

QUAY COUNTY GOVERNMENT
300 South Third Street
P.O. Box 1246
Tucumcari, NM 88401
Phone: (575) 461-2112
Fax: (575) 461-6208

AGENDA
REGULAR SESSION
QUAY COUNTY BOARD OF COMMISSIONERS
October 26, 2015

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session October 12, 2015

Approval/Amendment of Agenda

Public Comment

Ongoing Business

New Business

- I. Bryan Rinestine, , Quay County DWI Coordinator**
 - Request Approval of DWI Program Statistics – 1st Quarterly Report
 - Request Approval of Proclamation – DWI Awareness Week
- II. Brenda Bishop, Quay County Extension Office**
 - Extension Office Quarterly Reports
 - April – June 2015
 - July – September 2015
 - Health Council Walking Program Report
- III. Patsy Gresham, Quay County Treasurer**
 - Treasurer Report
- IV. Russell Shafer, Quay County Sheriff**
 - Sheriff's Report
 - Request Approval of the Village of House Joint Powers Agreement
 - Discussion of Quay County Sheriff's Office Policy and Procedures
- V. Larry Moore, Quay County Road Superintendent**
 - Request Recommendation for a Planning Grant (Input from CDBG public hearing)
 - Road Update



VI. Richard Primrose, Quay County Manager

- Request Approval of the Quay County 40-Year Water Plan Update
- Request Approval of the DWI Quarterly Report
- Request Approval of the DFA Quarterly Report
- Request Approval to waive fees for Altrusa for 2016
- Correspondence

VII. Mike Cherry, Quay County Commissioner

- Discussion of NMAC Board of Director's Meeting

VIII. Indigent Claims Board

- Call Meeting to Order
- Request Approval of Indigent Minutes for the September 25, 2015 Meeting
- Review October Claims Prepared by Sheryl Chambers
- Adjourn

IX. Request Approval of Accounts Payable

X. Request for Closed Executive Session

- Pursuant to Section 10-15-1(H) 7. The New Mexico Open Meetings Act Pertaining to Threatened or Pending Litigation
- Pursuant to Section 12-6-5 NMSA 1978 of the Audit Act for Audit Exit Conference
- Pursuant to Section 10-15-1(H) 2. The New Mexico Open Meetings Act to Discuss Limited Personnel Matters

XI. Richard Primrose, Quay County Manager

- Action on Proposed Agreement with Acting Receiver of Ute Lake Ranch, Inc./DVR LLC
- Proposed action, if any, from Executive Session

XII. Other Quay County Business That May Arise During the Commission Meeting and/or Comments from the Commissioners

Adjourn

Lunch-Time and Location to be Announced

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

October 26, 2015

9:00 a.m.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 26th of October, 2015, at 9:00 a.m. at the Commission Chamber, Tucumcari, New Mexico for the purpose of taking care of any business that may come before them.

PRESENT & PRESIDING:

Sue Dowell, Member
Mike Cherry, Member
Franklin McCasland, Chairman
Richard Primrose, County Manager
Veronica Marez, Quay County Clerk

OTHERS PRESENT:

Larry Moore, Quay County Road Supervisor
Thomas Garcia, Quay County Sun
Cheryl Simpson, Quay County Managers Office
Russell Shafer, Quay County Sheriff
Joyce Gordon, Quay County Extension Office
Vic Baum, Quay County Assessor
Bryan Rinestine, Quay County DWI Coordinator
Gail Sanders, Chamber of Commerce Director
Patsy Gresham, Quay County Treasurer
Brenda Bishop, Quay County Home Economist
Becky Wallace, Quay County Medical Clinic Administrator
Jason Lamb, Quay County 4-H Extension Agent
Sal Baragioca, NMAC
Taylor Horst-NMAC
Art Murphy-NMAC
Andrew Johnson-NMAC Attorney
Gail Houser, Tucumcari Mainstreet Director

The meeting was called to order by Chairman McCasland. Russell Shafer led the Pledge of Allegiance.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the minutes from the October 12, 2015 regular commission meeting. MOTION carried. Copy of said minutes is attached and made a part of these minutes.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry –“YES”

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the agenda. MOTION carried. Copy of said agenda is attached and made a part of these minutes.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry –“YES”

PUBLIC COMMENT: None

ONGOING BUSINESS: None

OLD BUSINESS: None

NEW BUSINESS:

Bryan Rinestine, Quay County DWI Coordinator requested approval of DWI Awareness Week Proclamation. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Proclamation. MOTION carried.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry –“YES”

Rinestine presented the DWI quarterly statistics report. A copy of the report is attached and made a part of these minutes.

Brenda Bishop, Quay County Home Economist presented the Extension office quarterly reports. A copy of the reports are attached and made a part of these minutes.

Bishop asked for support from the Commissioners for the Health Council Walking Program. The program will be used to encourage inactive people to start walking and more by providing walking routes that are safe. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to support the Quay County Trails Program. MOTION carried.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry –“YES”

Patsy Gresham, Quay County Treasurer presented the Treasurer report.

Russell Shafer, Quay County Sheriff presented the September activity report. A copy of the report is attached and made a part of these minutes.

