

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY ADMINISTRATIVE COMPLEX
2100 E WALT WILLIAMS DRIVE
TUESDAY – 7:00 P.M.**

MARCH 08, 2011

AGENDA

- 1. Call to Order, Moment of Silence, and Pledge of Allegiance.**
- 2. Discussion and Possible Decision** regarding Moving the Order of or Deleting an Agenda Item(s). (Action Item)
- 3. Announcements** (Non-Action Item)
- 4. Public Comment:** Action may not be taken on matters considered during this period until specifically included on an agenda as an action item – NRS241.020(2)(c)(3). (Non-Action Item)
- 5. Advisory Board Reports** from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards. (Non-Action Item)
- 6. Town of Pahrump Economic Development Report.** (Non-Action Item)
- 7. Presentation** by Ms. Loretta Lindell, Pahrump Arts Council on the Keeper of Wheeler Well Project. (Non-Action Item)
- 8. Discussion** on Inviting the Public to Submit e-mail addresses to the Town Board and Town Staff to Create an Agenda/Backup Distribution List. (Non-Action Item)
- 9. Discussion and Possible Decision** on Approval of the new Town Attorney/Legal Services/Retainer Agreement which relates to Attending Town Board meetings, Reviewing Proposed Town Board agenda items and providing legal advice to the Town Board on matters relating to proposed Town Board agenda items. (Action Item)
- 10. Discussion and Possible Decision** on Approval of the Town of Pahrump - Other Legal Services Agreement with Armstrong Teasdale, LLP that relates to advise the Town in Connection with certain matters, including but not limited to labor, and employment disputes, contract negotiations, water rights acquisitions, and intellectual property advice. (Action Item)
- 11. Discussion and Possible Decision** to Amend Town Board Policy 2009 Section 7.1 to Require Town Board Members/Town Manager to Submit Proposed Agenda Items to the Town Attorney for Review No Later than 10 Working Days Prior to the Meeting. (Action Item)
- 12. Discussion and Possible Decision** to Amend Paragraph 14 of the Job Description of the Town Manager to Add the Following Sentences: To save the Town money, the Town Manager's authority to determine appropriate staffing levels includes the authority to

leave Town Board-funded positions permanently vacant and to set policies determining staffing levels in circumstances where Town employees are temporarily absent from their assigned shifts. By determining how many positions to fund in the Town's budget, the Town Board is not deeming that a certain staffing level is appropriate. Unless there is express Town Board action or a legal requirement to the contrary, it is within the Town Manager's discretion to determine the appropriate staffing level for all Town functions. (Action Item)

13. Discussion and Possible Decision to Create a Town of Pahrump Advisory Board for not more than six (06) months, with monthly updates to the Town Board, for the purpose of gathering information on relocating the northern boundary the Nye County. (Action Item)

14. Discussion and Possible Decision to Fund the Nuclear Waste and Environmental Advisory Board's Annual Earth-Day Festival in an amount not to Exceed \$2,000.00. (Action Item)

15. Discussion on a Plan of Action for the Town of Pahrump Business License Ordinance and Resolution. (Non-Action Item)

16. Discussion and Possible Decision Consent agenda items: (Action Item)

- a. Action – Approval of Town Vouchers.
- b. Action – Approval of Town Board Minutes for January 25, 2011 and February 08, 2011.
- c. Action – Approval to accept Ms. Megan Hamrick to the Pahrump Youth Advisory Board.

17. Future Meetings/Workshops: Date, Time and Location (Non-Action Item)

- a. ToP Budget Workshops – March 29th, 30th, & 31st, 2011 6:00 p.m. @ the Town Annex

18. Town Board Member's Comments (Non-Action Item)

19. Town Manager's Report. (Non-Action Item)

20. Adjournment

A quorum of Advisory Board members may be present at any Town Board meeting but they will not take any formal action.

Any member of the public, who wishes to speak during public comment or on an agenda item, at the appropriate time, will be limited to three (03) minutes.

Any member of the public who is disabled and requires accommodations or assistance at this meeting is requested to notify the Pahrump Town Office in writing, or call 775-727-5107 prior to the meeting. Assisted listening devices are available at Town board meetings upon request.

This notice and agenda has been posted on or before 9:00 a.m. on the third working day before the meeting at the following locations:

PAHRUMP TOWN OFFICE, COMMUNITY CENTER, TOWN ANNEX, COUNTY COMPLEX, FLOYD'S ACE HARDWARE, and CHAMBER OF COMMERCE

AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **Noon, Wednesday** of the week **preceding the Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED
3/1/2011

DATE OF DESIRED BOARD MEETING
3/8/2011

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Announcements.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

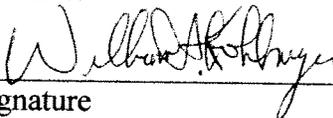
BRIEF SUMMARY OF ITEM:
See Attached.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Town Board

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

#3

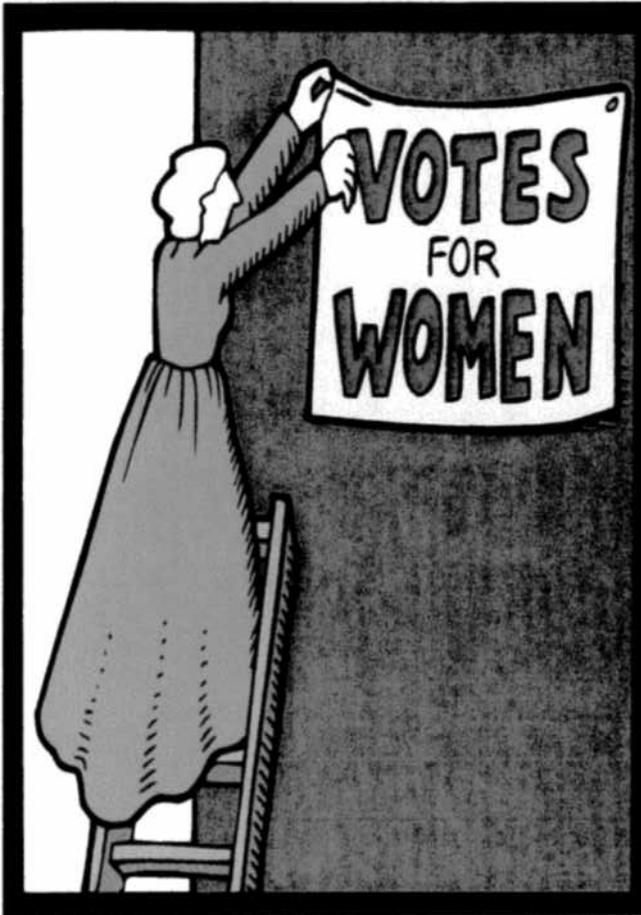
ANNOUNCEMENTS

March 8, 2011

- Pahrump Arena Advisory Board will meet on March 10th at 7:00 pm in the Town Annex.
- Pahrump Incorporation Advisory Board will meet on March 16th at 6:30 pm in the Town Annex.
- Pahrump Parks and Recreation Advisory Board will meet on March 16th at 6:30 in the Town Office Conference Room.
- Pahrump Veterans Memorial Advisory Board will meet on March 17th at 6:00 pm in the Town Annex.
- Pahrump Tourism and Convention Council will meet on April 7th at 8:00 am in the Town Annex.
- There will be a Business Entitlement workshop on March 15th at 10 am in the Town Annex.
- There will be a ribbon cutting on March 15th at 12:15 pm at VW Agency – Allstate.
- League of Women Voters of Pahrump Valley are hosting a film on March 10th and March 23rd at 6:00 pm at the Pahrump Nugget Event center (see attached).
- Social Security Administration will be in the Town Annex on March 29th from 9:00 am to 11:00 am.
- The Town of Pahrump Budget Workshop will take place March 29th, 30th, and 31st at 5:00 am in the Town Annex.
- Pahrump Tax aids will be offering a free tax service to qualified applicants in the Town Annex on Wednesdays and Saturdays. Contact Fern Payne at 775-727-4258.
- Nye County Veterans Service Office will be celebrating their 5th Anniversary on April 26th from 1:00 pm to 5:00 pm in the Pahrump Nugget banquet room (see attached).

WOMEN'S HISTORY MONTH

One way to mark women's history is to view films that chronicle "the struggle of suffragists who fought for the passage of the 19th Amendment."



Thursday, March 10,
2011

"Iron Jawed Angels"

6:00pm – 8:30pm

and

Thursday, March 23,
2011

"One Woman, One Vote"

6:00pm – 8:30pm

Pahrump Nugget Event
Center

681 S Hwy 160, Pahrump, NV

Costs: \$1.50 per person
(snacks/sodas will be available
for an additional charge)

WHY YOU SHOULD ATTEND:

- Wonderful films
- High entertainment value, and extremely inspiring
- An opportunity to educate your daughters and granddaughters about the struggle for the right to vote for women
- Great viewing for book club participants
- A taste of history for home-schooled students
- It should be clear after watching the struggles of the suffragists that it is up to each generation to fight for what matters



Hosted by: LEAGUE OF WOMEN VOTERS OF
PAHRUMP VALLEY

You are cordially invited to attend the

**5 Year Anniversary
for the
Nye County Veterans Service
Office**

April 26, 2011

**Pahrump Nugget Hotel and Casino
681 S Hwy 160
Pahrump, NV**

**Located in the banquet room
From 1:00 PM - 5:00 PM**

Festivities will include:

- **Opening Color Guard Ceremonies**
- **Presentations by State and Local Representatives**
- **Open House will include refreshments**

*Come Celebrate... Meet & Mix with Your County
Office of Veterans' Services Staff, County
Commissioners and Local State and Government
representatives!*

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DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
3/1/2011 03/08/11

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion on Town of Pahrump Advisory Board Reports.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

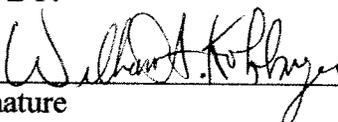
BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Town Board

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

#5

Certificate of Appreciation

presented to

Mr. Carl Moore Sr.

for time and services within the

Pahrump Incorporation Advisory Board

Thank you for your dedication and hard work.

Only through the help of caring and knowledgeable individuals can we progress.

Dated this 8th day of March 2011

The Pahrump Town Board



Certificate of Appreciation

presented to

Ms. Julie Hargis

for time and services within the

Pahrump Incorporation Advisory Board

Thank you for your dedication and hard work.

Only through the help of caring and knowledgeable individuals can we progress.

Dated this 8th day of March 2011

The Pahrump Town Board



Certificate of Appreciation

presented to

Mr. R Darce Wilson

for time and services within the

Pahrump Incorporation Advisory Board

Thank you for your dedication and hard work.

Only through the help of caring and knowledgeable individuals can we progress.

Dated this 8th day of March 2011

The Pahrump Town Board



Certificate of Appreciation

presented to

Mr. Don Rust

for time and services within the

Pahrump Incorporation Advisory Board

Thank you for your dedication and hard work.

Only through the help of caring and knowledgeable individuals can we progress.

Dated this 8th day of March 2011

The Pahrump Town Board



Certificate of Appreciation

presented to

Dr. Tom Waters

for time and services within the

Pahrump Veteran's Memorial Advisory Board

Thank you for your dedication and hard work.

Only through the help of caring and knowledgeable individuals can we progress.

