

**Recreation and Public
Grounds Commission**
Regular Meeting
Agenda

Litchfield Park Branch
Library Community Room
101 W. Wigwam Blvd.
Litchfield Park, AZ 85340

Thursday, December 11, 2025

7:00 PM

Members of the Recreation and Public Grounds Commission will attend either in person, by telephone, or video conference call.
Physical access to the meeting room will be available 30 minutes prior to the meeting.

I. Call to Order

- A. The agenda and packet are available at: www.litchfieldpark.gov**
- B. A video recording of the meeting can be seen [here](#) the next business day.**

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 put on a future agenda, or responding to criticism.

IV. Staff Report

- A. Public Works Monthly Report** **INFORMATION ONLY**
Presenter: **Kyle Ames, Public Works Director**

Public Works Monthly Report
- B. Community and Recreation Services Monthly Report** **INFORMATION ONLY**
Presenter: **Tricia Kramer, Community & Recreation Services Director**

Ms. Kramer will provide an update on activity for the month of December.

V. Business

- A. Approval of Minutes** **ACTION/COMMENT**
Presenter: **Tricia Kramer, Community & Recreation Services Director**

Discussion and possible action to approve the October 9, 2025, regular meeting minutes.
- B. Formation of America250 Planning Committee** **ACTION/COMMENT**
Presenter: **Tricia Kramer, Community & Recreation Services Director**

Discussion and possible action to select a Commissioner to serve on the City's America250 Planning Committee.
- C. Water Conservation Projects** **ACTION/COMMENT**
Presenter: **Kyle Ames, Public Works Director**

Discussion and possible action regarding potential water mitigation projects in the city.
- D. Yard of the Quarter Program** **ACTION/COMMENT**

Presenter: *Tricia Kramer, Community & Recreation Services Director*

Discussion and possible action related to the Yard of the Quarter program.

VI. Commissioners Report on Current Events

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.

VII. Topics for Referral to City Council

VIII. Adjournment

Anthony Taddei, Chair

Affidavit of Posting

I, Tricia Kramer, do hereby certify that I caused to be posted a true and correct copy of this agenda for the Recreation and Public Grounds Commission meeting of Thursday, December 11, 2025, in the following place in the City of Litchfield Park:

- 1. City Hall, outside bulletin board
- 2. City Website

Tricia Kramer, Staff Liason

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



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Staff Report Item IV.A
Public Works Monthly Report**

To: Recreation and Public Grounds Commission Members
From: Kyle Ames, Director of Public Works
Meeting Date: 12/11/2025

RECOMMENDED MOTION:

BACKGROUND/DISCUSSION:

MAINTENANCE:

- Right-of-way trimming is done on a bi-weekly maintenance schedule.
- Mowing of turf is done weekly and manicuring of turf is done bi-weekly.
- Trees and turf are watered regularly.
- Irrigation maintenance is done regularly.
- Spraying for weed control as needed.
- Street sweeping is scheduled in sections and done weekly.
- Tierra Verde Lake is monitored and cleaned out weekly.

CURRENT PROJECTS:

- Staff have been meeting with licensed electrician companies to obtain proposals for downtown electrical repairs and replacement. Staff have received all required quotes and they are under review by staff.
- Village Park playground shade structure has been installed. Altitude Recreation is currently working on the Turtle Park shade structure, and should be completed shortly.
- Ghaster painting LLC has completed the memorial lawn gazebo painting project. Stucco work, paint and wood preservation have been applied to the entire structure.
- Staff have been working with roofing contractors to repair the roof leaks noted from past storms at city hall and the community library.
- EWF woodchips have been applied to all city parks to meet fall zone requirements.
- Camelback Park parking lot construction is still ongoing. The estimated completion time is set for the end of December to the beginning of January.
- CLD Christmas light decorators and city staff have completed the holiday decorations. All decorations will be turned on December 5th following the Christmas tree lighting ceremony.
- CLD Christmas Light Decorators have installed the city's new KOS Christmas tree in

Litchfield Square.

- Recently, we have had several accidents to the Litchfield Rd round about. Staff have been working on proposals with contractors for the repairs.

STAFF RECOMMENDATION:

FINANCIAL IMPACT:

ATTACHMENTS:



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Staff Report Item IV.B
Community and Recreation
Services Monthly Report**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community and Recreation Services Director
Meeting Date: 12/11/2025

RECOMMENDED MOTION:

N/A

BACKGROUND/DISCUSSION:

See attached report.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. Community and Recreation Services Monthly Report - December 2025

**COMMUNITY AND RECREATION SERVICES
MONTHLY REPORT**

To: RPG Chairperson and Commissioners
From: Tricia Kramer, Director of Community and Recreation Services
Meeting Date: 12/11/2025

Recreation Center Facility

- General Acrylics will begin resurfacing the Rec Center basketball courts on Mon. 12/8.

