

**PAHRUMP TOWN BOARD MEETING**  
**BOB RUUD COMMUNITY CENTER**  
**150 N. HWY. 160**  
**THURSDAY – 7:00 P.M.**  
**November 13, 2008**

**AGENDA**

1. **Call to Order**, Pledge of Allegiance, and Welcome.
2. **Discussion and decision** regarding agenda items.
3. **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)).
4. **Advisory Board Reports**
5. **Announcements and “Good News”**.
6. **Discussion and decision** regarding the Town acquiring two (2) abandoned trailers and set them up near Petrack Park for our homeless, one for girls and one for boys, and charge a small fee for use. Town Manager/Glenn Heesacker
7. **Discussion and decision** regarding possible solution to address citizen concerns regarding vagrancy in public parks interfering with citizen access to use facilities and review of possible Pahrump Town Ordinance to be prepared for public hearings. Laurayne Murray
8. **Discussion and decision** regarding Town marquee postings. Don Rust
9. **Discussion and decision** regarding Catastrophic Leave Policy. Town Manager
10. **Discussion and decision** regarding review of Town Manager Job Description. Town Manager
11. **Discussion and decision** regarding Goals and Objectives #1, #2, and #4. Town Manager
12. **Consent agenda items:**
  - a. Action – approval of Town vouchers
  - b. Action – approval of Town Board meeting minutes of October 28, 200
  - c. Action - authorize signing committee to approve accounts payables for canceled meetings, November 25, and December 23.
13. **Future Meetings/Workshops: Date, Time and Location.**
14. **Adjournment.**

A quorum of Nye County Commissioners may be present at any Town Board meeting but they will not take any formal action.

*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.*

POSTED IN THE PAHRUMP TOWN OFFICE, TOWN ANNEX, COMMUNITY CENTER, COUNTY COMPLEX, FLOYD’S ACE HARDWARE AND CHAMBER OF COMMERCE

## AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **3:00 p.m. Monday** 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

10/23/08

11/13/08

CIRCLE ONE: Discussion, Action, Decision or Discussion Only

ITEM REQUESTED FOR CONSIDERATION:

The TOWN ACQUIRE 2 (TWO) ABANDONED TRAILERS AND SET THEM UP NEAR THE PATRACK PARK FOR OUR HOMELESS ONE FOR GIRLS ONE FOR BOY CHARGE A SMALL FEE FOR USE. 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:

BACK UP ATTACHED:     YES     NO

SPONSORED BY: Town Manager  
Town Board Member

NAME OF PRESENTER(S) OF ITEM: Glenn Heesacker

GLENN HEESACKER

Print Name

761 BLACK ST

Mailing Address

Glenn Heesacker

Signature

775 537 2578

Telephone Number

**AGENDA ITEM REQUEST**

Requests and backup **must** be in the Town Office by **3:00 p.m. Monday** 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 Nov 13, 2008

CIRCLE ONE: Discussion, Action, Decision or Discussion Only

ITEM REQUESTED FOR CONSIDERATION:

regarding possible solution to address  
citizens concerns regarding vagrancy in public parks  
interfering with citizens access to use facilities and review of possible  
If request for funding is approved by the Town Board, an invoice or letter from the PTO to be  
requestor to Town of Pahrump/Accounts Payable is required to receive funding. prepared for  
public hearings

BRIEF SUMMARY OF ITEM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BACK UP ATTACHED:  YES  NO

SPONSORED BY: LAURAYNE MURRAY  
Town Board Member

NAME OF PRESENTER(S) OF ITEM: LAURAYNE MURRAY / RICK CAMABELL

\_\_\_\_\_  
Print Name Signature  
\_\_\_\_\_  
Mailing Address Telephone Number

#7



## Memorandum

**To:** William Kohbarger  
**From:** Richard G. Campbell Jr.  
**Date:** November 4, 2008  
**Subject:** Revised vagrancy ordinances

---

This memorandum is in response to your request to furnish ordinances addressing vagrancy issues in the Town of Pahrump ("Town"). Based upon my understanding of the issues, the Town desires to revise the draft ordinances proposed in the memorandum dated October 20, 2008. The Town has asked that the following changes be made: prohibit persons from remaining on park property for the purposes of sleeping from 12 a.m. to 5 a.m.; allow citizens to possess coolers and consume alcohol on park property; allow alcohol on park property at special events, including weddings; and allow the reasonable solicitation of alms by individuals and groups, such as the Boy Scouts.

First, the ordinance to maintain public peace in the parks has been amended to reflect the Town's desire to prohibit sleeping in the parks from midnight to 5 a.m., and language was added to allow participants at special events, such as weddings, to apply for a permit to possess and consume alcohol. However, the ordinance was not amended to allow citizens to possess coolers and consume alcohol on park property. The Town may omit the portion of the ordinance that concerns alcohol, but the Town may not selectively apply the prohibition. For your consideration I have included herein a draft ordinance that prohibits camping and sleeping in parks but does not include the prohibition of alcohol.

