DATE	FILED
04/17/2021	RECORDED BY: KATIE S. BROWN
TIME	NO. OF PAGES
11:20 AM	2
BOOK	PAGE
2021-10336	84
C-970-08	

2021-14561

ELKHART COUNTY RECORDER
JENNIFER L. DORIOT
FILED FOR RECORD ON
06/03/2021 10:49 AM
AS PRESENTED



AFFIDAVIT OF CORRECTION

Kenneth K. Jones, Jr., being duly sworn upon oath deposes and says:

1. That he is a registered land surveyor in the State of Indiana.
2. Affiant further states that he prepared the plat of Earthway Rail Park Phase IV, Washington Township, Elkhart County, Indiana that was subsequently approved and recorded as Instrument Number 2021-10336, Plat Book 40, Page 84 of the records of Elkhart County, Indiana.
3. Affiant further states that he has examined said recorded plat with particular reference to the following items:
 - The legal description for the overall parent parcel that the subdivision was created from is cited on a Certificate of Survey, which references the above recorded plat, and is recorded as Instrument Number 2021-11327. This legal description is repeated below verbatim:

A part of Sections 28, 29, 32, and 33 all in Township 38 North, Range 6 East, Washington Township, Town of Bristol, Elkhart County, Indiana, and consisting of land described in a combination of instruments #88-024036, 2003-45134, 2003-53068, 2004-00794, and 2013-15450 in the Elkhart County Recorder's Office; being more particularly described as follows:

Commencing at the northeast corner of said Section 33; thence South along the east line of said Section 33 a distance of 1,330.97 feet to the north line of the south half of the northeast quarter of said Section 33; thence South 89 degrees 32 minutes 24 seconds West 223.0 to the point of beginning; thence South parallel to the east line of said Section 33 a distance of 891.0 feet; thence East 223.0 feet to the east line of said Section 33; thence South on said east line 439.97 feet to a 5/8" rebar at the east quarter corner of Section 33; hence south 89 degrees 32 minutes 10 seconds West on said south line 5,287.50 feet to the southwest corner of the north half of said Section 33; thence South 0 degrees 20 minutes 40 seconds East on the west line of the southwest quarter of said Section 33 a distance of 757.55 feet to the north line of a parcel described in Deed Record #2004-33839; thence North 89 degrees 30 minutes 0 seconds West along said north line 2,656.60 feet to the west line of the northeast quarter of Section 32; thence North on said west line 2,987.93 feet to the

Give to GIS

20-03-32-200-002.000-030
00-03-32-200-005/006/008.000-031
20-03-32-200-009/010.000-051
20-03-29-477-002.000-051
20-02-32-200-011/012/013.000-031
20-03-33-100-010/013.000-031
6/2/2021 SD

NO SALES DISCLOSURE REQUIRED

DULY ENTERED FOR TAXATION

SUBJECT TO FINAL ACCEPTANCE FOR TRANSFER

June 3 20 21

Jennifer L. Doriot AUDITOR

003050

TRANSFER FEE 0

PARCEL NO. 1

to the center line of the Elkhart-Bristol Road (also known as State Road 120); thence North 61°40' East along said centerline line a distance of 312.3 feet; thence continuing along said centerline North 60°17" East a distance of 546.5 feet to the westerly line of a parcel of line described in instrument #90-014890 and also the east line of land described in instrument #2013-15450 ; thence South 2°45' West along said west line and said east line a distance of 90.74 feet to the southeasterly line of said American Electric Power parcel; thence North 60°33'00 East along said southeasterly line a distance of 2,148.58 feet to the east line of said Section 29; thence south along said east line a distance of 959.62 feet to the southeast corner of Section 29 and the Northeast Corner of said Section 32, which is also the Northwest Corner of said Section 33; thence continuing south along the east line of said Section 32 a distance of 699.03 feet to the southeasterly right of way line of the Norfolk and Southern Railroad right-of-way; thence North 69°53'56" East along said southeasterly right of way line a distance of 1,939.55 feet to the westerly corner of Lot 8A as said lot is known and designated on the recorded Replat of Lots 1-8 of Earthway Rail Park DPUD, said plat being recorded as instrument #2008-26297 in the Elkhart County Recorder's Office; thence South 28°17'42" East along the westerly line of said recorded plat a distance of 1,056.18 feet; thence continuing along said westerly line South 24°57'55" East a distance of 367.32 feet to the southerly corner of Lot 7A in said recorded plat and the center thread of Menges Ditch; thence North 67°18'35" East on said center thread 150.0 feet; thence continuing on said center thread North 75° 31'53" East 104.66 feet; thence North 64°56'0" East along said center thread a distance of 1,351.18 feet; thence North 82°33'31" East along said center thread a distance of 96.49 feet; thence North 89°0'13" East along said center thread a distance of 598.30 feet, thence North 89°0'13" East 167.50 feet to the west line of Lot 1A in said recorded plat; thence South 1°18'13" East along the west line of said Lot 1A a distance of 679.77 feet to the south line of the north half of the northeast quarter of said Section 33; thence South 89°32'24" East on said south line 249.97 feet to the place of beginning, containing 450 acres more or less.

