

CITY OF LITCHFIELD PARK

RECREATION AND PUBLIC GROUNDS COMMISSION

Regular Meeting
Thursday, December 12, 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, October 10, 2019 regular meeting.

V. Business

Anthony
Taddei

A. Commissioner Resignation

Information

Mr. Ron Clair's resignation from the Recreation and Public Grounds Commission.

Anthony
Taddei

B. Yard of Quarter Update

**Information
Action**

The Commission will discuss any thoughts and updates for Yard of the Quarter.

Brian
Goodman

B. City Center Update and Design

**Information
Action**

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

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
October 10, 2019**

I. Call to Order

The meeting was held in the Conference Room at City Hall and called to order by Chairperson Taddei at 7:00 pm.

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

Members Absent: Commissioner Clair.

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

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 October 10, 2019 meeting.

V. Business

A. Minutes

Commissioner Dun **moved, seconded** by Vice Chairperson Phillips, to approve the minutes of the meeting held on September 12, 2019; **unanimous approval.**

Chairperson Taddei changed the order of the agenda.

D. Yard of the Quarter

Vice Chairperson Phillips feels that the Yard of Quarter is no longer relevant for the following reasons;

- There is not equal representation of all of the areas of Litchfield
- There is not access to all the areas of Litchfield
- The Commission does not do a good job of getting around to different areas
- The Commission does not have good equal participation
- There are not real clear standards or requirements
- The concept of singling out one house per month seems a little out dated now days
- Individual judging on a house of what is complimentary is very biased
- Budgets and/or scales are not taken into account

Vice Chairperson Phillips shared an idea of what the Yard of the Quarter could possibly progress to. This would include giving out door tags or door hangers that acknowledge yards. Each commissioner gets 11 hang tags to give out once per month, excluding December. These hang tags/door hangers would be professionally done with some kind of positive wording about the yard. This wording would be decided on by the Commission. In addition maybe there is a little gift of some type that is attached to the hangers.

Commissioner Fix wishes we could get the community more involved.

Commissioner Dun's stand is to not have it.

Commissioner Schwartz feels this award represents part of the nostalgia of living in Litchfield Park. The out datedness of Yard of the Quarter is what makes it so unique. Eliminating YOQ is getting rid of nostalgia and we should be mindful and careful of what is being cut, eliminating the uniqueness of Litchfield Park and becoming like everyone else.

Commissioner Dun feels that a lot of houses on streets not regularly driven are missed.

Commissioner Schwake feels that the City has grown so much and many areas are being missed. Maybe not eliminate it all together but come up with another alternative.

Mr. Culbreth shared on how the judging on the lights for Christmas in the Park takes place. Individuals from outside of the Park are asked to be judges. Nominations are taken under different categories. And on one night possible two nights the judges are driven around to the different nominated houses to judge. Suggested maybe this process can be done for the Yard of Quarter with the Commission going out in the van to view the nominations.

Mr. Goodman suggested using social media for nominations.

Chairperson Taddei also suggested social media such as Facebook. Chairperson Taddei brought up the question of is this intrusive to people. He also really likes the idea of using the community along with the Commission.

There was further discussion on this topic and which point the Commission decided it would be discussed at a later time.

B. City Center – Introduction by Mayor Schoaf

Mayor Schoaf thought it may be helpful to the Commission if they had an understanding of how “The Park” came about as they work on designs. What will make the City Center special that businesses and people will want to come? Before this was a City the area was known by everyone in the southwest valley as “The Park”. This was because of all the parks in the area. Residents saw each other daily at the market or post office. So why not try and bring it back to the roots and anchor the City Center with a park. The concept is to have an area where people can gather again, where people will come for events, where business customers use the park, where local business and employees use the park. Mayor Schoaf gave a few examples, such as Red’s where families go and kids play on the putting green while parents eat and socialize or in the Wigwam kids end up playing bocce ball and running around. These establishments were not initially set up for the kids playing and running around but it has happen and the results have been great in bringing in more people and families. The Park should be community asset.

