



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

ADMINISTRATION DEPARTMENT MONTHLY REPORT July 2022 Commission Meeting

Safety

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

Meeting Changes

- Work sessions will be changed to the last Wednesday morning of the month, beginning July 27.
- The August regular Commission meeting will be changed to Wednesday, August 17, 2022.

Staffing

- Jim Thelen, WWTP Operator, retires from GRPU on July 20, 2022.

Community Involvement

- Solar Plus Battery Storage Ribbon Cutting – rescheduled from July 26 to later this fall.
- Climate Adaptation Action Plan development with ICET and City staff.
- Combined City/GRPU HR position development
- Grand Rapids Safety Camp – August 10 - see attached flyer

Projects Performed Last Month

- WWTP Operator hiring process.
- Additional Teams and Intranet training for employees.
- Assisted in the Sanitary Sewer Jetting contract review.
- Implement new CDL training requirements.

Projects Scheduled for This Month

- Complete hiring for WWTP Operator position.
- Onboarding of Lineworker and maintenance positions.
- Storm Emergency EOP prep and mock test training.
- Microsoft GCC platform analysis.
- Continue shared network drive reconfiguration and migration.
- Electric, Water and Wastewater Rate Study preparation.
- GRACF caring fund program review.