



January 13, 2026

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

Re: Employee Promotion

Mayor and Board Members,

Carter Achor was hired on August 9, 2025 as a Field Technician/Laborer. Over the past 4 months, he has shown an eagerness to learn, a high level of interest in the work he has been doing, and a good work ethic. We hired Carter in his current position to give him a chance to gain some experience and to see if a career with the Wastewater Utility would be something that he would be interested in pursuing. We currently have an open position in the apprenticeship training program, and we feel that Carter would be a great fit.

At this time, I am requesting that the Board approve the promotion of Carter Achor to Apprentice Operator I at an hourly pay rate of \$27.65 effective with the pay period starting January 17, 2026. Please let me know if there are any questions or if any other information is needed regarding this request.

Best Regards,

A blue ink signature of the name Nicholas Dezelan.

Nicholas Dezelan, CHMM, ASP
Wastewater Utility Manager

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