Aquatics

- Our Aquatics Coordinator and lifeguards continue to maintain the pool and assist with Special Events during the off season.

Community Services

- The Rec Center's Christmas Rock Hunt has been well received so far. Holiday-themed rocks are hidden daily in public parks around the city. Families are having fun trying to locate the prize rocks and are engaging with us on social media.
- Entries for the Holiday Home Decorating Contest are being accepted through 12/14. Judging will take place during the week of 12/15. Residents can also add their addresses to our Holiday Lights Tour map without having to enter the decorating contest.
- Our next flag raising ceremony takes place on 12/19 at 8:15am. This ceremony will honor the U.S. Space Force. Commissioners and community members are invited to attend.

Preschool

- Students began collecting new socks for our Joy to Socks Drive benefiting the Agua Fria Food & Clothing Bank. Donations can be dropped at the Preschool Room until 12/19.
- Preschool will be closed for Winter Break from 12/22 until 1/2.

Sports

- Registration for our Winter Sports Leagues closed on 11/17. 482 kids registered (307 in Basketball and 175 in Tee Ball). We are filling a few open roster spots as needed.
- Registration for B.E.S.T.'s winter skills sessions is ongoing with 48 kids registered so far.
- 90 people have signed up so far for the 2/28 Litchfield Park Run.

Special Events

- Registration for the annual trout derby opened on Mon. 12/1. There are only 34 spaces left for the morning competitive session. There are still plenty of openings for the afternoon recreational session. Registration is open through 1/22.
- The inaugural Tree Lighting Ceremony held on 12/5 in Litchfield Square Park was well attended. Our thanks to those Commissioners who were able to come to the event.
- Christmas in the Park is set for Saturday, 12/13, in Litchfield Square Park. The festival will be open from 9am-3pm, with the parade starting at 10am.
- The next free Arts in the Park concert is on Sunday, 12/14, at The Wigwam. Big Zephyr is performing a holiday show from 3-5pm that afternoon.



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Business Item V.A
Approval of Minutes**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community & Recreation Services Director
Meeting Date: 12/11/2025

RECOMMENDED MOTION:
MOVE TO APPROVE THE OCTOBER 9, 2025, MEETING MINUTES.

BACKGROUND/DISCUSSION:
None

STAFF RECOMMENDATION:
Staff recommends approval.

FINANCIAL IMPACT:
None

ATTACHMENTS:
1. 100925 REG MINUTES - Draft

Thursday, October 9, 2025

Regular Meeting

I. Call to Order

The meeting was held in the Library Community Room and called to order by Chairperson Taddei at 7:00 PM. A video recording of the meeting can be viewed [here](#).

Present: Chairperson Anthony Taddei, Vice Chairperson Andrea Phillip, Commissioner Brian Culbreth, Commissioner Brian J. Faith, Commissioner Christoph Gerz, Commissioner Krysten Giordano

Absent: Commissioner Schwartz, Council Member James

Staff: Tricia Kramer, Community and Recreation Services Director; Kyle Ames, Public Works Director (via Zoom); Pat McCoy, Sports Coordinator

Attendees: Mary Dickson and Bob Field (P.W. Litchfield Heritage Center representatives)

II. Pledge of Allegiance

The Pledge of Allegiance was led by Chairperson Taddei.

III. Call to the Community

There were no requests to speak during Call to the Community. There was one request to speak during Agenda Item V.A.

IV. Staff Report

A. Community and Recreation Services Monthly Report

Ms. Kramer reviewed her written report. She confirmed that the Recreation Center courts remain open to the public on the weekends. She added that Staff are looking into resurfacing the pool deck in the early spring. Sports Coordinator Pat McCoy shared that Winter Sports registrations recently opened, and he expects registrations to steadily rise as the Fall Sports season gets closer to ending. Commissioner Gerz said that the German Air Force is returning to Arizona for Oktoberfest for the first time since Covid. He suggested that Staff look into partnering with them if we'd like to bring an authentic Oktoberfest back to Litchfield Park in the future.

