

CITY OF LITCHFIELD PARK

RECREATION AND PUBLIC GROUNDS COMMISSION

Regular Meeting
Thursday, October 10, 2019
7:00 p.m.
City Hall Conference Room
Litchfield Park, Arizona 85340

Members of the Litchfield Park Recreation and Public Grounds Commission may attend either in person or by telephone conference call.

I. Call to Order

II. Pledge of Allegiance

III. Call to the Community (This is the time for citizens who would like to address the Commission on any non-agenda item. Action taken as a result of public comment will be limited to asking Staff to review the matter, asking that the matter be placed on a future agenda, or responding to criticism.)

IV. Response to Call to the Community

Information

There were no requests to speak at the Thursday, September 12, 2019 regular meeting.

V. Business

A. Minutes

**Information
Action**

Possible approval of the September 12, 2019 meeting minutes.

B. City Center – Introduction by Mayor Schoaf

**Information
Action**

The Commission will meet with Mayor Schoaf for the purpose of discussing his vision and thoughts for the City Center Park.

C. City Center Update and Design

Information

The Commission may discuss any ideas, suggestions, and thoughts on “The Park” designs, art projects and amenities.

D. Yard of the Quarter

**Information
Action**

The Commission will discuss the relevance of Yard of the Quarter.

E. Kiwanis Desert Park

Information

The Commission will discuss Kiwanis Desert Park.

Sonny
Culbreth

Brian
Goodman

Andi
Phillips

Anthony
Taddei

VI. RPGCOM Topics for Referral to City Council

**Information
Action**

Discussion of possible topics for referral to the City Council.

Brian
Goodman
Sonny
Culbreth

VII. Staff Report on Current Events

Information

The Commission will review and possibly discuss the monthly reports provided to City Council from the Public Works and Community and Recreation Services departments.

VIII. Commissioners Report on Current Events

Information

This is the time Commissioners may present a brief summary on current events. The Commission may not propose, discuss, deliberate, or take any legal action on the information presented, pursuant to A.R.S. §38-431.02.

IX. Adjournment

Action

Persons with special accessibility needs should contact City Hall,
(623) 935-5033 at least 48 hours prior to the meeting.

**MINUTES OF THE REGULAR MEETING OF THE LITCHFIELD PARK
RECREATION & PUBLIC GROUNDS COMMISSION
September 12, 2019**

I. Call to Order

The meeting was held in the Conference Room at City Hall and called to order by Chairperson Taddei at 7:03 pm.

Members Present: Chairperson Taddei, Vice Chairperson Phillips, Commissioners Dun, Schwake, Fix and Clair.

Members Absent: Commissioner Schwartz.

Staff Present: Sonny Culbreth, Interim Assistant City Manager, Brian Goodman, Public Works Director, Stacey Frederico, Building Safety/Public Works Administrative Assistant.

II. Pledge of Allegiance

Chairperson Taddei led the Pledge of Allegiance.

III. Call to the Community

There were no requests to speak.

IV. Response to Call to the Community

There were none for the September 12, 2019 meeting.

V. Business

A. Minutes

Vice Chairperson Phillips **moved, seconded** by Commissioner Schwake, to approve the minutes of the meeting held on June 13, 2019; **unanimous approval.**

B. Yard of the Quarter

The following were the nominees for the 3rd quarter of 2019.

- 505 E. Fairway Dr.
- 101 N. Florence Ave
- 305 W. Llano Dr.

Vice Chairperson Phillips stated that she feels everyone on the Commission should vote and not just a few of the Commissioners. There was discussion among the Commissioners about Yard of the Quarter relevance. The Commission has elected to make this topic an agenda item for October's meeting.

Commissioner Fix **moved, seconded** by Commissioner Dun to select 305 W. Llano as the winner of Yard of the Quarter for the 3rd quarter; **unanimous approval.**

C. City Center Update

Mr. Goodman updated the Commission on the City Center. A lot of motion behind the scenes is starting to take place such as utility surveys, tentative engineering, and parcel designations. Mr. Goodman stressed the importance of suggestions and ideas needed from the Commission for the open space. The open space area will be approximately 4 acres or close to the size of Turtle Park. We are looking for creative designs for things such as amenities, public art, splash pad, etc. The Rotary has committed to assisting with trees.

