

**City of Portage**  
**Police and Fire Commission Meeting**  
**Wednesday, February 25, 2015, 7:00 p.m.**  
**City of Portage Municipal Building, 115 West Pleasant Street**  
**Conference Room Two**  
**Agenda**

Members: Thomas Drury, President; Jeynell Boeck, Pat Hartley, Charles Miller,  
Kay E. Miller

1. Roll Call
2. Approval of minutes from previous meetings
3. Fire Department report
4. Correspondence – letter of retirement from Detective Lieutenant Mark Hahn
5. Discussion on recruitment process for Detective Lieutenant
6. Police Department report
7. Timeline for review of Police and Fire Commission Administrative Manual
8. Adjournment

Thomas Drury, President

**City of Portage  
Police and Fire Commission Meeting  
Tuesday, January 20, 2015, 5:00 p.m.  
City of Portage Municipal Building, 115 West Pleasant Street  
Conference Room Two  
Minutes**

Members Present: Thomas Drury, President, Pat Hartley, Kay E. Miller, Charles Miller

Absent Excuse: Jeynell Boeck,

**1. Roll Call**

President Drury called the meeting to order at 5:06 pm.

**2. Closed Session**

Motion made by C. Miller seconded by K. Miller to go into closed section for the purpose of interviewing for police officers. Motion passed by unanimous vote.

**3. Eligibility List**

Based on the interviews of November 11, 12, 20, and tonight, January 20, 2015 ,the police and fire commission provided the following non-ranked eligibility list to Chief Manthey.

Ericson	Alexander	C
Schuld	Travis	M
Wagner	David	L
Warning	Peter	J
Welbourn	Charles	W

**4. Adjournment**

The motion was made by K. Miller, second by C. Miller to adjourn the meeting at 10:30 pm. Motion carried unanimously on call of roll.

Submitted by Pat Hartley

# CITY OF PORTAGE

OFFICE OF  
CHIEF OF POLICE

117 West Pleasant Street  
Portage, Wisconsin 53901  
Phone: (608) 742-2174 • Fax: (608) 742-1175



*"Where the North Begins"*

2-17-15

Chief Ken Manthey

This letter is to formally give you notice of my plans of retiring from the Portage Police Department. My intentions are to formally retire on August 8<sup>th</sup>, 2015. This will be my last day on the payroll. My last day at work will be either June 4<sup>th</sup>, or 5<sup>th</sup>, 2015. I ask that the June 4 and 5 date be flexible to coincide with vacation time that must be used. I currently have 184 hours of vacation with an anniversary date of July for an additional 200 hours. My plan is to use 40 hours of vacation prior to June 5th or in the case of a June 4th, date 32 hours. Starting June 8<sup>th</sup>, 2015 I will use 144 hours of vacation that will take me to July 1<sup>st</sup>. I will use my personal holiday on July 2<sup>nd</sup>, and on July 3<sup>rd</sup> will be a holiday for July 4<sup>th</sup> which lands on a Saturday. I will continue being on vacation (using my additional 200 hours earned) starting on July 6<sup>th</sup>, 2015 until August 7<sup>th</sup>, 2015.

Mark A. Hahn  
Detective Lieutenant

RECEIVED 2-17-15

CHIEF Ken Manthey