MINUTES

PERSONNEL
MONDAY – OCTOBER 12, 2065 – 3:30 P.M.
COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Acting Chair Robert Warren and Tony O'Neill.
Member excused: Brigitte Schmidt

Others Attending: Mayor Katie Berman, Clerk-Treasurer Tammy Kasal, Police Chief Derek Koronkiewicz, Fire/EMS Chief Chuck Gardon, Assistant EMS Chief Grace Koeffler, and EMR Alexis Monnette.

Acting Chair Warren called the meeting to order at 3:30 p.m.

Motion by Warren and seconded by O'Neill to approve the agenda. Motion carried 2/0.

Meeting Minutes:
Motion by Warren and seconded by O'Neill to approve September 21 and October 2, 2026, meeting minutes. Motion carried 2/0.

Substitute Crossing Guard(s) staffing:
Chief Koronkiewicz requested authorization to hire substitute Crossing Guards.

Motion by O'Neill and seconded by Warren authorizing Chief Koronkiewicz to advertise for substitute Crossing Guards. Motion carried 2/0.

2027 Salary & Wage Schedule and benefits:
Mayor Berman distributed a preliminary 2027 Salary & Wage Schedule for employees not included in the unions. The schedule was reviewed and updated.

Motion by Warren and seconded by O'Neill to forward the proposed 2027 Salary and Wage Schedule as discussed to the Finance Committee. Motion carried 2/0.

Other Matters:
Chief Koronkiewicz received a resignation from Cody Cohan. Chief Koronkiewicz will be interviewing applicants for part-time Police Officer(s).

Set future meeting(s):
The next Personnel meetings will be scheduled when needed.

Motion by Warren and seconded by O'Neill to adjourn at 3:49 p.m. Motion carried 2/0.

Tammy Kasal
Clerk-Treasurer

CITY OF PESHTIGO

Telephone 715-582-3041 331 French Street - Suite A - Peshtigo, WI 54157

Office of the Mayor

To: Personnel Committee
From: Mayor Katie Berman
Date: November 16, 2026
Subject: CDL Tuition Reimbursement Program

The City may benefit from helping employees obtain a commercial driver's license when it is needed for their position. Having more CDL-qualified employees could give departments added flexibility in maintaining operations.

I recommend the Committee consider establishing a program to pay approved CDL training costs for employees. Eligibility would be determined at the time of hire by the Mayor, the department head, and the Personnel Committee. The policy should identify eligible costs and any payment limits.

Employees whose training is paid for by the City would be required to remain employed with the City for three years. If an employee leaves before completing that period, the employee would repay a prorated portion of the costs paid by the City, with the amount decreasing over the three years. After completing three years, the repayment requirement would be satisfied.

If the Committee supports the idea, staff can prepare a policy for review and a recommendation to Council.

Katie Berman
Mayor

CITY OF PESHTIGO

ORGANIZATIONAL STRUCTURE | CURRENT AS OF OCTOBER 15, 2026

19 FULL-TIME CITY EMPLOYEES

PESHTIGO RESIDENTS

COMMON COUNCIL

Mayor and elected alderpersons acting as a body
Sets policy, budget, and direction by formal action

MAYOR | ELECTED CHIEF EXECUTIVE

Oversees day-to-day City administration
Carries out decisions adopted by Council as a body

CITY ATTORNEY

Contracted legal counsel
Advises Mayor and Common Council

CITY DEPARTMENTS

PARKS & RECREATION

Director | Lori Tonn
Campground host
Weed harvester operator
Adult summer help | 2 - 5 positions
Student summer help | 2 - 5 positions

ADMINISTRATIVE OFFICE

Clerk-Treasurer | Tammy Kasal
Chief Deputy Clerk-Treasurer / Utility Clerk
Kathy Kennedy
Deputy Clerk | Carle Larmay

PUBLIC WORKS

Interim Director | Teal Spellman, Cedar Corp

ENGINEERING

City Engineer
Contracted

DPW / STREETS

Lead | Scott Walters
Jared Phillips
60% Vacant
60% Chuck Drees
40% Andrew Monette
Mechanic | Jason Stibbe
Solid Waste Gate Attendant
John Valtichka

WATER DISTRIBUTION & COLLECTIONS

Lead | Mark Madden
40% Jason Stibbe
20% Chuck Drees

WASTEWATER TREATMENT PLANT

Lead | Jeff Vorphal
60% Andrew Monette
40% Vacant

BUILDING / ZONING / CODE

Building Inspector
Joe Last | Contracted
Zoning / Code Enforcement | Vacant
Contract status to confirm

FIRE & EMS

Fire & EMS Chief | Chuck Gardon
Fire and EMS personnel
~~Full-time and~~ paid-on-call roles

POLICE DEPARTMENT

Police Chief | Derek Koronkiewicz
Lieutenant | Vacant
Officers | Rob Hulce, Adam Hynnek
Cody Cohan, Mack Teske

CITY OF PESHTIGO

PROPOSED ORGANIZATIONAL STRUCTURE | FOR DISCUSSION

PESHTIGO RESIDENTS

COMMON COUNCIL

Mayor and elected alderpersons acting as a body
Sets policy, budget, and direction by formal action

MAYOR | ELECTED CHIEF EXECUTIVE

Oversees day-to-day City administration
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CITY DEPARTMENTS

ADMINISTRATIVE OFFICE

Clerk-Treasurer | Tammy Kasal

Utility Clerk Kathy Kennedy 90%

Chief Deputy Clerk & PD Admin Assistant
Carle Larmay

PROPOSED OFFICE POSITION

Deputy Clerk/Administrative Assistant
&
Community Services Coordinator
FTE possibility

The office role would coordinate bookings and campground website details with the Superintendent; day-to-day department administration remains with the Mayor.