Excepting therefrom any of the above-described land lying within the right-of-way of the Norfolk and Southern right-of-way.

Subject to survey

The above legal description is intended to include all land that is currently planned to be within the development(s) known as "EARTHWAY RAIL PARK PHASE IV" and "EARTHWAY RAIL PARK PHASE V."

- The dimension shown on the easterly right of way of Rail Park Court, on said recorded plat mentioned above, was incorrectly stated as 536.72 feet, and should have been shown as 448.50 feet.
- The chord length for curve 'C16' on said recorded plat was incorrectly stated as 85.40 feet and should have been shown as 184.39 feet.
- The ownership percentage values for Outlots A & B provided on page 2 of said recorded plat incorrectly showed "Lot 2" as owning 13% of the interest in said Outlots, and should have instead read that Lot 2A and Lot 2B will each own 6.5% of the interest in said Outlots.
- A note regarding stormwater management, on page 2 of said recorded plat, incorrectly stated that "Lots 1, 2, 3, 7, & 8 are permitted to discharge up to two thirds (2/3) of the stormwater runoff from each of their lots to the stormwater management area located in Outlots A & B," and should have instead stated that "Lots 1, 2A, 2B, 3, 7, & 8 are permitted to discharge up to two thirds (2/3) of the stormwater runoff from each of their lots to the stormwater management area located in Outlots A & B."
- In said note regarding stormwater management, also on page 2 of said recorded plat, incorrectly stated that "Lots 4, 5, and 6 are required to retain and/or manage 100% of their individual site's stormwater runoff on their individual sites," and should have instead read that "Lots 4, 5, and 6 are required to retain and/or manage 100% of their individual site's stormwater runoff on their individual sites."
- Affiant also affirms, under the penalties for perjury, that he has taken reasonable care to redact each social security number in this document, unless required by law.

NO SALES DISCLOSURE REQUIRED

Section 12, Item b.

2023-15305

DULY ENTERED FOR TAXATION
SUBJECT TO FINAL ACCEPTANCE FOR TRANSFER
Sep 13 2023
PATRICIA A. PICKENS, AUDITOR
03993
10.00

ELKHART COUNTY RECORDER
KAALA BAKER
FILED FOR RECORD ON
09/13/2023 02:03 PM
AS PRESENTED

Cross Reference (Parent Deed): 88024036
Parcel No.: 20-03-32-200-006.000-031

SPECIAL WARRANTY DEED

THIS INDENTURE WITNESSETH, that SEAHAWK CORPORATION, an Indiana corporation (“Grantor”), CONVEYS AND SPECIALLY WARRANTS to the TOWN OF BRISTOL, INDIANA, a municipal corporation (“Grantee”), for public right-of-way purposes, and for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, all of its rights, title and interest in and to that certain real estate situated in the County of Elkhart, State of Indiana, and being more particularly described in the legal description attached hereto as Exhibit A and depicted on Exhibit B attached hereto, both of which exhibits are incorporated herein by reference (the “Real Estate”).

This conveyance is subject to any and all easements, conditions, and restrictions of record.

