
Wednesday, October 15, 2025

Regular Meeting

I. Call to Order

The meeting was held in the Library Community Room and called to order by Mayor Schoaf at 6:25 PM. A video recording of the meeting can be viewed [here](#).

Present: Mayor Thomas L. Schoaf, Vice Mayor Paul Faith, Council Member Suzanne Allen, Council Member Lisa Brainard Watson (joined at 6:43 PM via Zoom), Council Member Ron Clair, Council Member Andrew Fraser, Council Member Justin James

Staff: Matthew Williams, City Manager; Terri Roth, City Clerk; Paige Peterson, Asst. City Mgr./Director of Finance; Joe Estes, City Attorney; Maria Ceagske, Deputy City Clerk; Randy Proch, Planning Director; Tricia Kramer, Director of Community and Recreation Services; Yosha Brunson Kuhl, Director of Communications; Kyle Ames, Director of Public Works; Lisa Adams-Williams, Director of Human Resources; Dawn Morocco, IT Specialist

Attendees: Lt. Rios; Chief Kleinschmidt

II. Mayor and Council Members Report on Current Events

Council Member Allen stated she emceed the Air Force Flag Raising and attended a tour at Liberty Utilities Water Reclamation Plant hosted by WESTMARC.

Council Member Fraser reported Epcor received their Alternate Designation of Assured Water Supply (ADAWS). They are the first organization in 25 years to receive this designation. This designation could allow for 60,000 new homes in the west valley. In response to the Mayor, he does not believe that Liberty Utilities has a designation. He explained the process for applying for water and must have a groundwater model. Mayor Schoaf directed Staff to receive the modeling for Liberty Utilities to review and be proactive.

Council Member Clair was impressed with the Farmer's Market he recently attended.

Vice Mayor Faith reported he and Council Members Allen and Clair met with Secretary of State Fontes on issues and discussed the 250th Anniversary of the United States. He will be attending the Chamber Breakfast at EMCC and has been working with the Chamber to amend their by-laws. He is working on the Goodyear Police Foundation and the Agua Fria Food Bank will be hosting a function during Billy Moore Days. The Rotary Club provided \$2,500 sponsorship for this event. There is a car club event that will be held in Litchfield Square on October 18th and 19th. The P.W. Litchfield Heritage Center will be opening a new exhibit titled Lighter Than Air. Additional events for the month include WESTMARC Best of the West dinner, LESD Fall Carnival, the Library Groundbreaking, and the White Tanks Conservancy fundraiser and the Agua Fria Gala for the Hilltop.

Mayor Schoaf attended the Navy Flag Raising. Due to the federal shutdown, our Public Works Staff and the elementary kids raised the flag. He announced that the Executive Director of the Arizona Cities and Towns League is retiring, and he is involved in the recruitment process to fill this position. Also, Maricopa Association of

Governments (MAG) is recruiting for the Executive Director position due to the retirement of Ed Zuercher.

III. City Manager's Report on Current Events

Mr. Williams highlighted the following from his report:

- Public input meetings are being scheduled for the library, Litchfield Road construction and an update on the Hilltop projects.
- The number of pine trees that will be lost and replacements are being discussed.
- Rough grading has begun on the hilltop site.
- A committee is being formed for the celebration of the 250th anniversary of the United States.
- He believes Public Works has become very busy with special projects and understands that basic maintenance of the City has suffered. He is having conversations with staff to find a solution, even if it means that special projects are contracted out. He will keep the Council updated. He stated that Public Works is now under the direction of the Assistant City Manager.

In response to Vice Mayor Faith, Agua Fria is still operating under an At-Risk permit. Mr. Estes explained that a school district is normally not required to go through a City permitting process, but they have been working with us because of our development agreement. An Indemnification Agreement has been drafted and is expected to be signed very soon. The only cause of delay is from utility companies working through their requirements.

IV. Call to the Community

There were no requests to speak.

V. Presentations

A. Extra Mile Day Proclamation

Mayor Schoaf declared November 1, 2025, as Extra Mile Day.

VI. Reports

A. Public Safety Services Monthly Reports

1. Goodyear Fire Report

Chief Kleinschmidt reviewed this report, with nothing further to add. In response to Mayor Schoaf, he will share materials with Staff to educate our residents on lithium battery safety. Mayor Schoaf thanked him and his team for their service to our community.

2. Avondale Police Department

Lt. Rios reviewed this report with nothing further to add. Mayor Schoaf thanked him and his team for their service to our community.