19 CURRENT FULL-TIME EMPLOYEES

Proposed ~ 2 added positions
Admin ~ 3 to 4
DPW crew ~ 8 to 9
Director and Superintendent (2)
Police 4 Officers
1 Chief 1 Lieutenant
= 21 Proposed Employees

DEPARTMENT OF PUBLIC WORKS / UTILITIES / PARKS

Director | Erik Schutzius

ENGINEERING Cedar Corp.
Contract status to confirm

DPW / UTILITIES / PARKS SUPERINTENDENT

Proposed title replacing Parks & Rec Director

WATER DISTRIBUTION & COLLECTIONS

Lead Operator in Charge | Jason Stibbe
Chuck Drees 75% | Vacant (proposed) 25%

WASTEWATER TREATMENT PLANT

Lead Operator in Charge | Jeff Vorphal
Andrew Monette 85%
Vacant (Advertised) 40%

DPW / STREETS

Lead | Scott Walters
Jared Phillips
Chuck Drees 25%
Andrew Monette 20%
Vacant 60%(Advertised) &
Vacant 75% (Proposed)
Mechanic/ Building & Grounds Vacant (Advertised)

SEASONAL DPW / UTILITY WORKER

Current gate attendant | John Valtichka
Proposed position(s) Gate coverage, meter reading & other DPW duties
Part-time regular or seasonal March–November | 20–30 hours/week

Current Parks Director | Lori Tonn

Mid-level management role; Parks operations separate from the DPW general workforce

Campground host
Weed harvester operator
Adult summer help | 2–5 positions
Adult seasonal positions | 1–2
March–November | Up to 30 hours/week
Part-time | No benefits proposed

BUILDING / ZONING / CODE

Building Inspector

Joe Last | Contracted - Oconto

Zoning / Code Enforcement | Cedar Corp.
Contract status to confirm

The DPW/Utilities/Parks Superintendent reflects a proposed title and reporting change; seasonal DPW/Utility Worker, additional DPW crew member and FTE office role are possibilities for discussion.

POLICE DEPARTMENT

Police Chief | Derek Koronkiewicz
Lieutenant | Vacant
Officers | Rob Hulce, Adam Hynnek
Mack Teske, Vacant

4 - 6 Part-time positions | No benefits

FIRE & EMS — ACTIVE ROSTER (18)

Chief | Charles (Chuck) Gardon
Chief · Fire Inspector / EMR

Joel Ahrens
2nd Assistant Chief · Fire Insp. / EMR

Christopher Gardon
Lieutenant · Firefighter / EMR
Nicole Kempka
Firefighter / EMR · Safety Officer
Duane Neuzil
Firefighter
Eian Ehlert
Firefighter
Michael Charlesworth
Firefighter
Jacob Drees
Firefighter
Arkadiusz Bochra
Firefighter
Becca Wolff
Firefighter

Steve Anderson
Lieutenant · Firefighter
Alex Ullmer
Firefighter / EMR
Chris Hanus
Firefighter / EMR
Brandon Lindsey
Firefighter / EMR
Serenity Clausen
Firefighter / EMR
Alexis Monnette
EMR
Samantha Nelson
EMT
Grace Koeffler
EMR · Assistant Service Director

CITY OF PESHTIGO

Telephone 715-582-3041 331 French Street - Suite A - Peshtigo, WI 54157

Office of the Mayor

MEMORANDUM

TO Personnel Committee, Parks & Recreation Committee, and Streets & Drainage Committee

FROM Mayor Katie Berman

DATE November 13, 2026

RE Parks & Recreation Workload Review and Proposed DPW Reorganization

As we continue discussing the proposed changes to our Public Works and Parks departments, I wanted to share a summary of the information Lori provided regarding the Parks & Recreation workload. I think this gives us a good starting point as we look at how we can better organize our departments and make the best use of our staff and resources.

The Parks Department is currently responsible for more than 114 acres of park and recreation space, including Badger Park and our 42-site campground. Lori provided a breakdown of the work performed throughout the year, including mowing, cleaning, general maintenance, campground operations, seasonal staffing, reservations, recreation programs, special events, budgeting and planning.

Her information identifies 64 tasks throughout the annual planning schedule, along with eight additional project items. There is also a considerable amount of daily maintenance and campground work during the busy season. For example, campground booth coverage alone accounts for eight (8) staff-hours each week on Thursdays and Fridays, before including any additional campground responsibilities.

I do want to point out that the information provided is more of a breakdown of responsibilities than an actual time study. While it gives us a good idea of everything the department is responsible for, it doesn't tell us how much time is being spent on each task or how much of that time involves management and supervision versus general maintenance.

Looking at the information we have, I believe there are opportunities to incorporate some of the routine Parks maintenance, repairs and seasonal work into the Public Works Department. We would still need someone responsible for overseeing the campground, coordinating recreation programs and events, supervising seasonal employees and handling the overall planning for Parks. I also think some of the reservations, scheduling and general office responsibilities could eventually be handled through City Hall.

