



*451 Meek Street: Greenfield, Indiana 46140  
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July 25, 2023

Mayor Chuck Fewell  
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 Operations Assistant to be a new career water professional. We have been extremely fortunate to have a candidate apply for our position. Our recruitment process, included interviews with myself, my admin team, the Human Resource Director and the Utility Coordinator. After a meeting with the Mayor and a pre-employment screening to be completed, we feel confident in the probationary hiring of the applicant.

I request the board approve of the probationary hire of **Bryce Kirstein** pending successful completion of pre-employment medical and drug screening, it is my recommendation to the Board approve the probationary hire of the position of **Operations Assistant**. Mr. Kirstein first day on the job would be **09 August 2023 at the pay rate of \$20.03 effective 05 August 2023.**

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", is written over a faint, light-colored rectangular stamp.

Charles Gill  
Water Utility Manager

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