Grantor hereby specifically acknowledges and agrees that the Real Estate conveyed herein is conveyed in fee simple and that no reversionary rights whatsoever shall remain with the Grantor, or any successors in title, notwithstanding any subsequent abandonment, vacation, disuse, nonuse, change of use, conveyance, lease and/or transfer by the Grantee or its successors in title, of a portion or all of the said Real Estate or any right of way, roadway or roadway appurtenances established thereupon. This acknowledgement is a covenant running with the land and shall be binding upon the Grantor and all successors and assigns.

Grantor hereby, for itself and its successors and assigns, represents and certifies that it is lawfully seized in fee simple of the Real Estate herein conveyed; that it has good right to sell and convey the same in the manner set forth herein; and that Grantor, its successors and assigns shall warrant and defend the same unto Grantee forever against the lawful claims and demands of all persons claiming by, through or under Grantor, but not otherwise.

Grantor assumes and agrees to pay all unpaid real estate taxes and assessments on the Real Estate that are applicable to the Real Estate through the date of this Special Warranty Deed. This obligation to pay such real estate taxes and assessments shall survive the execution of this Special Warranty Deed and the closing of the Real Estate and shall be enforceable by Grantee in the event of any non-payment of such real estate taxes and assessments.

Part Of *[Signature Page to Follow]*
AL
JM

IN WITNESS WHEREOF, Grantor has caused this Special Warranty Deed to be executed and delivered this 17th day of July, 2023.

"GRANTOR":

SEAHAWK CORPORATION,
an Indiana corporation

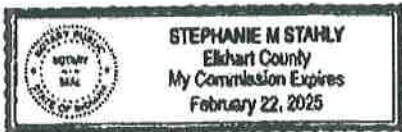
By: *Peter A. Letherman*
Vice President

Peter A. Letherman
Vice President

STATE OF Indiana)
) SS:
COUNTY OF Elkhart)

Before me, a Notary Public in aforesaid county and state, personally appeared Peter A. Letherman, the Vice President of Seahawk Corporation, an Indiana corporation, who acknowledged the execution of the foregoing Special Warranty Deed, and who, having been duly sworn, stated that any representations contained therein are true.

Witness my hand and Notarial Seal this 17th day of July, 2023.



Comm # 697049

Stephanie M. Stahly
Notary Public

Stephanie M. Stahly
Printed Signature

My Commission Expires:
February 22, 2025

My County of Residence:
Elkhart

Grantee's address and send tax statements to:

**Town of Bristol, Indiana
303 E. Vistula Street
Bristol, Indiana 46507
Attn: Clerk-Treasurer**

This instrument was prepared by and return recorded deed to:

**Alex C. Bowman, Esq.
Krieg DeVault LLP
4101 Edison Lakes Parkway, Suite 100
Mishawaka, Indiana 46545**

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. /s/ Alex C. Bowman, Esq.

EXHIBIT A

Project: Earthway Rail Park Phase IV

Sheet 1 of 1

Parcel: Area to Be Dedicated

A part of Section 32, Township 38 North, Range 6 East, Washington Township, Town of Bristol, Elkhart County, Indiana, being more particularly described as follows:

The westerly 50 feet, by parallel lines, of Lot 3 as said Lot is known and designated on the recorded plat of Earthway Rail Park Phase IV, said plat being recorded as instrument number 2021-10336 in the Recorder’s Office of Elkhart County, Indiana.

Containing 0.615 acres, more or less.

The above-described area is depicted on the above-mentioned recorded plat of Earthway Rail Park Phase IV as that portion of a “100-foot wide “Non-exclusive utility & Future Roadway Easement” that’s located on said Lot 3 therein.

It is also depicted on the attached **EXHIBIT B**.

Subject to survey.

The above area is depicted on the recorded plat of Earthway Rail Park Phase IV, as that part of a “non-exclusive utility and future roadway easement” that is located on said Lot 3.