As we've discussed, I would like us to continue considering a Parks Superintendent position under the Public Works Director. I think this could provide better coordination between the departments while still having someone responsible for Parks operations. However, I would like us to have a better understanding of the actual workload and staffing needs before making any final decisions on positions or compensation.

My hope is that both committees can use this information as a starting point for further discussion. I would like us to look at which responsibilities can reasonably be shared with Public Works, which duties require dedicated Parks staff, and where we may be able to make adjustments without affecting the services we provide.

Ultimately, I want to make sure we're putting together a structure that makes sense for the City, is manageable for our employees and allows us to use our resources as efficiently as possible.

CITY OF PESHTIGO PARKS & RECREATION

ANNUAL 12-MONTH TIMELINE & PLANNING FORM

Year: 2026

EVENTS

Flower Pots
Hometown Hero Banners
Easter Egg Hunt
Christmas in July
Bands at Badger
Community Bingos
Historical Days
Trunk or Treat
Santa Calling
Ugly Sweater Contest
Kayak Paddles

January

Open Registration for Campground
Prepare and schedule Special Events for year
Prepare letter of donation request for special events
Review and prepare letters for flower pots
Review Home Town Hero Banners and prepare for new orders needed
Give Carle dates of events to book pavilions
Begin purchasing Easter Egg Hunt needs
Check Boat Launch tickets. Order if needed

February

Submit Events to Carle and Katie
Mail out Donation Letters to potential donors
Mail out flower sponsor letters
Contact family of Hometown Hero banners in need of replacing
Take down Christmas decorations in town
Send out Registration for Easter Egg Hunt
Ensure the school is available in the event inclement weather
Recruit Volunteers for the Egg Hunt
Review Seasonal employee job descriptions

March

Advertise for seasonal help
Begin spring cleanup in Campground
Order Porta potties for fisherman (More $ for budget)
Clean up at Ball Parks
Bathrooms at parks, beach, playground and campground CLEANED
Check all signs at all parks for repairs or newly needed
Update all campground information

April

All Parks reviewed for maintence needs
Begin Clean up at Museum Cemetary
Check all Picnic tables in all parks for repairs
Turn Water on at all parks and check for any needed repairs
Deep Clean all bathrooms and showers
Inside/Outside deep clean of Cabins
Advertise for Summer Events

May

Beach Buoys and docks out
Clean pavilions Power Wash etc.
School Picnics last two weeks of month
Deep Clean all bathrooms and showers
WEED KILL everything
Playground Maintenance
Order Wood for Eugene
Shop Cleaning Supplies
Renew Campground Permit

June

Clean pavilions Power Wash etc.
Deep Clean all bathrooms and showers
WEED KILL everything

July

Christmas in July 2nd weekend in July
Clean pavilions Power Wash etc.
Deep Clean all bathrooms and showers
WEED KILL everything

August

Clean pavilions Power Wash etc.
Deep Clean all bathrooms and showers
WEED KILL everything
Start preparing for budget

September

Clean pavilions Power Wash etc.
Deep Clean all bathrooms and showers
Fish Buoy's and Docks in
BUDGET

October

Schedule Adult Baskektball at School
Put up Christmas Decorations in town
Trunk or Treat 2nd week in October
Deep Clean all bathrooms and showers
BUDGET
Clean up Campground for closure Oct 19

November

Send out registration for Santa Calling
Send out notices for Ugly Sweater to school
Write and send Thank you's to all years Donors
Blow out ALL Water lines : Campground, Park/plyground/beach/stibbe park/Ball fields
Deep Clean all bathrooms and showers

All mowers to garage for winter maintnence

Secure volunteers for Santa Calling

December

Review Firefly reservations and make all adjustments for upcoming camping season

Santa calling

Projects

New Electrical for Campground

Tree Cutting Beach, Park and Campground

Recycled Asphalt for campround

Cabins need staining and painting

Campground showers and bathrooms restaining/painting walls and floors

Mulch at Floral Park

Landscaping around Band Shell

Fence up between campground and road by playground

Contacts:

Hometown Hero Banners: Brittany Kurtz VitalSigns@bayland.net

City of Peshtigo
Job Position Description

Park and Recreation
Position Title: Seasonal Park Assistant
Seasonal: (April – November- flexible dates)
Part-time/seasonal 20-25 a week (varies, including nights and weekends)
Starting Wage $13.00
Reports to: Park and Recreation Director/Park Supervisor
Date: Edited 2026

Position Summary

The Summer Park Assistant supports the daily operation and upkeep of park facilities during the summer season. This role helps ensure the park is clean, safe, and welcoming for the public while assisting with maintenance, events, and general visitor needs.

