



City of Maricopa

Meeting Minutes - Final City Council Work Session

City Hall
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Mayor Nancy Smith
Vice Mayor Rich Vitiello
Councilmember Eric Goettl
Councilmember Amber Liermann
Councilmember Vincent Manfredi
Councilmember Bob Marsh
Councilmember Henry Wade

Monday, April 24, 2023

5:00 PM

Council Chambers

1. Call to Order

The work session was called to order at 5:02 p.m.

2. Roll Call

Present, 6 - Mayor Smith, Vice Mayor Vitiello, Councilmember Goettl, Councilmember Liermann, Councilmember Marsh, and Councilmember Wade

Absent, 1 - Councilmember Manfredi

3. Agenda Items

3.1 [WS 23-01](#)

The Mayor and City Council shall discuss the role and purpose of City Standing Committees.

City Manager Horst gave a PowerPoint Presentation on the City's Code Section 2.15.130 on Standing Committees. He stated currently there were three standing committees, the Parks, Recreation and Libraries Advisory Committee (PRL), the Age-Friendly Advisory Committee (Age-Friendly) and the Cultural Affairs and Arts Committee (CAAC). He read the code definition, "A standing committee shall be formed by council, comprised of Maricopa residents. Committees shall take directions from City Council and City staff liaison for the purpose of studying, researching, and advising Council on topics of special interest." He stated Council could create a standing committee to study and/or review multiple dynamic issues of a common topic to advise and make recommendations to council in an open meeting. He explained the criteria for the creation of a standing committees. He reviewed the committee members responsibilities and the staff responsibility. He stated currently members met as determined by staff liaison, and the training recently changed to twice per year. He detailed the agenda and the reporting processes. He broke down each committee and their primary functions. He noted the Age-Friendly Committee was a little different because it was formed by Resolution and elaborated. He discussed concerns that objectives were not clear. He stated the responsibility rested on the Council to define roles and objectives and added that it was previously discussed potentially tying the articulation of goals as part of the futures planning process. He provided examples of the committee's goals that could be assigned to the committees. He noted that the PRL was different now that parks, recreation and library were each their own departments. He opened the floor for comments or questions. Mayor Smith invited anyone in the audience with comments to speak.

Ron Smith stated he has been on Age-Friendly for over 2 years and detailed his experience. He stated the committee struggled to engage other generations in part because meeting at 4 p.m. limited a lot of people. He noted the committee focused on the Senior Info/Expo. He expressed concerns that with only four annual meetings, there would not be time for planning anything else. He commented on taking more ad hoc duties and direction from Council. He advocated keeping the committees and find a way to make it work.

Elizabeth Howell with the Age-Friendly expressed gratitude at the opportunity to provide input. She stated the presentation slides on the first meeting were not very clear. She expressed concerns with meeting only four times per year. She stated that the City Manager informed her that as Chair, she could call a meeting and when she tried, and she was shot down. She stated the limitations of the committee needed to be clarified. She discussed the Senior Info/Expo and noted that since the Senior Center opened, staff took over some of the stuff the committee used to do.

Peg Chapados with PRL expressed gratitude for the work session. She discussed a comment by the City Manager on committees not working. She stated the seven members of Council directed what committee members do. She stated there was a varied group of citizens with a wide range of expertise who wanted to be involved and contribute. She recommended giving committees a 'to-do' list. She discussed the link with staff liaisons and emphasized their importance. She stated training was also important and discussed how it tied to economic development. She stated she has not seen committees present to Council.

Joann Koczor stated she served in the Age-Friendly Committee from the beginning and discussed the establishing process. She discussed her experience with various organizations and stated all committees needed to restructure.

City Manager Horst stated the staff liaison was not de facto Chair and were meant to help only with logistics. He stated the committee chairs should be able to call meetings when deemed necessary. He stated staff should not be responsible for taking minutes because it costs extra and suggested a committee secretary could keep minutes and submit them to the City Clerk's Office. He suggested meeting once a month, or as needed and elaborated on ad hoc committees. He stated there should be a Council liaison or two and not a staff liaison. He stated the objectives were set in code but it ought to be as determined by Council annually through the future's planning process. He stated the code needed to be stripped and given more flexibility. He elaborated on the future's planning goals process. He suggested selecting two Councilmembers as liaisons of each committee, and then having those liaisons sit with the committees to work on plans and ideas and come back and present. He suggested changing the code to make it more user friendly and to be able to adopt the goals and objectives annually.

Mayor Smith agreed with having Council liaisons work through with the committees and asked the Councilmembers who participated in the first work study their thoughts. She elaborated on the code and discussed the confusion with committees and their roles.

