

TO: Mayor Montgomery and City Council

FROM: Jeffrey L. McCormick, Chief of Police

SUBJECT: Police Officer Promotion

DATE: December 9, 2025

BACKGROUND

The replacement of a full-time position, vacant since November 2018, has been part of the 2026 budget process. This vacant position has been covered primarily by part-time Officer Althoff. As part of the planning to fill the full-time position, I had spoken with Officer Althoff to determine if he would be interested in that position, and he was. I also discussed this with the City Administrator and Human Resources and they felt that this would be a great opportunity to add his experience to our full-time staff.

On December 2, 2025, the Police Commission met to consider options for filling the proposed 2026 budget. The discussion centered on the promotion of Officer Althoff. The Police Commission discussed the dedication and willingness to put aside his other job to assist the City twice when needed over the last few years in a temporary full-time capacity.

The Police Commission unanimously approved recommending Officer Mitch Althoff for the full-time position within the proposed budget. The Police Commission is also recommending that Officer Althoff be credited with 40 hours of vacation time and two years of service on the vacation leave schedule for his nine years of part-time service to the City and community, which included serving as temporary full-time twice, upon promotion to full-time on December 22, 2025. That date is a beginning of a pay cycle and makes it easier for payroll processing. The impact on the 2025 budget is negligible since he was already filling the shift on a part-time basis. His wage will remain the same.

This promotion is contingent on the approval of the proposed 2026 budget as prepared.

REQUESTED COUNCIL ACTION

Motion and approval to promote Officer Mitch Althoff from part-time to full-time as outlined above, contingent on the approval of the 2026 budget.