While jurisdictions in other states have addressed safety issues through public intoxication laws, the Town may not pass an ordinance concerning public drunkenness. NRS 458.260. Nevada law prohibits cities and towns from addressing public intoxication by ordinance or resolution. *Id.* However, Nevada law does have a means by which the Town may remove dangerous drunkards from parks. A person who is found in a public place under the influence of alcohol must be placed under civil protective custody by a peace officer, if that person is in such a condition that he is unable to exercise care for his health or safety or the health or safety of other persons. *See* NRS 458.270.

Second, the ordinance criminalizing aggressive solicitation has been amended to clarify the definition of "aggressive manner." The ordinance no longer contains the separate offenses of

“continuing to solicit from a person after the person has given a negative response to such soliciting” and “following the person being solicited, with the intent of asking that person for money or other things of value.” The revised offense reads “following the person being solicited, with the intent of asking that person for money or other things of value, after the person has given a negative response to such soliciting.” This language would not prohibit individuals or groups from soliciting alms in a reasonable fashion, such as the Boy Scouts.

Below please find three draft ordinances that may aid peace officers in maintaining the Town’s public peace, morals, and welfare.

**I. AN ORDINANCE TO MAINTAIN PEACE IN PUBLIC PARKS (ALCOHOL PROHIBITION INCLUDED)**

**AN ORDINANCE ENACTING CRIMINAL MISDEMEANOR OFFENSES ON PARK PROPERTY, ENUMERATING PROHIBITED ACTS, PENALTIES FOR VIOLATION, AND OTHER MATTERS PROPERLY RELATING THERETO**

WHEREAS, the Town Board of the unincorporated Town of Pahrump finds that it has the power to enact and enforce ordinances regulating conduct on park property under NRS 269.125 and .575; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump desires to protect the property and maintain the public peace, morals, and welfare of the citizens of the Town; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump finds that enacting and enforcing this ordinance is in the best interest of the citizens of the Town; and

NOW, THEREFORE, the Town Board of the unincorporated Town of Pahrump, Nye County, Nevada, does hereby ordain as follows:

Section \_\_\_\_ . Definitions

The words and phrases defined in this section shall have the meaning indicated when used in this Ordinance.

1. “Fortified wine” means any wine made by fermentation from grapes, fruits, berries, rice, or honey, to which nothing has been added other than pure brandy made from the same type of grape, fruit, berry, rice, or honey that is contained in the base wine, and which has an alcoholic content of not more than twenty-four percent (24%) alcohol by volume.
2. “Malt beverage” means beer, lager, malt liquor, ale, porter, and any other brewed or fermented beverage containing at least one-half of one percent (0.5%), and not more than six percent (6%), alcohol by volume.

3. "Mixed beverage" means either of the following: (i) a drink composed in whole or in part of spirituous liquor and served in a quantity less than the quantity contained in a closed package; or (ii) a premixed cocktail served from a closed package containing only one serving.
4. "Open container" means a container on which the seal has been broken or a container other than the manufacturer's unopened original container.
5. "Park property" means any real property owned or operated by the Town of Pahrump as a public park.
6. "Peace officer" means any person upon whom some or all of the powers of a peace officer are conferred pursuant to NRS 289.150 to 289.360, inclusive.
7. "Spirituous liquor" means distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin and all other distilled spirits and mixtures of cordials, liqueur, and premixed cocktails, in closed containers for beverage use regardless of their dilution.
8. "Unfortified wine" means wine that has an alcoholic content produced only by natural fermentation or by the addition of pure cane, beet, or dextrose sugar.

Section \_\_\_\_\_. Prohibited Acts

It shall be unlawful for any person to:

1. Consume, or to possess open containers of, fortified wine, malt beverages, mixed beverages, spirituous liquor, or unfortified wine on park property, except that special permission may be granted by \_\_\_\_\_ to persons participating in unusual events;
2. Construct or maintain or inhabit any structure, tent or any other thing on park property that may be used for housing accommodations or camping, nor shall any person construct or maintain any device that can be used for cooking, except by permission from \_\_\_\_\_;
3. Modify the landscape in any way in order to create a shelter, or accumulate household furniture or appliances or construction debris on park property; or,
4. Remain on park property for the purpose of sleeping between the hours of 12:00 a.m. and 5:00 a.m., except that special permission may be granted by \_\_\_\_\_ to persons participating in unusual events.

Before any peace officer may cite or arrest a person under this Ordinance, the officer must warn the person that his or her conduct is in violation of this Ordinance and must give the person an opportunity to comply with the provisions of this Ordinance.

Section \_\_\_\_\_. Penalty for Violation

Any person found guilty of a violation of this Ordinance is guilty of a misdemeanor under the general laws of the State of Nevada and shall be punished by a fine not to exceed one thousand dollars (\$1,000.00) or by imprisonment not to exceed six (6) months, or by both such fine or imprisonment, and additionally shall pay costs of suit. In no case shall costs be suspended.

Section \_\_\_\_ . Severability

If any section, sentence, clause, or phrase of this Ordinance is held invalid or unconstitutional by any court of competent jurisdiction, it shall in no way affect the validity of any remaining portions of this Ordinance.

Section \_\_\_\_ . Effective Date

This Ordinance shall be in full force and effect from and after its passage, adoption, and second publication in a newspaper printed and published within the Town of Pahrump, County of Nye, State of Nevada.