Mr. Culbreth stated that there has been a group that has been appointed by Council to meet and negotiate with Destination LP. The City is currently working on the General Plan amendments for the City Center. Several things are being worked out such as the ways individuals can bid on parcels or develop the parcels with The City having control on how it will look. The Plan Service Director, Pam Maslowski, is keeping a list of businesses that have interest in space around The Park. With that being said, these interested parties are inquiring about The Park. What will this Park look like? What will draw the public to the area, bringing revenue to the surrounding businesses? What type of events will take place? These are just a few of the questions that are being asked. Mr. Culbreth feels the City now lacks in public art and would like to see art in the City Center. In doing some research Mr. Culbreth found a report that states an average public art project provides 50 times more economic impact than one big event. Another study showed that public areas created for activities like chess and checkers, to name a few, bring people to the area. Just start thinking of all different kinds of ideas that can possibly be incorporated and presented to the Council.

There were several ideas and suggestions talked about among the Commissioners. In addition, a few locations were suggested for the group to look up or go see that have possible attractions and/or vibe to look at as examples. A few of the suggestions mentioned were; town clock, statue of Paul Litchfield, amphitheater, stage, splash pad, art, benches, tables, trees, pathways, Litchfield Park logo used in a design, free flowing art areas.

It was determined that any ideas or thoughts should be emailed to Stacey.

D. Splash Pad

Mr. Goodman informed the Commission of a few new ideas for the Rec. Center. Jena, the pool manager, met with a contractor for a splash pad. A few options: Take out the current play pool and make a basin type splash pad. Or remove the play pool, hot tub and grass area and make a big traditional type splash

pad area. This area could be used by many and also accommodate ADA. This could possibly bring more interest and income to the Rec. Center.

The Commission is in favor of the idea. Mr. Goodman will have Jena move forward with quotes and a proposal will be presented to the Commission at a later date. This project is not in the CIP for this year but we are currently planning for the future.

E. Camelback Park Exterior Wall

Mr. Goodman reported that the next approved phase of the exterior wall is on Litchfield Rd. from the canal to south of Bird Lane. It is currently in engineering review for easements issues. This wall phase is included in the current year CIP. The next phase of wall will be the area around Camelback Park. This phase of wall was not done due to waiting to see what development would be taking place on the south east corner of Dysart Rd. and Camelback. The development of that area will help determine what kind of wall will be best suited for that area.

Commissioner Fix reported a few ideas she has received from residents; a solid wall with low lighting on the inside of the wall for security reasons. A wall with iron similar to Turtle Park but with more trees to filter out light.

Mr. Goodman is not exactly sure which CIP year the Camelback Park exterior wall will take place.

F. Camelback Rd. ROW

Mr. Goodman reported that this area is not owned by the City of Litchfield Park. From where Litchfield Greens starts to CVS, that ROW is owned by Maricopa County and there is a small strip that is owned by Litchfield Greens. A sidewalk and landscape in this area is not something we can do at this time. We have been in talks with Maricopa County for the last three years about taking over Camelback Rd. The County would like for the City to take over the responsibility of Camelback Rd. but we have certain stipulations to be met. A lot of improvements need to take place before the City will assume the responsibility of Camelback Rd. According to Maricopa County this may not happen until 2021/2022.

G. Opening Meeting Law

Mr. Goodman gave a handout and read an excerpt obtained from the Secretary of State website on Open Meeting Laws.

8. Can a quorum of public officials use email to discuss public issues out of the public's view?

A. No. Using email is no different than meeting in person or in a teleconference. Any email exchanged by a quorum that proposes a policy or discusses action that could be discussed at a future meeting is prohibited.

9. If a public body asks a small group of volunteer citizens to handle a task,

is that group subject to the Open Meeting Law?

A. Yes. Even if the public body does not officially appoint citizens to a committee, any delegation of a public body's work is a delegation of authority and constitutes an appointment. As an appointed committee, it would be subject to the Open Meeting Law.

All suggestions need to go thru the Chairperson. The Chairperson then communicates with the administrative assistant for the Commission. Do not reply all on any emails dealing with this Commission. Replying all is breaking the Open Meeting Law.

Whenever three or more Commissioners are in the same area there cannot be talk of any Commission related items.

VI. RPGCOM Topics for Referral to City Council

There were none at this time.