Shafer requested approval of the Joint Powers Agreement between Quay County Sheriff's office and the Village of House for law enforcement officers for the area. A MOTION was made by Mike Cherry, SECONDED Sue Dowell to approve said agreement. MOTION carried. Copy of said agreement is attached and made a part of these minutes.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry – “YES”

Larry Moore, Quay County Road Superintendent presented the following report.

Moore requested approval to proceed with the CDBG Planning Grant to update our comprehensive plan and began an asset management plan. CDBG Grant Administrator Darla Munsell held a public hearing and this plan update was recommended. A MOTION was made by Mike Cherry, SECONDED Sue Dowell to approve said recommendation. MOTION carried.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry – “YES”

1. Crews working on Quay Rd AT.
2. Blade men are working on roads affected by rain.
3. Moore had to close down Quay Rd P due to huge puddles at bottom of road.
4. Crews working on Quay Rd 51.
5. Crews bladed Segura's road.

Richard Primrose gave the following County Manager's Report:

Primrose requested approval of the Quay County 40-year Water Plan Update. A MOTION was made by Mike Cherry, SECONDED Sue Dowell to approve said update. MOTION carried.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry – “YES”

Primrose requested approval of the DWI Quarterly Financial Report. A MOTION was made by Sue Dowell, SECONDED Mike Cherry to approve said report. MOTION carried.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry –“YES”

Primrose requested approval of the DFA Quarterly Financial Report. A MOTION was made by Sue Dowell, SECONDED Mike Cherry to approve said report. MOTION carried.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry –“YES”

Primrose requested approval to waive fees for Altrusa fundraising event for 2016. A MOTION was made by Sue Dowell, SECONDED Mike Cherry to approve said waive of fees. A MOTION carried.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry –“YES”

CORRESPONDENCE:

1. Primrose presented the October gross receipt tax report.
2. County picnic was a success. Primrose thanked Cheryl, Manuel, Daniel and Reye’s for cooking.
3. County Manager’s retreat will be held November 4-5 in Albuquerque.
4. Meeting October 27 at 1:00 p.m.at City Hall for options for the National Guard.

Mike Cherry, Quay County Commissioner had no report from the NMAC Board of Director’s meeting.

Commissioner Cherry requested a 10 minute break. Time noted 10:00 a.m.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to go into session as the Indigent Claim Board. MOTION carried. ROLL CALL; Cherry voting “aye”, Dowell voting “aye”, McCasland voting “absent”. Time noted 10:15 a.m.

-----INDIGENT CLAIMS BOARD-----

Return to regular session. Time noted 10:20 a.m.

CHECKS WERE REVIEWED.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve payments. MOTION carried. A copy of the expenditure report is attached and made a part of these minutes.

Commissioners Voted:

McCasland – “YES”

Dowell – “YES”

Cherry –“YES”

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell, to go into executive session pursuant to the Section 10-15-1(H)7. The New Mexico Open Meetings Act Pertaining to Threatened or Pending Litigation. Pursuant to Section 12-6-5 NMSA 1978 of the Audit Act for Audit Act for Audit Exit Conference. Pursuant to Section 10-15-1(H)2. The New Mexico Open Meetings Act to Discuss Limited Personnel Matters. MOTION carried. Dowell voting "aye", Cherry voting "aye", McCasland voting "aye".

Time noted 9:40 am.

-----EXECUTIVE SESSION-----

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell that only the pertaining to threatened or pending litigation, the Audit Act for Audit Act for Audit Exit Conference and Act to Discuss Limited Personnel Matters was discussed during Executive Session. MOTION carried McCasland voting "aye", Cherry voting "aye", Dowell voting "aye".

Return to regular session. Time noted 10:50 a.m.

Richard Primrose, Quay County Manager tabled action on proposed agreement with acting receiver of Ute Lake Ranch, Inc/DVR LLC. . A MOTION was made by Sue Dowell, SECONDED Mike Cherry to approve tabling action on agreement. A MOTION carried.

Commissioners Voted:

McCasland – "YES"

Dowell – "YES"

Cherry – "YES"

Under Other Business That May Arise During the Commission Meeting and/or Comments from the Commissioners. Primrose informed everyone that flu shots will be held November 5 in commissioner chamber at 10:00 a.m.

There being no further business, a MOTION was made by Sue Dowell, SECONDED by Mike Cherry to adjourn the regular meeting of the Board of Quay County Commissioners until the next regular meeting set for November 23, 2015 unless sooner called. MOTION carried.

Commissioners Voted:

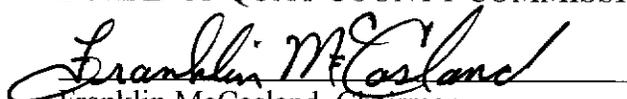
McCasland – "Yes"

Dowell – "YES"

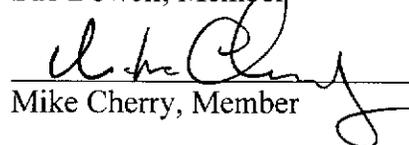
Cherry – "YES"

Time noted 3:30 p.m.