Key Responsibilities
- Maintain park cleanliness including daily trash removal, restroom cleaning and grounds upkeep
- Assist with basic grounds keeping including mowing, weeding, watering, landscaping
- Set up and take down equipment for park programs, events, or rentals
- Perform basic maintenance and minor repairs on park amenities (benches, signs, fences, playground borders).
- Monitor park areas and report safety or maintenance issues
- Greet and assist park visitors as needed
- Follow safety procedures and park rules at all times
- Work cooperatively with park staff and supervisors

Qualifications
- Must be at least 16 years of age
- Must possess a valid driver's license
- Ability to work outdoors in varying weather conditions
- Ability to perform physical tasks such as lifting, walking, and standing
- Dependable, responsible, and able to follow instructions
- Positive attitude and willingness to learn
- Previous outdoor or maintenance experience a plus, but not required

Skills & Abilities
- Basic hand tool operation
- Good communication and teamwork skills
- Time management and attention to detail
- Customer service mindset

Working Conditions
- Outdoor work in heat, sun, and occasional rain
- Physical activity including lifting up to [weight, e.g., 40 lbs.]
- Flexible schedule including weekends and holidays

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

City of Peshtigo
Job Position Description

Park and Recreation
Position Title: Lawn and Grounds Caretaker
Seasonal: (April – November- flexible dates)
Part-time/seasonal 20-25 a week (varies, including nights and weekends)
Starting Wage $13.00
Reports to: Park and Recreation Director/Park Supervisor
Date: Edited 2026

Position Summary

The seasonal Lawn and Grounds Maintenance Worker is responsible for maintaining the appearance, safety, and usability of public parks and green spaces. This position performs routine grounds keeping duties including mowing, trimming, landscaping, litter removal, and basic maintenance to ensure parks are clean, attractive, and safe for public use.

Key Responsibilities

- Mow lawns, trim grass, edge walkways, and maintain turf areas using hand and power equipment.
- Prune trees, shrubs, and hedges according to seasonal and safety standards.
- Plant, water, fertilize, and maintain flowers, trees, and landscaped areas.
- Remove litter, debris, and fallen branches from park grounds, trails, and facilities.
- Operate and maintain equipment such as lawn mowers, trimmers, blowers, chainsaws, and small tractors.
- Perform basic maintenance and minor repairs on park amenities (benches, signs, fences, playground borders).
- Assist with setup and takedown for park events and recreational activities.
- Apply fertilizers, herbicides, and pesticides in accordance with safety guidelines and regulations.
- Monitor park areas for hazards or damage and report issues to supervisors.
- Follow all safety procedures and use personal protective equipment (PPE) as required.

Qualifications

- Must be at least 16 years of age.
- Must possess a valid driver's license.
- High school diploma or equivalent preferred.
- Previous experience in lawn care, landscaping, grounds keeping, or maintenance is an asset.
- Basic knowledge of landscaping tools, equipment, and safe work practices.
- Ability to operate power equipment safely and efficiently.

Skills and Abilities

- Physical ability to perform manual labor in outdoor environments and varying weather conditions.
- Ability to lift, carry, and move materials up to 50 lbs.
- Attention to detail and pride in maintaining clean, well-kept grounds.
- Ability to work independently or as part of a team.
- Good communication skills and ability to follow instructions.

Working Conditions

- Outdoor work in various weather conditions (heat, cold, rain).
- Exposure to noise, dust, pollen, and landscaping chemicals.
- May require early mornings, weekends, or seasonal hours.

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

City of Peshtigo
Job Position Description

Park and Recreation
Position Title: Parks Beautification Worker
Seasonal: (April – November- flexible dates)
Part-time/seasonal 20-25 a week (varies, including nights and weekends)
Starting Wage $13.00
Reports to: Park and Recreation Director/Park Supervisor
Date: Edited 2026

Position Summary

The Seasonal Parks Beautification Worker is responsible for enhancing and maintaining the visual appeal, cleanliness, and overall presentation of public parks and green spaces during peak seasons. This seasonal position focuses on landscaping, planting, seasonal displays, litter control, and minor maintenance to ensure parks are welcoming, attractive, and safe for the public parks and green spaces.

Key Responsibilities

- Perform landscaping and beautification tasks including planting flowers, shrubs, and trees.
- Maintain flower beds, planters, and landscaped areas through weeding, mulching, watering, and edging.
- Assist with seasonal decorations, displays, and special beautification projects.
- Remove litter, debris, and graffiti from park grounds, trails, and facilities.
- Mow lawns, trim grass, and maintain turf areas as needed.
- Prune shrubs and small trees to promote healthy growth and appearance.
- Apply fertilizers, soil amendments, and other treatments according to guidelines.
- Assist with installation and maintenance of benches, signage, and decorative features.
- Operate hand and power tools such as mowers, trimmers, blowers, and hand tools safely.
- Monitor park areas for maintenance needs or safety concerns and report issues to supervisors.
- Follow all safety procedures and use personal protective equipment (PPE).

Qualifications

- Must be at least 16 years of age.
- Must possess a valid driver's license.
- No prior experience required; training will be provided.
- Previous experience in landscaping, horticulture, grounds keeping, or outdoor work is an asset.
- Basic knowledge of plants, landscaping practices, and tools.

Skills and Abilities

- Ability to perform physical labor outdoors in various weather conditions.
- Ability to lift and carry up to 50 lbs.
- Attention to detail and pride in maintaining attractive public spaces.
- Ability to work independently or as part of a team.
- Good communication and time-management skills.

Working Conditions

- Outdoor work in heat, cold, rain, and varying weather conditions.
- Exposure to pollen, dust, insects, and landscaping materials.
- May require early mornings, evenings, weekends, or seasonal schedules.

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

City of Peshtigo
Job Position Description

Park and Recreation
Position Title: Campground Caretaker/Host
Seasonal: (April – November- flexible dates)
Part-time/seasonal 10-15 a week (varies, including nights and weekends)
Starting Wage $13.00
Reports to: Park and Recreation Director/Park Supervisor
Date: Edited 2026

Position Summary

The Campground Caretaker is responsible for the daily upkeep, cleanliness, safety, and overall operation of campground facilities. This role ensures campers have a positive experience by maintaining campsites, restrooms, common areas, and grounds while enforcing campground rules and providing basic visitor assistance.

