



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

ADMINISTRATION DEPARTMENT MONTHLY REPORT January 2022 Commission Meeting

Safety

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

Office Closures

- GRPU offices will be closed on January 17, 2022 in observance of the MLK, Jr. holiday.
- GRPU offices will be closed on January 18, 2022 for annual employee appreciation meeting.

Commission Meetings

- 2022 city calendar shows GRPU Regular Meetings and Work Sessions (consent agenda)
- Jan 25 Work Session – Jean, Steve, and Jeremy will present on policies – Julie will not be attending.
- Feb 8 Meeting – Commissioners Blake & Francisco and Julie at Legislative Conference – reschedule?

Staffing

- Jason Smith, Maintenance III, starts January 20, 2022 - confirmation of hire (consent agenda).

Community Involvement

- Employee leadership volunteering efforts at Second Harvest.
- MMUA Tom Bovitz Memorial Scholarship – applications due April 1, 2022 (see attachment).
- Winter Storm Preparation with City and County officials.

Projects Performed Last Month

- Advanced HR Module training – new software for 2022.

Projects Scheduled for This Month

- MMUA T&O Conference Presentation with Jeremy on Solar plus Storage Project – January 19, 2022.
- GRPU Internal Communications Plan Development (intranet, document storage and retention).
- Employee Licenses/Certifications tracking program in new HR software.
- Legislative efforts for GRPU WTP Renovation Project and other utility related legislation.