Dated this 8th day of March 2011

The Pahrump Town Board



AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
3/1/2011 3/8/2011

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion on Town of Pahrump Economic Development Report.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

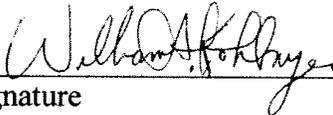
BRIEF SUMMARY OF ITEM:
See attached Report

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Town Board

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

#6

Town's Economic Development Report

03/08/11

- 1) Staff conducted a phone meeting with Mr. Kashani on Wednesday, March 02, 2011. The Town advised Mr. Kashani to proceed with his project. The Town staff advised Mr. Kashani pursuant to a request from Mr. Kashani that we will place a three month extension of the Lease/Option to Purchase Agreement on the March 22, 2011 agenda.
- 2) Staff continues to attend meetings with Nye County discussing Economic Development ventures and prospective businesses. Staff sent follow-up e-mails to County staff (Rick Osborne & Darrell Lacy) requesting information on the status of talks/communications between the two major businesses looking seriously at Pahrump that we gave to the County and the County.
- 3) Staff again met with CO-#A3 to identify another location in Pahrump since the original offer from CO-#A3 fell through. Several properties were identified.
- 4) Staff met with Company P-IVP11 on locating facility in Pahrump. Need set up cooperating meeting with County.
- 5) The History Channel will be filming a project in Pahrump called "Operation Infrastructure" story of infrastructure in rural America.

Key:

CO = Company currently operating in another location and looking to relocate entire operation
The # and letter is the ranking of likely success and the actual number is the company and order of contact.

P = Prospect company that exist on paper but is not currently operating in another location
The letters are the companies initials and year that first begun discussions

		2006		2007		2008		2009		2010		2011			
	# open	% Change	# open	% Change	# open	% Change	# open	% Chg Mo	% Chg Yr	# open	% Chg Mo	% Chg Yr	# open	% Chg Mo	% Chg Yr
January			1973	1.60%	2138	-0.14%	2109	-0.57%	-1.36%	2061	0.15%	-2.28%	1960	-0.66%	-4.90%
February			1996	1.17%	2145	0.33%	2111	0.09%	-1.59%	2034	-1.31%	-3.65%	1963	0.15%	-3.49%
March			2032	1.80%	2147	0.09%	2113	0.09%	-1.58%	2034	0.00%	-3.74%	1981	0.92%	-2.61%
April			2053	1.03%	2149	0.09%	2115	0.09%	-1.56%	2036	0.10%	-3.74%			
May			2077	1.17%	2149	0.00%	2086	-0.90%	-2.47%	2032	-0.20%	-3.05%			
June			1997		2119	2.02%	2150	0.05%	-2.33%	2030	-0.10%	-3.33%			
July		-1.05%	1976		2131	0.57%	2145	-0.23%	-2.94%	2003	-1.33%	-3.79%			
August		-3.24%	1912		2147	0.75%	2150	0.23%	-4.56%	1989	-0.70%	-3.07%			
September		2.35%	1957		2152	0.23%	2145	-0.23%	-4.57%	2047	-0.10%	-2.93%			
October		-6.54%	1829		2129	-1.07%	2132	-0.61%	-3.94%	2048	0.05%	-2.78%			
November		2.48%	1874		2128	-0.05%	2056	0.39%	-3.34%	1987	-0.20%	-3.36%			
December		3.63%	1942		2141	0.61%	2121	-0.28%	-2.97%	1973	-0.70%	-4.13%			

Note: Previous to July 1, 2007, all Business Licenses expired on 6/30 and had to be renewed by 7/1. They would have gone non-compliant in September or October of that year. As of January 1, 2008, all Business Licenses are renewed on their anniversary and would go non-compliant 61 days later.

		2007		2008		2009		2010		2011	
	# open	% Change	# open								
January	38		32		27		22		30		47
February	38		39		35		30				
March	46		42		32		29				
Avg 1st Qtr	41		38		31		27				
April	50		47		32		33				
May	53		36		31		21				
June	44		26		29		24				
Avg 2nd Qtr	49		37		31		26				
July	40		36		26		19				
August	39		35		22		25				
September	21		17		31		35				
Avg 3rd Qtr	33		29		26		26				
October	33		34		24		33				
November	32		28		28		25				
December	28		21		25		21				
Avg 4th Qtr	31		28		26		26				
Avg Year	39		33		29		26				
Total for Year	462		395		342		317				77

New Business Licenses Issued

		2009 Daily Avg		2010 Daily Avg		2011 Daily Avg	
	2009 Daily Avg	Work Days	2010 Daily Avg	Work Days	2011 Daily Avg	Work Days	2011 Daily Avg
January	Not Started		215		10.8		10.4
February	Not Started		208		10.9		235
March	328	14.9	216	9.4	23.0	23.0	
Avg 1st Qtr	326	14.9	213	10.3	20.7	22.2	10.4
April	327	14.9	250	12.5	20.0	21.0	
May	312	15.6	197	9.9	20.0	21.0	
June	342	15.5	233	10.6	22.0	22.0	
Avg 2nd Qtr	327	15.3	226.7	11.0	20.7	20.7	
July	330	15.0	198	9.4	21.0	20.0	
August	319	15.2	209	10.5	20.0	23.0	
September	374	17.8	190	9.0	21.0	22.0	
Avg 3rd Qtr	341	16.0	199.0	9.6	20.7	20.7	
October	289	12.8	185	9.7	20.0	20.0	
November	189	10.5	173	9.5	19.0	19.0	
December	147	6.7	165	9.6	22.0	20.0	
Avg 4th Qtr	202	10.0	174	9.6	20.3	20.3	
Total Year	2937	13.9	2439	9.6	21.1	21.1	443

Business Counter Activity*

Business Licenses Closed					
	2007	2008	2009	2010	2011
January	-15	-25	-25	-49	-27
February	-2	-37	-33	-30	-29
March	-25	-40	-30	-27	
Avg 1st Qtr	-14	-34	-29	-35	
April	-26	-47	-51	-37	
May	-11	-37	-27	-23	
June	-32	-31	-47	-51	
Avg 2nd Qtr	-23	-38	-42	-37	
July	-24	-31	-56	-33	
August	-34	-40	-27	-27	
September	-44	-30	-30	-31	
Avg 3rd Qtr	-34	-34	-38	-30	
October	-34	-39	-16	-37	
November	-19	-34	-26	-39	
December	-31	-33	-22	-34	
Avg 4th Qtr	-28	-35	-21	-37	
Avg Year	-25	-35	-33	-35	
Total for Year	-297	-424	-390	-418	-56

Requests for Business License Packets*			
In addition to those licenses issued	2009	2010	2011
January	41	24	0
February	39	21	0
March	55	39	0
Avg 1st Qtr	45	28	
April	48	36	
May	34	30	
June *	5	30	
Avg 2nd Qtr	29	32	
July **	15	21	
August	6	5	
September	45	1	
Avg 3rd Qtr	22	9	
October	35	0	
November	21	0	
December	26	0	
Avg 4th Qtr	27	0	
Avg Year	31	17	

Started Tracking January 01, 2009

* June 2009-June 2010 includes packets requested over website only.

** from July 2010 includes pkts e-mailed only (Can be downloaded from website)

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED 2/25/2011 DATE OF DESIRED BOARD MEETING 3/8/2011

CIRCLE ONE: Action or Non-Action

ITEM REQUESTED FOR CONSIDERATION:
Keeper of Wheeler Steel

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
Report on successful completion of project & thank TAB for support & finance office for technical assistance

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM Loretta Lindell, Pahrump Arts Council

SPONSORED BY: William A. Kohberger William A. Kohberger

LORETTA LINDELL [Signature]
Print Name Signature

1821 WATERHOLE CYN. AVE 727 3691
Mailing Address Telephone Number

#7

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED
3/2/2011

DATE OF DESIRED BOARD MEETING
3/8/2011

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Discussion on Inviting the Public to Submit e-mail addresses to the Town Board and Town Staff to Create a Agenda/Backup Distribution List.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

Please submit e-mail addresses to one of the following e-mails:

townoffice@pahrumnpnv.org; mdarby@pahrumnpnv.org; vparker@pahrumnpnv.org
cendersby@pahrumnpnv.org; twaters@pahrumnpnv.org; hkulkin@pahrumnpnv.org
bkohbarger@pahrumnpnv.org

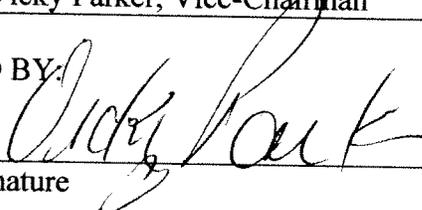
BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mrs. Vicky Parker, Vice-Chairman

SPONSORED BY:

Vicky Parker, Vice-Chairman

Print Name


Signature

400 N. Hwy 160

Mailing Address

(775) 727-5107 ext.

Telephone Number

#8

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED 3/1/2011	DATE OF DESIRED BOARD MEETING 3/8/2011
----------------------------------------	-------------------------------------------

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Discussion and Possible Decision on Approval of the new Town Attorney/Legal Services/Retainer Agreement which relates to Attending Town Board meetings,
Reviewing Proposed Town Board agenda items and providing legal advice to the Town Board on matters relating to proposed Town Board agenda items.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

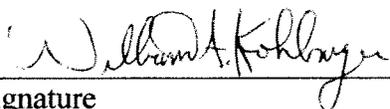
See attached Town Attorney/Legal Services/Retainer Agreement. This new agreement came from the talks with Town Board members pursuant to the Town Board approving members meeting with Armstrong Teasdale, LLP during the February 08, 2011 Town Board meeting.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Town Board/Town Attorney

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

9

March 1, 2011

Mr. William Kohbarger
Town Manager
Town of Pahrump
400 N. Nevada Highway 160
Pahrump, Nevada 89060

**Re: Town of Pahrump – Town Attorney/Legal Services/Retainer Agreement
Our File No. 26679.12**

Dear Mr. Kohbarger:

Thank you for selecting this firm to provide the Town of Pahrump with legal services as its Town Attorney. This letter will confirm our understanding with you regarding our engagement and describe the basis on which our firm will provide legal services to the Town. We look forward to working with you and will do our very best to provide the highest quality legal services in a responsive, cost effective manner.

Client. Our client in this matter will be the Town of Pahrump (the “Town”).

Scope of Engagement. We have been engaged to represent the Town by attending Town Board meetings, reviewing proposed Town Board agenda items, and providing legal advice to the Town Board on matters relating to proposed Town Board agenda items. We may agree with you to limit or expand the scope of our representation from time to time, provided that any such change is confirmed in writing.

Fees. We anticipate most of our work for you will be performed by Seaton Curran, though we may utilize other attorneys of our firm as appropriate. Under our previous general engagement, the Town paid a \$7,000 per month retainer for up to 30 hours of legal services per month and an hourly rate thereafter. The Town has agreed to amend that previous agreement.

Our fee for the engagement described herein will be a flat \$5,000 per month. There will be no charge for travel time and/or expenses related to attendance at any Town Board meetings in Pahrump. Other costs, as reflected below, will be on the bill.