B. Public Works Monthly Report

Mr. Ames reviewed his written report. He stated that winter overseeding has started and will wrap up in mid-November. He added that 27 "No School Parking" signs were installed along Azure Ln and Vineyard near Millennium High School. There are still traffic and safety concerns due to similar signage posted by Goodyear near Western Sky Middle School which is pushing traffic north into Litchfield Park. Commissioner Giordano would like to see a permanent "School Zone" sign at Litchfield Elementary School. Mr. Ames said that he would take her request to our Civil Engineer for consideration. Commissioner Culbreth asked whether the construction fencing at Turtle Park could be removed, so kids can play at the park, if the shade structure installation project has to be delayed for a few weeks. Mr. Ames will follow up with the contractor.

V. Business**A. Preliminary Hilltop Park Design****APPROVED**

MOVE TO RECOMMEND APPROVAL OF THE PRELIMINARY DESIGN WITH ADDITIONAL DIRT SIDEWALKS IN THE NORTHERN SECTION, AND RETAINING HISTORICAL ELEMENTS TO THE EXTENT POSSIBLE INCLUDING THE WATER TANK, PUMP HOUSE, AND ELEMENTS OF THE CANAL SYSTEM

MOVER Commissioner Gerz, **SECONDER** Commissioner Culbreth

AYE: Chairperson Taddei, Vice Chairperson Phillip, Commissioner Culbreth, Commissioner Faith, Commissioner Gerz, Commissioner Giordano

6 - 0 - 0 Passed

The Commissioners listened to a prerecorded video update from City Planner Randy Proch on the preliminary Hilltop Park design. After the video presentation, Chairperson Taddei invited Mary Dickson to address the Commissioners. Ms. Dickson spoke on behalf of the P.W. Litchfield Heritage Center. She stated that in July the Hilltop was approved for an Arizona Register of Historic Places designation. The Heritage Center is also working to get a national designation. Ms. Dickson discussed the reservoir and pump house on the Hilltop. The Heritage Center would like the Commission to recommend that these historic items be retained as much as possible as part of the approved design plan. Discussion was held. The Commissioners agreed that they would like to see more pathways on the northwest side of the Hilltop. Commissioner Culbreth was hoping to see a water feature as part of the design. Ms. Dickson said that the Heritage Center is hoping to incorporate a water feature as part of the sloped area on the west side of the main cottage.

B. Approval of Minutes**APPROVED**

MOVE TO APPROVE THE SEPTEMBER 11, 2025, REGULAR MEETING MINUTES

MOVER Commissioner Culbreth, **SECONDER** Commissioner Gerz

AYE: Chairperson Taddei, Vice Chairperson Phillip, Commissioner Culbreth,
Commissioner Faith, Commissioner Gerz, Commissioner Giordano
6 - 0 - 0 Passed

c. Yard of the Quarter Program

APPROVED

MOVE TO HAVE STAFF WORK WITH THE CITY MANAGER TO LOOK AT SECTION 2-7-3 OF THE CITY CODE ON RPG PURPOSES AND DUTIES TO SEE IF THIS DUTY CAN BE ELIMINATED

MOVER Commissioner Gerz, **SECONDER** Vice Chairperson Phillip
AYE: Chairperson Taddei, Vice Chairperson Phillip, Commissioner Culbreth,
Commissioner Faith, Commissioner Gerz, Commissioner Giordano

6 - 0 - 0 Passed

Vice Chairperson Phillips provided a brief history of the Yard of the Quarter, which was originally handled by a separate Beautification Committee. In 2018, RPG and the Beautification Committee merged. Vice Chairperson Phillips believes it is time to revisit the relevancy of Yard of the Quarter recognition. Discussion was held. The Commissioners agreed that Yard of the Quarter makes sense in historic Litchfield Park but not in the HOA communities. They also agreed that RPG does not need to play this role anymore. The Commissioners would like to see this responsibility removed from their duties.

VI. Commissioners Report on Current Events

Commissioner Faith is happy to see that the Commission is headed in the right direction.

Commissioner Giordano says that the new sprinklers around the lake are really nice.

Commissioner Culbreth has enjoyed seeing the farmer's market and the increased use of The Square. He also likes the palm tree lights.

Commissioner Gerz is excited to see things going vertical and the orange trees being replaced.

Vice Chairperson Phillips is excited for the Arts in the Park concerts and festival season.

Chairperson Taddei loves to drive around and see the great Halloween decorations. He also enjoys weekly trips to the farmer's market.

VII. Topics for Referral to City Council

The Preliminary Hilltop Park Design is referred to Council for approval taking RPG's additional recommendations into consideration.

VIII. Adjournment

Chairperson Taddei adjourned the meeting at 8:31 p.m.