BOARD OF QUAY COUNTY COMMISSIONERS

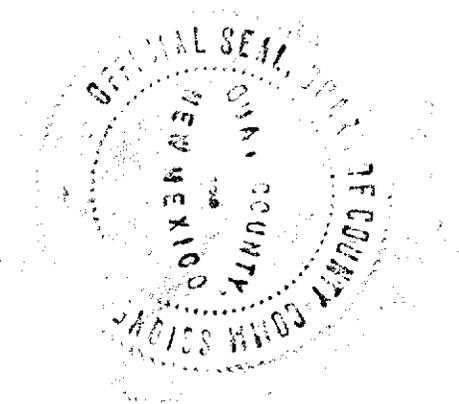

Franklin McCasland, Chairman


Sue Dowell, Member


Mike Cherry, Member

ATTEST:


Veronica Marez, Quay County Clerk



PROCLAMATION

“DWI Awareness Week”

November 16, 2015 through November 20, 2015

WHEREAS, Quay County values the health and safety of all our citizens; and;

WHEREAS, local leaders, in government and in the community, know that the support of the people in our communities is the most effective tool they can have in their efforts to reduce use of alcohol and other drugs by New Mexicans, and;

WHEREAS, Quay County is joining with the New Mexico DWI Coordinators Affiliate to support their efforts to reduce DWI crashes, DWI fatalities and the use of alcohol by residents throughout the State.

WHEREAS, the New Mexico DWI Coordinators Affiliate represent 33 counties with the common goal of reducing the incidence of DWI, alcoholism, alcohol abuse, drug addiction or drug abuse and preventing or reducing the incidence of domestic abuse related to the use or abuse of alcohol, and;

WHEREAS, the DWI Coordinators in these counties provide services under Local DWI Programs that provide Compliance Monitoring/Tracking for over 13,634 DWI Offenders ensuring that these offenders are in compliance with Court Ordered requirements; and

WHEREAS, these programs throughout the State also provided more than 29,145 hours of treatment in 2014 with over 13,875 offenders receiving detoxification services; and

WHEREAS, 229,745 students (K-12th grade) throughout the State also received prevention education/activities through these programs; and

WHEREAS, alcohol involved fatalities in New Mexico are down from 152 in 2009 to 133 in 2013 and serious alcohol involved injuries are down from 987 in 2009 to 668 in 2013; and

WHEREAS, alcohol involved crashes in New Mexico have also been on a downward trend from 3,386 in 2006 to 1,955 in 2013; and

WHEREAS, the reduction in alcohol involved vehicle crash fatalities and serious alcohol involved vehicle crash injuries is due in part to the hard work of the Local DWI Programs; and

WHEREAS, according to the Youth Risk and Resiliency Survey published by the Department of Health and Public Education Department show that the LDWI prevention programs appear to have a positive effect on alcohol related behaviors of New Mexico youth, grades 9 through 12. The data shows the following changes from 2009-2013: Current Drinking: down from 50.7% to 28.9%; Binge Drinking: down from 35.4% to 17.1%; Drinking & Driving: down from 19.1% to 8.9%; and Drinking Before Age 13: down from 35.8% to 22.3%; and

WHEREAS, the purpose of DWI Awareness Week is to raise awareness around DWI, alcoholism, alcohol abuse, drug addiction and/or drug abuse, and the efforts of the DWI Affiliates and the Local DWI Programs, and;

WHEREAS, there are activities planned during DWI Awareness Week in the counties that will focus on educating Legislators and the community on the efforts of the DWI Affiliates and Local DWI Programs, and;

WHEREAS, DWI Awareness Week will be celebrated in every county in New Mexico during DWI Awareness Week, November 16th – 20th, and;

NOW, THEREFORE, be it proclaimed that the governing body Quay County, Board of Commissioners, does hereby designate November 16th – 20th, 2015 as:

“DWI Awareness Week”

Quay County Board of County Commissioners urges all citizens, parents, governmental agencies, public and private institutions, businesses, hospitals, schools and colleges in Quay County to support efforts that will increase community awareness, understanding and action to address DWI in our community.

**BOARD OF COUNTY COMMISSIONERS
OF Quay COUNTY**

Franklin McCasland
Chairman

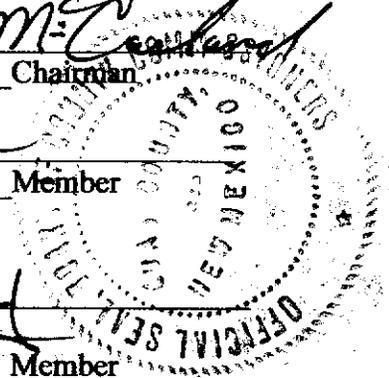
She Howell
Member

John Paul
Member

ATTEST:

Veronica Marez
County Clerk

Executed this 26 day of October, 2015.