Council has given the RPG Commission direction to come up with features, ideas and designs for “The Park”. The design and features should attract people and attract businesses to be a part of the vision. The Park should be designed by the community and RPG is the representative for the people. The Mayor was asked about a park planner assisting the Commission. Mayor Schoaf stated that the direction from Council was to go about designing The Park in the same way Scout Park was done. Professional resources will be available as plans progress.

There are 3 critical things for the City Center to be successful; 1. The wall needs to be torn down with the curb and gutter put in, and extend Village Pkwy. 2. Get the park laid out and built. 3. Get the first business. The first user is critical as it will show other businesses that this is a real possibility. The first business will set the parcels. The parcels are not set now specifically to accommodate the first business and businesses to follow. This is something to keep in mind when planning “The Park”. The designs need to have fluidity to adapt to the different business and demand for the space.

Mayor Schoaf made it very clear that Council has given the Commission the task to plan The Park. The Mayor would like things to get started in the 12 to 18 months. And stated the park will most likely be built in stages.

Mr. Stephens gave a few things for the Commission to think about when planning The Park. One of the thoughts is to relocate the events that are now held downtown to the park. There needs to be thought of how vendors will drive to load and unload for the setup of tents. So maybe some type of area that is firmer to allow these vehicles to drive to the event areas. In addition, think about secure features like bollards that keeps vehicles from going back into areas where people are enjoying an event. The question about a budget for the RPG to plan the park was asked. Mr. Stephens said there is a CIP budget in place for some of the initial things to be done in the development. As far as the professional planners, Mr. Stephens will have to look at some things and discuss with Council.

C. City Center Update and Design

Mr. Goodman stated that the Commission just needs to come up with a lot of ideas to present to a planner when that time comes.

Mr. Goodman has explored some options for a more solid turf that vehicles can drive on. Besides the grass paver mix that was previously shared with the Commission there is a geo grid that can be put in under the turf to eliminate rutting. Mr. Goodman is trying to get costs on these options. Mr. Goodman let the Commission know that there is stuff on the back end that he is looking into while the Commission focuses on the features of the park. The more information the Commission has when presenting to a professional planner the cheaper it will be for the City.

The Park size will be approximately 4 acres, about the size of Turtle or Staggs Park.

Commissioner Schwake would like to make sure the utilities that will be needed are sufficient enough for anything so that they are only put in once.

Mr. Goodman suggested continuing to send any ideas to Stacey to put in the idea binder. The Commission circulated several pictures of ideas that were previously sent in and had much discussion on these.

Mr. Goodman reminded the Commission that the space must be ADA accessible.

The Commission decided that additional work study sessions will be needed.

E. Kiwanis Desert Park

Commissioner Schwake asked if there is a plan to refresh this park. He stated that that Public Works has done a great job in keeping it cleaned up. But with that there are several stumps and dead patches.

Mr. Goodman stated that it is not safe for his Public Crew to get in the middle of the cactus plants to clean out. There are several cacti that are extremely old and will need to be replaced. Mr. Goodman will be reaching out to Kiwanis to discuss this park.

VI. RPGCOM Topics for Referral to City Council

There were none at this time.

VI. Staff Report on Current Events

Mr. Goodman reported for Public Works;

- Over seeding is coming along
- The City engineer is working on plans for the perimeter wall on Litchfield

Rd. from the canal to Bird. Ln.

- The lake has algae blooms. The lake company has been treating this for the last four days and will continue to treat and monitor
- Due to the cool weather the crew was able to spray weeds

Mr. Culbreth reported for Community and Recreation Services;

- Thank you to everyone who helped out with Octoberfest and Arts in the Park
- Octoberfest this year was the largest and most successful since starting this event. Over 1500 people attended
- Preschool is full with 57 students with a waiting list for each class. This program has a fantastic curriculum
- A new employee has been hired to help with Special Events

VII. Commissioners' Report on Current Events

- Commissioner Schwake – parks look great.
- Vice Chairperson Phillips – relayed a compliment she received from a friend about the Arts in the Park and Octoberfest events