VII. Staff Report on Current Events

Mr. Goodman reported for Public Works;

- Little League field is open and being played on
- Crews are repairing irrigation and getting ready for over seeding. Over seeding will begin the first week of October.
- Palm trees are all done
- Last open Public Works position is being filled

Mr. Culbreth reported for Community and Recreation Services;

- Kudos to Brian for what he is doing in the City
- Kudos to Anthony Taddei for being an awesome coach. Staff from the Rec. Center had high praise for Anthony
- Special Events calendar flier was handed out to the Commission
- 348 kids participated in youth sports
- Preschool is 100% full
- Tennis court lights have been changed to LED lights
- Historical Society will celebrate the 100th Anniversary of the Cornerstone at the Mission Church

VIII. Commissioners' Report on Current Events

- Commissioner Schwake – Parks are looking good. Lights seem to be missing around the lake. Restrooms all look great except the restroom with the red roof looks to have some rusted areas.
- Chairperson Taddei – reported hearing from several neighbors that there was a rendering of a three story parking structure.

Adjournment

Commissioner Dun **moved, seconded** by Commissioner Schwake, to adjourn the meeting; **unanimous passage**. Chairperson Taddei adjourned the meeting at 8:27 p.m.

APPROVED:
RECREATION AND PUBLIC GROUNDS COMMISSION

To: Mayor and City Council
Through: Bill Stephens, City Manager
From: Brian Goodman, Public Works Director
Meeting Date: October 16th, 2019

Maintenance

- Trees throughout the City are being watered regularly
- Manicuring of turf is done on a regular basis
- Spraying for weed control as needed
- Lake water is being monitored and algae is being treated
- Storm drains are being monitored and cleaned as needed
- Streets swept every 3 weeks

Areas of Interest

- Pine trees throughout the City are being monitored
- Winter grass has been planted throughout the City
- Irrigations systems through the City are being updated.
- Engineering is underway for the perimeter wall on Litchfield Rd.
- Lake is being treated for algae blooms

Public Works Permits

- 3 ROW permits were issued

Community and Recreation Services

September 2019

To: Mayor Schoaf and City Council Members

From: Sonny Culbreth, Interim Assistant City Manager; Community & Recreation Services Director

Through: Bill Stephens, City Manager

Date: October 07, 2019

Re: September Community and Recreation Services Monthly Report

Community and Recreation Services

Oktoberfest presale tickets were sold out by the end of September and in anticipation of a very large turnout for the event, our Event Staff met with the Wigwam Event Staff and made major changes to the site map for the event. The event was held on Saturday, October 5 and the new layout and increased services made the event run very smoothly. The exact count was not available at the time of this report but it is estimated that more than 1,500 people attended. Because of the extra planning, there were no long food or drink lines, and very few complaints concerning the event. The atmosphere was festive and positive. Great job staff!

Special Events Staff updated our sponsorship packet for all events and it is ready to be used when seeking sponsors for events. The packet has already been presented to APS for consideration.

All Fall Sports got underway in September and registration for Winter Youth Sports is open. The use of the new Jackie Robinson Field is getting rave reviews and the lights are operating as reported.

Census 2020

The Staff Census Communication Committee met to discuss our plans to communicate Census count objectives to our residents. A strong social media campaign is underway and our efforts will increase as we get closer to March 2020 when the actual count begins. It is estimated that our City could receive [approximately \\$343 per resident counted](#).

Preschool

Preschool is full with 57 students and a waiting list in each class. Goodyear Fire Department's Fire Pal Mo visited our Preschool to introduce "Let's Learn Pedestrian Safety" to our students. Public Works made a visit and introduced "Dusty the Street Sweeper" and the children continue to enjoy science experiments and special Art projects. This year's curriculum even includes introductory to Spanish speaking.

ABC Explorer, 4-5 year old classes attended a "Tennis with Coach Amanda" demonstration as part of the Arizona Health Services Department's Empower, healthy living program. By participating in the Empower program, our Preschool receives a reduced cost for our annual license fee.

Aquatics

Odyssey Prep Continues to rent the Rec. Center Pool for swim team practice four days per week.

New Employee

A conditional offer of employment has been given to an applicant to fill the position of Special Events Assistant. The first day of employment is expected to be October 14, 2019