Prepared for: The Town of Bristol
Prepared by: Kenneth Jones, Jr., PS

Job No: 2021-0113
Date: September 13, 2023

G:\2020 Projects\2020-0240\Sur\RR Crossing Dedication\2023-09-13 - RR Crossing Dedication Legal Description - Lot 3 - KJJ.docx

EXHIBIT 'B' PARCEL PLAT

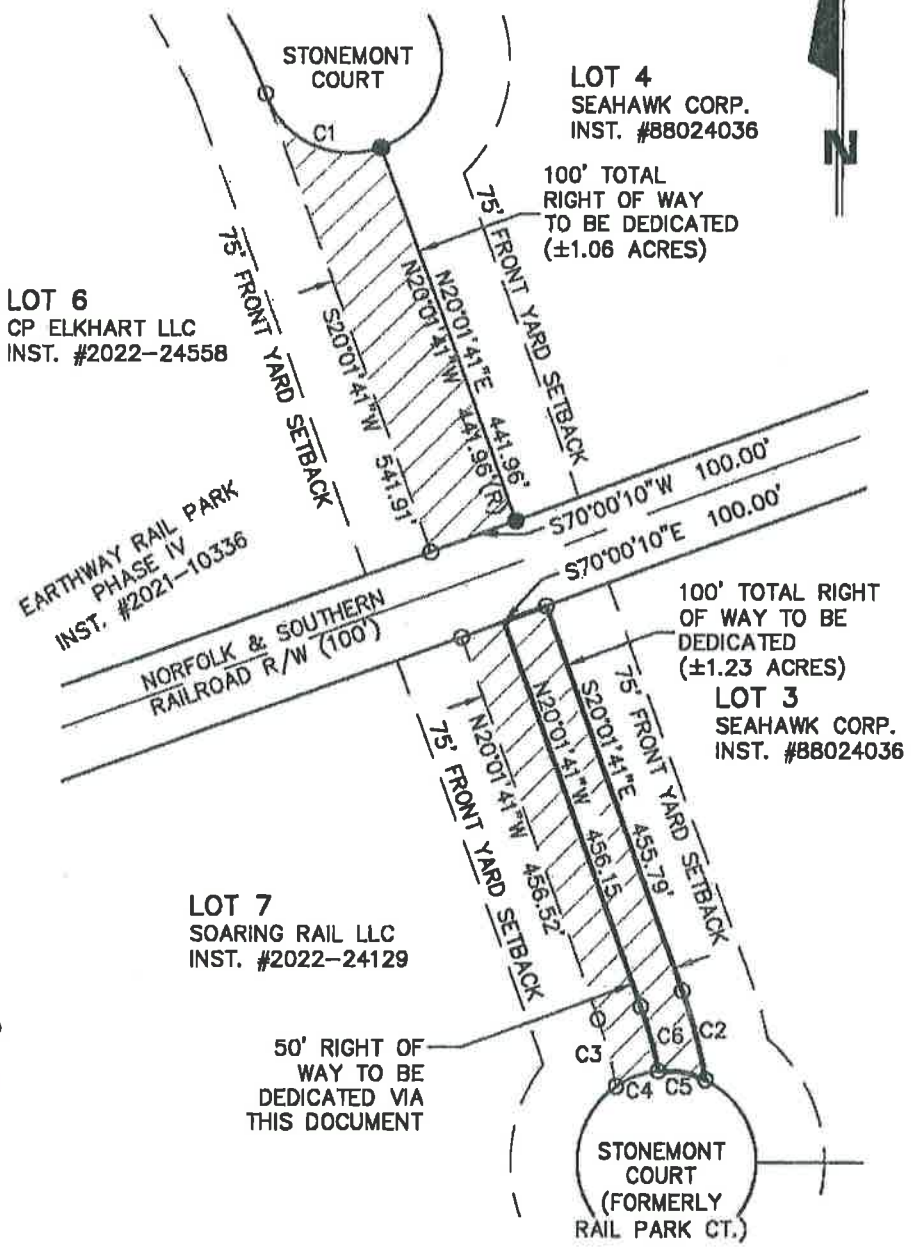
Parcel No: N/A
Project: Stonemont Court Dedication
Sec: 32 T38N R6E

Prepared for: The Town of Bristol
Owner: See Drawing

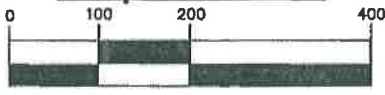
Job No: 2021-0113
Drawn: DWK
Checked: KJJ
County: Elkhart

Deed Rec.: See Drawing

CURVE INFO	
C1	L= 157.08' R= 100.00' CB= S65°01'42"E CL= 141.42'
C2	L= 102.30' R= 538.33' CB= S14°35'04"E CL= 102.14'
C3	L= 73.93' R= 374.76' CB= N15°12'00"W CL= 73.81'
C4	L= 51.24' R= 100.00' CB= S70°24'49"W CL= 50.68'
C5	L= 53.88' R= 100.00' CB= N79°28'13"E CL= 53.23'
C6	L= 74.59' R= 424.76' CB= N15°46'15"W CL= 74.50'



Graphic Scale



(In Feet)
1 Inch = 200 ft.