B. Staff Monthly Reports

1. Finance Monthly Report

Ms. Peterson stated there is a 9% drop in sales tax, which is anticipated and will be monitored. She believes it is a pattern that will slow down.

2. Contamination / Plume Update

With Mr. Drunasky's absence, any questions regarding this report should be directed to him upon his return.

3. Capital Improvement Projects (CIP) Update

Council Member Allen asked for clarification regarding the perimeter wall at Camelback Park.

4. Special Projects Update

Mr. Proch shared photos and drone footage of Litchfield Square, La Loma Hilltop, and The Thomas. Vice Mayor Faith asked what the square footage was for the Delana Mae project and Mayor Schoaf asked about permits for The Thomas.

5. Communications Update

Mayor Schoaf asked if she would include graphs in her reports, to which she agreed.

6. Magistrate Court Monthly Report

This report is non-verbal. Any questions should be directed to the City Manager.

VII. Consent Agenda

MOVE TO APPROVE ITEMS A - G

MOVER Council Member Clair, **SECONDER** Vice Mayor Faith

AYE: Mayor Schoaf, Vice Mayor Faith, Council Member Allen, Council Member Clair, Council Member Fraser, Council Member James

6 - 0 - 0 Passed

A. Approval of Minutes

APPROVED

MOVE TO APPROVE THE SEPTEMBER 17, 2025 WORK STUDY SESSION AND REGULAR MEETING MINUTES

B. IGA with the City of Avondale for Senior Center

APPROVED

MOVE TO APPROVE THE IGA AS PRESENTED

- C. IT Equipment Disposal** **APPROVED**
- MOVE TO APPROVE THE DISPOSAL OF THE IT ITEMS LISTED**
- D. Tree Lighting Ceremony Street Closures** **APPROVED**
- MOVE TO APPROVE STREET CLOSURES FOR THE DECEMBER 5, 2025, TREE LIGHTING CEREMONY**
- E. Christmas in the Park Street Closures** **APPROVED**
- MOVE TO APPROVE STREET CLOSURES FOR THE CHRISTMAS IN THE PARK PARADE AND FESTIVAL ON DECEMBER 13, 2025.**
- F. Litchfield Park Gathering Street Closures** **APPROVED**
- MOVE TO APPROVE STREET CLOSURES FOR THE LITCHFIELD PARK GATHERING ON JANUARY 10 AND 11, 2026.**
- G. Purchase of Public Works Vehicle** **APPROVED**
- Mayor Schoaf commented that if there are any vehicles the Director is not proud of, he is to request to replace them.
- MOVE TO APPROVE THE PURCHASE OF A 2026 CHEVROLET 2500 IN AN AMOUNT NOT TO EXCEED \$62,000.**

VIII. Business

- A. Approval of Preliminary Hilltop Park Design** **APPROVED**

Mr. Proch stated 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 yet-to-be-named park space is intended to compliment the numerous new projects on this property. 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.

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 historical society (PWLHC) requested to preserve as many of the original elements as possible, including the reservoir (tank), pumphouse, and consideration of the bathrooms. These elements were all included in their nomination for the National Register of Historic Places as a district categorization for a portion of the land that includes the three cottages as well. The Design Review Board concurred with the society about the inclusion of the elements in the park.

The Recreation and Public Grounds Commission received the same presentation and an updated Site Plan, which included additional paths through the cactus garden, shade above the event area stage (a request by DRB, too), and updated labels. There was a renewed request to include a water feature element that was originally brought up at the initial park discussion meeting with RPG in December 2024.

Mr. Fields of the Historical Society provided photos to Council and requested they consider keeping and incorporating these elements in the design.

Mayor Schoaf stated it would be a good idea for the Staff to figure out how to preserve and include the original elements and to be clear as to who is to maintain the landscaping on the entire campus.

MOVE TO APPROVE THE PRELIMINARY HILLTOP PARK DESIGN, FILE NO. PZ-25-70, LOCATED AT 5374 N. LITCHFIELD ROAD AT LA LOMA SUBJECT TO THE EXHIBIT PROVIDED.

MOVER Vice Mayor Faith, **SECONDER** Council Member Clair

AYE: Mayor Schoaf, Vice Mayor Faith, Council Member Allen, Council Member Brainard Watson, Council Member Clair, Council Member Fraser, Council Member James

7 - 0 - 0 Passed

B. Adoption of Ordinance 25-294 City Code Update

ADOPTED

Mr. Williams stated no changes were made after its introduction during the September regular meeting. He did state that Recreation and public Grounds Commission would like to remove the Yard of the Quarter program. Mr. Williams stated Council could simply strike this section or add the word 'may' instead of 'shall' so it can be added at a future date if necessary.

