



DEPARTMENT OF PUBLIC WORKS

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Memorandum

TO: Board of Public Works

FROM: Michael Lewis, Director of Public Works/City Engineer

DATE: December 11, 2015

RE: **Communication from Director of Public Works/City Engineer
Appointing Al Brooks to Electrical Maintenance
Superintendent.**

Terry Meincke recently announced his retirement as Superintendent of Electrical Maintenance as of December 18, 2015. The job of superintendent is a difficult one. The superintendent is responsible for all electrical construction, maintenance and repair. This includes street lighting, traffic signals and controls, sub-stations, communication/data lines, electrical issues with all City buildings, budget preparation and supervising of personal in the division. Terry started with the City in March, 1987 and became Superintendent in January of 1990. His work and leadership will be missed. I am sure you all share in my wish for Terry and his family a long and healthy retirement.

I am pleased that through Terry's leadership, we have the perfect candidate to promote to Superintendent. Al Brooks started with the City in January, 1990 as a general electrician and worked his way up to Lead Electrical Mechanic/Certified since January, 2000. As leadperson, he is an important assistant to Terry and assumes Terry's responsibilities in his absence. In my 5 years as Director of Public Works, Al filled in very well and could be counted on as an effective Superintendent. Looking through Al's personnel file, he has consistently taken electrical training and CIVIC supervisory courses through the years. Terry strongly recommended his appointment to Superintendent.

By the way, Al recently received a letter congratulating him on his 15th year of perfect attendance. Dave and I are confident Al will do a great job.

A handwritten signature in blue ink, likely belonging to Michael G. Lewis, the Director of Public Works.