Legend

- (R) Record Dimension
- 5/8" Rebar & Cap (to be set) in PS#20700056
- 5/8" Rebar & Cap (set previously) in PS#20700056
- Hatch Indicates area(s) described in Exhibit 'A' hereto

**JONES
PETRIE
RAFINSKI**

South Bend, IN
p: 574.232.4388

Fort Wayne, IN
p: 260.422.2522

EXHIBIT B

Legal Description and Map of Area

Parcel No. 20-03-33-100-013.000-031

EARTHWAY RAILPARK PHASE IV LOT 2B & 6.5% INT IN OUT LOT A & B; (TIF 182)
Taxing District

Parcel No. 20-03-32-200-006.000-031

EARTHWAY RAILPARK PHASE IV; LOT 3; & 12% INT IN OUT LOT A & B; (TIF 182)
Taxing District



EXHIBIT C

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

(To be attached)



**STATEMENT OF BENEFITS
REAL ESTATE IMPROVEMENTS**

State Form 51767 (R6 / 10-14)

Prescribed by the Department of Local Government Finance

20	Section 12, Item b.
FORM SB-1 / Real Property	
PRIVACY NOTICE	
Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.	

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

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

INSTRUCTIONS:

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

SECTION 1 TAXPAYER INFORMATION

Name of taxpayer LT Development (USA), LLC		
Address of taxpayer (number and street, city, state, and ZIP code) 1731 Adrian Road, Suite 12, Burlingame, CA 94010		
Name of contact person Jeff Long	Telephone number (574) 238-4683	E-mail address jeff@mibcoinc.com

SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT

Name of designating body Town of Bristol	Resolution number
Location of property Parcels 20-03-32-200-006.000-31, 20-03-33-100-013.000-31, Bristol, IN	County Elkhart
DLGF taxing district number 031	
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) This is a complete greenfield site. Property will be fully developed to accommodate a 183,600 sf facility to process extruded aluminum parts for all industries requiring such parts. Known local industries that will consume such parts are the RV industry and the construction industry.	Estimated start date (month, day, year) 1/1/2024
	Estimated completion date (month, day, year) 1/1/2025

SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT

Current number	Salaries	Number retained	Salaries	Number additional	Salaries
0.00	\$0.00	0.00	\$0.00	150.00	\$8,000,000.00

SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT

	REAL ESTATE IMPROVEMENTS	
	COST	ASSESSED VALUE
Current values	0.00	0.00
Plus estimated values of proposed project	40,000,000.00	
Less values of any property being replaced	0.00	
Net estimated values upon completion of project	40,000,000.00	

SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

Estimated solid waste converted (pounds) 5,000,000,000.00	Estimated hazardous waste converted (pounds) 0.00
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Other benefits
We estimate we will consume 5,000,000 pounds of aluminum scrap per year making billets for our extrusion process.

SECTION 6 TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.

Signature of authorized representative <i>Jeff Long</i>	Date signed (month, day, year)
Printed name of authorized representative Jeff Long	Title Project Manager

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

- A. The designated area has been limited to a period of time not to exceed _____ calendar years* (see below). The date this designation expires is _____.
- B. The type of deduction that is allowed in the designated area is limited to:
 - 1. Redevelopment or rehabilitation of real estate improvements Yes No
 - 2. Residentially distressed areas Yes No
- C. The amount of the deduction applicable is limited to \$ _____.
- D. Other limitations or conditions (specify) _____
- E. Number of years allowed:

<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 4	<input type="checkbox"/> Year 5 (* see below)
<input type="checkbox"/> Year 6	<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 10
- F. For a statement of benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?
 - Yes No
 - If yes, attach a copy of the abatement schedule to this form.
 - If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

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

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

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

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

IC 6-1.1-12.1-17

Abatement schedules

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

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.
- (b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. 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.

