

**OPEN SPACE AND TRAILS (OSAT) ADVISORY COMMITTEE (STANDING)**

**MEETING NOTICE**

**Wednesday, February 4, 2015, 3:30 P.M.**

**OSAT COMMITTEE REGULAR MEETING  
2735 SOUTH HIGHWAY 69**

**TOWN HALL COUNCIL CHAMBERS  
DEWEY-HUMBOLDT, ARIZONA**

**AGENDA**

The issues that come before the Standing Open Space & Trails Committee are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Committee believes that the meeting be a safe place for people to speak. With this in mind, the Committee asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Please turn off all cell phones. The Committee meeting may be recorded in audio & video format. Please turn off all cell phones. The meeting may be broadcast via live streaming video on the internet in both audio and visual formats. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Standing Open Space & Trails Committee Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

**1. CALL TO ORDER.**

**2. PLEDGE OF ALLEGIANCE.**

**3. OATH OF OFFICE.**

**3.1. Swearing-in of newly appointed OSAT Executive Member Kevin Szanto by Town Clerk.**

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**3.2. Welcome and introduction of new OSAT Executive member Kevin Szanto and Associate member Ruth Szanto.**

**4. ROLL CALL:** Executive Members: Skip Gladue, Kevin Leonard, Laurence McCormick, Kevin Szanto and Chair Sandra Goodwin. Associate Members: Carl Marsee, Becky Paloutzian and Ruth Szanto.

**5. INFORMATIONAL REPORTS.** Individual members of the Committee, Staff and Public may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the Committee and public of such events, actions or activities. The Committee will take no discussion, consideration, or action on any such item except that an individual member of the Committee may request an item be placed on a future agenda.

**6. CONSENT AGENDA** - All matters listed under the Consent Agenda are considered to be routine by the Town Committee and will be enacted by one motion. At a Committee Member's request only, any item may be removed from the Consent Agenda for separate consideration. If a citizen desires separate consideration of an item, they must approach a Committee Member prior to the meeting and ask that the Committee Member request that the item be removed.

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**6.1. Minutes.** Minutes from the December 3, 2014 OSAT meeting.

**7. REGULAR AGENDA – Unfinished Business.** Discussion and Possible Action on matters previously presented to the Committee.

**7.1. Update, discussion and possible action on Newtown Trailhead project.**

**7.2. Discussion and possible action in prioritizing the recommended Equine Safety signs.**

**8. REGULAR AGENDA – New Business** - Discussion and Possible Action on matters not previously presented to the Committee.

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- 8.1. Discussion and possible support regarding use of and need for additional equipment for Butte Street Park.**
- 8.2. Review and possible action on recommendations for Ordinance 31.26 Open Space and Trails Committee.**
- 8.3. Review and possible action on recommendation for Ordinance 31.18 Vacancy of Office.**

**9. COMMENTS FROM THE PUBLIC.** Those wishing to address the Committee need not request permission in advance. For the official record, individuals will state their name. Any such remarks shall be addressed to the Committee as a whole and not to any member thereof. Individuals are limited to speak for three (3) minutes per person unless additional time is granted by the Chair. At the conclusion of all of the unscheduled comments of all interested members of the public and at the discretion of the Chair, individual members of the Committee may respond to criticism regarding the item addressed, may ask the matter be reviewed by Town Staff, or may ask that the matter be placed on a future agenda. The total time for Comments from the Public shall be 30 minutes per meeting.

**10. ADJOURN.**

**FOR YOUR INFORMATION**

Next Town Council Work Session: Tuesday, February 10, 2015 at 2:00 p.m.  
 Next Town Council Regular Meeting: Tuesday, February 17, 2015 at 6:30 p.m.  
 Next Town OSAT Committee Regular Meeting: March 4, 2015 at 3:30 p.m.

**CERTIFICATION OF POSTING**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the \_\_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_ a.m./p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: \_\_\_\_\_, Town Clerk’s Office.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.



# TOWN OF DEWEY-HUMBOLDT

## Town Council, Commission, Boards and Committee Vacancy Application Form

Please complete this application form and thank you for your interest in serving.