Councilmember Liermann thanked Councilmember Goettl for bringing the topic up for discussion and the committee members for their dedication. She stated at the work study there was confusion on the advisory roles of committees, while also being asked to do more work with only four annual meetings. She agreed creating clear goals and objectives was a good idea. Discussion ensued regarding roles. City Manager Horst

reiterated and elaborated on setting goals as part of the future planning process. He stated staff should not run the events, although they could help, direction should come from the Council. Discussion ensued.

Councilmember Wade stated that the Age-Friendly Committee was successful because they had a good foundation. He stated one of the concerns always was on resources, including staff and venues. He expressed concerns that without staff, it wouldn't work. He asked if assets or resources would be provided or if they were expected to generate their own. Mayor Smith explained that direction from the work session to have Council liaisons meet with the committees could help define goals and if resources were needed it would be included in the budgeting process as part of the futures planning. City Manager Horst added that the goal was always to get sponsors and donations, but basic seed/operation funds could go through the process. He reported discussing with Mayor Smith the possibility of having one single staff coordinator/liaison and left the decision up to Mayor Smith.

Councilmember Wade stated the CAAC were initially two separate committees focused on culture and arts as two separate components. He expressed concerns that by combining the two, it was not fully serving both components. He also inquired about generating funds. Mayor Smith stated this was the opportunity to set goals for the committee and better blend the two elements.

Councilmember Liermann emphasized on the importance on Council direction. Councilmember Goettl cautioned that the vision needed to be clear, and that committees were not the driving force. He reiterated that specific tasks and activities were needed. He emphasized that training was important to understanding open meeting law and so on. He stated the future's planning was going to be key and suggested an additional meeting and elaborated. He stated he didn't believe in getting rid of any of the committees. Mayor Smith discussed the process of setting clear goals. Discussion ensued on the future's planning process. City Manager Horst stated either Council liaisons or the committee could present at the future's planning. Vice Mayor Vitiello stated the input from the committees was important. He elaborated and reiterated that each committee should meet with the liaison and share their vision. Councilmember Marsh discussed the rhythm of the business and setting annual calendars and elaborated. He discussed successful projects and suggested setting an annual calendar.

Elizabeth Howell stated the Age-Friendly had no vision or goal statement and suggested starting there and then setting roles and goals. Mayor Smith stated she envisioned the committees developing the visions and goals. City Manager Horst cautioned that there was a vision statements for the entire City and all others should fall in line with the city's vision statement.

Councilmember Liermann asked what the goal was in having two Council liaisons instead of one. Mayor Smith stated that it did not need to permanent but just to get through the initial process. Councilmember Marsh stated two members would allow continuity during elections cycles. Vice Mayor Vitiello stated two heads were better than one. Councilmember Goettl stated that it would allow for backup coverage.

Mayor Smith stated Vice Mayor Vitiello and Councilmember Marsh were already in the Age-Friendly Committee, she stated Councilmember Liermann was already in the CAAC, and Councilmember Goettl in the PRL, and Councilmember Wade in the CAAC. City Manager Horst clarified liaisons did not need to attend every single meeting and elaborated. Mayor Smith stated Councilmember Manfredi and herself

could work with looking at the City Code. City Manager Horst stated he would get started with City Attorney, Tina Vannucci to update the code. He recommended eliminating the Code except for the three standing committees. He stated the greater flexibility, the better.

Mayor Smith directed the Council liaisons to work with the committee chairs to organize the first meetings. City Manager Horst stating scheduling once a month was doable as far as meeting spaces went and elaborated on less formal meetings.

Peg Chapados emphasized the importance of partnerships with community organizations.

Councilmember Wade inquired about training. City Manager Horst clarified that one of the trainings would be on Roberts Rules of Order, rules of conduct, and Open Meeting Law. He stated the other training would be about staying focused on what the mission was as defined.

Vice Mayor Vitiello inquired about the leadership academy and whether it was a requirement for committee members. City Manager Horst responded the consensus was to let each member of the council decide whether it would be required for their appointed members. Councilmember Marsh stated he would also like to bring back the Maricopa Advocate/Ambassador program. Mayor Smith she would like to discuss that again later. Councilmember Liermann brought up the possibility of inviting youth to the meetings. Councilmember Wade stated that the Youth Council was also a good resource to include in the goal process.

4. Executive Session

5. Adjournment

The work session was Adjourned at 6:17 p.m.

Certification of Minutes

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the work session of the City Council of Maricopa, Arizona, held on the 24th day of April, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 16th day of May, 2023.

Vanessa Bueras
City Clerk