



25 March 2025

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Recommend Approval of Probationary Hire

Mayor and Board Members,

The Water Utility has had an opening for an entry level position in our Distribution team. Our recruitment process included interviews with myself, my admin team, the Human Resource Director and the Utility Coordinator that led to the recommendation of a qualified candidate. The experience that this applicant has been taken in consideration, and we feel our recommendation is the most appropriate.

I request the Board of Works approve of the probationary hire of Luke Laughlin for the position of **Water Distribution Operator F**. Mr. Laughlin's first day on the job would be **01 April 2025** at the pay rate of **\$25.47 effective 29 March 2025**.

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", written over a faint, illegible stamp.

Charles Gill
Water Utility Manager

cc: Jane Webb, Utility Coordinator
Mitch Ripley, Human Resources Director
Lori Elmore, Clerk-Treasurer
Susan Dillman, Deputy Clerk-Treasurer
Robert Souchon, IT Director