### Personal information:

Name: Kevin Szando email: [redacted]

Mailing & Physical Address: Po Box [redacted] Humboldt 86329

H: [redacted] Computer Specialist  
Phone Number (please indicate home and work numbers) Occupation

How long have you lived in Dewey-Humboldt? 1 years. Are you over the age of 18?  Yes  No

Are any of your relatives, employed by the Town? Who/Where: No

Emergency Contact: Both Szando [redacted] Spouse  
Name Phone Relationship

Are you presently employed? (Check as many as apply)  
 Employed full-time  Employed part-time  Unemployed  Retired  
Employment experience relevant to the position applied for: Builder

**Position applied for:** Briefly describe your interest in volunteering for the Town's Council, Boards, Commissions and/or Committees. Describe your experience, education and /or other qualities that you feel would be of value to the Town. You may apply for more than one position. If doing so, please list in order of preference. If needed, you may attach a separate sheet of paper.

I like to build structures and have a lot of practical experience. I am a veteran and enjoy community involvement.  
1. Environmental Issues Advisory Committee 2. Clean Town  
3. Groundwater Resource 4. Board of Adjustments  
5. Planning and Zoning 6. Any

12/1/14  
DATE

[redacted signature]  
SIGNATURE

If you have any questions about this application, please contact the Town Clerk at (928) 632-8562. Please mail the completed application to the Town of Dewey-Humboldt, Town Clerk, P.O. Box 69, Humboldt, AZ, 86329, fax to 928-632-7365, or email to [judymorgan@dhaz.gov](mailto:judymorgan@dhaz.gov).

**Town of Dewey-Humboldt**  
**Council, Boards, Commissions and Committees**

*(Please number in order of preference, 1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc., if applying for more than one position)*

**COUNCIL** - serves as the legislative body and primary authority of the Town.

           *Town Council*

**BOARDS** - appointed by the Town Council and subject to open meetings law.

  X   *Board of Adjustment* – Five resident members that hear appeals by property owners regarding variances and interpretation of staff decisions regarding land use issues. Quasi-judicial, appeals of the Board's decisions are heard by Superior Court.

**COMMISSIONS** - appointed by the Town Council and subject to open meetings law.

  X   *Planning and Zoning Advisory Commission* – Seven member commission that hears requests for rezonings, planned Area Developments. Makes recommendations to the Town Council.

**COMMITTEES** – entirely voluntary and meet at their discretion based on interest and need.

  X   *Environmental Issues Advisory Committee* – Provides for the identification, assessment and monitoring of environmental/public health issues of concern to the Town.

  X   *Groundwater Resource Advisory Committee* – Provides for the collection of data, information and studies that will assist the Town in being a positive influence in the preservation of its citizens rights to access groundwater and other appropriate water resources.

  X   *Clean Town Committee* – Provides volunteer services to the Town and its citizens in developing programs that address issues of accumulated trash, code enforcement and related concerns.

  X   *Other Committees as needed.*

For additional information regarding any of the above volunteer groups, please contact William Emerson, Town Manager, or Judy Morgan, Town Clerk at 928-632-7362.



# TOWN OF DEWEY-HUMBOLDT

## Town Council, Commission, Boards and Committee Vacancy Application Form

Please complete this application form and thank you for your interest in serving.

**Personal information:**

Name: Ruth Szanto email: [redacted]

Mailing & Physical Address: Po Box [redacted] Humboldt 86329

H: [redacted] Attorney  
Phone Number (please indicate home and work numbers) Occupation

Have long have you lived in Dewey-Humboldt? 1 years. Are you over the age of 18?  Yes  No

Are any of your relatives, employed by the Town? Who/Where: No

Emergency Contact: Kern Szanto [redacted] Spouse  
Name Phone Relationship

Are you presently employed? (Check as many as apply)

Employed full-time  Employed part-time  Unemployed  Retired

Employment experience relevant to the position applied for: Law

**Position applied for:** Briefly describe your interest in volunteering for the Town's Council, Boards, Commissions and/or Committees. Describe your experience, education and /or other qualities that you feel would be of value to the Town. You may apply for more than one position. If doing so, please list in order of preference. If needed, you may attach a separate sheet of paper.

