



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

ADMINISTRATION DEPARTMENT MONTHLY REPORT November 2021 Commission Meeting

Safety

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

Staffing

- Initial Labor-Management Committee training facilitated by BMS staff
- Maintenance III position description update and vacancy (see consent agenda)
- Wastewater Operations Director position update and vacancy (see consent agenda)

Community Involvement

- Employee leadership volunteering efforts at Second Harvest

Projects Performed Last Month

- CSR & Lead CSR onboarding
- Attended annual MP customer meeting and NEMMPA annual member meeting (see attached minutes)
- MP wholesale power negotiations and contracts

Projects Scheduled for This Month

- HR/Admin Assistant succession transition
- GRPU website upgrade in collaboration with City of Grand Rapids
- GRPU intranet development
- Budget discussions and review
- Leadership Training for managers