Ms. Kramer explained the reasoning behind this request on behalf of the Commission.

MOVE TO INTRODUCE ORDINANCE 25-295 ZONING CODE AMENDMENT

MOVER Vice Mayor Faith, **SECONDER** Council Member Clair

AYE: Mayor Schoaf, Vice Mayor Faith, Council Member Allen, Council Member Brainard Watson, Council Member Clair, Council Member Fraser, Council Member James

7 - 0 - 0 Passed

C. Introduction of Ordinance 25-295 Zoning Code Amendment

INTRODUCED

Mr. Williams stated this is due to the recent passage of House Bill 2447. In it, the city must eliminate the public hearing requirement, and it also gives staff the ability to approve actions that formerly would have taken a vote of the Design Review Board. Staff is recommending DRB be converted to an advisory board.

Various issues would still be discussed by DRB, but they will only make recommendations to the Zoning Administrator versus a formal vote.

Per the City Zoning Code, the City Council may override the Zoning Administrator's decisions through an appeal process. Some Council Members expressed concern with this bill, as it impedes the City's ability to keep certain aspects. Because of the language in the bill, there will be cleanup of the code.

Council Member Allen requested more clarification regarding the roles before approving. Mr. Estes explained this must be in place by December 31, 2025, and we must have two readings of the ordinance before it becomes effective.

MOVE TO INTRODUCE ORDINANCE 25-295 ZONING CODE AMENDMENT

MOVER Vice Mayor Faith, **SECONDER** Council Member Clair

AYE: Mayor Schoaf, Vice Mayor Faith, Council Member Allen, Council Member Brainard Watson, Council Member Clair, Council Member Fraser, Council Member James

7 - 0 - 0 Passed

D. Budget Policy Revisions

ADOPTED

Ms. Peterson explained the Charter requirements needed for this policy. Following discussions from the retreat and previous meetings, she was directed to modify the existing policy. In response to Vice Mayor Faith, the court improvement fund is included.

MOVE TO ADOPT THE REVISED CITY OF LITCHFIELD PARK BUDGET POLICY

MOVER Vice Mayor Faith, **SECONDER** Council Member Clair

AYE: Mayor Schoaf, Vice Mayor Faith, Council Member Allen, Council Member Brainard Watson, Council Member Clair, Council Member Fraser, Council Member James

7 - 0 - 0 Passed

E. Introduction of Ordinance 25-296 Debt Limitation Policy

INTRODUCED

Ms. Peterson explained this is a requirement per the Charter, which includes limiting the amount of debt the City can incur. This policy requires the Council adopt this policy by way of ordinance.

MOVE TO INTRODUCE ORDINANCE 25-296 DEBT LIMITATION POLICY

MOVER Vice Mayor Faith, **SECONDER** Council Member Clair

AYE: Mayor Schoaf, Vice Mayor Faith, Council Member Allen, Council Member Brainard Watson, Council Member Clair, Council Member Fraser, Council Member James

7 - 0 - 0 Passed

IX. Executive Session

MOVE TO CONVENE EXECUTIVE SESSION

MOVER Vice Mayor Faith, **SECONDER** Council Member Clair

AYE: Mayor Schoaf, Vice Mayor Faith, Council Member Allen, Council Member Brainard Watson, Council Member Clair, Council Member Fraser, Council Member James

7 - 0 - 0 Passed

Executive Session convened at 8:50 PM.

- A. An Executive Session may be called during the public meeting on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of receiving legal advice.**

This item not held.

- B. An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the City Attorney regarding property annexation with the City of Glendale.**

This item was held.

MOVE TO RECONVENE THE REGULAR MEETING

MOVER Council Member Fraser, **SECONDER** Council Member Clair

AYE: None

7 - 0 - 0

The regular meeting reconvened at 9:18 PM.

X. Adjournment

Mayor Schoaf adjourned the regular meeting at 9:18 PM.

APPROVED:

Thomas L. Schoaf, Mayor

CERTIFICATION

I, Terri Roth, MMC, City Clerk. hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of the City Council of the City of Litchfield Park held on Wednesday, October 15, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Terri Roth, MMC, City Clerk