QUAY COUNTY DWI PROGRAM

STATISTICS

1st Quarter Report

July 15 thru September 15

Total Number of Arrests: 6

DWI 1st: 5

DWI 2nd: 1

DWI 3rd:

DWI 4th:

DWI 5th or Subsequent:

Aggravated DWIs: 1

Average BAC: 0.115

Minimum: .09

Maximum: .14

Blood Draws: 3

Refusals: 0

Average Age: 30.5

Youngest: 20

Oldest: 55

Sex of Offenders

Male: 5

Female: 1

Accidents: 2

Fatalities: 0

Arrests by Agency:

New Mexico State Police: 4

Tucumcari Police Department: 2

Quay County Sheriff's Department:

Logan Police Department:

Ute Lake State Park:

Monthly Arrests

July: 3

August: 3

September: 0

FROM FINAL COURT DATES:

Number of Cases Completed: 10

Number of Convictions/Pleas: **10**

Number of Dismissals: **0**

Number of Offenders Placed on DWI Compliance: 10

DWI 1st: **9**

DWI 2nd: **1**

DWI 3rd:

DWI 4th:

DWI 5th of Subsequent:

Number of Offenders who Successfully Completed DWI Compliance: **5**

Number of Offenders who Unsuccessfully Completed DWI Compliance: **1**

Number of Community Service Hours Ordered: **264**

Number of DWI Offenders Being Supervised: 50

Number of Misdemeanor Offenders Being Supervised: 72



Quay County Extension Service

College of Agricultural, Consumer and Environmental Sciences

Quarterly Report – April – June 2015

Brenda Bishop, Home Economist, County Program Director

Jason Lamb, Agriculture Agent

Bev Lake, Secretary

Joyce Runyan, Program Assistant

Home Economics

Babysitter Workshop

"Become the Best Babysitter" Workshop was held in May. This all-day workshop was packed full of activities. Participants learned basic first aid and made a first aid kit. Participants learned about nutritious food options and kitchen safety as they prepared a kid-friendly lunch. Participants learned about age appropriate activities to do with children and made items for their babysitting bags. They learned tips for keeping themselves, and the children they care for safe, along with good business tips. Eight youth attended this workshop. Program Assistant prepared craft and card game handouts. Home Economist prepared a recipe book. The workshop used several activities from the 4-H/army babysitting curriculum. Each participant was given a copy of the "I Have What it Takes to be Your Babysitter!" workbook. Knowledge gain as tested by pre and posttests was 24%.

GROW Healthy Kids

The Community Nutrition and Fitness Committee continues to work on a walking path project. Members have been walking some paths to determine safety. The committee has been researching similar projects around the country.

A community presentation was coordinated to provide more information to the Nutrition and Fitness Committee on projects being done in the state. Nineteen people attended to hear Dr. Linda Stogner describe how she got started and set up Bear Tracks in Estancia. Tim Rogers discussed regulations and ideas for implementing walking trails. The committee learned some valuable information to help them move forward.

Food Safety

Home Economist presented to a Child Development Class at the Community College information on Food Safety. Utilized the "Kitchen Helper Handbook" and held a discussion about steps necessary to keep families, and especially children, safe from foodborne illnesses. Provided participants with thermometers, magnets and a copy of the handbook.

Utilized two of the "Don't Be Gross" videos during 20 minute presentations on germs and the importance of handwashing at the Kids, Kows and More event. There were 465 youth and

adults in attendance. Grade range was 2nd through 5th grades. Participants learned how germs spread and observed how quickly the glow germs spread through their group in just 10 minutes. They learned which places are the dirtiest and how to properly wash their hands. Presentation was given 8 times.

Health and Wellness

The Extension Association planned and advertised a community workshop on Advanced Directives of Health. The speaker called the day before the workshop and said she would not be able to attend. The Home Economist stepped in and prepared a program which included a PowerPoint developed from materials found on eXtension and an impactful U-tube video. Participants learned about the importance of having these directives in place and how it can relieve many burdens on family members. New Mexico regulations were shared and through discussion, personal questions were answered. Seven people attended. Handouts were provided with a copy of an advanced directive that could be completed at home.

Strong Seniors Stay Young

Utilizing research based curriculum, these classes help Senior Citizens improve their activities of daily living by helping them become more mobile and flexible. The classes involve weight training, using hand weights and leg weights, followed by stretching and balance exercises. Classes are held in our own room at Mesalands Community College and are team-taught by Home Economist and Fitness Center Director.

Thirty seniors were enrolled in the Winter session and 25 completed the session in May. The Summer session began the end of May and 31 seniors were enrolled. Those completing report that they can move better when in the class.

Extension Association (Extension Homemakers)

Home Economist was appointed Co-Advisor to the Extension Association of New Mexico and attended the two district meetings. During the meeting presented a short training on using Facebook and assisted with Cultural Arts Entries.

April is the month the Extension Association holds its annual Cultural Arts Day. This year's event was held at Conchas Lake. The participants learned about painting clay pots and then created one of their own. A member gave short presentation on recognizing Alzheimer's and some resources available to families of Alzheimer's patients. Sixteen women attended the event. Twenty-five items were entered in the arts and craft show.

The April program for the club meetings was, "Secrets of Successful Storage." A leader's guide was prepared with tips and how to get started. Each participant was provided the Extension Publication G-407 "Discovering the Secrets of Successful Storage". A Pinterest board of ideas was created and shared. Participants learned the costs associated with storing junk and how to get started de-cluttering. Participants learned to look at a space and determining storage solutions for various areas.

May's program was on Advance Directives of Health. Handouts used at the community program were provided for each club member. A program leader's guide was prepared, so accurate information could be shared locally.

