



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

ADMINISTRATION DEPARTMENT MONTHLY REPORT September 2021 Commission Meeting

Safety

There were no OSHA recordable accidents in the Administration Department last month.

Staffing

- Monthly peer-to-peer employee appreciation awards recognized
- Tyanne Betts, Accounting & Finance Manager, retired on August 31
- Jean Key, selected for Accounting Technician – payroll/benefits position (consent agenda)
- Gary Stoltz, hired as Purchasing Clerk position (consent agenda)
- Lead Customer Service Representative & Customer Service Representative Interviews

Community Involvement

- Employee leadership volunteering efforts at Second Harvest
- July 26 wind storm restoration (additional information to be provided prior to meeting)

Projects Performed Last Month

- Attended the United Solar Nations' Solar 101 and Range-wide Solar Co-op presentation
- Customer economic development program analysis
- Municode software implementation for Council and Commission Agenda/Minutes

Projects Scheduled for This Month

- Water Treatment Plant Capital Improvement Project funding options
- CSR & Lead CSR hiring process
- Finalize the MP wholesale power negotiations and contracts