



GRAND RAPIDS  
PUBLIC UTILITIES

*Service is Our Nature*

500 SE Fourth Street • Grand Rapids, Minnesota 55744

## ADMINISTRATION DEPARTMENT MONTHLY REPORT August 2022 Commission Meeting

### **Safety**

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

### **Staffing**

- Tony Wyatt DeVries-Flinck, WWTP Operator, hired August 8.

### **Community Involvement**

- Tall Timber Days Parade – 1<sup>st</sup> Place for Unique Business Representation.
- Climate Adaptation Action Plan development with ICET and City staff.
- Combined City/GRPU HR position development.
- Sr. Officials HSEM State and Federal Disaster Assistance Training.

### **Projects Performed Last Month**

- Employee on-boarding and off-boarding.
- MMUA board budget planning meeting.
- Wipes Clog Pipes Advertising / Educational Campaign.

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

- MMUA summer conference – Brainerd.
- Working with staff on WWTP & WTP future shift schedule changes.
- GRACF caring fund program policy.
- Communications consultant exploration.
- Advanced email encryption software.