IX. Adjournment

Commissioner Dun **moved, seconded** by Commissioner Schwartz, to adjourn the meeting; **unanimous passage**. Chairperson Taddei adjourned the meeting at 8:23 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: December 18th, 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
- Spraying of turf for weed control is underway
- Research for City Center park underway
- Survey for traffic calming on Bird Ln. has been distributed. Deadline for submittal is December 6th
- Engineering is underway for the perimeter wall on Litchfield Rd.
- Residents will be notified of impending wall construction work and temporary construction easements are being prepared.
- Holiday lights and decorations have been put up.
- City hall roof leaks have been repaired.
- Rural metro move out date has been extended 3 months to April 30th. This is due to them needing more time to do tenant improvements on their new location.
- With recent storms there have been no signs of flooding and the peninsula drain project has proven to be successful.
- November 2nd the City partnered with several other cities in a hazardous waste collection day (Turn out for LP was extremely low, figures should be in by next month)
- Public Works staff has been present to monitor all storms and keep drains clean and flowing.

Public Works Permits

- 3 ROW permits were issued

November 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: December 18, 2019

Re: November Community and Recreation Services Monthly Report

Community and Recreation Services

Special Events

49th Annual Litchfield Park Festival of the Arts

The Festival of the Arts kicked off the special event schedule for November. The festival held Saturday and Sunday, November 2 and 3 attracted an estimated 20,000 visitors to our community. Adding the Wine and Beer Garden was a popular addition to the already successful art, food and entertainment format of the event.

100th Anniversary of the Mission Church Cornerstone

On Sunday, November 3, the Historical Society hosted a celebration of the placing of the Mission Church cornerstone. The cornerstone was placed in November of 1919 but the church was not completed until 1923. Staff assisted the Historical Society with the scheduling and the set-up of the event. The event was well done and attracted over 300 visitors.

Arts in the Park

The Arizona Swing Kings were featured at the November 24th Arts in the Park Concert. This concert was attended by an estimated crowd of 800 and they enjoyed a combination of "Big Band" music and a guest comedic routine impersonating Bob Hope, Jack Benny, Jimmy Durante and Red Skelton, all stars of the stage from the 1940s. The performance was well received. The next Arts in the park Concert is scheduled for January 26 and features the *PEBBLEROCK BAND*.

Christmas in the Park

Staff spent much of November following up on details for Christmas in the Park scheduled for Saturday, December 14. A parade with over 2,000 individuals, six marching bands, colorful floats, a lot of Boy and Girl Scout troops, elected officials from Litchfield Park, Goodyear and possibly Avondale along with the star of the parade Old Saint Nick himself will highlight a fun day for the family. Our Feature Sponsor; Hilgers Orthodontics and Hilgers Pediatric Dentistry along with APS, Liberty Utilities, Kiwanis of Litchfield, Friends of the Rec. and Sun Health all help to make this celebration a big success.

The 28th Annual Invitational Litchfield Park Gathering-Native American Arts Festival
Staff continues to work on the Native American Arts Festival scheduled for January 11 and 12, 2020 and the special Prelude to the event at the Wigwam on Friday evening, January 10.

Youth Sports

Fall Youth Sports went well and the registration for Winter Basketball has topped 300 participants.

Community Services

2020 Census

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. About 80% of our residents will receive a notice to register on line and another 20% will receive paper registration forms. All individuals will be able to register on line if they wish. Our goal is 100% participation.

Preschool

Classes are full with 57 students and a waiting list in each class. The Preschool Staff continues to expand the program to include community services such as Fire and Police demonstrations. They also have expanded the program to include a quality hands on Art program and an introductory to Spanish speaking. The staff is planning an Art Walk on the Library Lawn from 5 to 6 PM on Friday December 6. The parents of all the children will have the opportunity to review the art work the children have been working on and have an opportunity to visit with the teachers.

New Employee

A new part time Special Events employee, Amelia Lincoln joined our staff in October. She brings more Special Events and Social Media Marketing experience to our team.

Aquatics

Staff continued preparing for the installation of a new pool chemical distribution program. All Ecolab equipment has been removed and Aquatic Environmental Services (AES) installed a new the chemical system Nov 18 – 22. The Aquatics Coordinator and some staff members will go through training with AES on Friday, November 22nd and again on Monday, November 25th.