As a lawyer I understand property law and am adept at reading and interpreting statutes and codes. I practice in the area of housing law, amongst others. I am organized and out-going  
1. Board of Adjustments  
2. Clean Town Committee  
3. Planning and Zoning 4. Any

12/1/14  
DATE

[redacted signature]  
SIGNATURE

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## Town of Dewey-Humboldt

### Council, Boards, Commissions and Committees

(Please number in order of preference, 1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc., if applying for more than one position)

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  X   Other Committees as needed.

✓ OSAT

For additional information regarding any of the above volunteer groups, please contact William Emerson, Town Manager, or Judy Morgan, Town Clerk at 928-632-7362.

**TOWN OF DEWEY-HUMBOLDT  
OSAT COMMITTEE MEETING  
MEETING MINUTES  
DECEMBER 3, 2014, 3:30PM**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT OPEN SPACE AND TRAILS COMMITTEE WAS HELD ON WEDNESDAY, DECEMBER 3, 2014 AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. CHAIR SANDRA GOODWIN PRESIDED.**

1. **CALL TO ORDER.** The meeting was called to order at 3:33 p.m.
2. **PLEDGE OF ALLEGIANCE.** Led by Carl Marsee.
3. **ROLL CALL:** Executive Members: Skip Gladue, Kevin Leonard, and Chair Sandra Goodwin were present; Laurence McCormick was absent. Associate Members, Carl Marsee was present and Becky Paloutzian was absent.
4. **INFORMATIONAL REPORTS.** None.
5. **CONSENT AGENDA.**

**5.1. Minutes.** Minutes from the September 3, 2014 OSAT meeting.

Committee Member Gladue made a motion to approve the September 3, 2014 OSAT meeting minutes, as presented; seconded by CM Leonard. It passed unanimously.

6. **REGULAR AGENDA – Unfinished Business.** Discussion and Possible Action on matters previously presented to the Committee.

**6.1. Presentation by Jason Williams, Prescott National Forest Trails and Wilderness Manager, regarding process and procedure for completing the Newtown Trailhead Project, and an Intergovernmental Agreement with PNF for a National Environmental Policy Act (NEPA) study followed by discussion and possible action regarding the Newtown Trailhead project.**

Mr. Jason Williams, Prescott National Forest Trails and Wilderness Manager, made a presentation regarding current process and procedure for completing the Newtown Trailhead Project. He clarified that while he was the PNF representative and connection between the PNF and the town that he was not the decision maker. He commented that in the end he did not think there would be a need to commit to an IGA that would require a large financial commitment from the town and that he would be pursuing the trail's development when he returned to the office after the new year. He presented GPS type sketches of the trailhead and personal sketches of what the trailhead could look like. He stated that he had met with the leasee (Rinc Goswick) who concurred that the sketch presented was acceptable to him. Mr. Williams also presented a list of names and addresses of the surrounding neighbors that the PNF would be soliciting input from and asked those present to also pursue others also. No OSAT action was necessary at this time and none was taken.

**6.2. Discussion and possible action for equestrian safety signs report to be forwarded to the Town Manager.**

Chair Goodwin reported she had met with Town Manager, Yvonne Kimball, regarding the need for equestrian safety signs. Ms. Kimball was receptive and would expect the signs could be considered in the next year's budget. Goodwin will explore the possibility of using a portion of the \$10,000 allocated in the current budget for the

trailhead if that total is not needed for the National Environmental Policy Act study of the trailhead. No action was taken.

7. **REGULAR AGENDA – New Business** - Discussion and Possible Action on matters not previously presented to the Committee.
8. **COMMENTS FROM THE PUBLIC.** None.
9. **ADJOURN.** The meeting was adjourned at 4:13 p.m.

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Sandra Goodwin, Chair

ATTEST:

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Judy Morgan, Town Clerk

§ 31.26 OPEN SPACE AND TRAILS COMMITTEE.