Key Responsibilities

- Maintain cleanliness of campsites, restrooms, showers, picnic areas, and common facilities daily.
- Perform routine grounds keeping duties including mowing, trimming, raking, leaf removal, and trail upkeep.
- Empty trash and recycling receptacles and properly dispose of waste.
- Inspect campsites and facilities for safety hazards, damage, or maintenance needs and report issues promptly.
- Perform minor maintenance and repairs (e.g., replacing fixtures, fixing signs, repairing fire rings or picnic tables).
- Greet campers, provide information about campground rules, amenities, and local attractions.
- Monitor campground activity to ensure compliance with rules, quiet hours, and safety regulations.
- Assist with campsite reservations, check-ins, or fee collection if required.
- Prepare campsites for new arrivals and close sites as needed.
- Respond appropriately to visitor concerns, complaints, or minor emergencies and notify supervisors when necessary.
- Operate and maintain basic tools and equipment safely.

Qualifications

- High school diploma or equivalent preferred.
- Previous experience in maintenance, grounds keeping, custodial work, or customer service is an asset.
- Basic knowledge of tools, equipment, and safe work practices.
- Valid driver's license may be required.
- Ability to pass a background check if required.

Skills and Abilities

- Strong customer service and communication skills.
- Ability to work independently with minimal supervision.
- Physical ability to perform manual labor, including lifting up to 50 lbs.
- Ability to work outdoors in varying weather conditions.
- Problem-solving skills and attention to detail.

Working Conditions

- Primarily outdoor work with some indoor facility maintenance.
- Exposure to weather, insects, wildlife, cleaning chemicals, and noise.
- May require evenings, weekends, holidays, and on-call availability.

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

City of Peshtigo
Job Position Description

Park and Recreation
Position Title: Seasonal Park Assistant / Community Event Assistant
Seasonal: April – November (flexible dates)
Employment Status: Part-Time / Seasonal (20–25 hours per week; schedule varies and may include evenings and weekends)
Starting Wage: $13.00 per hour
Reports To: Park and Recreation Director / Park Supervisor
Date Revised: 2026

Position Summary

The Seasonal Park Assistant / Community Event Assistant supports the Parks and Recreation Department in delivering community programs, recreational activities, and special events. This position assists with planning and implementing family events, recreation programming, and park activities while also supporting facility operations and event setup.The position works closely with department staff, volunteers, and community partners to ensure programs and events run safely, efficiently, and provide a positive experience for community members and visitors.

Essential Duties and Responsibilities/Community Events

- Assist with planning and coordinating community events such as Easter Egg Hunt, Trunk or Treat, National Night Out, Movies in the Park, and other seasonal programs.
- Assist with event setup, participant registration, activity coordination, and cleanup.
- Prepare event materials including decorations, prizes, supplies, and equipment.
- Assist with youth and adult recreation programs including Pee Wee Baseball, Men's Softball, and open recreation opportunities.
- Help prepare recreation areas and athletic fields for games and activities.
- Assist with equipment setup, organization, and storage.
- Assist with wellness and fitness programs such as exercise classes, Tai Chi, and other community activities.
- Support outdoor recreation opportunities including kayak floats and other seasonal outdoor events.
- Assist with decorating parks and public areas for holidays and seasonal displays.
- Help maintain community flower pots, banners, and decorative elements.
- Assist with pavilion rentals and event space preparation.
- Help maintain clean, safe, and welcoming park facilities.
- Assist with basic park maintenance and equipment setup as directed.
- Assist with distributing flyers, brochures, and promotional materials for programs and events.
- Support outreach efforts and assist with donor or sponsor recognition.

Qualifications:

- Must be at least 16 years of age (preferred).
- Ability to work evenings, weekends, and occasional holidays.
- Strong communication and customer service skills.
- Ability to work independently and as part of a team.
- Ability to perform light physical work, including lifting and event setup.

Working Conditions

- Primarily outdoor work with some indoor facility maintenance.
- Exposure to weather, insects, wildlife, cleaning chemicals, and noise.
- May require evenings, weekends, holidays, and on-call availability.

Disclaimer: This description summarizes primary duties and does not include every task. Duties may be assigned by the Park Director as needed.

Peshtigo Parks Grass Cutting Schedule

Badger Park

Badger Park occupies 60 acres in the northern portion of the City. Approximately 3,000 feet of the park fronts on the Peshtigo River. A 42 site campground is located in the southwest portion of Badger Park. The park can be divided into four areas, the trail system, wooded area, disc golf and the northern picnicking playground, Badger Campground, and the Badger Swimming/Volleyball area.

- **1) Badger Park/Large Pavilion**
- **2) Badger Park/Beach/Small Pavilion/Skate Ramp**
- **3) Badger Park Pump Station 1 and Aubin Street**

Pavilions and Shelters

The City of Peshtigo maintains two pavilions at Badger Park: The large pavilion is located in Badger Park and the small pavilion is located on the river by the beach. The Band shell is located in the park as well. All shelters are available for rent. Tracy at City Hall schedules reservations for these as well and they are posted in the information booths in the park.