Costs. We will include on our statements separate charges for performing services such as photocopying, messenger and delivery service, computerized research, travel, and long-distance telephone and fax charges, and search and filing fees. You also agree to pay the charges related to copying or digital reproduction of documents for retention in our files. Additionally, for efficiency, we may use the services of an affiliate of our firm, Lawgical Choice, to perform technical support such as document scanning, bulk printing, electronic file processing, electronic closing books, CD and DVD copying, document coding, electronic bates numbering, trial support, conversion of electronic files, or production of electronic files and you agree to pay the charges for such services.

Payment of Statements. Statements normally will be rendered monthly for the \$5,000 monthly retainer and any additional costs. Payment is due promptly upon receipt of our statement. If any statement remains unpaid for more than 30 days, we may suspend performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees and expenses. You also agree to pay all costs of collection of delinquent invoices, including attorneys' fees and expenses, regardless of whether those fees are attributable to Armstrong Teasdale attorneys or outside attorneys engaged for the purpose of collection.

Client Responsibilities. You agree to pay our statements for services and expenses as provided herein. In addition, you agree to be candid and cooperative with us and to keep us informed with complete and accurate factual information, documents and other communications relevant to the subject matter of our representation or otherwise reasonably requested by us. In particular, you agree to make Town employees available to us upon request.

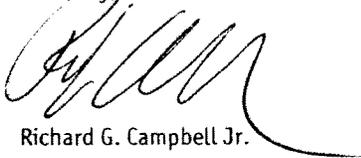
Termination of Engagement. The Town may at any time terminate our services and representation upon 30 days written notice to the firm. Such termination shall not, however, relieve the Town of the obligation to pay for all services already rendered, including work in progress and remaining incomplete at the time of termination, and to pay for all expenses incurred on behalf of the Town through the date of termination.

We reserve the right to withdraw from our representation as required or permitted by the applicable rules of professional conduct upon 30 days written notice to the Town. In the event that we terminate the engagement, we will take such steps as are reasonably practicable to protect the Town's interests, and the Town agrees to take all steps necessary to free us of any obligation to perform further, including the execution of any documents necessary to perfect our withdrawal. We will be entitled to be paid for all services rendered and costs or expenses incurred on behalf of the Town through the date of withdrawal.

Conclusion of Representation; Retention and Disposition of Documents. Unless previously terminated, our representation of the Town in this matter will terminate upon our sending you our final statement for services rendered in the matter. At your request, your papers and property will be returned to you upon receipt of payment for outstanding fees and costs. Our own files pertaining to the matter will be retained by the firm. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records; and internal lawyers work product such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, prepared by or for the internal use of lawyers. All such documents retained by the firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement, and you agree that unless you have otherwise notified us in writing, we will have the right to dispose of files relating to your matter after the matter has been concluded for five years.

Please review this letter carefully. If it meets with your approval, sign the enclosed copy of the letter in the space provided below and return it to me so that we may begin work under the terms of this engagement. Please call me if you have any questions.

Sincerely,



Richard G. Campbell Jr.

RC/bfm

cc: Town Board

AGREED TO AND ACCEPTED:

[Name of Client]

By: _____

Title: _____

Date: _____

Richard G. Campbell Jr.

MISSOURI KANSAS ILLINOIS NEVADA SHANGHAI

March 1, 2011

Mr. William Kohbarger
Town Manager
Town of Pahrump
400 N. Nevada Highway 160
Pahrump, Nevada 89060

Re: Town of Pahrump – Other Legal Services

Dear Mr. Kohbarger:

Thank you for having selected this firm to represent the Town of Pahrump in matters such as labor grievances and negotiations, contract discussions, water rights acquisitions, etc. This letter will confirm our understanding with you regarding our engagement in matters other than our attendance at Town Board meetings, our review of proposed Town Board agenda items, and our legal advice on matters relating to proposed Town Board agenda items.

Client. Our client in these matters will be the Town of Pahrump (the "Town").

Scope of Engagement. We have previously been engaged to advise the Town in connection with certain matters, including but not limited to labor and employment disputes, contract negotiations, water rights acquisitions, and intellectual property advice. We may agree with you to limit or expand the scope of our representation from time to time, provided that any such change is confirmed by us in writing.

Fees. While we anticipate most of our work for you will be performed by me and Bret Meich, we may utilize other attorneys of our firm as appropriate. We recognize that cost efficiency is very important to you, and we will make certain that our work to you is completed in a cost-effective manner.

The principal basis for computing our fees will be the amount of time spent on these matters by various lawyers and legal assistants multiplied by their individual hourly billing rates. Our hourly billing rates for lawyers currently range from \$200 per hour for new associates to \$450 per hour for senior partners. My time will be billed at \$325 and Bret Meich's time will be billed at \$250 per hour. Time devoted by legal assistants is charged at billing rates ranging from \$100 to \$150 per hour. These billing rates are subject to change from time to time.

Costs. We will include on our statements separate charges for performing services such as photocopying, messenger and delivery service, computerized research, travel, long-distance telephone and fax charges, and search and filing fees. You also agree to pay the charges related to copying or digital reproduction of documents for retention in our files. Additionally, for efficiency, we may use the services of an affiliate of our firm, Lawgical Choice, to perform technical support such as document scanning, bulk printing, electronic file processing, electronic closing books, CD and DVD copying, document coding, electronic bates numbering, trial support, conversion of electronic files, or production of electronic files and you agree to pay the charges for such services.

March 1, 2011

Page 2

Payment of Statements. Statements normally will be rendered on a monthly basis. Payment is due promptly upon receipt of our statement. If any statement remains unpaid for more than 30 days, we may suspend performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees and expenses. You also agree to pay all costs of collection of delinquent invoices, including attorneys' fees and expenses, regardless of whether those fees are attributable to Armstrong Teasdale attorneys or outside attorneys engaged for the purpose of collection.

Client Responsibilities. You agree to pay our statements for services and expenses as provided below. In addition, you agree to be candid and cooperative with us and to keep us informed with complete and accurate factual information, documents, and other communications relevant to the subject matter of our representation or otherwise reasonably requested by us.

Advice about Possible Outcomes. Either at the commencement or during the course of our representation, we may express opinions or beliefs concerning a certain matter or various courses of action and the results that might be anticipated. Any such statement made by any lawyer of our firm is intended to be an expression of opinion only, based on information available to us at the time, and should not be construed by you as a promise or guarantee.

Termination of Engagement. The Town may at any time terminate our services and representation upon written notice to the firm. Such termination shall not, however, relieve the Town of the obligation to pay for all services already rendered, including work in progress and remaining incomplete at the time of termination, and to pay for all expenses incurred on behalf of the Town through the date of termination.

We reserve the right to withdraw from our representation as required or permitted by the applicable rules of professional conduct upon written notice to the Town. In the event that we terminate the engagement, we will take such steps as are reasonably practicable to protect the Town's interests in the above matters, and the Town agrees to take all steps necessary to free us of any obligation to perform further, including the execution of any documents necessary to perfect our withdrawal. We will be entitled to be paid for all services rendered and costs or expenses incurred on behalf of the Town through the date of withdrawal.

Conclusion of Representation; Retention and Disposition of Documents. Unless previously terminated, our representation of the Town in these matters will terminate upon our sending you our final statement for services rendered in the matters. At your request, your papers and property will be returned to you upon receipt of payment for outstanding fees and costs. Our own files pertaining to these matters will be retained by the firm. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records; and internal lawyers' work product such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, prepared by or for the internal use of lawyers. All such documents retained by the firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement, and you agree that unless you have otherwise notified us in writing, we will have the right to dispose of files relating to your matters after the matters have been concluded for five years.

Post-Engagement Matters. You have engaged the firm to provide legal services in connection with specific matters. After completion of the matters, changes may occur in the applicable laws or regulations that could have an impact upon your future rights and liabilities. Unless you engage us after completion of the matters to provide additional advice on issues arising from the matters, the firm has no continuing obligation to advise you with respect to future legal developments.

Please review this letter carefully. If it meets with your approval, sign the enclosed copy of the letter in the space provided below and return it to me so that we may begin work under the terms of this engagement.

March 1, 2011
Page 3

Please call me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard G. Campbell Jr.", written in a cursive style.

Richard G. Campbell Jr.

RC/bfm

cc: Town Board

March 1, 2011
Page 4

AGREED TO AND ACCEPTED:
[Name of Client]

By: _____

Title: _____

Date: _____

AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **Noon, Wednesday** of the week **preceding the Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED
3/1/2011

DATE OF DESIRED BOARD MEETING
03/08/11

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Discussion and Possible Decision to Amend the Town Board Policy 2009 Section 7.1 to Require Town Board Members/Town Manager to Submit Proposed Agenda Items to the Town Attorney for Review No Later than 10 Working Days Prior to the Meeting.
If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

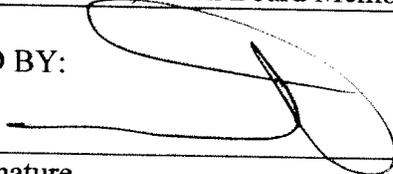
See attached Town Board Policy.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Dr. Tom Waters, Town Board Member

SPONSORED BY:

Dr. Tom Waters, Town Board Member
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

11

PAHRUMP TOWN BOARD POLICY
2009

The Guideline for the Town Board of an Unincorporated Town is NRS 269.

SECTION I

1. POLICY

- 1.1. The Town Board shall approve policies that will govern the employees and volunteers of the Unincorporated Town of Pahrump.

2. BUDGET

- 2.1. The Town Board shall oversee the Town budget with the assistance of the Town Manager and Town Financial Director and shall draft the annual budget with the staff and consultants for submission to the Nevada State Taxation Department.

3. MEETINGS

- 3.1. The Town Board shall hold regular meetings on the second and fourth Tuesday of each month unless otherwise determined by the Board.
- 3.2. In addition to those listed above, the Board may call special meetings and emergency meetings when necessary. Board workshops may also be held as needed.
- 3.3. Meeting Rules:
 - 3.3.1. All meetings will be recorded in compliance with the Open Meeting Law (NRS 241).
 - 3.3.2. There will be no smoking at the Board meetings.
 - 3.3.3. There are procedural rules for Town Board meetings attached to each agenda.
 - 3.3.4. At least one copy of all backup material shall be available at the meetings for the public to view.
 - 3.3.5. All speakers must come to the podium, be recognized, and state their name.
 - 3.3.6. With the exception of emergency personnel, all cell phones and pagers must be turned off before entering the building for the meeting. This rule applies to both the public and to Town Board Members.

4. ORDINANCES AND RESOLUTIONS

Ordinances – an authoritative decree or direction (order) – a law set forth by a governmental authority (municipal regulation)

Resolutions – an act or process of reducing to a simpler form – a formal expression of opinion, will, or intent voted by an official body or assembled group.

PAHRUMP TOWN BOARD POLICY
2009

Proclamation – something proclaimed – an official formal public announcement

4.1. Pahrump Town Ordinance (PTO) Process:

4.1.1. Any Member of the Town Board may propose an item for discussion as a PTO.

4.1.2. The item must first be placed on the agenda for Board discussion and action, before it may be introduced as an ordinance.

4.1.3. The Board shall then draft or have drafted all necessary ordinances and resolutions as per Nevada Revised Statutes, Chapter 269. Public hearings shall be held prior to voting on all ordinances.

