14th October 2025

Mayor Guy Titus

Board of Works and Public Safety Members

Kathy Locke, Larry Breese, Kelly McClarnon and Glenna Shelby

Dear all,

I request confirmation of my appointment of Michelle Phillips for the position of Chief Deputy Clerk-Treasurer for the City of Greenfield.

Michelle has been working in the office of the Clerk-Treasurer since March 5th, 2022, and has been a valuable addition to the team as she has grown in knowledge and experience during this time. She has quickly become an integral part of the office of Clerk Treasurer as well as to the City.

I feel confident Michelle will continue to grow from strength to strength as she embraces this new role and assists in enhancing the efficiency and effectiveness of our office.

I am delighted to work with her in this capacity as we move forward into the new year and the expansion of our office.

Michelle’s annual pay will be $73,691.82 with a bi-weekly pay of $2,834.30 with an effective date of October 11th, 2025. The position of Chief Deputy Clerk-Treasurer is an exempt position and she will actively serve as the Clerk-Treasurer in my absence.

Sincerely,

Lori Elmore,

Clerk-Treasurer
City of Greenfield