**II. AN ORDINANCE TO MAINTAIN PEACE IN PUBLIC PARKS (ALCOHOL PROHIBITION OMITTED)**

**AN ORDINANCE ENACTING CRIMINAL MISDEMEANOR OFFENSES ON PARK PROPERTY, ENUMERATING PROHIBITED ACTS, PENALTIES FOR VIOLATION, AND OTHER MATTERS PROPERLY RELATING THERETO**

WHEREAS, the Town Board of the unincorporated Town of Pahrump finds that it has the power to enact and enforce ordinances regulating conduct on park property under NRS 269.125 and .575; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump desires to protect the property and maintain the public peace, morals, and welfare of the citizens of the Town; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump finds that enacting and enforcing this ordinance is in the best interest of the citizens of the Town; and

NOW, THEREFORE, the Town Board of the unincorporated Town of Pahrump, Nye County, Nevada, does hereby ordain as follows:

Section \_\_\_\_ . Definitions

The words and phrases defined in this section shall have the meaning indicated when used in this Ordinance.

1. "Park property" means any real property owned or operated by the Town of Pahrump as a public park.

2. "Peace officer" means any person upon whom some or all of the powers of a peace officer are conferred pursuant to NRS 289.150 to 289.360, inclusive.

Section \_\_\_\_ . Prohibited Acts

It shall be unlawful for any person to:

1. Construct or maintain or inhabit any structure, tent or any other thing on park property that may be used for housing accommodations or camping, nor shall any person construct or maintain any device that can be used for cooking, except by permission from \_\_\_\_\_;
2. Modify the landscape in any way in order to create a shelter, or accumulate household furniture or appliances or construction debris on park property; or,
3. Remain on park property for the purpose of sleeping between the hours of 12:00 a.m. and 5:00 a.m., except that special permission may be granted by \_\_\_\_\_ to persons participating in unusual events.

Before any peace officer may cite or arrest a person under this Ordinance, the officer must warn the person that his or her conduct is in violation of this Ordinance and must give the person an opportunity to comply with the provisions of this Ordinance.

Section \_\_\_\_ . Penalty for Violation

Any person found guilty of a violation of this Ordinance is guilty of a misdemeanor under the general laws of the State of Nevada and shall be punished by a fine not to exceed one thousand dollars (\$1,000.00) or by imprisonment not to exceed six (6) months, or by both such fine or imprisonment, and additionally shall pay costs of suit. In no case shall costs be suspended.

Section \_\_\_\_ . Severability

If any section, sentence, clause, or phrase of this Ordinance is held invalid or unconstitutional by any court of competent jurisdiction, it shall in no way affect the validity of any remaining portions of this Ordinance.

Section \_\_\_\_ . Effective Date

This Ordinance shall be in full force and effect from and after its passage, adoption, and second publication in a newspaper printed and published within the Town of Pahrump, County of Nye, State of Nevada.

**III. AN ORDINANCE TO CRIMINALIZE AGGRESSIVE SOLICITATION**

**AN ORDINANCE ENACTING CRIMINAL MISDEMEANOR OFFENSES FOR DISORDERLY CONDUCT, ENUMERATING PROHIBITED ACTS, PENALTIES FOR VIOLATION, AND OTHER MATTERS PROPERLY RELATING THERETO**

WHEREAS, the Town Board of the unincorporated Town of Pahrump finds that it has the power to enact and enforce disorderly conduct ordinances under NRS 269.215; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump desires to protect the public peace, morals, and welfare of the citizens of the Town; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump finds that the problems of aggressive and improper solicitation are among the most difficult and vexing faced by the Town and that prior approaches mostly have failed; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump finds that aggressive solicitation for money in public and private places threatens residents' and visitors' safety, privacy and quality of life. The Town seeks policies that preserve citizens' right to enjoy public spaces free from fear and harassment while protecting the free speech rights of individuals and groups, and permitting appropriate and safe commercial activities of street artisans, performers and merchants; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump finds that enacting and enforcing this ordinance is in the best interest of the citizens of the Town; and

NOW, THEREFORE, the Town Board of the unincorporated Town of Pahrump, Nye County, Nevada, does hereby ordain as follows:

Section \_\_\_\_ . Definitions

The words and phrases defined in this section shall have the meaning indicated when used in this Ordinance.

1. "Aggressive manner" means:
  - a. Approaching or speaking to a person, or following a person before, during or after soliciting if that conduct is intended or is likely to cause a reasonable person to fear bodily harm to oneself or to another, or damage to or loss of property or otherwise be intimidated into giving money or other thing of value;
  - b. Intentionally touching or causing physical contact with another person without that person's consent in the course of soliciting;