4.1.4. All ordinances must be reviewed by the Town Attorney prior to the First Reading.

5. LIAISONS

5.1. Town Board Members will be assigned to attend Town Advisory Board meetings as liaisons to provide a direct line of communication regarding problems, needs, and directives prescribed by the Board. Liaison reports should be given to the Town Board at the regular Board meeting immediately following the advisory board meeting to update the Town Board Members on ongoing and proposed projects.

6. OFFICERS

6.1. At the first regular meeting of each year, the Board shall elect a Chair, Vice-Chair, and Town Clerk for that year.

6.2. Board Chair

6.2.1. The Chairperson shall preside at all meetings of the Town Board.

6.2.2. The Chairperson shall appoint, with the approval of the Board, all Advisory Boards. The Chairperson shall designate a Member of the Board as liaison to each Advisory Board.

6.2.3. The Chairperson shall serve as the liaison to the Town Manager.

6.2.4. The Chairperson or designee shall represent the Board at community events.

6.2.5. The Chairperson is required to attend at least two (2) Board of County Commissioner meetings in each yearly quarter.

6.3. Board Vice-Chair

6.3.1. The Vice-Chair shall preside over all meetings of the Board in the absence or incapacity of the Chairperson and shall be responsible for fulfilling the duties of the Board Chair.

6.3.2. The Vice-Chair shall serve as the liaison to the Town Finance Director

6.3.3. The Vice-Chair shall oversee the appointment of two (2) Board Members to review vouchers prior to each regular Board meeting. The review

PAHRUMP TOWN BOARD POLICY
2009

assignment will be rotated among the Board Members every three (3) months.

6.4. Town Board Clerk

- 6.4.1. The Town Board Clerk shall oversee the responsibility for preparing and posting all Town Board agendas as required by NRS 241.
- 6.4.2. The Town Board Clerk shall oversee the responsibility for taking the minutes of all Town Board meetings and shall assure they are available for public access and maintained in accordance with requirements set forth in the NRS.
- 6.4.3. The Town Board Clerk shall oversee the responsibility for sending copies of all agendas/minutes of the Town Board meetings to the Nye County Clerk.
- 6.4.4. The Town Board Clerk shall oversee the numbering and record keeping of all ordinances and resolutions.
- 6.4.5. The Town Board Clerk shall be responsible for all official correspondence of the Town Board.
- 6.4.6. The Town Board Clerk shall read announcements and proposed ordinances at the Town Board meetings and perform other duties as required by NRS 269.019.

7. AGENDAS

- 7.1. Anyone can request that items be placed on the agenda by completing an AGENDA REQUEST FORM and providing all back-up materials. Members of the public who wish to place items on the agenda must have either a Town Board Member or the Town Manager sponsor the item. The agenda item must clearly state both the name of the member of the public and the sponsor.
- 7.2. All agenda requests, including all back-up material, must be received at the Town office before noon on the Wednesday of the week preceding any regularly scheduled Town Board meeting. If there is no back-up material for the agenda item, this must be clearly stated on the AGENDA REQUEST FORM and on the agenda.
- 7.3. Items placed on the Town Board agenda may only be removed by the person(s) requesting or sponsoring the item or by a majority vote of the Town Board.
- 7.4. Back-up material requirements do not apply to emergency Board meetings.
- 7.5. Agenda packets shall be completed and available by noon on the Friday before any regularly scheduled Town Board meeting. Agenda packets, including available back-up, will be posted on the Town's website by close of business on the Friday before any regularly scheduled Town Board meeting.

8. DOCUMENT DISTRIBUTION

- 8.1. All Town Board Members shall create a list of persons designated to pick up documents and other materials from the Town office. All documents that are designated as non-confidential may be picked up by any person on that list, so long as the person signs a sheet indicating the name of the document, date, and time of the pick up. Materials that are designated as "confidential", i.e. those protected by attorney-client privilege and other sensitive materials cannot be removed from the Town Office by anyone other than the Town Board Member.

PAHRUMP TOWN BOARD POLICY
2009

In the event that there is a question of confidentiality, the Town Attorney shall decide whether to classify the document as confidential or non-confidential.

9. SINGLE BOARD MEMBER ACTION

- 9.1. A single Member of the Town Board may only act for the Board with prior authority granted by an action of the Board in an open meeting, for a particular situation or time period.

10. PERSONNEL MEETINGS

- 10.1. The Town Board shall adhere to NRS 260.048 regarding closed personnel sessions.
- 10.2. Closed sessions may be held as needed by any public body in compliance with the Nevada Revised Statutes and the Open Meeting Law (NRS 241).

11. TOWN MANAGER EVALUATIONS

- 11.1. The Town Board and the Town Manager shall jointly develop the performance evaluation process and criteria to be used.
- 11.2. The Town Board and the Town Manager shall annually define and provide in writing the goals and performance objectives that they determine necessary for the proper operation of the Town of Pahrump and the attainment of the Town Board's policy objectives.
- 11.3. The Town Board is responsible to review and evaluate the performance of the Town Manager at least once annually. Based on the evaluation, the Town Board shall make determinations regarding Town Manager pay treatment and contract negotiations.
- 11.4. Town Board Members shall: (1) create a performance evaluation for the Town Manager; (2) distribute the evaluations to the entire Board; (3) have the Town Board Clerk oversee the summary of the findings to be presented to the Town Manager by the Town Board Chair; (4) provide an opportunity for the Town Manager to discuss the evaluation with the Board within thirty (30) days of its completion.

12. UPDATES

- 12.1. The Town Board shall update, revise, or delete portions of this policy as necessary for maximum efficiency at least every two (2) years.

Adopted this 28th day of October, 2008.

Town Board Chairperson

Town Board Clerk

AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **Noon, Wednesday** of the week **preceding the Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED
3/1/2011

DATE OF DESIRED BOARD MEETING
03/08/11

CIRCLE ONE: Action Item Non-Action Item Presentation Only

ITEM REQUESTED FOR CONSIDERATION:

Discussion and Possible Decision to Amend Paragraph 14 of the Job Description of the Town Manager to Add the Following Sentences: To save the Town money, the Town Manager's authority to determine appropriate staffing levels includes the authority to leave Town Board-funded positions permanently vacant and to set policies determining staffing levels in circumstances where Town employees are temporarily absent from their assigned shifts. By determining how many positions to fund in the Town's budget, the Town Board is not deeming that a certain staffing level is appropriate. Unless there is express Town Board action or a legal requirement to the contrary, it is within the Town Manager's discretion to determine the appropriate staffing level for all Town functions.
If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

See attached Town Manager Job Description. See attached

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mrs. Vicky Parker, Town Board Vice-Chair

SPONSORED BY:

Mrs. Vicky Parker, T B Vice-Chair
Print Name


Signature

Town Office
Mailing Address

(775) 727-5107
Telephone Number

#12

Town of Pahrump

Job Description Form

Job Title: Town Manager

Department: Administration

Location: Town Office

Reports to: Town Board

Salary Range:

\$100,000 - \$165,750

Type of position:

Full-time

Part-time

Contractor

Volunteer

Hours 40 /week

FLSA Exempt

General Description:

Is responsible for the overall management of the Town of Pahrump and for the supervision of management staff and management of Town resources consistent with the administrative and policy direction of the Town Board. The position performs high-level administrative, technical, and professional work in directing and supervising the administration of Town government. Shall establish priorities, programs and acceptable performance levels for the operations of the Town of Pahrump. Is committed to the vision and values of the Town through ethical conduct, community stewardship, individual initiative and responsive service. This position is unclassified and "at-will," serving at the pleasure of the Town Board.

Essential Duties and Responsibilities:

The duties listed below are examples of work typically performed by an employee in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.

1. Develops, evaluates, and implements administrative policies and procedures to meet Town Board goals and objectives; Advises the Board if new policies are warranted and/or whether existing policies are or are not effective for reasons for which they were adopted.
2. Supervises the performance of departments; directs the establishment of standards, goals, and objectives and evaluates the performance of departments; coordinates the activities of the various departments to ensure timely, efficient, and effective delivery of programs and services.
3. Selects, directs, develops, and evaluates management personnel; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services;
4. Negotiates and/or supervises the negotiation of all Town of Pahrump contractual agreements subject to the limitations of law and Town Board direction; administers and enforces agreements.
5. Works jointly with the Finance Director in the development of the annual budget for approval by the Board; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Board.
6. Analyzes proposals regarding policies, programs, and services and develops recommendations to the Town Board; analyzes information pertaining to Town services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community, and the Town Board.
7. Administers the preparation of Town Board meeting agendas; attends Town Board meetings; makes oral and written presentations to the Town Board and to other public and private groups; provides information to the news media and the public regarding Town operations; represents the Town of Pahrump with other government agencies and in meetings with the public.
8. Analyzes proposed legislation and administrative regulations for their impact on Town operations; reviews and makes recommendations to the Town Board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.

9. Provides direction and support to staff including advice and consultation to the members of the Town Board; receives, investigates, and resolves complaints and concerns regarding Town programs, services, and facilities; acts as liaison with cities, counties, regional, state, and federal agencies on a broad range of matters.
10. Assists the Town Board in the development of overall goals of the Town; provides leadership and direction in the development of short- and long-range plans for achieving overall goals; works with the Town Board and others to develop community and economic development plans.
11. Oversee the financial process to provide prepared expenditure vouchers for the Town Board's approval and signature. Should an emergency situation arise that calls for expenditure(s) not covered in the annual budget, the emergency shall be presented to the Board for approval as soon as possible. In the interim, the Town Manager may spend up to and including the amount that covers the emergency expenses without prior Town Board approval. A written report detailing the emergency expenditure shall be submitted to the Board, at the next Board meeting. At no time shall the Town Manager knowingly take any action that would be in conflict with any NRS.
12. Oversees the Town's personnel system including classification, compensation, benefits, recruitment and selection, and personnel policies.
13. The Town Manager has discretionary spending up to \$5,000.00 for non-emergency matters. He shall provide monthly reports of the non-emergency expenditures at the next Town Board meeting. The town manager may hire Contract labor that does not exceed a total sum of \$5,000.00. Any amount exceeding \$5,000.00 requires Town Board approval. Contract labor is for a specific job with specified payment and duration.
14. The Town Manager has the authority to determine appropriate staffing levels and to eliminate positions as he/she deems necessary with the exception of department head positions.
15. The Town Manager, if necessary, shall issue discipline up to and including termination to all employees pursuant to the Personnel Policy Manual and/or the collective bargaining agreement. The Town Manager must obtain approval from the Town Board to terminate a department head.
16. Maintain a working relationship with Federal, State and County officials and departments and to advise the Board of any friction that could be detected and recommend possible alternative action that could be taken to correct the situation.
17. Shall act as liaison between the Town Board and Town employees in all cases requiring the Town Board action pertaining to employees.
18. Informs the Town Board of operational problems and seeks advice and counsel on possible solutions.
19. Oversees labor relations function of the Town and recommends bargaining guidelines and settlements to the Board.
20. The town manager shall keep the Town Board advised of all proposed new construction, major changes, removals or destruction of Town properties and obtain prior Town Board approval.
21. The town manager shall set policy pertaining to the maintenance of, operation of, and use of Town owned vehicles except for those policies already established by the Town Board.
22. Performs related duties and responsibilities as required.

