



GRAND RAPIDS  
PUBLIC UTILITIES

*Service is Our Nature*

500 SE Fourth Street • Grand Rapids, Minnesota 55744

## ADMINISTRATION DEPARTMENT MONTHLY REPORT September 2022 Commission Meeting

### **Safety**

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

### **Staffing**

- Jason Smith, Maintenance II, resigned August 24.
- Maintenance II vacancy posted internally September 2.

### **Community Involvement**

- Provide power to Riverfest community event.
- Climate Action Plan / GreenSteps Assessment work with ICET volunteers.

### **Projects Performed Last Month**

- MMUA summer conference – Brainerd.
- GRPU Communications - Customer Outreach Fact Sheet development.

### **Projects Scheduled for This Month**

- Maintenance II vacancy to be filled internally and anticipated vacancies to be declared.
- Combined City/GRPU IT services discussions.
- Combined City/GRPU HR Officer interviews.
- Annual GRPU update to City Council.