

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

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

Thursday, October 9, 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. 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 September.

- B. Public Works Monthly Report** **INFORMATION ONLY**
Presenter: [Kyle Ames, Public Works Director](#)

Mr. Ames will provide an update on activity for the month of September.

V. Business

- A. Preliminary Hilltop Park Design**
Presenter: [Randy Proch, Planning Director](#)

Discussion and possible action to recommend approval to the City Council the preliminary hilltop park design

- B. Approval of Minutes** **ACTION/COMMENT**
Presenter: [Tricia Kramer, Community & Recreation Services Director](#)

Discussion and possible action to approve the September 11, 2025, regular meeting minutes.

- C. Yard of the Quarter** **ACTION/COMMENT**
Presenter: [Andrea Phillips, Vice Chairperson](#)

Discussion and possible action regarding the handling of Yard of the Quarter moving forward.

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, October 9, 2025, in the following place in the City of Litchfield Park:

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

Tricia Kramer, Staff Liaison

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
Community and Recreation
Services Monthly Report**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community & Recreation Services Director
Meeting Date: 10/9/2025

RECOMMENDED MOTION:

N/A

BACKGROUND/DISCUSSION:

See attached report.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. Community & Recreation Services Monthly Report - September 2025

**COMMUNITY AND RECREATION SERVICES
MONTHLY REPORT**

To: RPG Chairperson and Commissioners
From: Tricia Kramer, Director of Community and Recreation Services
Meeting Date: 10/09/2025

Recreation Center Facility

- As of September 6th, we have returned to offering free court use to the community on Saturdays and Sundays.

Aquatics

- The Odyssey Swim Team and St. John Paul II Swim Team continue to hold their after-school swim practices at the Rec pool through early November.
- Staff have been meeting with various vendors to obtain estimates for the resurfacing of the pool deck.

Community Services

- The next flag raising ceremony is scheduled for October 13th at 8:15am to honor the U.S Navy. Commissioners and community members are encouraged to attend.

Preschool

- This past month, the Preschoolers have been focused on starting to learn the alphabet, the days of the week, and identifying numbers 1-10.
- Preschool will be closed for Fall Break during the week of October 6-10.

Sports

- Our Fall Sports Season began on September 27th and is off to a successful start.
- Registration for our Winter Basketball and Tee Ball Leagues opened on September 29th. So far 124 kids have registered.
- We currently have 4 teams signed up for the November 15th Cornhole Tournament. We are hoping to have 32 teams participate.

Special Events

- Staff continue to secure artists, vendors and sponsors for this season's events.
- Upcoming events:
 - *The Addams Family*: 10/11 at Jackie Robinson Ballfield; approximately 6:30pm
 - *Hocus Pocus*: 10/25 at Jackie Robinson Ballfield; approximately 6:30pm
 - Festival of Arts: 11/1 & 11/2 in Litchfield Square Park; 9am-5pm daily
 - *WALL-E*: 11/8 at Jackie Robinson Ballfield; approximately 6:30pm
 - AZ Swing Kings Concert: 11/9 on the Wigwam Lawn; 3-5pm
 - Tree Lighting Ceremony: 12/5 in Litchfield Square Park; 5-8pm
 - Christmas in the Park: 12/13 in Litchfield Square Park; 9am-3pm



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

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

To: Recreation and Public Grounds Commission Members
From: Kyle Ames, Director of Public Works/Safety & Training Coordinator
Meeting Date: 10/9/2025

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 started the winter overseeding process these past few weeks. Parks and public right-of-ways are being completed to accommodate youth sports programs and schedules.
- Staff have installed 27 "NO SCHOOL" parking signs along Azure Ln and Vineyard in the Village 1 subdivisions. These signs are being installed by the concerns of residents who reside in the area. Unfortunately, the City of Goodyear has placed no parking signs in the neighborhoods adjacent to Western Sky Middle School, which has forced parent pickup and drop off traffic within the city limits and has caused traffic concerns. Avondale PD can not address any traffic concerns if adequate signage is not posted.
- Village Park and Turtle Park shade structure installation are underway. Footings will be poured with post installations to follow in the coming weeks.
- The Public Works office behind City Hall has been removed, and the platform pit has been completely backfilled.
- Staff have planted an additional 25 orange trees at various locations.
- WCA have completed the California fan palm trimming.
- WCA will begin group pruning of the oak and ash trees around Rose Park in the

following weeks.

- The Scout Park underpass landscape additions will begin in the next few weeks. Additional trees, shrubs and DG will be installed.
- Laguna Dr W, Laguna Dr E, Bahia Ln W and Bahia Ln E median landscape additions will start in the mid-November timeframe. DG, plants and additional trees will be installed.