Education and Experience Requirements:

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Bachelor's degree in public administration or related field, and eight years of progressively responsible management experience in public administration; Master's degree in public administration or related field is desirable; or any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability, required to perform the job.

Knowledge, Skills and Abilities Requirements:**Knowledge of:**

- principles of supervision, training and performance management;
- management skills to analyze programs, policies, and operational needs;
- computer programs/applications related to the work;
- standard office practices and procedures;
- business letter writing and standard format for typed materials;
- record keeping principles and practices;
- principles of public personnel administration and employee relations;
- laws and regulations which pertain to City/County operations, services, and programs. techniques for dealing with the public, in person and over the telephone; and
- principles of public budget preparation and administration;

Ability to:

- develop policies and goals consistent with Council/Board directives;
- effectively administer projects and operations consistent with City policies and goals;
- plan, direct, and evaluate the work of staff;
- develop, motivate, and supervise management staff and other direct reports;
- work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- establish and maintain effective working relationships with all levels of City staff, elective and appointive bodies, and members of the general public;
- gain cooperation through discussion and persuasion;
- collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters;
- analyze policies, regulations, projects, activities, and methods;
- select alternatives;
- project the consequences of proposed actions;
- implement administrative policies and work programs consistent with regulations and with City policies and goals;
- understand, interpret, and apply laws and regulations;
- present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner;
- design technically complex visual aids such as maps, tables, and charts;
- adapt readily to changes;
- use sound judgment when dealing with confidential data;
- prepare and make presentations to groups of varying sizes; and
- analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.

Special Requirements: Possession of a valid Nevada driver's license is required at time of appointment.

Physical Demands:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Strength and stamina to sit at a desk; vision to read reports, financial data, and maps; hearing and speech to communicate in person or over the telephone; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events; travel from site to site; overnight and/or out-of-state travel, incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Town Manager:

Name: _____ **Date:** _____

Approved by Town Board:

Chairman: _____ **Clerk:** _____

Date: _____ **Date:** _____

This Job Description supersedes previous version dated: May 2003

AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **Noon, Wednesday** of the week **preceding the Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED
3/1/2011

DATE OF DESIRED BOARD MEETING
3/8/2011

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Discussion and Possible Decision to Create a Town of Pahrump Advisory Board for not more than six (06) months, with monthly updates to the Town Board, for the purpose of gathering information on relocating the northern boundary of the Nye County.
If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

See attached map of Nye County with possible new northern boundaries. Mr. William "Bill" Garlough will give a presentation to the Town Board on this item.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mr. William Garlough, Pahrump Citizen

SPONSORED BY:

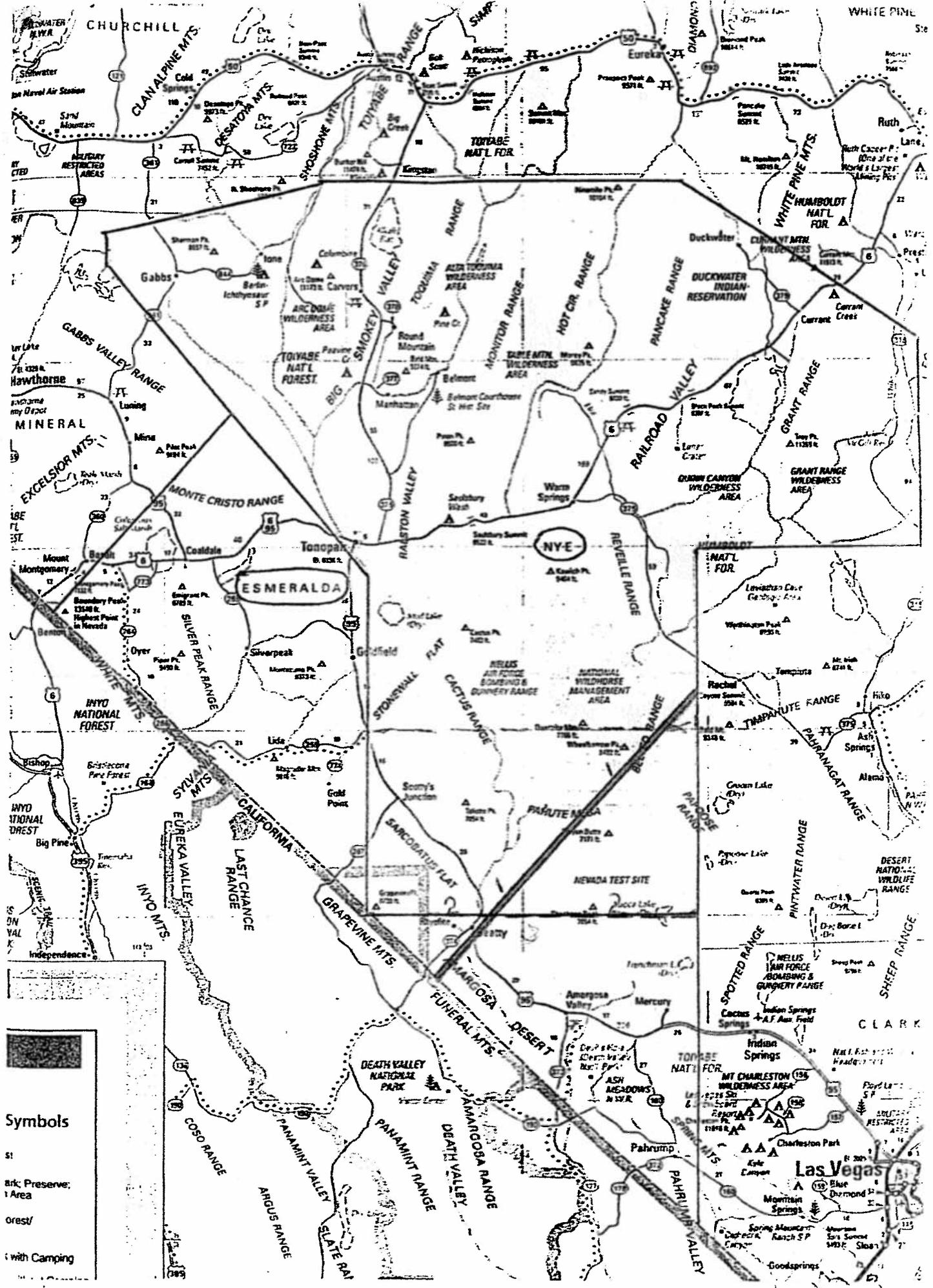
Harley Kulkin, Town Board Member
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

#13



- Symbols**
- SI
 - ark; Preserve; Area
 - orest/
 - with Camping

CHURCHILL
CLINALPINE MTS

ARSIATON MTS
SHOSHONE MTS

GABBS VALLEY RANGE
EXCELSIOR MTS

MONTE CRISTO RANGE
MINERAL

WHITE MTS
INYO NATIONAL FOREST

INYO MTS
EUREKA VALLEY

CALIFORNIA
LAST CHANGE RANGE

GRAPES VINE MTS
FURNACE MTS

DEATH VALLEY NATIONAL PARK
PAMAMINT VALLEY

ARGUS RANGE
SLATE RAN

TOIYABE RANGE
TOIYABE NATL FOR

SMOKEY VALLEY
TOIYABE NATL FOREST

MONITOR RANGE
HOT CR. RANGE

RAILROAD VALLEY
NEVELLE RANGE

STONEMALL FLAT
CACTUS RANGE

SARCOBATUS FLAT
PRUTE MTS

NEVADA TEST SITE
MARGOSA

DEATH VALLEY
PAMAMINT RANGE

OBATH VALLEY
MARGOSA RANGE

TOIYABE NATL FOR
ASH AGADOWS N.S.R.

SPRING MOUNTAIN
GOODSPRINGS

DIAMOND MTS
WHITE PINE MTS

HUMBOLDT NATL FOR
GRANT RANGE

GRANT RANGE WILDERNESS AREA
GRANT RANGE

QUINN CANYON WILDERNESS AREA
GRANT RANGE

TRAPANITE RANGE
PACIFIC RANG

PACIFIC RANG
PINTWATER RANGE

SPOTTED RANGE
SHEEP RANGE

CLARK

Las Vegas

Las Vegas

Las Vegas

TOIYABE NATL FOR
TOIYABE NATL FOREST

TOIYABE NATL FOREST
TOIYABE NATL FOREST

TOIYABE NATL FOR
TOIYABE NATL FOREST

AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **Noon, Wednesday** of the week **preceding the Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED
2 MAR 11

DATE OF DESIRED BOARD MEETING
8 MAR 11

CIRCLE ONE: Action or Non-Action

ITEM REQUESTED FOR CONSIDERATION:

FUNDING FOR ANNUAL EARTH DAY FESTIVAL
\$2000 ARE REQUESTED WITH THE KNOWLEDGE THAT ANY UNUSED FUNDS WILL BE RETURNED TO THE TOWN

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

FUNDING FOR ADVERTISING THE EVENT TO ENSURE PARTICIPATION BY LOCAL RESIDENTS INTERESTED IN CONSERVATION + SUSTAINING A MORE ENVIRONMENTALLY FRIENDLY + LONG TERM RESIDENCY IN OUR VALLEY.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: GEORGE SAUBSMAN

SPONSORED BY: DR. T. WATERS

John M. Pawlak

Print Name

John M. Pawlak

Signature

400 N. Hwy 160

Mailing Address

775-751-5107

Telephone Number

#14

**MEMO
TOWN OF PAHRUMP
TOWN BOARD AGENDA ITEM
MEETING DATE: 03-08-2011**

TO: Town Board
Pahrump Nuclear Waste and Environmental Advisory Board

FROM: William B. Kohbarger, Town Manager
Michael Sullivan, Finance Director

DATE: March 3, 2011

RE: Recommendations to Town Board on Earth Day Grant Funding

1. Overview

The Town Board Liaison, Tom Waters, has submitted a Town Board Agenda Request for consideration of a grant in an amount not to exceed \$2,000 from the Economic Development Room Tax Fund.

In December, Michael Sullivan, the Finance Director, attended the Nuclear Waste and Environmental Advisory Board meeting and requested that the Advisory Board assemble backup materials for their grant request. This documentation would primarily consist of modified application forms and materials required of other grantees who request using public funds.

While the Earth Day celebration has historically been the Town's sole financial obligation, we feel that there are several important factors the Town Board needs to consider, because the Town has legal and financial exposures when extending the Town's liability and financial coverage.

After reviewing the grant application materials submitted our staff recommendation would be that the grant be for an amount not to exceed \$1,300 from the Economic Development Room Tax Fund. It appears that the \$400 funding for the entertainment appears will be provided by the Southern Nye County Conservation District and therefore the funding is duplicative. We do not recommend funding \$300 funding for giveaways and prizes. Those costs should be provided by community donations.

As outlined in the attached December 19, 2010 Memo to the NWEAB, their goal for 2012 should secure financial and sponsorship support from the community to become self-sufficient.

**MEMO
TOWN OF PAHRUMP
TOWN BOARD AGENDA ITEM
MEETING DATE: 03-08-2011**

4.) Fiscal Impact

There are sufficient funds available in the Economic Development Room Tax Fund for this grant. Grantee will be required to provide receipts and an evaluation form.