APPROVED:

Anthony Taddei, Chair

CERTIFICATION

I, Tricia Kramer, do hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of the Recreation and Public Grounds Commission of the City of Litchfield Park held on Thursday, October 9, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Tricia Kramer, Staff Liaison



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Business Item V.B
Formation of America250
Planning Committee**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community and Recreation Services Director
Meeting Date: 12/11/2025

RECOMMENDED MOTION:

MOVE TO APPROVE APPOINTMENT OF COMMISSIONER _____ TO SERVE ON THE CITY'S AMERICA250 PLANNING COMMITTEE.

BACKGROUND/DISCUSSION:

The City is forming a committee to prepare for the 250th anniversary of the signing of the Declaration of Independence. The committee will plan activities for our community in connection with this semiquincentennial celebration. We would like a representative of the RPG Commission to serve on the committee.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Business Item V.C
Water Conservation Projects**

To: Recreation and Public Grounds Commission Members
From: Kyle Ames, Director of Public Works
Meeting Date: 12/11/2025

RECOMMENDED MOTION:

STAFF DEFERS TO COMMISSIONERS FOR POTENTIAL PROJECTS.

BACKGROUND/DISCUSSION:

Arizona's desert environment makes water one of our most valuable and vulnerable resources. With continued drought conditions, rising temperatures, and increased demand from a growing population, the need for responsible water management has never been more urgent. As stewards of our community's parks and public spaces, the Recreation and Public Grounds Commission plays a key role in ensuring that our city uses water wisely and sustainably. Although grassy areas provide aesthetic and recreational benefits, traditional turf requires large volumes of water to remain green and usable. Many public spaces, however, contain turf that is rarely used for recreation, sports, or community activities. These unused or purely decorative grass areas can be some of the largest sources of outdoor water consumption in the city. The City of Litchfield Park is known for large, beautiful grassy parks. However, staff would like to discuss potential water mitigation projects to conserve water for years to come.

STAFF RECOMMENDATION:

Staff defers to the commissioners for future projects.

FINANCIAL IMPACT:

TBD

ATTACHMENTS:

1. TurfRemovalSteps (1)

Turf Removal and Irrigation Adjustment Project

Project Overview

This project will remove turf in designated areas and modify irrigation systems to ensure continued tree health. Turf removal will occur during early spring 2026, following installation and testing of new irrigation systems. Irrigation placement will be determined by each tree's dripline and adapted as needed for medians or space constraints.

Objectives and Success

Success in this project means effectively removing turf using herbicides in approved areas while maintaining the health of existing trees through proper irrigation design and monitoring. This work supports the City's water conservation and sustainability goals while preserving the community's aesthetic and historic standards.

Confirmed Project Areas

1. **E Estero Ln:** Street medians with limited turf coverage
2. **Camelback Park:** Non-playable turf zones
3. **N Villa Nueva Dr (1003-990):** Sidewalk areas with excess ornamental greenery

Step-By-Step Instructions

1. Tree Assessment and Irrigation Planning

- Inventory all trees within or adjacent to turf removal zones.
- Record species, trunk diameter, canopy width, and overall health
- Measure the dripline (the area under the outer edge of the tree's canopy where roots absorb the most nutrients and water).
- Install soil moisture sensors at root zone depth; collect baseline data for 1-2 weeks.
- Use soil moisture data to guide irrigation design and scheduling before turf removal.

2. Install Irrigation Systems

Open Turf Areas:

Palm Trees | [Hunter RZWS-36-25-CV](#) (Root Zone Watering System)

- Install 4-6 units per tree, depending on trunk size.
- Space units 18-24+ inches from trunk, evenly around base.

- Install vertically 30-36+ inches deep, with cap slightly above soil level.
- Add emitters in dry zones, spaced 6 inches apart.
- Connect to pressure-regulated drip zone.

Citrus & Broadleaf Trees | [Hunter HDL-09-12-250CV](#) Dripline Tubing

- Layout in a ring formation along the dripline:
 - Small Trees: 1 ring
 - Large Trees: 2 concentric rings, spaced 6-12 inches apart.
- Emitters every 12 inches, with additional in dry spots.
- Connect to pressure-regulated drip valve.

Trees in Medians:

Palm Trees | [Hunter RZWS-36-25-CV](#) (Root Zone Watering System)

- Same as above, install 4-6 units per tree
- Ensure accessibility and protection from curbs and traffic.

Citrus & Broadleaf Trees | [Hunter HDL-09-12-250CV](#) Dripline Tubing

- Use split-ring or half-circle layouts.
- Distribute emitters evenly.
- Add extra emitters in areas where water coverage is inadequate.