- c. Intentionally blocking or interfering with the safe or free passage of a pedestrian or vehicle by any means, including unreasonably causing a pedestrian or vehicle operator to take evasive action to avoid physical contact;
  - d. Using violent or threatening gestures toward a person solicited; or,
  - e. Following the person being solicited, with the intent of asking that person for money or other things of value, after the person has given a negative response to such soliciting.
- 2. "Automated teller machine" means a device, linked to a financial institution's account records, which is able to carry out transactions, including, but not limited to: account transfers, deposits, cash withdrawals, balance inquiries, and mortgage and loan payments.
  - 3. "Automated teller machine facility" means the area comprised of one or more automatic teller machines, and any adjacent space that is made available to banking customers after regular banking hours.
  - 4. "Check cashing business" means any person duly licensed to engage in the business of cashing checks, drafts or money orders for consideration pursuant to State law.
  - 5. "Peace officer" means any person upon whom some or all of the powers of a peace officer are conferred pursuant to NRS 289.150 to 289.360, inclusive.
  - 6. "Public place" means a place where a governmental entity has title, to which the public or a substantial group of persons has access, including but not limited to any street, highway, parking lot, plaza, transportation facility, school, place of amusement, park, or playground.
  - 7. "Soliciting" means asking for money or objects of value, with the intention that the money or object be transferred at that time, and at that place. Soliciting shall include using the spoken, written, or printed word, bodily gestures, signs, or other means with the purpose of obtaining an immediate donation of money or other thing of value or soliciting the sale of goods or services.

Section \_\_\_\_ . Prohibited Acts

It shall be unlawful for any person to:

- 1. Willfully and substantially obstruct the free passage of any person or persons on any street, sidewalk, passageway or other public place. It is not intended that this Section shall apply where its application would result in an interference with or inhibition of any exercise of the constitutionally protected right of freedom of speech or assembly, and nothing contained herein shall be deemed to prohibit

persons from sitting on public benches or other public facilities provided for such purpose;

2. Solicit in an aggressive manner in any public place;
3. Solicit within twenty feet of any entrance or exit of any check cashing business or within twenty feet of any automated teller machine without the consent of the owner of the property or another person legally in possession of such facilities. Provided, however, that when an automated teller machine is located within an automated teller machine facility, such distance shall be measured from the entrance or exit of the facility; or,
4. Solicit an operator or other occupant of a motor vehicle while such vehicle is located on any street or highway on-ramp or off-ramp, for the purpose of performing or offering to perform a service in connection with such vehicle or otherwise soliciting donations or the sale of goods or services. Provided, however, that this paragraph shall not apply to services rendered in connection with emergency repairs requested by the operator or passenger of such vehicle.

Before any peace officer may cite or arrest a person under this Ordinance, the officer must warn the person that his or her conduct is in violation of this Ordinance and must give the person an opportunity to comply with the provisions of this Ordinance.

Section \_\_\_\_ . Penalty for Violation

Any person found guilty of a violation of this Ordinance is guilty of a misdemeanor under the general laws of the State of Nevada and shall be punished by a fine not to exceed one thousand dollars (\$1,000.00) or by imprisonment not to exceed six (6) months, or by both such fine or imprisonment, and additionally shall pay costs of suit. In no case shall costs be suspended.

Section \_\_\_\_ . Severability

If any section, sentence, clause, or phrase of this Ordinance is held invalid or unconstitutional by any court of competent jurisdiction, it shall in no way affect the validity of any remaining portions of this Ordinance.

Section \_\_\_\_ . Effective Date

This Ordinance shall be in full force and effect from and after its passage, adoption, and second publication in a newspaper printed and published within the Town of Pahrump, County of Nye, State of Nevada.

## AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **3:00 p.m. Monday** 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  
11/5/08                                      11/13/08

CIRCLE ONE: Discussion, Action, Decision or Discussion Only

ITEM REQUESTED FOR CONSIDERATION:  
TOWN MARQUEE POSTINGS

*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:  
REVEAL METHOD/PROCEDURE FOR FUEL  
INLET ETC RE ITEMS POSTED

BACK UP ATTACHED:     YES     NO

SPONSORED BY: Don Rust  
Town Board Member

NAME OF PRESENTER(S) OF ITEM: Don Rust

Don Rust                                      Don Rust  
Print Name                                      Signature

\_\_\_\_\_  
Mailing Address                                      Telephone Number

**AGENDA ITEM REQUEST**

Requests and backup **must** be in the Town Office by **3:00 p.m. Monday** 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  
11/6/2008

DATE OF DESIRED BOARD MEETING  
11/13/2008

CIRCLE ONE: Discussion, Action, Decision or Discussion Only

ITEM REQUESTED FOR CONSIDERATION:  
Catastrophic Leave

*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:

This is the new Catastrophic Leave Policy which needs to be reviewed and approved by the Board.

BACKUP ATTACHED:  YES  NO

SPONSORED BY: Town Manager

NAME OF PRESENTER(S) OF ITEM: William A. Kohbarger

William A. Kohbarger  
Print Name

  
Signature

Town Office  
Mailing Address

(775) 727-5107 ext.  
Telephone Number

#9

## 1.1. Catastrophic Leave

### 1.1.1. Purpose

To provide guidelines for a Town of Pahrump employee to voluntarily provide assistance to a co-worker who is in critical need of leave due to a serious illness or injury of the a co-worker or a co-worker's immediate family, and who has no accrued leave remaining. Catastrophic Leave and Leave Donations require Town Manager approval.