EXHIBIT D

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

(To be attached)



**STATEMENT OF BENEFITS
PERSONAL PROPERTY**

State Form 51764 (R4 / 11-15)
Prescribed by the Department of Local Government Finance

FOR Section 12, Item b.

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 LT Aluminum, LLC		Name of contact person Jeff Long						
Address of taxpayer (number and street, city, state, and ZIP code) 1731 Adrian Road, Suite 12, Burlingame, CA 94010			Telephone number (574) 238-4683					
SECTION 2		LOCATION AND DESCRIPTION OF PROPOSED PROJECT						
Name of designating body Town of Bristol		Resolution number (s)						
Location of property Parcels 20-03-32-200-006.000-31, 20-03-33-100-013.000-31, Bristol, IN		County Elkhart		DLGF taxing district number Bristol Town 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.) Extruding machines, Smelters, Saws and other machines related to the smelting and extruding process.		ESTIMATED						
			START DATE	COMPLETION DATE				
		Manufacturing Equipment	12/01/2023	01/01/2025				
		R & D Equipment	12/01/2023	01/01/2025				
		Logist Dist Equipment	12/01/2023	01/01/2025				
		IT Equipment	12/01/2023	01/01/2025				
SECTION 3		ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT						
Current number 0	Salaries 0	Number retained 0	Salaries 0	Number additional 150	Salaries 8,000,000			
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	0	0		0		0	
	Plus estimated values of proposed project	5,100,000	700,000		850,000		150,000	
	Less values of any property being replaced	0	0		0		0	
Net estimated values upon completion of project	5,100,000	700,000		850,000		150,000		
SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER						
Estimated solid waste converted (pounds) 5,000,000		Estimated hazardous waste converted (pounds)						
Other benefits: Recycled aluminum converted into billets								
SECTION 6		TAXPAYER CERTIFICATION						
I hereby certify that the representations in this statement are true.								
Signature of authorized representative <i>Jeff Long</i>				Date signed (month, day, year) 10/13/2023				
Printed name of authorized representative Jeff Long			Title Authorized Rep.					

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 _____ calendar years * (see below). The date this designation expires is _____; NOTE: This question addresses whether the resolution contains an expiration date for the designated area.
- B. The type of deduction that is allowed in the designated area is limited to:
- 1. Installation of new manufacturing equipment; Yes No Enhanced Abatement per IC 6-1.1-12.1-18
 - 2. Installation of new research and development equipment; Yes No Check box if an enhanced abatement was
 - 3. Installation of new logistical distribution equipment. Yes No approved for one or more of these types.
 - 4. Installation of new information technology equipment; Yes No
- 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 Enhanced Abatement per IC 6-1.1-12.1-18
 - Year 6 Year 7 Year 8 Year 9 Year 10 Number of years approved: _____
- (Enter one to twenty (1-20) years; may not exceed twenty (20) years.)
- I. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17? Yes No
If yes, attach a copy of the abatement schedule to this form.
If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

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

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

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

IC 6-1.1-12.1-17

Abatement schedules

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

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

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. 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.

Memorandum of Understanding

This Memorandum of Understanding (MOU) outlines the terms and conditions for a cost-share opportunity between the St. Joseph River Basin Commission (SJRC) and a local government within the St. Joseph River watershed. The primary objective is to facilitate the installation and operation of water monitoring sensors with real-time data transmission capabilities in strategic locations within the watershed.

1. Purpose:

The purpose of this MOU is to establish a cooperative framework between SJRC and a local government to acquire and deploy water monitoring equipment for the collection of real-time water level information in streams and water bodies within the St. Joseph River watershed. The data gathered will be instrumental in assessing water availability and other factors relevant to drainage, development, and land use in our communities.