The June program was on Grilling Tips and Techniques. A leader's guide was prepared for each club with suggestions for easy grilling. Participants learned how to clean their grill and food safety information for grilling. Participants learned about the advantages of using marinades, rubs and brines for moister meat. Participants learned tips for cooking a whole meal on the grill including the dessert. Some of the information was shared on a blog post.

Agriculture

Profitable Livestock Production

The Agriculture Agent hosted a meeting that discussed litigation of the listing of the Lessor Prairie Chicken being listed on the endangered species list. Twenty county, city, and concerned producers from Eastern New Mexico attended the meeting discussing possible problems and solutions that the litigation could have.

Horticulture

The number of phone calls requesting horticulture information and home visits increases greatly during the spring months. There were 73 calls during this quarter.

A Xeriscaping Workshop that discussed the seven principles of xeriscaping. Participants gained knowledge in plant selection, water needs, a water plan, and techniques of water conservation in the garden. 15 people attended the workshop and stated that they really enjoyed the program.

The Tucumcari Rotary invited the agriculture agent to give a presentation on xeriscaping in which 15 people attended the luncheon. The agent covered the seven principles of xeriscaping, types of irrigation, water conservation and plant selection for Quay County. Participants were excited about the concepts and one individual stated that he was going to adopt the xeriscaping practices in his yard.

A vegetable gardening presentation was given to the PPO organization in which 15 members of the women's club attended. The agent expanded on irrigation techniques, the local climate, variety selection and garden types. Club members asked many questions on specific plants and common problems with their gardens.

At the request of the Advisory Committee, the agriculture agent conducted a Tree Care and Maintenance workshop in which 4 interested community members attended. Participants gained knowledge in the types of trees that can be planted in Quay County as well as pruning, common diseases and irrigation systems.

Quay County 4-H Program

Livestock Program

April is the month 4-Hers purchase their pigs, lambs and goat show projects. Agriculture Agent helped with selection and provided information on setting up pens, feeding and exercising.

The Agriculture Agent conducted a livestock showmanship clinic that educated youth on getting their animals ready for the show. Animal projects were brought in on Friday. That evening participants were taught about show equipment and feeding livestock for the show. On Saturday, participants were taught showmanship in swine, goats, lambs, steers, and heifers. Participants then competed in a showmanship contest in which the winners received first choice on the awards table. Awards were handed out to all participants. Youth gained an understanding of the expectations for the fair and increased their knowledge about caring for their projects. Seventeen youth participated with 14 volunteers and parents.

Shooting Sports Program

Shooting Sports practices are held 4 evenings a week during, April, May and June. Practices are run by our trained leaders. Agents work with leaders to have the supplies they need at the practices as they need them. Through grants arrows are provided to all of the archery participants. 20 dozen arrows were prepared by gluing in inserts and adding tips.

Home Economist and twelve 4-Hers headed to Roswell to compete at District Shooting Sports Contest. Fourteen parents attended as well. The Junior .22 rifle team placed 1st. They also had 3rd, 4th, and 5th high individual. Junior archery with compound bow and release team placed 3rd and Novice team placed 2nd. We did not have enough kids to have teams in other disciplines and age groups, but we did have several individuals place.

Home Economist accompanied 10 4-Hers and 14 family members to the State 4-H Shooting Contest, serving as chaperone for three youth whose parents did not attend. Quay County had teams in shotgun, rifle and archery. We had individuals participate in muzzleloader and pistol. Many of the 4-Hers were attending for the 1st time. They enjoyed the experience and placed in the middle. We had one individual place in the top 5 in muzzleloader.

Home Economist coordinated the 2nd Annual Women on Target program with 20 participants and 9 helpers, two of which were 4-Hers. The participants learned about gun safety in a 1 hour class and were able to practice shooting a .22 pistol, .22 rifle and 12 or 20 gauge shotgun provided by the 4-H shooting sports program. The women were also allowed to bring firearms from home and once determined safe, they were able to practice with their own firearm. The day included snacks and lunch. 4-H leaders, agriculture agent and law enforcement officers served as line instructors. 4-Hers helped with gun cleaning, as runners, and making sure the line stayed safe. This was a fundraiser for 4-H shooting sports program.

Logan Gun Club Appreciation day was held. This was a day for 4-Hers and their families, along with Logan Gun Club members, to shoot together for fun and eat some good food. It was an opportunity for 4-Hers to show their appreciation to the gun club for the help received this past year and a recruiting opportunity for both groups. Twenty-three attended.

4-H Contest Training

The "Introduction to 4-H County Contests" presentation was presented at the C-C regular club meeting to spark interest in contest areas. The agents presented information covering all contest areas that Quay County 4-H participates in. Over 35 youth and parents gained an understanding of the contest opportunities that are available through the 4-H program. The program had been presented to the other 5 clubs in March.

Written and electronic study materials were prepared and made available to 4-Hers interested in competing in contests. A page on the office webpage was created as an easy stop for contest information. Practice Home Economics Bowl Questions were made for the new material for both the State and District contests. Over 400 study questions were prepared. PowerPoints were revised with new items for both the District and State Home Economics Skill-a-thon contests. A movie was made to be used during Horticulture practice as a game to help 4-Hers learn. A PowerPoint for District house plants was revised with more descriptions of the plants. New PowerPoints were developed for the State Horticulture contest as the list had changed drastically since we had a team compete at state. The Wildlife PowerPoint was updated and a Horse Bowl study guide was prepared.