To provide guidelines for an employee to voluntarily donate a minimum of eight (8) hours of accrued leave to another employee in the Town of Pahrump who is eligible to receive accrued leave.

To provide for a document authorizing Human Resources, to transfer leave from one Town of Pahrump employee to another.

### 1.1.2. Definitions

**Immediate Family** - Defined in NAC 284.562(2) as an employee's parents, spouse, children, brothers, sisters, grandparents, great-grandparents, uncles, aunts, nephews, grandchildren, nieces, great-grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, great-grandfather-in-law, great-grand-mother-in-law, uncle-in-law, aunt-in-law, brother-in-law, sister-in-law, grandson-in-law, grand-daughter-in-law, nephew-in-law, niece-in-law, great-grandson-in-law, great-grand-daughter-in-law, stepparents and stepchildren.

### 1.1.3. Criteria

1. **Receiving Donated Leave** - An employee may receive donated leave, up to the number of hours the employee is scheduled to work each pay period, for a maximum of twelve (12) weeks, provided:
  - a) The employee or member of the employee's immediate family, has a serious illness or injury; and
  - b) Has no accrued leave; and
  - c) Has not been approved to receive other state-paid benefits; and
  - d) Has applied for any other paid leave, workers' compensation or benefits program for which the employee is eligible and has been denied.
  - e) The leave has been approved by the Town Manager.
2. **Donating Leave** - Employees may donate accrued sick or annual leave if the donating employee:
  - a) Voluntarily elects to donate leave and does so with the understanding that the donated leave will not be returned; and
  - b) Donates a minimum of 8 hours; and
  - c) Understands the maximum number of hours, in 1 calendar year, that can be donated is 80 hours; and
  - d) Retains a sick leave balance of at least 120 hours.

**1.1.4. *Special Administrative Provisions***

1. Sick leave donations shall be administered on a pay period by pay period basis.
2. Employees using donated sick leave shall be considered in active pay status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled.
3. Sick leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.
4. Donated sick leave shall be available only to employees who have completed one (1) year of benefits-eligible employment with the Town of Pahrump
5. Donated sick leave shall be considered sick leave, but shall never be converted into a cash benefit.
6. Donated sick leave may be used during the waiting period for applicable disability benefits.
7. Once the disability benefit is approved, donated leave may not be used to supplement the benefit.

**1.1.5. *Leave Donation Application***

Once an employee is determined to be eligible to receive donated leave, the employee(s) wishing to donate leave must complete and submit a leave donation application.

1. **Part I** of the form will be filled out by the donating employee.
  - a) The employee will indicate the date, their full name, and the number of hours they wish to donate; to whom they are donating the leave hours too. By signing this portion, the employee donating the sick leave understands the sick leave donated will no longer be available for their personal use.
  - b) After the donation, the employee must have retained a sick leave balance of at least 120 hours.
  - c) This serves as the acknowledgment that the donating employee does NOT receive the leave back at any time and that the donation is voluntary.
  - d) The leave donation application will expire 60 days from the date of signature of the donating employee and the donating employee wishing to continue the offer of donated leave must submit a new application if the recipient qualifies and is still in need.

2. **Part II** should indicate the employee's name, who is receiving the donation, and shall be signed by that employee. By signing this portion, the employee receiving the donations certifies they understand any unused sick leave will be removed from the record.
3. **Part III** of the form will be filled out by the Human Resource Personnel Officer approving the donation. The Human Resource Personnel Officer will forward the "Donation of Leave" form to payroll for transfer of leave.
  - a. A copy of the completed form shall be maintained in the donor and recipient personnel files.

A copy of the accounting record for the donor and recipient from the employee master file reflecting the transaction shall be placed in both the donor and recipient personnel files.

## AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by 3:00 p.m. Monday 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

\_\_\_\_\_ Nov 13, 2008 \_\_\_\_\_

CIRCLE ONE: Discussion, Action, Decision or Discussion Only

ITEM REQUESTED FOR CONSIDERATION:

regarding review of Town Manager Job  
Description

*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:

BACK UP ATTACHED:  YES     NO

SPONSORED BY: Town Manager  
Town Board Member

NAME OF PRESENTER(S) OF ITEM: BILL KOHBARGER

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

# 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 \$25,000.00 for non-emergency matters. He shall provide monthly reports of the non-emergency expenditures at the next Town Board meeting. The town manager shall hire Contract labor that does not exceed a total sum of \$25,000.00. Any amount exceeding \$25,000.00 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.
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 including the exceptions pertaining to Town owned vehicles 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 **3:00 p.m. Monday** 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  
11/6/2008

DATE OF DESIRED BOARD MEETING  
11/13/2008

CIRCLE ONE: Discussion, Action, Decision or Discussion Only

ITEM REQUESTED FOR CONSIDERATION:  
Goals & Objectives # 1, #2 and #4

*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:

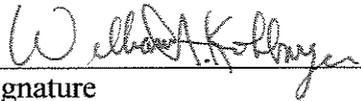
The above Goals and Objectives have been completed and need approval from the Board to ensure that they have been successfully completed.