5.) Town Manager Recommendation and Board Action Requested:

The Town Manager recommends that the Town Board *move to approve the request for a grant in an amount not to exceed \$1,300 from the Economic Development Room Tax Fund, as presented in this memo.*

If you have any additional questions, we would be happy to answer them.

MEMO
TOWN OF PAHRUMP

TO: Nuclear Waste and Environmental Advisory Board and Earth Day
Volunteers

FROM: William A. Kohbarger, Pahrump Town Manager
Michael Sullivan, Finance Director

DATE: December 10, 2010

RE: Reminder Regarding the Acceptance and Receipt of All Funds Received
including Cash and In-Kind Contributions, Donations and Sponsorships.

The Earth Day is a Town of Pahrump funded event operated under the financial requirements of the NRS and municipal government accounting and auditing principals. The goal, as in all Town financial transactions, is to provide for the safeguard and use of Town assets and funds regardless of their origin or use, and within the budgetary guidelines of the Department of Taxation.

We want to remind all the volunteers, that they are required, if they have solicited or accepted donations, contributions, fees, sponsorships, in kind services or cash or checks of any kind in the name or use by or during the Earth Day event, to have those funds deposited and received by the Town Office.

For the purposes of income tax deductibility, both cash and in-kind receipts of materials and services, need to be reported to the Town office.

We appreciate everyone's tireless efforts to make the annual Earth Day a special event for the community, and ask your continued cooperation. If you have any questions regarding a transaction, please do not hesitate to contact Michael or Carla for guidance.

Thank you your continued cooperation so that we can provide an accurate and transparent accounting to the tax payers.

Cc: Town Board
Nuclear Waste and Environmental Advisory Board
Earth Day Committee

EVENT BUDGET
 2011 EARTH DAY @ 12/15/10

ATTACHMENT OF EXAMPLE OF MEDIA COPY

PRINT MEDIA

- PVT	650	2 DAYS	AD
- Mirror	380	1 DAY	AD
- LV RJ			

RADIO MEDIA

- KNYE
 -

TV MEDIA

- Ch 41
 - Ch 30

FLYERS

PVT	100	Promotional Posters
-----	-----	---------------------

OTHER

ENVIRONMENTAL AWARENESS GIVEAWAYS	300	
--------------------------------------	-----	--

EVENT BUDGET
2011 EARTH DAY @ 12/15/10

<u>IN-KIND CONTRIBUTIONS</u>	Estimated Equivalent Value	<u>DESCRIPTION</u>
Southern NYE County CONSERVATION DIST.	400	Band - Entertainment
TOTAL IN-KIND CONTRIBUTION	<input type="text"/>	
<u>ESTIMATED VOLUNTEER HOURS</u>	<input type="text"/>	<u>DESCRIPTION</u>
TOTAL VOLUNTEER CONTRIBUTION	<input type="text"/>	

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 03/08/2011

TO: Pahrump Town Board

FROM: John M. Pawlak, Vice-Chair: Nuclear Waste and Environmental Advisory Board

DATE: 03/08/2011

RE: Request for funding for Annual Earth Day event.

1. Background

In past years the Town has allocated and approved funding for this event in order to increase awareness for local recycling, reducing energy consumption, reusing resources already available, while eliminating the need to create more waste locally.

Creating a sense of awareness for energy and resource management in the Town, educating residents about recycling, conservation, local groundwater issues, has been the message successfully brought forth by this worthwhile endeavor in past years.

The event also prepares and recruits residents for the annual Town Clean-up to be held on May 7th at the Calvada Eye.

2. Funding

The requested funding is needed for minimal advertising in the two local newspapers and also for a minimum gifting of environmental aware products that will appeal to the youth and participating residents who will be attending this event.

Both local newspapers also supported these two events with numerous news briefs and personal interviews, which are not paid for.

Alongside the requested funding for advertising the Pahrump Television and Radio stations have enthusiastically promoted this events with free public service announcements and interviews of support in past years.

3. Conclusion

This agenda request is for the advertising funding for the Earth Day Event. Advertising will consist of two days of advertising for the PV Times and one day of advertising in the Mirror newspaper prior to the April 23rd event date. All other promotions will be from volunteers and is provided free of charge to the Community.

**FREE
EVENT**

FOOD

**LIVE
MUSIC**

ACTIVITIES

EARTH DAY 2011 APRIL 23

Education, Information, Instruction on Recycling, Hazardous Materials, Town Clean-Up, Volunteerism & the Community.

IAN DEUTCH PARK 10 AM - 4PM



Great Basin College



Pahrump Nuclear Waste & Environmental Advisory Bd.

PAHRUMP VALLEY DISPOSAL

SOUTHERN NYE COUNTY
CONSERVATION DISTRICT



Nuclear Waste Repository
Project Office



AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **Noon, Wednesday** of the week **preceding the Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
3/1/2011 3/8/2011

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion on a Plan of Action for the Town of Pahrump Business License Ordinance and Resolution.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

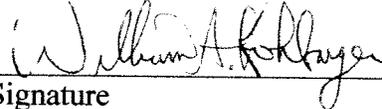
BRIEF SUMMARY OF ITEM:
The Town Staff is currently working on re-writing the Business License Ordinance and has created a Resolution for the Fees associated with Business Licensing. Staff will be conducting workshops in conjunction with the Chamber to gather input from the Business community over the next month.
Staff just wanted to give the Town Board a heads up as to our plan of action.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Town Staff

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

#15

PAHRUMP TOWN BOARD MEETING
NYE COUNTY ADMINISTRATIVE COMPLEX
2100 E. WALT WILLIAMS DRIVE
TUESDAY – 7:00 P.M.

JANUARY 25, 2011

MINUTES

PRESENT:

Mike Darby
Vicky Parker
Carolene Endersby
Dr. Tom Waters
Harley Kulkin

1. Call to Order, Moment of Silence and Pledge of Allegiance

Chairman Darby called the meeting to order and led in a moment of silence and the Pledge of Allegiance.

2. Discussion and possible decision regarding Moving the Order of or Deleting an Agenda Item(s)

Town Manager Bill Kohbarger asked that agenda item #8 be removed, explaining that Vern Van Winkle introduced them to another firm who could complete the project for \$4,000 less.

**Dr Water made motion to pull Item #8. Mrs. Parker seconded the motion.
Motion passed, 5-0.**

3. Announcements

Town Board Clerk Carolene Endersby read the announcements.

Dr. Waters spoke in favor of involving youth in the legislative process and encouraged all to act as role models.

4. Advisory Board Reports from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards

Vicky Parker announced that all 2,000 bags that were stuffed for the Quartzsite RV Show were gone in three days.

Kelly Buffi mentioned that the Tourism Board met with prospects about making Pahrump a site for an RV Rally and she thanked local businesses who provided discounts for RVers.

5. Town of Pahrump Economic Development Report

Dr. Waters asked when the Town Board would see the outline for project #1.

Mr. Kohbarger said Economic Development manager Al Balloqui assured he would have them for the first Town Board meeting in February.

Mrs. Endersby requested a more detailed report.

Mr. Kohbarger responded to Mr. Darby's question about the status on Growponics by stating he would provide a report following his meeting with Mr. Jack Kashani.

6. Presentation by Dawn Coursen, Area Director of FreeCouponUSA a New Company located in Pahrump

The presenter was not in attendance.

7. Discussion and possible decision to Appoint Advisory Board Liaison Appointments by the Chairman of the Board Pursuant to the Town Board Policy Articles 5 and 6

Chairman Darby stated that the following Advisory Board Liaison appointments were requested:

<u>Mr. Kulkin</u>	<u>Mrs. Endersby</u>	<u>Mr. Darby</u>	<u>Mrs. Parker</u>	<u>Dr. Waters</u>
Airport	Incorporation	Parks & Rec	Tourism	Veterans
Public Lands	Youth	Arena	RPC	Nuclear Waste
A/P Signer	Nye Com Coal (<i>Alt</i>)	NLOC	A/P Signer	Airport (<i>Alt</i>)
RPC (<i>Alt</i>)		NACO		

Mr. Kulkin made a motion to approve the appointments as stated. Mrs. Endersby seconded the motion. Motion passed, 5-0.

8. Discussion and Possible Decision to Enter into an Agreement with Hammett & Edison, Inc., Consulting Engineers to Review and Complete the Application Processes with the Federal Communication Commission (FCC) to bring the Five Town of Pahrump TV Translator Stations, K17CL, K19BU, K24BY, K28CS & K36BQ into Compliance, Not to Exceed \$7,000.00 and All Matters Properly Related Thereto

This item was removed.

9. Discussion and Possible Decision Consideration of Fairgrounds Project with Acceptance and Notice to Proceed with initial Requirements, and an MOU w/the Town and Fairgrounds Project & Pahrump Fair & Festival Board

Paula Glidden presented Pahrump Fair and Festival Board's plans for Fairgrounds at Kellogg Park.

Mr. Darby stated that the availability of the Kellogg property depended on the outcome for Growponics.

Mrs. Parker stated that if the room tax was transferable, the community center was probably a higher priority.

Ms. Glidden asked for an MOU to proceed with logistics.

Mrs. Parker made a motion to have PFF come back in six weeks.

Mr. Kulkin asked if Mrs. Parker would amend her motion to have PFF bring back an MOU as soon as they would like to.

Motion died for lack of a second.

Mr. Kulkin made a motion to ask PFF return with an MOU at their earliest convenience. Dr. Waters seconded.

Mrs. Endersby requested that they bring clarification on funding sources and when they expire.

Mr. Kulkin amended his motion to add that the MOU should clarify that the Town of Pahrump is owner and PFF's interest is a manager. Dr. Waters amended his second.

Public comment was heard.

Motion passed 3-2, with Mrs. Parker and Dr. Waters voting nay.

10. Discussion and possible decision to Request Nye County to Deed over the Nye County Administration Building and Lands Commonly Referred to as the Calvada Eye Property to the Town of Pahrump and All Matters Properly Related Thereto

Mrs. Parker made a motion to accept the additional material (overhead photograph of the Calvada "Eye") from Mr. Kulkin.

Mr. Kulkin seconded.

Motion passed, 5-0.

Mr. Kulkin stated that of the \$182,000,000 that the County received in PETT funds, less than \$2,000,000 was spent in Pahrump; that the new 300 bed jail will put Pahrump in debt and increase crime by bringing in prisoners from outside of the county; that Beatty and Amargosa have beautiful new community centers while Pahrump's is outdated, but the Calvada Eye building looks professional. Mr. Kulkin added that the County Manager did not expect the Commissioners to approve this but that they might give land to the Town.

Dr. Waters said he did not want to take over their buildings but agreed that the Town needed to ask for the same help they've provided to other communities.

Mrs. Parker said that Pahrump pays 70% of the taxes but does not get 70% of the benefit. She said she agreed with asking for the impossible to get what you want, but said she could not support a motion on this agenda item.

Mr. Kulkin said they refused to put the incorporation question on the agenda but acted on 30 signatures to disband the Town Board. He said he didn't expect to get it but that this would open negotiations to get something.

**Mr. Kulkin made a motion to request Nye County to deed over the Nye County Administration Building and Lands commonly referred to as the Calvada Eye Property, or any other lands they may have, to the Town of Pahrump.
Mrs. Parker seconded.**

Public comment was heard.

Motion passed, 5-0.