2. Responsibilities:

A. St. Joseph River Basin Commission (SJRC):

- SJRC will procure and provide the necessary monitoring equipment, consisting of solar-powered sensors with cellular connectivity for real-time data transmission. SJRC will own the monitoring equipment.
- SJRC, at its own expense, will cover the annual service fees for data transmission associated with the monitoring equipment.
- SJRC will manage the contracts with service providers, ensuring uninterrupted operation and data accessibility.
- SJRC will secure and coordinate with a contractor to install monitoring equipment and conduct the field measurements necessary to develop stage discharge curves at the selected monitoring sites.

B. Local Governments:

- The local government will be responsible for reimbursing SJRC for equipment installation and stage discharge curve development at the mutually agreed upon monitoring site(s). These tasks will be carried out by professional hydrologists contracted by the SJRC.

3. Collaboration:

The success of this collaboration hinges on open communication and coordination between SJRC and participating local governments. To ensure the efficient implementation of the water

monitoring program, both parties will work closely to identify suitable monitoring locations and select the number of monitoring units.

4. Financial Arrangements:

The purchase, maintenance, and operation of monitoring equipment, along with the contracts with service providers, will be the responsibility of SJRBC. The cost of individual monitoring units is approximately \$1,000 each, with annual service fees currently around \$300 per year.

The local government is responsible for reimbursing the SJRBC for the cost of installation and stage discharge curve development at the agreed upon sites, which is estimated at \$10,000 or less per site and not to exceed \$17,000 in total.

5. Duration:

This MOU is effective upon the date of signing and shall remain in force for a period of ____ years unless terminated pursuant to this MOU. At the end of the term, this MOU will automatically renew for subsequent one-year terms unless a party provides written notice to the other of the intention not to renew at least thirty (30) days prior to the end of the then-current term.

6. Termination:

Either party may terminate this MOU upon thirty (30) days' prior written notice to the other party. This MOU will automatically terminate should the County in which the local government is located, or the local government itself (if a member of the SJRBC itself), as applicable, ceases to be a member of the SJRBC. This MOU will automatically terminate should the SJRBC cease to exist in its current form.

Upon Termination of this MOU for any reason, SJRBC will take the necessary steps to terminate any contracts for ongoing services related to this MOU.

7. Compliance With Laws:

The parties shall comply with all federal, State of Indiana and local laws and regulations applicable to the project described herein, including all environmental and health and safety laws and regulations.

8. Integration; Amendment:

This MOU supersedes all prior negotiations, understandings, and agreements, whether written or oral, concerning the subject matter of this MOU and constitutes the parties' entire agreement. This MOU may not be altered except by a written instrument signed by authorized representatives of both parties.

9. Waiver:

Neither the failure nor any delay on the part of a party to exercise any right remedy, power or privilege under this MOU shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege preclude any other or further exercise of the same or of any right, remedy, power or privilege, nor shall any waiver of any right, remedy, power or privilege with respect to any occurrence be construed as a waiver of such right, remedy, power or privilege with respect to any other occurrence. No waiver shall be effective unless it is in writing and is signed by the party asserted to have granted such waiver.

10. Severability:

If any term or provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining terms and provisions of this MOU shall continue in full force and effect unless amended or modified by mutual consent of the parties.

11. Counterparts; Signatures:

This MOU may be separately executed in counterparts by the parties, and the same, when taken together, will be regarded as one original MOU. Electronically transmitted signatures will be regarded as one original MOU. Electronically transmitted signatures will be regarded as original signatures.

12. Authority:

Each undersigned person signing on behalf of his or her respective party certifies that he or she is duly authorized to bind his or her respective party to the terms of this MOU.

13. Governing Law and Venue:

This MOU will be governed by and construed in accordance with the laws of the State of Indiana. The Circuit and Superior Courts of the state of Indiana located in St. Joseph County, Indiana shall have exclusive jurisdiction and venue over any legal action arising out of or relating to this MOU.

14. Attorney's Fees:

The prevailing party in any action to enforce this MOU shall be entitled to their reasonable attorney fees.

IN WITNESS WHEREOF, the parties hereto, through their duly authorized representatives, have caused this Agreement to be executed on the date(s) stated below. The parties have read and

understand the foregoing terms of this MOU and do, by their respective signatures hereby agree to its terms.

SJRBC

Local Government

St. Joseph River Basin Commission

By: _____

By: _____

Printed: _____

Printed: _____

Its: President

Its: _____

Date: _____

Date: _____