BACKUP ATTACHED:     YES     NO

SPONSORED BY: Town Manager

NAME OF PRESENTER(S) OF ITEM: William A. Kohbarger

William A. Kohbarger  
Print Name

  
Signature

Town Office  
Mailing Address

(775) 727-5107 ext.  
Telephone Number

## William Kohbarger

---

**Subject:** G&O #1: Improve Relationship w/County  
**Start Date:** Monday, July 28, 2008  
**Due Date:** Thursday, October 30, 2008

**Status:** Completed  
**Percent Complete:** 100%  
**Date Completed:** Friday, October 31, 2008

**Total Work:** 46.5 hours  
**Actual Work:** 46.5 hours

**Owner:** William Kohbarger

**Company:** Town of Pahrump and Nye County

**July 28, 2008:** Met with CC Hollis who gave me a Tour of southern Nye County (Test site, Yucca Mtn area, County well site & Amargosa Valley).

**July 17, 2008:** Met w/County Code Enforcement Dept. (Mr. Dick Johnson & staff) along with Chief Lewis and Mr. Fleeman. Discussed partnership in attacking nuisance abatement issues. Went to lunch together and got to know each other.

**July 24, 2008:** Attended County meet-n-greet at the Pahrump Winery. Met with Commissioners Hollis and Eastman.

**August 07, 2008:** Partnered with CC Borasky on meeting with the County School District to discuss the issue of School Bus Zones and speed limits in those zones.

**August 14, 2008:** Met with new County Manager Osborne, old CM Ron Williams, Asst. CM Pam Webster and CC Hollis and Borasky along with TB Murray.

**September 04, 2008:** Met with CM Osborne to talk and get to know each other. We discussed several issues involving the Town and County. (ED, FD, Communications & Energy)

**September 12, 2008:** Met with CM Osborne to discuss issues involving the County and Town.

**October 01, 2008:** Invited by CM Osborne to participate in the CCA DA negotiation.

**October 02, 2008:** Participated in the CCA DA negotiation from 11:00 a.m. to 6:00 p.m.

**October 07, 2008:** Attended BoCC meeting.

**October 08, 2008:** Participated in the CCA DA negotiation from 11:00 a.m. to 5:00 p.m.

**October 09, 2008:** Participated in the CCA DA negotiation from 9:00 a.m. to 5:00 p.m.

**October 13, 2008:** CM Osborne and I agreed to meet monthly to discuss County and Town issues.

**October 15, 2008:** Jointly worked with Mrs. L. Nolan, County Code Enforcement Officer to file three (03) complaints against three (03) properties for nuisance issues located on SR 160. Also gave Mrs. Nolan a complaint filled out by a Town Board member.

**October 22, 2008:** Participated in the CCA DA negotiation from 9:00 a.m. to 5:00 p.m.

**October 27, 2008:** Participated in a meeting with the County Planning Department, County Manager, Town officials (Al Balloqui), Mr. & Mrs. Spalding (Realtor & Business Owner), and Darren Shelton (Realtor) discussing planning issues and ways to stream line the system and make it more business friendly.

## William Kohbarger

---

**Subject:** G&O #2: 2010 Census  
**Start Date:** Friday, August 22, 2008  
**Due Date:** Tuesday, September 30, 2008

**Status:** Completed  
**Percent Complete:** 100%  
**Date Completed:** Wednesday, September 10, 2008

**Total Work:** 1.25 hours  
**Actual Work:** 1.25 hours

**Owner:** William Kohbarger

**Company:** Census 2010, Mr. Oscar Reconco, Mrs. Westphal, Town Staff

**08/22/08:** Met Carlos Reconco at the NLC in Fallon. He advised he wanted to do a presentation to the Town Board. BM Murray set up for Mr. Reconco to attend the 09/09/08 TB meeting.

**09/09/08:** Met with Town Staff to designate a staffer to serve as the Town's 2010 Census representative. Mrs. Westphal was chosen.

**09/10/08:** Mr. Reconco presented the 2010 Cesus presentation to the TB.

## William Kohbarger

---

**Subject:** G&O #4: Policy Manuals (PPM, TMP, TBP)  
**Start Date:** Monday, July 07, 2008  
**Due Date:** Friday, October 31, 2008

**Status:** Completed  
**Percent Complete:** 100%  
**Date Completed:** Thursday, November 13, 2008

**Total Work:** 1.6 days  
**Actual Work:** 1.6 days

**Owner:** William Kohbarger

**Company:** Town of Pahrump  
**Billing Information:** N/A  
**Mileage:** N/A

**July 07, 2008:** Reviewed changes to PPM w/Mrs.. Bostwick.

**July 08, 2008:** Reviewed changes to PPM w/Mrs.. Bostwick. Completed review and will be sending the manual forward to the TB.

**October 16, 2008:** I reviewed the Town Board Policy (TBP). Made several small changes. Sent same to Mrs. Bostwick. Mrs. Bostwick made several small changes. Incorporated all changes and the TBP is now ready to go forward to the Town Board agenda for October 28th.

**October 20, 2008:** I reviewed the Town Manger Policy (TMP). Made lots of changes. Sent same to Mrs. Bostwick, whom made several changes. Incorporated all changes and the TMP is now ready to go forward to the Town Board agenda for October 28th.

