

# CITY OF LITCHFIELD PARK

## RECREATION AND PUBLIC GROUNDS COMMISSION

Thursday, January 14, 2021  
7:00 P.M.  
Zoom Meeting  
Litchfield Park, Arizona 85340

**IN-PERSON ATTENDANCE AT PUBLIC MEETINGS HAS BEEN SUSPENDED UNTIL FURTHER NOTICE.**

NOTICE IS HEREBY GIVEN PURSUANT TO A.R.S. §38-431.02 THAT MEMEBERS OF THE RECREATION AND PUBLIC GROUNDS COMMISSION WILL ATTEND BY AUDIO/VIDEO CONFERENCE CALL.

### I. Call to Order

Zoom Conference

- a. Watch on [YouTube](#) or [Zoom](#)
- b. Telephone: 1 669 900 6833 Meeting ID: 827 6079 5307
- c. The agenda and packet are available at: [www.litchfield-park.org](http://www.litchfield-park.org)

### 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. Business

#### A. Minutes

Information/Action

Presenter: **Anthony Taddei**

Possible approval of the November 19, 2020 meeting minutes.

#### B. Swearing-in of New Commission Member Brian Faith

Information/Action

Presenter: **Anthony Taddei**

Brian Faith will be sworn-in as a Commissioner by Vice Mayor Faith.

#### C. Swearing-in of New Commission Member Brian Culbreth

Information/Action

Presenter: **Anthony Taddei**

Brian Culbreth will be sworn-in as a Commissioner by Sonny Culbreth.

#### D. Discussion of Proper Meeting Etiquette

Information

Presenter: **Anthony Taddei**

Chairperson Taddei will discuss proper meeting etiquette with the Commission.

**E. City Way-finding Signage**

**Information/Action**

*Presenter: Matthew Williams*

Mr. Williams discuss way-finding signage with the Commission.

**F. Tree Carving Quotes and Designs**

**Information/Action**

*Presenter: Matthew Williams*

Mr. Williams will ask the Commission for the consideration of requesting proposals for tree carving quotes and designs.

**G. City Tree Health Issues**

**Information**

*Presenter: Kyle Ames*

Mr. Ames will discuss the health issues with multiple trees in the community.

**V. RPGCOM Topics for Referral to City Council**

**Information/Action**

Discussion of possible topics for referral to the City Council.

**VI. Staff Report on Current Events**

**Information**

*Presenter: Kyle Ames and Tricia Kramer*

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

**VII. 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.

**VIII. Adjournment**

**Action**

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Anthony Taddei, Chairperson

**MINUTES OF THE REGULAR MEETING OF THE LITCHFIELD PARK  
RECREATION & PUBLIC GROUNDS COMMISSION  
November 19, 2020**

**I. Call to Order**

The meeting was held via Zoom and called to order by Chairperson Taddei at 7:00 pm.

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

**Staff Present:** Matthew Williams, Assistant City Manager; Sonny Culbreth, Management Assistant; Richard Alvarado, Public Works Director; Pat McCoy, Sports Coordinator; Tricia Kramer, Special Events Coordinator; Stacey Frederico, Building Safety/Public Works Administrative Assistant.

**II. Pledge of Allegiance**

Chairperson Taddei led the Pledge of Allegiance.

**III. Response to Call to the Community**

There were no requests to speak during the October 8, 2020 meeting.

**IV. Business**

**A. Minutes**

Commissioner Schwartz **moved, seconded** by Vice Chairperson Phillips to approve the Minutes of the meetings held on July 9, 2020 and October 8, 2020; **unanimous approval.**

**Chairperson Taddei changed the order of the Business agenda items.**

**F. Update on City Special Events**

Tricia Kramer gave an update on the fall events;

- Movie Night was a success with 80 vehicles, roughly 300 people. The movie shown was Jimmy Neutron.
- Octoberfest was held on October 17<sup>th</sup>. There were approximately 200 participants and the community enjoyed the new format.
- Fall festival was the first weekend of November. Attendance was approximately 8,000. Vendors and attendees were very mindful of the Covid-19 restrictions and mask requirements.

Christmas in the Park is coming up and will be held on December 12<sup>th</sup> and 13<sup>th</sup>. This is

a different format from past years. The parade will be virtual this year and there will be a float competition. The Polar Express will also be shown at Memorial Park with shop and food vendors on site.

The Native American Festival has been approved and will be held in January. In addition, the Kiwanis Family run has been approved for February. Further details will come as the events get closer.