- (A) The Open Space and Trails Committee (OSAT) shall be a standing committee comprised of five executive members and any number of associate members. Executive members are responsible to vote on matters before the OSAT and constitute a quorum, but all members (associate and executive) have a right to prepare items for the agenda. Executive members must be residents of the town, are appointed by the Council, and serve two-year terms; while associate members are appointed by the executive members (subject to Council veto), need not be residents, and may serve for an indefinite duration. OSAT members are subject to reappointment without limit. The OSAT may set its own meeting schedule, but meetings will be held at least quarterly or at the request of Council. The OSAT may adopt its own rules of procedure, but such rules must include Robert's Rules of Order and shall observe Arizona Open Meeting law. The Committee may receive direction and assistance from staff through Council.
- (B) The OSAT has the duty to diligently provide volunteer services to the town and its citizens by interacting with the community, other similar area committees and agencies to further the implementation of the Dewey-Humboldt Open Space and Trails Master Plan.
- (C) The OSAT shall compile findings and contact reports associated with its activities and report on a quarterly basis to Council.

Subject: RE: Meeting with Rom  
Date: Thursday, June 7, 2012 12:12 PM  
From: Judy Morgan <judymorgan@dhaz.gov>  
To: Goodwin  
Category: Town

Hello Sandra,

After doing some research on your question I think it is pretty clear that the quorum needs to be of the Executive Members of the committee.

<javascript:void(0)> § 31.26 OPEN SPACE AND TRAILS COMMITTEE.

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(D) Boards, Commissions, and Citizen Committees should comply with all applicable open meeting and conflict-of-interest laws of Arizona.

A meeting is a gathering, in person or through technological devices of a quorum of a public body at which they discuss, propose or take legal action, including deliberations. A.R.S. § 38-431(4). This includes telephone and e-mail communications.

Public bodies. "Public body" means the legislature, all boards and commissions of this state or political subdivisions, all multimember governing bodies of departments, agencies, institutions and instrumentalities of the state or political subdivisions, including without limitation all corporations and other instrumentalities whose boards of directors are appointed or elected by the state or political subdivision. Public body includes all quasi-judicial bodies and all standing, special or advisory committees or subcommittees of, or appointed by, the public body. A.R.S. § 38-431(6).

*Judy Morgan*

Town Clerk

Town of Dewey-Humboldt

P.O. Box 69 • 2735 S. Hwy. 69 • Humboldt, AZ 86329

Phone: 928-632-7362 • Fax: 928-632-7365

[www.dhaz.gov](http://www.dhaz.gov) <<http://www.dhaz.gov>>

\*\*\*\*NOTICE\*\*\*\*

To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other members of the public body. Members of the public body may reply to this message, but they should not send a copy of the reply to other members.

From: [esgoodwin@commspeed.net](mailto:esgoodwin@commspeed.net) [mailto:[esgoodwin@commspeed.net](mailto:esgoodwin@commspeed.net)]  
Sent: Thursday, June 07, 2012 11:22 AM

§ 31.18 VACANCY OF OFFICE.

(A) If a member of a board, commission, or Citizen Committee (1) is absent from three regular meetings of the board or commission, consecutively or within a calendar quarter, and the chair thereof recommends removal, (2) has violated the Code of Ethics, or (3) ceases to be a qualified elector and resident of the town (in the case of a board, commission, or executive members of a committee), that office shall become vacant upon the declaration of Council. The Council may, for good cause or upon recommendation of the Chair of the agency, determine that a vacancy has not been created.

(B) Resignations may be submitted at any time to the Town Council either directly or through the board, commission, or Citizen Committee chair. Resignations are effective upon submittal.

(C) Upon notice of a vacancy, town staff shall initiate an appointment procedure similar to that for Council (described in § 30.016), leading to a recommendation to the Town Council for a successor of the vacancy and the successor will be appointed to serve only to the date of the unexpired term. The commission, board, or committee appointment process differs from the Council appointment process in that, (1) the call for applications may be advertised (if requested by the Council, commission, board, or committee), and (2) the chair of the commission, board, or committee will participate as a member of the interview panel.

(Ord. 09-49, passed 4-7-2009)