STAFF RECOMMENDATION:

FINANCIAL IMPACT:

ATTACHMENTS:



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

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

To: Recreation and Public Grounds Commission Members
From: Randy Proch, Planning Director
Meeting Date: 10/9/2025

RECOMMENDED MOTION:

MOVE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE PRELIMINARY HILLTOP PARK DESIGN

BACKGROUND/DISCUSSION:

The proposal is to vegetate, beautify, and reestablish a public gathering space located around The Hilltop School for the Arts, P.W. Litchfield Heritage Center, and Maricopa County Branch Library. The park space is located at the Rancho La Loma Homestead, located at 5374 N. Litchfield Road and is zoned Agritourism.

The yet-to-be-named park space is intended to compliment the numerous new projects located at Rancho La Loma, also known as The Hilltop. Staff has been working with the various entities involved as well as utilizing the public comments received through online and in-person surveys, open houses, and direction from the Recreation and Public Grounds Commission to create a phased park space on all remaining portions of the 21-acre site. The park space is approximately 9 acres, which includes the northern portion of the site, the two eastern cottages, bandstand and stage, former pump house and bathroom buildings, water tank, and western sunset terraces.

All aspects of the design have used public feedback received for programming, amenities, and attractions, which include walking trails throughout, botanical gardens focused on Sonoran Desert plants, cacti, and roses, rentable spaces at the bandstand and terraces, a centralized event space near the cottages and library, a playground space tucked away from adjacent uses, and storage and maintenance space for the Public Works department. The flora will be diversified and left to grow, with only seasonal cutbacks with a peacock-themed entry feature as you enter from Litchfield Road. The amount of natural turf is minimized and carefully placed for optimal use and historic revegetating, especially on the sunset terraces. The plan includes several new buildings including multiple bathrooms and ramadas, and is envisioned to include new uses for Cottage #2 and Cottage #3, just east of the museum space.

Access is managed through an expanded parking area along the north, gated vehicular access for events on the western terrace, ADA parking stalls near the event space and adjacent to the museum, with Fire Department access embedded into the landscaping through a compacted

DG path connecting the northern and southern parking lots, as well as a turnaround area near the cottages.

Staff has received comments throughout this preliminary design.

STAFF RECOMMENDATION:
MOVE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE PRELIMINARY HILLTOP PARK DESIGN

FINANCIAL IMPACT:
N/A

ATTACHMENTS:
1. PZ-25-70 Report Attachment





**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

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

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community & Recreation Services Director
Meeting Date: 10/9/2025

**RECOMMENDED MOTION:
MOVE TO APPROVE THE SEPTEMBER 11, 2025, REGULAR MEETING MINUTES**

BACKGROUND/DISCUSSION:
None

STAFF RECOMMENDATION:
Staff recommends approval.

FINANCIAL IMPACT:
None

ATTACHMENTS:
1. 091125 REG MINUTES - Draft

Thursday, September 11, 2025

Regular Meeting

I. Call to Order

The meeting was held in the Litchfield Park Branch Library Community Room and called to order by Chairperson Taddei at 7:02 PM.

Present: Chairperson Taddei, Vice Chairperson Phillip (via Zoom), Commissioner Culbreth, Commissioner Faith, Commissioner Gerz, Commissioner Giordano, Council Member James

Absent: Commissioner Schwartz

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

Attendees: Betsy Andrews Etchart

II. Pledge of Allegiance

The Pledge of Allegiance was led by Chairperson Taddei.

III. Call to the Community

There were no requests to speak.

IV. Staff Report

A. Community and Recreation Services Monthly Report

Ms. Kramer reviewed her written report. She provided an update on parade entry fees for businesses wanting to participate in Christmas in the Park. Ms. Kramer also confirmed that the parade route will extend north on Old Litchfield Road up to Village Parkway. From Village Parkway, the parade will proceed west to La Loma Ave., then south on La Loma Ave. ending near City Hall. This way, the parade still connects with the festival, which is moving to Litchfield Square Park.

B. Public Works Monthly Report

Mr. Ames reviewed his written report. He added that the shade structures for Turtle Park and Village Park have already been delivered. The playgrounds will be closed during the installations. Mr. Ames also confirmed that additional engineered wood fiber will be added to the fall zones at all the city's playgrounds. The three parks with the biggest need are Turtle Park, Aleppo Park and Scout Park.

V. Business

A. Approval of Minutes

APPROVED

MOVE TO APPROVE THE JUNE 12, 2025 REGULAR MEETING MINUTES

MOVER Commissioner Gerz, **SECONDER** Commissioner Culbreth

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

7 - 0 - 0 Passed

B. KOS Christmas Tree Decorations

APPROVED

Public Works Director Kyle Ames confirmed that Litchfield Park is the first city in the West Valley with the KOS christmas tree. it will be located in Litchfield Square Park for the holiday season. Mr. Ames requested input from the commissioners on which decor package they recommend for staff to order. discussion was held and the commissioners narrowed their preferences down to the candy cane and christmas morning decor packages.