**October 28, 2008:** All three items were on the Town Board agenda. The Town Board approved unanimously the PPM and TBPM. Upon a request from me the Town Board tabled the TMPM in order for me to bring back a comprehensive Town Manager Job Description to re-place of the TMPM.

**November 03, 2008:** I reviewed and re-created the Town Manager Job Description (TMJD).

**November 04, 2008:** I sent the TMJD to Mrs. Bostwick for her review.

**November 07, 2008:** Reviewed and made changes suggested by Mrs. Bostwick.

**November 13, 2008:** The TMJD is on the Town Board agenda.

**PAHRUMP TOWN BOARD MEETING  
BOB RUUD COMMUNITY CENTER  
150 N. HWY. 160  
Tuesday – 7:00 P.M.  
October 28, 2008**

**MINUTES**

**PRESENT:**

Laurayne Murray  
Nicole Shupp  
Don Rust  
Bill Dolan  
Rick Campbell, Attorney

1. Call to Order, Pledge of Allegiance, and Welcome.

Chairman Murray called the meeting to order and led in the pledge of allegiance.

2. Discussion and decision regarding agenda items.

**Member Bill Dolan motioned to table Item #9 indefinitely. Nicole Shupp seconded the motion.**

**Vote passed 4 – 0.**

3. 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)).

Nicole Shupp introduced Patrick Putnam of the Bureau of Land Management (BLM). Mr. Putnam is the Field Manager for the Pahrump Field Office in Pahrump. Patrick Putnam introduced the Field Office staff (Hillierie Patton, Krystal Johnson, Kathleen Sproul, Jayson Barangden, and Wendy Seley. There will also be a Geologist, Recreation Planner and an Administrative person. An office is not yet located in Pahrump, but should be within a couple of months. Mr. Putnam noted that they do plan to attend Town Board meeting in the future.

Butch Borasky asked if any information was received regarding the Town Board vacancy. Bill Dolan replied that the Governor said it is still with senior staff.

Mike Darby commented on the back up information for Items 10 – 12, noting that the information was received in black and white and color references were unclear. Board members commented concerning how to indicate changes in the future.

4. Advisory Board Reports

Bill Dolan reported that the Pahrump Veteran's Memorial Advisory Board met and will be fine tuning plans for the cemetery. They will be brought forward at a later date.

Al Balloqui, Chairman of Public Lands Advisory Board, reported that the next meeting will be November 5, at 7:00 p.m. at the Town Office due to the need for a conference call.

5. Announcements and "Good News".

Paula Elefante announced that a reporter from Rome, Italy requested doing a story on the Pahrump Pow Wow. The Pow Wow will be held November 21-22, 2008, and provided information on the activities to be held.

6. Discussion only regarding constituent request to apply temporary “head” tax for each dairy farm cow to use for paving fire paths, etc. Don Rust/Glenn Heesaker

Glenn Heesaker spoke in favor of a dairy cow tax as a safety item. The paths projected are for walking, wheelchairs, baby carriages, bicycles, skateboards, etc. The tax would have sunset (end) at the completion of paths on the major arteries (Highways 160 and 372).

Don Rust noted that the dairy farm already pays a head tax to the State and the Town cannot impose such a tax as a Town Board. Also, the roadways and adjacent right of ways are County, not Town. Mr. Rust suggested Mr. Heesaker go to the County Commissioners with this request. Laurayne Murray agreed with Mr. Rust.

Dave Stevens commented.

7. Discussion and decision regarding possible solution to address citizen concerns regarding vagrancy in public parks interfering with citizen access to use facilities. Laurayne Murray

Laurayne Murray explained that this was tabled from the last meeting to give Counsel time to review an approach to the issue. Mrs. Murray noted that the Attorney has provided some recommendations.

Don Rust asked what kind of impact there would be if the proposed ordinance regarding alcohol activity with a permit to sell beer at an activity which would have open containers. Mr. Campbell stated that a permit would be required and can modify the ordinance to include permitting of alcohol usage.

Bill Dolan asked how either proposed ordinance would affect groups asking for donations, i.e. Boy Scouts, Girl Scouts, etc. in public places. Rick Campbell said he would assume they had a permit to be there. This would fall under the solicitation part of the ordinance. The groups could be required to obtain a permit for using public property. Don Rust suggested the ordinance state that non-profit (501C3) organizations would not be prohibited from approaching citizens for donations. Mr. Campbell suggested having organizations apply for a permit and could be stated in the ordinance. Panhandling issues can be added to the ordinance. Mr. Rust noted that the ordinances are well defined and not vague which would allow the Sheriff's Office to enforce it. Some things may need to be added or modified. Rick Campbell stated that Supreme Court cases, the void for vagrancy is the major issue in local ordinances. Mr. Campbell noted that the ordinance is a work in progress and can be modified.

Laurayne Murray commented that the hope was to start with something enforceable constitutionally, working with the Sheriff's office. Mrs. Murray explained the current use of the liquor licensing permits concern selling of alcohol and asked about events not selling alcohol but providing alcohol. Would they be permitted in the park or should the Town do permitting for that? The situation could provide for a permit allowing the use of alcohol with the reservation process. Rick Campbell suggested if open liquor is available on a public property there could be some restrictions added such as insurance, etc. which poses a liability. There was further discussion on the alcohol usage issue. Laurayne Murray noted that solicitation was only for Town property and would not effect solicitation at entities such as grocery stores, etc.