4-H Shooting Sports County Contests were scheduled for three days prior to the big county contest day. Due to rain shotgun was cancelled from the afternoon of the other disciplines and offered on an additional day. Home Economist assisted with set up of all contests and prepared all of the written tests. 102 youth and adults attended archery, rifle, pistol and muzzleloader county contests. Ag agent assisted with running the rifle, pistol, muzzleloader, and the shotgun county contest.

May ended with 4-H County Contest Day. Fifteen Contests were offered for 4-Hers to pick from. The day ended with an awards program which included awards for the previously held shooting sports contests. Following the awards the District sign up meeting was held. 103 parents, family members judges and, of course, 4-Hers attended the County Contest Day. Total with shooting sports included we had 60 youth compete as 204 total contestants. This was up some from the previous year. Agents prepared tests and judging materials for the contest.

The beginning of June focused on contest practices for District contest and then practices for State later in the month. Seven Horticulture, 9 Home Economics Skill-a-thon, 9 Home Economics Bowl, 6 Entomology, 7 Wildlife, 6 Livestock Skill-a-thon, 4 Livestock Judging, 3 Horse Bowl and 2 Consumer Decision Making Workshops were held.

Nineteen 4-Hers went to District Contest in Clovis. Ten traveled with and stayed with our office staff. The Junior Home Economics Bowl teams placed 1st and 3rd. The Novice Home Ec

Skill-a-thon team placed 2nd and the Junior team placed 1st. Both the Novice and Junior Horticulture teams placed 1st. The Junior Entomology team placed 1st. Novice Horse Bowl team placed 1st and the Junior team 3rd. The Livestock Judging team placed 2nd. In Livestock Skill-a-thon the Novice team placed 3rd and the Junior placed 2nd. The Novice Wildlife team placed 1st while the Junior team placed 4th. In addition we had the 4th place junior Horticulture team. The Consumer team was 1st. We had a 3rd place in clothing review, 2nd and 3rd in poetry and a 1st place in demonstration.

Fundraisers

County Program Assistant worked with Tractor Supply to set up a display area highlighting 4-H projects for Clover Days. Home Economist and Program Assistant joined the council officers for the kick-off evening. Council officers greeted customers and provided help carrying out purchases and loading into customers' vehicles. During the week, several clubs set up bake sales at Tractor Supply. Reminders of the event were sent by e-mail and Facebook. Clover Days was deemed a success by the Tractor Supply staff as they felt that the campaign had gone exceptionally well. Seventy-five percent of the funds collected from sold clovers comes back to the county program. Quay County 4-H received \$741.00 at testament to the support 4-H receives from Quay County.

Quay County 4-H tried a new fundraiser this year selling cases of cokes. Our goal was 150 cases for round one. The 4-Hers surprised all of us by selling over 400 cases. A second delivery date was set for those who sold additional cases and for fresh product for the fair concession. We were able to purchase our concession product at this greatly reduced price increasing our profit there also. The coke sales profited over \$2200.00.

4-H Project Workshops

Two beginning sewing workshops were held. Three 4-Hers attended the first and learned the parts of the sewing machine, how to sew straight and earned their beginning sewing certificate. Then they made scrunchies. Eight new sewers and a junior leader attended the 2nd workshop where they completed tote bags. Each 4-Her learned skills on running a sewing machine, basic sewing techniques and ironing.

A baking workshop was held with 9 4-Hers and parents. The 4-Hers were divided into two groups, each group made biscuits and pancakes. There turned out to be a big difference in the biscuits, which when reviewed, the 4-Hers determined was due to the extra amount of kneading and rolling done by one group. The group also learned about cooking for those with different health concerns. One group made a cookie that was lower in carbohydrates for those with diabetes, this cookie used tofu as its base. The other group made a gluten free cookie with peanut butter and oatmeal. Both cookies were tasty and enjoyed by the group. One of the bakers is on a Gluten Free diet, so the rest of the Gluten Free cookies were sent home with him. All 4-Hers were eager to share what they made with their parents. Members learned about tools used in baking, how to measure liquids and solids, and kitchen safety.

Science Time

The focus of science for the month of April was on mathematical concepts of area and surface area on 3D models. 4-H participants reviewed mathematical terms and formulas for calculating

perimeters and areas. They had to place Corn Chex on graph paper to equal specific areas requested. (Using the cereal was an accommodation for a member with gluten allergies.) They learned that different shapes could accomplish the area dimensions. Then each person constructed a 3D model of a robot out of graph paper. There were 10 members that attended.

In May, 4-H members learned about the history of fingerprints. There were worksheets to compare different fingerprints and match them. A field trip was taken to the Police Department. We learned that fingerprints are now scanned and not done through ink. A demonstration was given on retrieving fingerprints from surfaces. The 4-Hers returned to and practiced taking fingerprints. They made a finger print craft as a gift for Mother's Day. There were 11 members that attended.

