



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

ADMINISTRATION DEPARTMENT MONTHLY REPORT December 2021 Commission Meeting

Safety

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

Staffing

- Maintenance III position – currently in the hiring process
- Jeff Frost, selected for Wastewater Operations Director (consent agenda)
- Chris Flannigan, HR/Administrative Assistant, retiring December 23, 2021

Community Involvement

- Employee leadership volunteering efforts at Second Harvest
- APPA Public Power Forward Summit Conference presentation on Solar plus Storage Project
- GRPU Rotary presentation on Solar plus Storage Project

Projects Performed Last Month

- Budget discussions and review
- NEMMPA Board meeting (see attached minutes)
- Internal and external communications plan development

Projects Scheduled for This Month

- Annual employee reviews
- Maintenance III hiring
- Benefits re-enrollment for all employees
- Leadership Training for managers