4) Riverfront Park

This parcel of land is located on the west side of the river extending from French Street to North Emery Avenue. Currently the area incorporates a boat launching facility. This area received a major facelift in 2012-13 with a total renovation. The landscaping of the area now includes a 1/4 mile concrete interior walkway which flows along the riverbank and through the park. 20 lighted bollards provide lighted assistance to the designated paths. Flowering trees and shrubs accent the area. A covered gazebo is a centerpiece for those wishing to use the area.

5) Northeast Front St.

This parcel runs along the river from the boat launch to Emery Ave.

6) Harper Park (One Acre)

Harper Park is located at the corner of Thompson Street and Ellis Avenue in the west central portion of the City. This park includes:

- (1) Swing Set, Merry Go Round, Game Time Tot Lot Play apparatus,(2) Permanent Park Benches,(1) Park Bench/Planter Combination

7) Triangle Park (.2 Acre)

Triangle Park is located adjacent to Hwy 41 on the east side of the main bridge. No recreational facilities are available at the park. A concrete monument, flower area, and landscaping make it an attractive addition to the park system. Underground electrical service allows for Christmas displays to be erected by service clubs and businesses. Ten (10) locations are installed with timers.

Pine View Park (23.2 Acres)

- **8) PYB Field (Field 1) includes:** large concession stand/restroom/storage facility (2012), covered seating area with picnic tables, relocation of outfield fencing (2009), announcers tower with speaker system (2011), new LED scoreboard (2011), three bleacher sections.
- **9) Multi Use Middle Field (Field 2) includes:** storage building with concession stand availability, announcers tower with speaker system (2011), new LED scoreboard (PYB donation 2012), and lighted diamond (1997), three bleacher sections.
- **10) North Baseball Diamond (Field 3) includes:** batting cage/and netting, lighted field and fencing completed in 1988, small concession stand, new LED scoreboard (BPM donation 2011), announcer tower with speaker system (2011), restroom facility, underground irrigation system (installed 1997), five bleacher sections.

Little League Field (2.6 acres)

- **11) GSA youth (Field 4)** The Little League Baseball Field is in the eastern portion of the city. A Little League size ball diamond, rest rooms, concession stand, storage area, and one (1) section of bleachers are located on site. The Park and Recreation Department personnel does all field maintenance during the summer season. The field has had recent improvements which include a new backstop, fencing, electrical scoreboard, batting cage and announcer/scorer area above one dugout.

12) Florist Park (0.8 Acre)

Florist Park on Pine Street is in the east central part of the City. Facilities include off street parking for twelve (12) cars (alley access), merry go round, and baby swing. A 1991 donation by the Marinette Jaycees includes a Lexan

circular slide, a modular system with deck, cargo net, arch climber, and a horizontal ladder. In 1997 ADA accessibility was accomplished by blacktopping from parking lot to equipment.

13) Rainbow Park (1 Acre)
Rainbow Park is located on Poplar Drive in the southeastern part of the City. Facilities include a volleyball court, swing set, slide, climbing bars, teeter totter, merry go round and two (2) spring riding toys. New slide installed in 1997.

14) Lower Boat Launch
This boat launch is located on North West Front Street. The launch provides boat access to the Peshtigo River. The ramp is on the west side of the river. There is a municipal parking lot directly across the street from the boat ramp.

15) Drees Community Center
The Community Center is located at 600 Pine St. and is available to rent by individuals well as groups and organizations. Tracy at all Schedules these and will keep Park staff abreast of rentals and when they will be there.

16) Peshtigo Museum and Fire Cemetery
The Peshtigo Fire Museum preserves the heritage of the Peshtigo Fire, which destroyed the city of Peshtigo, Wisconsin and surrounding area on October 8, 1871, killing over 2,000 people. The memorial at the cemetery was the first official state historical marker authorized by the State Historical Society of Wisconsin.

17) Peshtigo City Hall and Police Department
Peshtigo City hall is located at 331 French St. and serves as both administration building as well as police station and library.

18) Chamber of Commerce Information Booth
Located at the North end of Peshtigo. The structure houses the Chamber of Commerce information.

19) Bundy Park (0.2 Acre)
Bundy Park is at the corner of Oconto Avenue and Wood Street in the northwestern part of the City. Facilities include an open green area, merry go round, one (1) spring riding toy and an infant swing. This park is privately owned and leased to the City for public recreational use.

20) Berth Park (O.6 Acre)
Berth Park, located at MLCG Street and Brown Avenue in the west central part of the City, contains a swing set an infant swing, and a slide (1998). A volleyball court was also constructed. This park is privately owned

21) Peshtigo Fire Station 2
Fire Station 2 – 800 Pine St.

22) Pump station #2 by Fire station #2

23) Lift Station by Acer

24) East Front Street: Along East Front St. is a strip of property that goes along East Front St to the City garage.

25) Frontage Road Ditch

26) Pump station #3 off of Wood Ave in Alley

27) Water Tower Park

28) Park Manor

29) Lion's Park

30) New Unnamed Park

31) Campground

Campground and Park Staff Daily Duties 2026

MONDAY:

Garbage: (*ask Matt to schedule the park/campground for after 10 a.m. if possible.)*

- Garbage emptied and prepared for pick up from both pavilions, all three bathrooms, all campground and playground.
- Pull bags from all blue garbage bins throughout city. Bring extra empty blue garbage bins in *case the bag didn't work* and exchange with an empty bin. Bring all garbage back to garage to dump in big black garbage bins.
- All city garbage cans! At all parks, along French St. and at ALL parks. Including Riverview Park!
- ALL BLACK GARBAGE BINS to be pulled out and prepped for pick up!
- Make sure garbage cans at all four ball fields are pulled to road for pick up.
- The Pond garbage pick-up
- Every other Monday a.m., all full blue bins to be pulled to road across from football field.
- Boat Launch upper and lower garbage
- Lion's pond
- Fish Viewing Platform

Bathrooms/Showers in Badger Park:

- All bathrooms and showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and soap.
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

- Campground
- Playground
- Beach/Volleyball and Skate Park area.