**B. Discussion/Action Cancellation of November 12, 2020 RPG Meeting**

Mr. Williams reviewed the reason for the cancellation of the November 12, 2020 meeting due to the incorrect zoom meeting ID number on the agenda. There was not any business discussed and the cancellation notices were posted as required.

**C. Update of RPG Commission and Commissioners**

Chairperson Taddei stated he was very honored to have served with Commissioner Schwake and thanked him for his service. Mr. Williams stated that Mr. Schwake was honored at the Council Meeting for his service to the Commission of 17 years.

Mr. Williams informed the Commissioners of the vacant seats on the Commission; a full quorum is 7 and the Commission is currently at 5. Under normal circumstances vacant seats or new Commissioners are sworn in in March. But due to Covid-19 and the recent resignation of Mr. Schwake RPG can recommend to Council to fill the seats early. There are currently three applicants; Brian Culbreth, Brian Faith and Kerry Murphy Giangobbe.

Commissioner Schwartz **moved, seconded** by Commissioner Fix to recommend to City Council to move forward with the appointment of the two vacant positions; **unanimous approval.**

**D. City Way-finding Signage**

Mr. Williams asked the Commission to look at a photo of way-finding signage included in the agenda packet. There are several way-finding signs on the perimeter of the City to direct visitors to the downtown services. These signs are old and have the old City logo and the Mayor has asked that staff to look into this. There are several ways to go about replacing these signs. An inexpensive way is to resurface the signs with the new logo and wording but using the same frame. Another option is to create a whole new sign which will cost more.

The question was asked if the signs need to be designed around the City Center. Mr. Williams feels these signs are more for the downtown services and restaurants and can always have things added to them as needed.

Chairperson Taddei suggested possibly reaching out to some of the schools art programs to see if this may be a project or competition for the students.

Chairperson Taddei **moved, seconded** by Commissioner Fix reach out to art teachers and see if we can get their thoughts some input from the kids; **unanimous approval.**

**E. Recreation Center Re-organization**

Mr. Williams informed the Commission of the re-organization of the Recreation Center.

- Tricia Kramer is the Community & Recreation Services Director and will continue to oversee the special events.
- Pat McCoy is the Sports Coordinator. He will continue to manage City sports and will now supervise the Recreation Center front office staff.
- Jenna Gore is the Aquatics Coordinator. In addition, she is responsible of the Cityline production, Rec. Center website and social media.
- Seye White is the Preschool Director.

**G. Discussion / Action Cancellation of Scheduled December 10, 2020 RPG Meeting**

Mr. Williams noted that with the Holidays, traveling, and nothing pressing that the Commission may want to consider cancelling the December 10, 2020 meeting.

Vice Chairperson Phillips **moved, seconded** by Commissioner Fix to cancel the December 10, 2020 meeting; **unanimous approval.**

**V. RPGCOM Topics for Referral to City Council**

There were no items for referral.

**VI. Staff Report on Current Events**

Mr. Williams reported that he will be out of town November 26<sup>th</sup> to December 7<sup>th</sup>.

Mr. McCoy reported:

- The fall season for Flag Football and T-ball will come to end this weekend.
- Winter Basketball League closed registration on Monday, November 16, 2020 with 168 kids.
- Tennis program for November is coming to an end.

Mr. Alvarado reported for the Public Works department the following:

- The Crew is doing a great job with their duties in light of the COVID-19 restrictions.
- Public Works assisted with Movie Night and lined the parking lot.

- The sidewalk on Fairway Drive and Old Litchfield Rd is new and has been widened.
- Solar sensors have been added to the La Loma Homestead for security.
- Public Works is working with the Recreation Center on getting a proposal for painting the wall at the pool.

**VII. Commissioners' Report on Current Events**

- Vice Chairperson Phillips thanked Mr. Alvarado for installing the doggie bag dispenser.
- Commissioner Fix complimented Mr. Alvarado on the over seeding of the parks and how good they look.
- Commissioner Schwartz commented on how well Oktoberfest was run.

**VIII. Adjournment**

Commissioner Schwartz **moved, seconded** by Vice Chairperson Phillips to adjourn the meeting; **unanimous approval**. The meeting was adjourned at 7:47PM.

**APPROVED:**

**RECREATION AND PUBLIC GROUNDS COMMISSION**

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Anthony Taddei, Chairperson



City of Litchfield Park  
Historical Business District

- Resort** ➤
- Restaurants** ➤
- Services** ➤
- Shopping** ➤