11. Discussion and Possible Decision on Approving Resolution #2011-01, A Resolution Creating a Pahrump Youth Advisory Board and All Matters Properly Related Thereto

Mrs. Endersby said there was an obligation to educate the youth on the democratic process of city government.

**Mrs. Endersby made a motion to adopt resolution 2011-01.
Dr. Waters seconded.**

Mrs. Parker expressed confusion as to what the Youth Advisory Board would advise on. Mrs. Endersby and Dr. Waters explained it would be on items youth currently do not have a say in, and that currently the board is unaware of most youth ideas and view. It was also stated that this would be further discussed in item number 12.

Public Comment was heard.

Motion passed, 5-0.

12. Discussion and Possible Decision to Approve the By-Laws for the Newly Created Pahrump Youth Advisory Board and All Matters Properly Related Thereto

Mrs. Endersby stated that Lucy Ivins and Max Buffi are both very supportive of the board and have expressed interest in helping the Youth Advisory Board move through the processes.

**Mrs. Endersby made a motion to approve the by-laws for the newly created Pahrump youth advisory board and all matters properly related thereto.
Mrs. Parker seconded.**

Mr. Kulkin said he would like to see the motion amended so that the age limitations on board members are 14 – 19 at time of appointment, so that members are not aged-out during their appointment.

Mrs. Endersby amended her motion to add the specification of age “at the time of appointment, not open ended”.

Mrs. Parker amended her seconded.

Public comment was heard.

Motion passed, 5-0.

13. Discussion and Possible Decision on Amending Resolution #2009-02, A Resolution to Establish a Policy and Guidelines for Rules of Procedure at the Pahrump Town Board Meetings

Mr. Kohbarger made the presentation showing comments and submitted changes.

Mr. Darby asked about a change stating that any meeting where a room is filled over capacity, a meeting will be moved to a larger venue to accommodate everyone. The response was that broadcasting to an additional room would suffice if the issue came up. There was further discussion on the fact that everyone has the right to attend the meeting.

**Mr. Kulkin made the motion to submit further changes to Mr. Kohbarger based on what is received in the backup, and to bring it back at the next meeting.
Mrs. Endersby seconded.**

Public comment was heard.

14. Discussion on Creating Town of Pahrump Goals and Objectives

Mr. Kohbarger requested that the Town Board hold one or two special meetings to get input from Town Board members, Advisory Boards members, and citizens on Town Goals and Objectives. Mr. Kohbarger further stated that the Department Heads were working on a Top Ten list and that it would be hopefully ready for presenting within the next two or three Town Board meetings.

Mr. Darby explained that he liked this idea and that the Town Board should work on getting some dates for these special meetings.

15. Discussion and possible decision Consent agenda items:

- a. Action – Approval of Town Vouchers.
- b. Action – Approval of Special Town Board meeting minutes of December 14, 2010.
- c. Action – Approval to accept Ms. Nora McCall and Mr. Michael Selbach to the Pahrump Tourism and Convention Council Advisory Board.
- d. Action – Approval to accept Mr. Frank Maurizio to the Pahrump Nuclear Waste & Environmental Advisory Board.

**Mrs. Parker made a motion to approve the Consent Agenda items a through d. Mr. Kulkin seconded the motion.
Motion passed 5-0.**

16. Future Meetings/Workshops: Date, Time and Location

17. Public Comment

Public Comment was heard.

18. Town Board Member's Comments

Dr. Waters thanked the public for supporting the town as well as the town board. He also asked that if members of the public would like to send information to a member of the board, to please forward the information to all other members of the board.

Mrs. Endersby thanked the public, showing extra appreciation for the diversity. She also apologized for not having the time to regularly respond to all forms of contact, but that she would do her best to answer.

Mr. Kulkin thanked the public and let them know changes were coming and the issues would be addressed. He also said that public participation is needed and appreciated as they need the information so that they can do their job well.

Mrs. Parker concurred and also thanked volunteers and advisory board members.

19. Town Manager's Report

There were no questions for Mr. Kohbarger.

20. Adjournment

The meeting was adjourned at 10:15 PM.

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY ADMINISTRATIVE COMPLEX
2100 E WALT WILLIAMS DRIVE
TUESDAY – 7:00 P.M.**

FEBRUARY 08, 2011

MINUTES

PRESENT:

Mike Darby
Vicky Parker
Carolene Endersby
Tom Waters
Harley Kulkin

1. Call to Order, Moment of Silence and Pledge of Allegiance.

Chairman Mike Darby called the meeting to order. Dr. Tom Waters led in moment of silence as well as Pledge of Allegiance.

2. Discussion and possible decision regarding Moving the Order of or Deleting an Agenda Item(s).

Public comment was heard.

Request from staff to move agenda item #9 to #4.5.

Mr. Bill Dolan made a request to pull his item from 13-b.

Mr. Kulkin requested 13-d be pulled from the Consent Agenda to be heard separately.

Mrs. Parker motioned to move Item #9 to #4.5, to delete item 13-b and pull 13-d from the consent agenda.

Mr. Kulkin seconded.

Motion passed 5-0.

3. Announcements

Announcements were read by Town Board Clerk Carolene Endersby.

4. Advisory Board Reports from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards.

Vicky Parker announced Tourism Board had representation at the Quartzsite RV show and had an overwhelmingly positive response from RV community, giving out 3000 bags in the first two days.

Mrs. Parker also encouraged citizens to encourage youths interested in the Youth Advisory Board and/or being sponsored to attend a legislative session in Carson City to fill out an online application.

Dr. Waters asked that citizens sign up for an advisory board in their area of expertise.

5. Town of Pahrump Economic Development Report. (Non-Action Item)

Bill Kohbarger stated that the requested additions and modifications had been made to the report and asked for any questions from the board.

Harley Kulkin questioned where the Town was with Growponics as he believed the Town Board voted not to approach the County Commissioners to renew the deed. Mr. Kohbarger responded that the Town has a signed lease with Growponics and Mr. Kashani will approach the Commissioners personally, at a later date.

A citizen offered supplemental material to the board.

Mr. Darby requested a motion to accept the supplemental material.
No Motion was given therefore the request died.

6. Discussion and Possible Decision Regarding Whether or Not to Renew the Town Manager's Employment Agreement or to Direct the Town Attorney to Enter Into Formal Negotiations with the Town Manager to Extend the Period of the Initial Term for No Longer than Six Months. (Action Item)

Mrs. Endersby clarified there were two items within the agenda item and that the Board could take under consideration one or both.

Mrs. Endersby moved for the manager's employment agreement to not be renewed at the present time.

Mr. Kulkin seconded.

Dr. Waters stated that one month had not been enough time to fairly make a decision on the item. Mrs. Parker concurred.

Public comments were heard.

Mr. Darby clarified that the motion is to give notice not to renew the current contract.

Mr. Kulkin stated that the Board could add or change anything that it wanted to the contract until a new contract was in place. He invited the public to participate by speaking to Board members about the matter.

Dr. Waters added that he thought they are all in agreement they all want to revise the contract, however terminating the contract at present time would not be enough notice to ask the manager to find new employment. He also stated that the Board takes full responsibility for their decisions and that the Town Manager is just the messenger.

Motion failed, 2-3 with Mrs. Endersby, Mrs. Parker, and Dr. Waters voting nay.

7. Presentation by Dawn Coursen, Area Director of FreeCouponUSA a New Company located in Pahrump. (Non-Action Item)

Dawn Coursen made a presentation including FreeCouponUSA's role in local business exposure.

Mrs. Parker thanked Ms. Coursen for her business, efforts, and innovations.

8. Presentation by Nye Community Coalition's Community Outreach Taskforce Would Like to Update the Community on Current Events that are Assisting in the Elimination of Poverty and Homelessness in the Town of Pahrump. (Action Item)

Richard Benton gave the presentation proposing a rehabilitation facility to help provide hope and education through a twelve step faith based program.

Mr. Kulkin asked how this would be implemented. Mr. Benton responded that they were meeting investors, other than the Town to reach the main goal of helping those who are not able to help themselves.

Dr. Waters expressed his support for the idea and encouraged Mr. Benton to take the item to the County Commissioners as well.

Mr. Kulkin asked that if there were anything the Town could help with on this item, Mr. Benton let them know.

Mrs. Parker commented that Town staff had been helping and working on the project with Mr. Benton through advisement and various other ways.

Mr. Kulkin suggested that Mr. Benton meet with Al Balloqui to take a look at properties the Town had identified which may be able to be bought for back taxes.

9. Discussion and Possible Decision on approving Resolution 2011-03, A Resolution Accepting and Approving the 2009-2010 Town Audit and Supplemental Materials. (Action Item)

His item was moved to #4.5.

Dan McArthur was introduced as the Town Auditor and proceeded to give his presentation on the highlighted points of Town spending and allocation of funds.

**Mrs. Parker made the motion to approve Resolution 2011-03.
Dr. Waters seconded.**

Public comments were heard.

Motion carried, 5-0

10. Discussion and Possible Decision for the Town of Pahrump to Sponsor a Single Military Family or Multiple Military Families during the Christmas Season. (Action Item)

Mr. Harper started the discussion stating that, with all the members of the military (and their families) do for us, the sacrifices they go through, and the things they experience, this is the least we could do.

Mr. Harper asked that the Town help at least one military family each Christmas season.

Mrs. Endersby and Mrs. Parker said Mr. Harper should speak with the Veteran's Memorial Board on the item and bring it back as a joint presentation. Mr. Darby agreed.

Dr. Waters stated that he would like to see the Town have a proclamation once a family was selected, so the Town itself could do things for the family and recognize them.

Mr. Kulkin said he would have a problem selecting one family over another and rather than this, he would like to have the Town make Christmas for the children of local military families better than it would otherwise be.

11. Discussion and Possible Decision on Approving Resolution 2011-02, A Resolution Amending Resolution 2009-02 and Re-establishing a Policy and Guidelines for Rules of Procedure at Pahrump Town Board Meetings. (Action Item)

Mr. Darby recommended that the Town Manager lead the Town Board through the Resolution, making changes. All changes were made and noted on the record.

Mr. Kulkin made the motion to bring the Resolutions with the agreed corrections, back to be voted on at the next meeting.

Mrs. Parker seconded.

Motion carried, 5-0.

12. Discussion and Possible Decision on Requesting a Meeting with Armstrong Teasdale, LLC to Discuss their Town Attorney/Legal Services/Retainer Agreement. (Action Item)

Mr. Kulkin requested that the Town Board meet with Armstrong Teasdale to discuss any issues that they may have.

Mr. Kohbarger offered to forward Town Board questions to the attorneys so that members could meet with them in compliance with Open Meeting Law. He then added that afterward Armstrong Teasdale could be brought to a Town Board meeting.

Mr. Kulkin made the motion to table the item, and to have staff set up fact finding meetings with the attorney, then deal with it as a whole.

Mrs. Parker seconded.

Motion carried, 5-0.

13. Discussion and possible decision Consent agenda items: (Action Item)

- a. Action – Approval of Town Vouchers
- b. Action – Approval to accept Mr. Bill Dolan to the Pahrump Incorporation Advisory board.(removed)
- c. Action – Approval to accept Mr. Damon Shea to the Pahrump Nuclear Waste & Environmental Advisory Board.
- d. Action – Approval to accept the resignations of Mr. Jeff Bobeck, Mr. Don Rust, Mr. R Darce Wilson, Ms. Julie Hargis and Mr. Carl Moore Sr. from the Pahrump Incorporation Advisory Board

‘B’ was removed by the individual and ‘D’ will be heard separately as per request by Mr. Kulkin.