Cloverbud Workshops

The April workshop focused on project material from "Nature's Treasures". The Cloverbuds made a picture of the life cycle of a butterfly using noodles. They made a mobile that they colored, cut out and glued together on string. This project helped exercise fine motor skills. A word puzzle was provided about trees. This helped expand vocabulary and knowledge of how trees are used. The last item made was a pinecone bird feeder. Some of the items made will be entered in the Fair. There were 8 people that attended.

In May, Cloverbuds worked on several projects for Mother's Day. They decorated a gift bag, colored a picture, made a sugar scrub and a glass bead sun catcher. There were 13 members that attended.

In June, Cloverbuds worked on several projects for Father's Day. They decorated a gift bag, colored a picture, made a key chain, a stress ball and No Bake cookies. There were 2 members that attended.

School Programs

In a classroom setting, the Egg-to-Chick program emphasizes food production to students and demonstrates the process of raising livestock in a classroom setting. The Agriculture Agent and Program Assistant conducted the egg to chick program at San Jon, Logan, Tucumcari and House schools reaching 142 students with 4 visits to each school. Students learned how the egg develops throughout the incubation process and the stages which the offspring go through. Students really enjoyed the program and stated that they loved watching the chicks develop.

Kids, Kows & More was held in April. Second through 5th graders from Tucumcari, Logan, and Grady schools participated with a student count of 465 and 34 teachers/adult supervisors. There were 6 volunteers contacted through the Extension Office. The total number of people was 505. The program highlighted the importance of agriculture for all communities. There were 5 educational stations: cheese making, bi-products of cows, where our food comes from, fighting germs, and milking of a cow. Schools had the option of attending for the morning or the afternoon presentation. Students received a goodie bag along with a bottled water and go-

gurt and cheese snack. Event was coordinated by the Program Assistant. Home Economist taught a session and Agriculture Agent helped with running the program.

A Worm Experiment was provided to the House 1st and 2nd graders by the Program Assistant. Worms were placed in a gallon size glass jar filled with dirt and covered with paper on the outside. After a week of feeding them and keeping them in a cool, dark place, the jar was uncovered and showed the trails the worms had made. We discussed how worms are important decomposers and learned a little about their anatomy. We found the worms a nice rosebush and released them there. This is a program that could easily be done with lower elementary grades which would hopefully have less testing conflicts

Total personal contacts by staff at the Quay County Extension Service for April – June 2015 was 10,419. Media contacts was 12, 947 for a total 23,366.

Follow Us On:

Webpage: <http://quayextension.nmsu.edu/>

FaceBook: <https://www.facebook.com/pages/Quay-County-Cooperative-Extension-Service/136226003111147?ref=bookmarks>

Home Ec Blog: <http://nmsuquayhomeec.blogspot.com/>

Ag Blog: <http://nmsuquayag.blogspot.com/>



Quay County Extension Service

College of Agricultural, Consumer and Environmental Sciences

Quarterly Report – July – September 2015

Brenda Bishop, Home Economist, County Program Director

Jason Lamb, Agriculture Agent

Bev Lake, Secretary

Joyce Runyan, Program Assistant

Community and Economic Development

The Quay County Fair is the major activity of this quarter. In addition to the five days of working at the fairgrounds, much time is spent prior to the event getting ready. All staff work hard to make sure all of the pieces come together for a successful event. The fair is coordinated by a volunteer board that works all year long on ways to improve and implement the fair. Many take vacation time to work during the fair. Our office provides support for every area of the fair. An estimate of 1800 community members attended the fair this year. In addition to 4-H specific responsibilities (refer to the 4-H section), staff perform these jobs:

- ✓ Working with board members to tag all animals prior to ownership deadline
- ✓ Coordination of carnival including ticket sales and business licenses
- ✓ Coordinating the entries and judging of all non-animal exhibits
- ✓ Recruiting volunteers to serve as department superintendents and judges
- ✓ Advertising the fair before, during and after including typing all results
- ✓ Creating Flyers for daily Facebook posts of events
- ✓ Helping with setting up of the exhibit area and pens and hauling equipment to run fair
- ✓ Assisting with all of the shows
- ✓ Assisting with the release of all exhibits including verifying animals
- ✓ Assisting with the sale
- ✓ Cleaning up, hauling and wrapping up of fair activities

New this year, a Livestock Sale Buyer's dinner was held at the Quay County fairgrounds in September. 175 buyers and 4-H exhibitors and their families attended. Menu was a steak dinner with sides. The fair board and exhibitors gave personal "thank you" for purchasing their animals at the fair. Agents prepared a movie of fair week, setting up the presentation equipment, assisted with the room and service set up, and helped prepare the 4-H members for their speech. The event was a great success with many positive comments from the buyers and the 4-H parents.

Home Economics

Food and Nutrition

Planned and presented a workshop on Drying Foods. During August and September, many sample foods were dried in the office from both purchased and donated foods. We prepared a variety of apple flavors, apricots, squash (yellow and zucchini) seasoned and unseasoned, cantaloupe, mango, tomatoes (sliced, seasoned, diced), carrots and green beans. Participants learned how drying works and the steps that need to be taken to insure dried food is safe. They were showed our failures and learned what not to do. They were given tips to make drying easier. They learn what size to cut foods and different methods of dehydration. Previously dried foods were tasted. The workshop included a discussion on how to use dried foods and recipes using dried foods were provided. The program assistant helped with preparation and set up. Thirteen people attended.