Additional Notes:

- Run both old and new systems simultaneously for 1-2 weeks to prevent sudden water cutoff.
- Operate the new irrigation system for 2 weeks to monitor soil moisture and identify irrigation adjustments.

3. Turf Removal

- Apply herbicide during active turf growth in spring for maximum effectiveness.
- Allow approximately two weeks per treatment cycle.
- Reapply herbicide if regrowth occurs to ensure full turf kill.
- Confirm complete turf removal before proceeding to landscaping.

4. Landscaping Installation

- Begin landscaping immediately after successful turf removal.
- Install approved plant and landscape materials.
- Observe soil moisture data for 1-2 weeks and confirm all emitters function.

5. Tree Health and Maintenance

- Conduct regular inspections of trees and irrigation performance.

- Adjust irrigation schedules seasonally and based on soil conditions.
- Perform spot herbicide treatments for any turf regrowth.
- Document tree condition, irrigation performance, and maintenance activities.

Project Timeline

Phase	Duration	Key Tasks
Tree Assessment & Planning	Weeks 1-3	Inventory trees, measure driplines, install soil moisture sensors, collect baseline data
Irrigation Installation	Weeks 4-6	Install RZWS and HDL systems, connect drip zones, test for leaks, concurrently run old & new systems
Irrigation Monitoring	Week 7	Operate new system, monitor soil moisture, make adjustments
Turf Removal (Herbicide)	Weeks 8-10	Apply herbicide, monitor regrowth, confirm turf kill
Landscaping Installation	Weeks 12-14	Install new landscape materials, verify emitter function, finalize grading
Tree Health & Maintenance	Ongoing	Seasonal irrigation tuning, inspections, documentation



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Business Item V.D
Yard of the Quarter Program**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community & Recreation Services Director
Meeting Date: 12/11/2025

RECOMMENDED MOTION:

N/A

BACKGROUND/DISCUSSION:

Ms. Kramer will provide an update to the Commissioners on direction received from City Council regarding the Yard of the Quarter program.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. Litchfield Park City Code Article 2-7 - Recreation and Public Grounds Commission

B. All meetings of each board or commission shall be conducted in conformance with the state open meeting law. (Ord. 96-36)

Section 2-6-6 Duties

A. A board or commission shall assist and advise the council in the establishment of essential policies, procedures, rules and regulations relating to the subject matter of the board or commission.

B. The recommendations of any board or commission to the city shall be advisory only. Such recommendations will be sent back to the board or commission by the city indicating any action, revision or modification of any recommendation.

Article 2-7 Recreation and Public Grounds Commission

Sections:

- 2-7-1 Established**
- 2-7-2 Membership**
- 2-7-3 Purpose and Duties**

Section 2-7-1 Established

A recreation and public grounds commission of the city of Litchfield Park, Arizona, is hereby created. (Ord. 11-171 § 1)

Section 2-7-2 Membership

All members of the recreation and public grounds commission shall be generally representative of the community and shall serve without pay. Initially the membership of the commission shall consist of members of the former cityscape commission and the recreation, arts and parks commission as those existed immediately prior to the effective date of the ordinance codified in this chapter, not to exceed eleven members. The terms of office shall be staggered as provided in Section 2-6-3. Beginning with terms that expire in 2014, the number of members shall be reduced to seven. (Ord. 11-171 § 1)

Section 2-7-3 Purpose and Duties

A. The commission shall be advisory in nature and shall provide counsel and advice to council in matters including, but not limited to:

1. Inventory the opportunities for improving the appearance of public grounds;
2. Provide recommendations for recreation programs, public art and public grounds maintenance and improvements in the city;
3. Study the problems and determine the needs of the city in connection with street trees and park trees.
4. Recommend quarterly for formal recognition by the council those homeowners who have maintained or enhanced their property by making significant landscape or architectural improvements.
5. Perform such other duties as the council from time to time shall request.

B. The council, at its discretion, may designate the city department to implement programs developed by the commission. (Ord. 18-226 § 1; Ord. 11-171 § 1)

Article 2-9 Indemnification of Members of the Council, City Officers, City Employees and Members of Committees, Commissions and Boards

Sections:

- 2-9-1 Persons Covered**
- 2-9-2 Indemnification and Protection of City Officials by City**
- 2-9-3 Insurance Coverage**
- 2-9-4 Notice of Claim**

Section 2-9-1 Persons Covered

All of the protections and benefits conferred by this article shall be enjoyed by any present or former mayor, vice mayor and each and all of the present or former members of the council, city officers, municipal judges, city