Baseball field bathrooms by field 1, 3 and 4:

- All bathrooms should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper.
- Pull garbage cans from road if emptied, and return to designated spots by ball field.

Dog Poop Stations: (2) Campground (1) by large pavilion (1) by beach (1) by boat Launch (1) Harper Park

- Empty dirty bags and put clean bag in. Check to make sure there are bags for the customers!

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

Pavilions:

- Clean both pavilions of garbage, dirt, and debris of any sort. Sweep out.
- Every other Monday, power wash floor and tables.

Campground:

- Clean out fire pits
- Clean up sites if no campers in them
- Make sure pits and tables are set up for next customer

TUESDAY:

Bathrooms/Showers in Badger Park:

- All bathrooms and showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and soap.
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

- Campground
- Playground
- Beach/Volleyball and Skate Park area.
- Along the River to Riverview Park

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

Campground and Park Flower weeding and watering:

- All flowers and foliage needing weeding and watering

River View Park:

- Weed all flower beds
- Rake all wood chips
- Water all plants

Playground:

- Check and tighten all screws and nuts

WEDNESDAY:

Bathrooms/Showers in Badger Park:

- All bathrooms and showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and soap.
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

- Campground
- Playground
- Beach/Volleyball and Skate Park area.

(A) Baseball field bathrooms by field 1, 3 and 4:

- All bathrooms should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper.
- Pull garbage cans from road if emptied, and return to designated spots by ball field.

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

Music in the Park: *(Every Other Wednesday)*

- Make sure pavilion is in order and cleaned
- Move the Women's club trailer to the large Pavilion

Bingo: *(Set up pavilion every other Wednesday)*

THURSDAY:

Bathrooms/Showers in Badger Park:

- All bathrooms and showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and soap
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

- Campground
- Playground
- Beach/Volleyball and Skate Park area.

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

Campground and Park Flower weeding and watering:

- All flowers and foliage needing weeding and watering

Registration Booth/Store 3 – 7 p.m.

- Welcome new campers
- Hand out rules & regulations and get signatures.
- Make sure any upcoming events are posted
- Check sites electrical and report any that aren't working properly

FRIDAY:

Bathrooms/Showers in Badger Park:

- All bathrooms/showers should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper and Soap.
- Wash all countertops, benches, baby changing stations and mirrors.

Miscellaneous Garbage:

- Campground
- Playground
- Beach/Volleyball and Skate Park area.
- Boat Launch upper and lower
- Lion's pond
- Fish Viewing Platform
- ALL CITY PARKS

Baseball field bathrooms by field 1, 3 and 4:

- All bathrooms should be swept/mopped, sinks and toilets cleaned. Replenish toilet paper.
- Pull garbage cans from road if emptied, and return to designated spots by ball field.

Check all City garbage's:

- Replace bags if needed

Dog Poop Stations: (2) Campground (1) by large pavilion (1) by beach (1) by boat Launch (1) Harper Park

- Empty dirty bags and put clean bag in. Check to make sure there are bags for the customers!

Beach:

- Clean up goose poop
- Drag beach and volleyball court
- Clean up the area of all garbage and left behind items from the weekend.

Campground:

- Clean out fire pits
- Check campground for garbage
- Clean up sites if no campers in them
- Make sure pits and tables are set up for next customer

Rotor till:

- Rotor till the horseshoe pit every other or third Friday

Registration Booth/Store 3 – 7 p.m.

- Welcome new campers
- Hand out rules & regulations and get signatures.
- Make sure any upcoming events are posted
- Check sites electrical and report any that aren't working properly

EVERYDAY CLEAN and BLOWOFF ALL EQUIPMENT used during the week and put back where they belong

Every Monday and Friday:

- Fill gas cans and fill up all vehicles
- Schedule the cutting week (Cutters and Weed Eaters)
- String and gas up all weed eaters
- Review any fixing or major issues to be dealt with this week.
- Check over equipment before use for any oil, gas, string or fixing.
- Garage area cleaned up so campers don't have to see the disarray

Rules and Expectations for Park Staff

Professional Conduct

Wherever your duties take you, **every community member you encounter is your boss**. Always treat the public with courtesy, professionalism, and respect—even if the same is not offered in return.

- If a community member raises a concern and you are unsure how to address it, respond politely: > "I'm sorry, I can't help with that directly, but I will let Lori know and she will get back to you."
- When appropriate, ask for the person's name and phone number.
- If they choose not to provide contact information, or if the issue does not require follow-up, let them know: > "I will let Lori know and we will take care of it."
- Thank them for bringing the issue to your attention and remind them they are always welcome to call with concerns.

Remember: **community members fund our work and expect professionalism**. Our goal is to give them every reason to share positive feedback.

Phone Use

While phones are an important communication tool, staff should limit personal use during work hours.