MOVE TO RECOMMEND THAT STAFF USE THEIR DISCRETION TO CHOOSE BETWEEN THE CHRISTMAS MORNING AND CANDY CANE PACKAGES FOR THE CHRISTMAS TREE DECORATIONS

MOVER Commissioner Gerz, **SECONDER** Council Member James

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

7 - 0 - 0 Passed

C. Temporary Public Art Installation

APPROVED

Ms. Kramer introduced artist Betsy Andrews Etchart to the Commissioners. Ms. Etchart then presented her design concept for the HOLA public art project. The concept for the temporary installation is a colorful and interactive cotton boll flower that will be placed in Litchfield Square Park. Discussion was held. The Commissioners were excited about the design and recommended that Staff work with Ms. Etchart to move forward with the design and installation.

MOVE TO RECOMMEND THAT STAFF WORK WITH BETSY ETCHART TO MOVE FORWARD WITH THE HOLA PUBLIC ART PROJECT AS PRESENTED

MOVER Commissioner Gerz, **SECONDER** Council Member James

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

7 - 0 - 0 Passed

VI. Commissioners Report on Current Events

Commissioner Faith reported that he is looking forward to the events getting back in the winter.

Council Member James reported that he is here as a Council representative to the Commission. He is available to answer any questions and provide updates about all the growth and development that is happening in the City.

Vice Chairperson Phillips reported that she met Yosha, the new Communications Director. She believes we are fortunate to have her, and she is going to make a huge difference.

Chairperson Taddei seconded what Council Member James said. He is looking forward to a group tour of the

Hilltop for the Commission. He is also looking forward to upcoming events in The Park.

VII. Topics for Referral to City Council

There were no topics for referral.

VIII. Adjournment

Chairperson Taddei adjourned the meeting at 7:54 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, September 11, 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.C
Yard of the Quarter Program**

To: Recreation and Public Grounds Commission Members
From: Andi Phillips, RPG Vice Chairperson
Meeting Date: 10/9/2025

RECOMMENDED MOTION:
LEFT TO THE COMMISSION'S DISCRETION.

BACKGROUND/DISCUSSION:
Vice Chairperson Andi Phillips will lead a discussion about the Yard of the Quarter program and possible updates to the selection process moving forward.

STAFF RECOMMENDATION:
N/A

FINANCIAL IMPACT:
N/A

- ATTACHMENTS:**
1. Litchfield Park City Code Article 2-7 - Recreation and Public Grounds Commission
 2. West Valley View article about Avondale Property All-Star Curb Appeal Program

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

2 residents named 'Property All-Stars'

BY JOE MCHUGH

West Valley View Staff Writer

The city of Avondale has announced the first winners of its Property All-Star Curb Appeal Award, a new quarterly recognition program developed by the Avondale Code Compliance Division to honor property owners who showed "exceptional maintenance and community pride."

During a recent City Council meeting, the city formally recognized homeowners of two properties that set a high standard for curb appeal and neighborhood pride.

Merced and Sally Chayrez, lifelong residents of Historic Avondale, were honored for maintaining their home for more than 52 years. Their daughter nominated them, noting that locals affectionately refer to Merced as "the man with the beautiful corner lot." The Chayrez family's dedication and long-standing commitment to their neighborhood make them a true pillar of the community, the city said.



The city of Avondale recently named two residents Property All-Stars for exemplifying "exceptional maintenance and community pride."
(City of Avondale/Submitted)

Jesus Perez, a resident of the Alamar neighborhood, was also recognized following a community nomination praising his home's upkeep and landscaping.

"Their home is always beautifully maintained, and they take great pride in their landscaping and curb appeal. They truly help make our community look welcoming and well cared for," the nominator said.

These awards are part of a larger initiative to promote pride in property own-

ership and to encourage beautification throughout Avondale. The winners were selected by a committee composed of members from the Neighborhood Commission and city staff after reviewing several community-submitted nominations.

"This program celebrates the residents who quietly make a big impact by caring for their homes and enhancing the beauty of our city," said Joshua Perez, code compliance manager. "We're grateful to

honor their hard work and dedication."

Nominations for the next round of awards are now open. The city said community members are encouraged to nominate deserving residential or commercial properties through the AviWise App (avondaleaz.gov/AviWise) or by email at emailcode-compliance@avondaleaz.gov. Submissions should include the property address, photos and a brief statement about what makes the property "exceptional."