



GREENFIELD WATER UTILITY

451 Meek Street
Greenfield, Indiana 46140
www.greenfieldin.org
Phone: (317) 477-4350

28 October 2025

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

Re: Resignation

Mayor and Board Members,

Mr. Shawn Valentine has submitted his letter of resignation from employment with the Water Utility. His last day of employment is 24 October 2025. As per our Apprenticeship Training payback agreement with Mr. Valentine, he will repay the utility a sum of \$1,703.35 for training expenses paid for up this point. This amount will less his remaining Compensation and Vacation time.

I request the Board approve the resignation as presented. I welcome any questions the Board may have on this matter.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", written over a light blue horizontal line.

Charles Gill
Manager
Water Utility

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

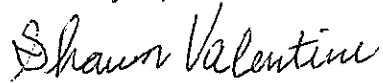
*451 Meek Street: Greenfield, Indiana 46140
Phone 317-477-4350 Fax 317-477-4351*

October 14, 2025

I would like to inform the City of Greenfield of my intention to resign from the Water Utility. My last day will be Friday, October 24th, 2025.

I appreciate the opportunities I have had with the Water Utility. Please let me know what will be required of me during the resignation period.

Thank you,

A handwritten signature in black ink that reads "Shawn Valentine". The script is cursive and fluid, with the first letter of each name being capitalized and prominent.

Shawn Valentine



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14 October 2025

Shawn Valentine
9359 W. 250 S.
Manilla, IN 46150

Re: Apprenticeship training repayment

Mr. Valentine,

We wish to express our regret of your decision to terminate your employment with the City of Greenfield Water Utility. As part of the Apprenticeship Training Payback agreement executed on 24 May 2024, you are responsible for paying the utility back the following training course expenses:

Basic Water Works	Enrolled: 5/19/24	Cost: \$225
Math Basics	Enrolled: 5/22/24	Cost: \$125
Confined Space Training	Enrolled: 2/7 & 3/11 2024	Cost: \$245
OSHA Safety	Enrolled: 11/11/24	Cost: \$ 83.94
Operator Handbook	Enrolled: 2/10/25	Cost: \$225
Water Utility Safety	Enrolled: 3/5/25	Cost: \$225
Customer Service Inspections&		
Cross Connection Control	Enrolled: 4/16/25	Cost: \$125
Advanced Math	Enrolled: 5/20/25	Cost: \$225
Pump and Motor Maintenance	Enrolled: 7/3/25	Cost: \$225
Water Disinfection	Enrolled: 8/11/25	Cost: \$175
Valve and Hydrant Maintenance	Enrolled: 8/11/25	Cost: \$125

Total reimbursement: \$ 1,703.35

Your final paycheck due to you on: 31 Oct 2025. If you have any questions on this decision, please contact the Utility Manager.

We wish you well on your future endeavors.

Respectfully,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Water Utility

cc: Mitch Ripley, Human Resources Director
Jane Webb, Utility Coordinator
Gregg Morelock, City Attorney
Lori Elmore, Clerk-Treasurer
Susan Dillman, Deputy Clerk-Treasurer