



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

ADMINISTRATION DEPARTMENT MONTHLY REPORT April 2022 Commission Meeting

Safety

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

Office Closure

- GRPU offices will be closed Friday, April 15 in observance of Good Friday.
- GRPU offices will be closed Tuesday, May 3 so employees may assist with Ribbon Cutting Event.

Staffing

- Doug Green, Maintenance I, retired on April 1.
- Corey Dimich, promoted from Maintenance II to Maintenance I on April 4.
- Jason Smith, will be promoted from Maintenance III to Maintenance II on April 25.
- Jake Bowers, Journey Lineworker, resigned on March 22.
- CSRs Jodi Esler and Cindy Trbojevich completed their 6-month probationary period on April 4.
- Lead CSR Paula Hennemann will complete her 6-month probationary period on April 12.

Community Involvement

- Employee leadership volunteering efforts at Second Harvest.
- MMUA Tom Bovitz Memorial Scholarship – no applications received
- Public Employee Appreciation Week – May 2 to 5
- Solar Plus Battery Storage Ribbon Cutting – May 3 (see attached flyers)

Projects Performed Last Month

- GRPU intranet development – go live scheduled for May 5.
- Legislative hearings for GRPU WTP Renovation Project.
- Employee promotions, on-boarding and off-boarding.
- MMUA board strategic planning meeting.

Projects Scheduled for This Month

- New GRPUC website development – joint effort with the City – go live April 15.
- All employee MS Teams roll out and training – April 18 and 19.
- Ribbon Cutting event planning and preparation.
- Working with staff on WWTP & WTP future shift schedule changes.
- New Commissioner Nancy Saxhaug orientations.