Bill Dolan asked about groups using the parks. Mr. Campbell noted that everyone would go through the same process with the park reservation process. Mr. Dolan asked what would stop a homeless person from getting a permit. Rick Campbell noted that defining an event would be used.

Mrs. Murray referred to sleeping in the park and asked Mr. Campbell to include language regarding time at the park event. Rick Campbell noted that park hours can be included in the ordinance and would work that into the ordinance.

Bill Kohbarger asked if the Board wished to impose park hours. Laurayne Murray noted that games are permitted through the Parks and Recreation Advisory Board. There was more discussion regarding park hours.

**Don Rust motioned to ask Mr. Campbell to draft an ordinance to repeal PTO #42 and revise the draft presented based on comments received and have staff apply a number to the ordinance for Town Board review before starting the actual vote process.**

There was discussion concerning this motion. Rick Campbell suggested repealing the ordinance #42 when the new ordinance is adopted.

**Nicole Shupp seconded the motion.**

Mike Darby commented about a rumor that citizens will be locked out of the Arena and will this apply to the arena as well. Laurayne Murray noted that the Arena Advisory Board is responsible for scheduling of the arena. Mrs. Murray was unsure of any set hours for use of the arena at this time.

John Koenig and Dave Stevens commented regarding depriving citizens' use of the park. Deanna O'Donnell commented on the use of the tennis courts.

**Vote passed 4 – 0.**

8. Discussion and decision pertaining to the Town's Amusement Contract. Bill Dolan  
Bill Kohbarger explained that Michael Sullivan is working on the contract issue with the Attorney and will be coming back to the Board soon. The current contractor had no issue with our request. Mr. Kohbarger asked that this item be tabled until the next agenda.

**Bill Dolan motioned to table this item until November 13. Don Rust seconded the motion.**

**Vote passed 4 – 0.**

9. Discussion and decision regarding review and discussion on placing a permanent item on the Town's agenda, which states "Board Member Comments." Bill Dolan  
This item tabled indefinitely. (See Item #2)
10. Discussion and decision regarding review of Town's Personnel Policies. Town Manager  
Bill Kohbarger explained some changes made to the proposed Town Personnel Policy as indicated; pages 4, 17, 39, 68, 74, 79, 81 and 91. There was discussion regarding acceptable alcohol levels being consistent as 0.02 in two places being the same in the policy.

**Don Rust motioned to approve the personnel policy manual as revised and presented plus revisions by Mr. Kohbarger. Nicole Shupp seconded the motion.**

**Vote passed 4 – 0.**

11. Discussion and decision regarding review of the Town Board Policy. Town Manager  
Bill Kohbarger stated most corrections were grammatical errors and made changes as stated. Mr. Kohbarger suggested changing when the agenda items are due; before 5:00 p.m. on Wednesday, and back up available Friday at 5:00 p.m.

Don Rust suggested that if approved, this policy would become effective 2009.

The Board suggested agenda items are due no later than noon on Wednesday to allow for timely posting of the agenda.

**Bill Dolan motioned to approve the Pahrump Town Board Policy as presented by staff for approval with changes. Don Rust seconded the motion.**

Dave Stevens commented that he would like to see a grievance committee.

**Vote passed 4 – 0.**

12. Discussion and decision regarding review of Town Manager Policy. Town Manager

Bill Kohbarger suggested dispensing with the Town Manager Policy and create a Town Manager job description.

Nicole Shupp agreed with staff. Mr. Rust disagreed with putting the spending limit in a job description as limits could change with economic situations.

Laurayne Murray noted that a new Town Manager job description would be placed on an agenda before approved.

**Bill Dolan motioned to table this item until such time the Town Manger brings back to the Board a job description for the Town Manager including all the duties and talk about expenditures at that time. Don Rust seconded the motion.**

**Vote passed 4 – 0.**

13. Town Manager's Report

Town Manager Bill Kohbarger provided a written report and added that Nevada Department of Transportation (NDOT) is cleaning up the highways. Sheriff DeMeo will be monitoring parked vehicles on the right-of-ways.

Don Rust requested status of boarded building on Highway 372. Mr. Kohbarger explained he has met with Nye County Code Enforcement and filed 4 complaints on Highway 160. Highway 372 will be handled next.

14. Consent agenda items:

- a. Action – approval of Town vouchers
- b. Action – approval of Town Board meeting minutes of October 14, 2008
- c. Action – approval of Ambulance Write Offs – June 2008 – August 2008.

Laurayne Murray commented on Item 14b that she would like to see minutes that fit the page with margins.

**Bill Dolan motioned to approve the consent agenda items. Don Rust seconded the motion.**

**Vote passed 4 – 0.**

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

The next meeting is scheduled for Thursday, November 13, due to November 11 holiday.

16. Adjournment.

Meeting adjourned 8:29 p.m.

Respectfully submitted,

Don Rust, Clerk