- Phones may be kept accessible for work-related communication.
- Checking phones periodically is acceptable when staff are working in different locations.
- Excessive or inappropriate phone use during work hours is not permitted.

Dress Code & Safety Gear

Staff are expected to dress appropriately for outdoor work and safety.

- Shorts must be an appropriate length.
- No tank tops at this time (subject to future review).
- **Shoes must be worn at all times**—no bare feet unless entering the water is required for work.
- Tennis shoes are acceptable; however, work boots or long pants are recommended when mowing or weed eating.
- Sweatpants are acceptable and help protect legs from debris.
- **Eye protection is required** when operating equipment.
- Gloves are recommended for weeding and general grounds work to prevent blisters and dirt exposure.

Scheduling & Attendance

- Work schedules are designed to provide variety in duties and allow time off for sports, vacations, and personal needs when possible.
- Work hours are based on operational needs and budget constraints.
- If you need to call in, notify your supervisor **as soon as possible**.
- Occasional emergencies are understood; however, frequent call-ins create hardship for coworkers and should be avoided.
- Switching shifts is allowed **only with approval from the Park and Recreation Director**.

Final Notes

- Staff are expected to work as a team and support one another.
- Additional duties, expectations, or information may be added as needed throughout the season.

Our mission is simple: keep Peshtigo clean, safe, and looking its best—so the community notices the care we put into our parks.

Peshtigo Parks & Recreation Projects

Project Activity Dates: January 10, 2026 – December 3, 2026

Facility & Infrastructure Improvements

- Install new or replacement bricks for fire pits.
- Pre-season inspection of all electrical systems.
    - Contractor: Marquardt Electrical Services | 920-599-0959
- Clean and power wash park cabins (Electric breaker #32).
- Power wash the Drees Community Center.
- Install locks at shower facilities.
- Install plexiglass in bathrooms under hand dryers.
- Install blowers in shower areas.
- Cap and tee water line by playground bathrooms to supply water to garage.
- Install new mattresses and spacers for bunk beds.
- Clean and organize bathroom storage areas near the beach.
- Clean garages and remove unused or excess materials.

Grounds, Trails & Environmental Projects

- Groom and resurface hiking trails throughout Badger Park
- Groom and resurface hiking trails along East River
- Install and maintain buoys.
- Install docks.
- Install goose deterrent devices.
- Ongoing pond upkeep, including garbage removal and grass cutting.

Park Enhancements & Signage

- Compile list of painters and schedule pavilion flower painting.
- Paint crosswalk near beach area (pending approval).
- Install golf course signage.
- Install stop signs at park entrance drive.
- Design and install welcome sign at campground registration.
- Identify and designate a shelter for park and campground use.

Athletic Field Improvements

- Baseball fields: eliminate weeds, complete bleach project, and paint dugouts.
- Verify and repair baseball field irrigation and watering systems as needed.
- Obtain tarps for Gator utility vehicles.

Maintenance & Repairs

- Inspect and repair girls' restroom toilet (middle unit – possible flush valve replacement).
- Inspect and repair men's and women's shower #1 (water not running).
- Fix slide at Florist Park.

Operations & Supplies

- Obtain and maintain change for park store and registration.
- *This project list serves as a working document and may be updated as priorities, funding, or conditions change.*

Community Budget & Program Categories

1. Community Beautification & Decorating

- Decorating the community for holidays
- Flower pots
- Banners
- Firefly setup for New Year
- Scarecrow contest

Budget items: decorations, plants, hardware, storage, replacement

2. Youth, Family & Holiday Events

- Easter Egg Hunt
- Scavenger Hunt (Campground)
- Christmas in July
- Trunk or Treat
- Santa Calling
- Ugly Sweater Contest
- Carving with a Cop
- Movies in the Park
- National Night Out

Budget items: prizes, candy, supplies, costumes, advertising, permits

3. Sports & Recreation Programs

- Pee Wee Baseball
- Men's Softball
- Rennes Softball Event
- Open Basketball
- Rockin' the River

Budget items: equipment, field prep, officials, lighting, insurance

4. Fitness & Wellness Activities

- Exercise Classes
- Tai Chi
- Drumming for Exercise

Budget items: instructor fees, space use, equipment

5. Water, Outdoor & Specialty Recreation

- Nighttime Kayak/Canoe (Glow-in-the-Dark)
- Community Kayak Floats
- Boat Launch Stickers
- Walleye Fishing Toilets
- Early Spring Camping Toilets

Budget items: safety equipment, signage, portable toilets, permits

6. Community Events & Partnerships

- Car Show
- Touch-a-Truck (Lutheran Church partnership)
- Historical Days
- Pelc Spring Picnics
- Appreciation Weekend

Budget items: coordination costs, signage, insurance, shared expenses

7. Entertainment & Social Programming

- Monthly BINGOs

- BINGO (Opposite Music)
- Movies (indoor/community)

Budget items: prizes, licensing, equipment, refreshments

8. Facilities & Operations

- Pavilion Rentals
- Chamber Meetings

Budget items: maintenance, cleaning, utilities, supplies

9. Marketing, Communication & Outreach

- Creating flyers
- Creating tri-fold brochures
- Thank-you notes to all donors

Budget items: printing, design, postage, paper supplies

10. Fundraising & Sponsorships

- Fundraising for events
- Soliciting donations for events

Budget items: promotional materials, donor recognition, administrative costs