Mr. Kulkin motioned to approve item A & B.

Mrs. Parker seconded.

Motion carried, 5-0.

Mr. Waters made a comment on item D, stating that the people on the Incorporation Advisory Board are outstanding, and experts in their field. He expressed concern that people who may replace the current board members would not have as much expertise in the field, therefore would not be able to advise the Town Board as well as the current advisory board members.

Mr. Kulkin stated that without pushing through tough situations, our country would not be where it is today.

Mr. Kulkin made a motion to direct staff to ask the people in question to reconsider their resignation.

Mrs. Parker seconded.

Mr. Kohbarger asked the Board to amend the motion for the Town Board liaison to personally call the people in question and ask them to reconsider, because it would mean more coming from the board, than staff.

Mr. Kulkin so amended his motion.

Mrs. Parker amended her seconded.

Public comment was heard.

Motion carried, 5-0.

14. Future Meetings/Workshops: Date, Time and Location

Mrs. Endersby stated there will be a workshop for advisory boards on March 23 at 6:00 PM at the Nye County Building.

15. Public Comment: Action may not be taken on matters considered during this period until specifically included on an agenda as an action item – NRS241.020(2)(c)(3).

Public comment was heard.

16. Town Board Member's Comments

Dr. Waters said he would like to see the meetings go a lot faster and perhaps fewer time consuming matters should be placed on each agenda. He also stated he appreciated the stability of our citizens concerning comments, questions, and items. He encouraged the public to continue contacting Board members about these.

Mrs. Endersby concurred with Dr. Waters and thanked Mr. Van Winkle for giving his time to be at the meetings, and televising it.

Mr. Kulkin thanked the public for coming, as well as the other board members for working well together. He also commended Mr. Darby for how he has handled being chairman.

Mrs. Parker mentioned the problem in Mr. Kohbarger's contract stating his ability to spend money, but no mention of his authority to save money. She said she would bring the issue back to change the current job description.

She also spoke to the condition of the community center and the list of problems which need to be fixed or replaced. She talked about part of the process to get these things taken care of, and commended Mr. Kohbarger for having started the Brownsfield Grant process prior to our realizing the urgency.

17. Town Manager's Report.

There were no questions on the Town Manager's report.

18. Adjournment

Mr. Darby adjourned the meeting at 12:13 AM

AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **Noon, Wednesday** of the week **preceding the Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
2/14/2011 2/22/2011

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval to accept Ms. Megan Hamrick to the Pahrump Youth Advisory Board.

Consent Agenda Item

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

See attached application. NOTE: Ms. Hamrick is being brought straight to the Town Board for approval since she is the first member of the Youth AB.

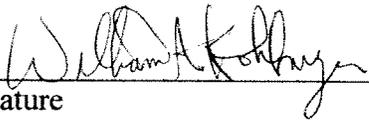
BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mrs. Carolene Endersby, Town Board

SPONSORED BY:

William A. Kohbarger

Print Name


Signature

400 N. Hwy 160

Mailing Address

(775) 727-5107 ext.

Telephone Number

#16C



Town of Pahrump

400 North Highway 160 • Pahrump, Nevada 89060 • 775-727-5107 • Fax 775-727-0345 • townoffice@pahrumptnv.org

February 2, 2011

Dear Volunteer;

The Town of Pahrump appreciates your volunteerism to the community. Every organization knows that its volunteers are a vital asset to its operation.

The following information is needed for our records. We are required to cover all volunteers with workman's compensation insurance. Please fill in below and return to the Pahrump Town Office or your advisory board chairman or secretary as soon as possible.

Your cooperation and dedication to the community is greatly appreciated.

(PLEASE PRINT)

Advisory Board Name: Youth Advisory Board

Name Megan Hamrick Age (if under 18) 17

Physical Address [REDACTED]

Mailing Address [REDACTED]

Day Phone # [REDACTED] Evening Phone # _____

Cell Phone # [REDACTED] (Please let me know which phone number can be given out to the public.)
home phone

E-mail Address [REDACTED]

Date 2/23/11

Signature of Parent or Guardian for Consent Lisa Hamrick

AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **Noon, Wednesday** of the week **preceding the Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED
3/1/2011

DATE OF DESIRED BOARD MEETING
3/8/2011

CIRCLE ONE: Action Item

Non-Action Item

Presentation

ITEM REQUESTED FOR CONSIDERATION:
Town Board Member's Comments.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

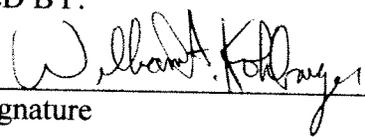
BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Town Board

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number



Valley Electric Association, Inc.

A Touchstone Energy[®] Cooperative 

March 2, 2011

Town of Pahrump
400 N. Hwy 160
Pahrump, Nevada 89060

RE: Town Manager Performance Opinion

To whom it may concern:

Please accept this letter as a demonstration of Valley Electric Association's considered opinion for Mr. Bill Kohbarger, the Pahrump Town Manager. Throughout Mr. Kohbarger's tenure as town manager, we have seen only the utmost professionalism, courtesy, and diligence in his duties and responsibilities as manager. Mr. Kohbarger has continuously expressed sincere concern for the community, this electric cooperative, and the people that make up both.

Thank you for your consideration.

Sincerely,



Thomas Husted
CEO

Cc: Board of Directors, VEA

TOWN
MANAGER'S
REPORT



#19

Town Manager Report

03/08/10

I. Top Nine Goals

A. Attached are the Top nine Goals of the Town Manager and Department Heads. They are not quite ready for prime time but we wanted to show the Town Board what types of areas we were looking at as a group.

1. 2011 Legislative Session

- a. Attend Session that involves Town of Pahrump BDR (SB 155).
 - Mrs. Parker, Mr. Kulkin and Mr. Kohbarger attended the Senate Government Affairs Committee on Monday, February 28, 2011. All three individuals testified on SB 155. Mr. Kohbarger then contacted Senator McGinnis after the Committee meeting to discuss issues facing SB 155. Senator McGinnis advised that he would contact Clark County's Lobbyist and hear what their issues were. Mr. Kohbarger is to contact Senator McGinnis on Thursday, March 03, 2011 to hear the outcome of the Clark County discussion.
- b. Track all BDRs that may have an impact on the Town of Pahrump
 - Staff in conjunction with the Nevada League of Cities is tracking all bills.
- c. Participate in Teleconference conducted by the League of Cities and/or Southern Nevada Municipalities.
 - Staff has participated in both Southern Nevada teleconferences as well as one NLC teleconferences. Staff discusses the possible outcome of bills that may negatively affect municipalities. We share ideas and discuss strategies in approaching Legislators.

2. Budget

- a. Propose, Create, and Submit a Balanced Budget!
 - The Department Heads have already received their budget worksheets. They are to have those back to the Finance Director by the third week in March.
- b. Establish a Budget Timeline (See attached)
 - ToP Budget Workshops will be conducted on March 29th, 30th and 1st, 2011 at 6:00 p.m. at the Town Annex.

3. IAFF Negotiations

- a. Successful re-negotiation of the CBA as well as establish a timeline.
 - Starting dates have been at the end of March 2011.
- b. Town Team – Human Resources, Fire Chief, Town Attorney and Town Manager (Lead)

4. Economic Development

- a. Submit Detailed Reports to the Town Board
 - Revising report and putting more detail as to follow-up meeting with businesses.

- b. Town Manager and Staff shall hold “private updates” with Town Board members on prospective businesses
- c. Revisions of PTOs 31/35/56 and fee evaluation
 - PTO 35 (Business License) is on the March 08, 2011 Town Board agenda to discuss.
- d. Develop strategies for: Broadband, Tortoise Habitat, Infrastructure, Resource Funding, and Water/Sewer Facilities.
- e. Initiate an inter-governmental plan for mutual benefit
- f. Purchase Property
 - The Town is currently examining the possibly of purchasing tax delinquent properties to be utilized for future economic development.

5. Grants

- a. Create a single point of contact – Grant Writer
- b. Pursue applicable Grants available to PVFRS
 - The PVFRS just received \$10,550 from LEPC for Hazard Material equipment.
- c. Pursue applicable Grants for Economic Development Initiatives
 - The Town recently took over an USDA R-BEG Grant from another entry that failed to fulfill the grant requirements. Staff has held two workshops and have planned several more to fulfill this requirement.
- d. Pursue applicable Grants for recreational and/or facility development
 - The Town recently applied for a Brownsfield Grant with the assistance of BEC for the Bob Ruud Community Center.

6. Inter-local Government Relations

- a. Attend and participate in the following:
 - BoCC meetings
 - Nevada League of Cities Quarterly & Annual meetings – Mr. Darby and Mr. Kohbarger attended the Quarterly NLC meeting on February 16, 2011 in Carson City.
- b. Conduct meetings to discuss issues involving Pahrump with the following:
 - Governor’s office
 - State Senator – Mr. Darby and Mr. Kohbarger met with Senator McGinnis in his office at the Legislation on February 16, 2011.
 - State Assemblyman
 - US Senator
 - US Congressman
 - USDA
 - Commission of Economic Development
 - Commission on Tourism

7. Human Resources

- a. Explore Volunteer Retention Incentives

- b. Consideration for the creation of “on-call” staff for “gap filling”.
 - c. Complete Review of all Policies
 - d. Update Personnel Policy
- 8. Public Communications**
- a. Staff will participate in public forums for improved communication access
 - b. Continue Newsletter
 - Staff spoke with PVT Staff and again PVT advised that the Town newsletter will be published in the PVT.
 - c. Website enhancement
 - Staff is working diligently with Mr. Shoemake to enhance the Town’s website. Staff has learned how to add items (agenda and backup) on to the website.
- 9. Capital Improvement**
- a. Creation of a 12-month, 36-month and 60-month CIP list for all departments

II. Town Manager Calendars:

- a. March 2011
- b. April 2011

March 2011

March 2011							April 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Feb 27		Mar 6 - 12		Mar 13 - 19		Mar 20 - 26		Mar 27 - Apr 2	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
	28	Mar 1	2	3	4	5			
		9:00am Tom-VEA 3:00pm Dept Head M	11:30am Rotary 5:30pm Poker Nudge 7:00pm Public Lands	10:00am Joint Executiv					
6	7	8	9	10	11	12			
	2:00pm Dr Waters/St	Depositions - Lawsuit		7:00am Tourism 1:30pm Ad Hoc Comr	9:00am Bi-Weekly Ec				
		9:00am Utility Meetin 7:00pm Town Board	11:30am Rotary 6:00pm Regional Plar						
13	14	15	16	17	18	19			
	10:00am Informationa 10:30am KPVM Chamr	3:00pm Dept Head M	11:30am Rotary						
20	21	22	23	24	25	26			
		7:00pm Town Board	11:30am Rotary 6:00pm Carlson POOL	Negotiations					
					9:00am Bi-Weekly Ec				
27	28	29	30	31	Apr 1	2			
	5:00pm Nevada Outri		11:30am Rotary						