Health and Wellness

Prepared the advertising for and publicized the 6th Annual Quay County Fun Run/Walk which will be held in October. Prepared a radio packet and recruited people to record ads and talk on the interview programs, prepared newspaper articles, newsletter articles, flyers 3 styles, and Facebook posts.

Strong Seniors Stay Young

Utilizing research based curriculum, these classes help Senior Citizens improve their activities of daily living by helping them become more mobile and flexible. The classes involve weight training using hand weights and leg weights followed by stretching and balance exercises. Classes are held in our own room at Mesaland's Community College and are team taught by Home Economist and Fitness Center Director.

The summer session of Strong Seniors Stay Young ended with twenty-one active participants. They reported that they feel better when they attend the class and their joints hurt less. The Fall session of Strong Seniors Stay Young started with 28 registered attendees.

Extension Association (Extension Homemakers)

During the months of July and August, the clubs work on community activities and county fair.

For August the Home Economist prepared a leader training for Quay County Clubs on "Protecting Your Credit Cards". Included was information on the new cards and how they will work to help reduce identify theft, but that is not enough, consumers will still need to be cautious. Participants learned tips for protecting their identity when they are shopping online and in person.

Agriculture

Responded to over 80 calls on various Horticulture issues and did some home visits. During August several insect infestations including the Tiger Moth larva that had been defoliating trees. Along with the Elm leave beetle which seems to be a yearly occurrence. An announcement about the Sugar Cane aphid was also released through the agents "Garden Minute" radio program so that local farmers could be aware of a possible infestation.

For the past two years Quay County has experienced a grasshopper infestation problem throughout the county. Local farmers and ranchers were interested in having a workshop to discuss control options for local producers. The Agricultural Agent conducted a workshop to address the concern. Among the topics were types of grasshoppers presented by Dr. Carol Sutherland, Grasshopper biology by Dr. Jane Pierce, and the USDA Aphis control program by Shawn Carson. 29 people attended the workshop and discussed options that were available. Many producers commented that it was a very useful program and are considering a control program for next year.

The Agriculture Agent, along with a professor from Mesalands Community College, conducted a Range Plant identification program for seven college students enrolled in the Plant Science class. The Agent identified over 20 different species and explained their importance to the beef cattle industry. The students later put together a poster board and presented the board in class. Students gained an understanding of the careers that are available in Range Management and a basic understanding of the principles of plant identification.

Quay County 4-H Program

County Fair

In addition to the above mentioned responsibilities, the 4-Hers are very busy during the fair and our staff assists them. The Agriculture Agent advised 4-H Members with the proper feeding and management of show animals, showmanship, shearing of animals, as well as treating sick animals. There were 61 animal exhibitors at the County Fair.

Agriculture Agent conducted a showmanship clinic where 32 youth gained knowledge in showing goats and lambs.

The Agriculture Agent also assisted with a steer and heifer showmanship clinic in which 13 youth participated and a livestock judging contest with 22 youth participating.

The 4-H Council Officers hosted the Itty Bitty Rodeo and a Scavenger Hunt. The Program Assistant took the lead in coordinating these efforts. 4-H Council Officers helped publicize the events. Thirty youth and adults participated in the scavenger hunt and ten youth in the Itty Bitty Rodeo. 4-H Council Officers also worked at each of the livestock shows running gates and handing out ribbons.

Program Assistant worked with the new 4-H Department Superintendent to train her and newly recruited youth volunteers to take 4-H entries, prepare them for judging and to display them after judging. 4-H Department had a huge increase in the number of entries this year. Following the fair the Program Assistant prepares the entries for State Fair and delivered them to the fair.

Livestock Program

The Agriculture Agent assisted many 4-H youth with preparing show animals for the Quay County Fair. Prior to the fair the agent visited eight homes, helping twelve first and second

year 4-H members. Eighteen sheep and goats were sheared and four hogs were clipped prior to the fair. The agent also helped many other 4-H members at the fair assisting in shearing 12 more sheep and clipping five heifers and one steer.

Quay County 4-H had 17 livestock members compete at the 2015 New Mexico State Fair this year. 4-H members exhibited pigs, lambs, goats, steers and heifers. The Agent assisted in shearing, grooming and fitting animals for the show, along with advising youth on feeding, classification, and weight decorations. As a result, seven youth qualified and sold their animals through the junior livestock sale with several members having a breed champion in the swine show. Many parents and 4-H members have thanked the agent for his hard work and appreciate the advice.

Shooting Sports Program

The shooting sports program held a work day to clean the storage areas at the fairgrounds, check in equipment, sort and put away all of the equipment, and load the 3D targets for the Logan Lake 3D Shoot. Twenty-three 4-Hers and leaders showed up making quick work, completing the tasks in 1 hour.

Several 4-Hers and leaders helped with set up of the 3D course at the Ute Lake 3D Shoot and Home Economist handled registration and awards. The 3D shoot is a joint effort between the Friends of Ute Lake, Ute Lake State Park and Quay County 4-H. Each group made around \$150.00 for the event. Home Economist assisted with advertising. There were 38 shooters.

The 4-H Shooting Sports Program ran a concession for the Bad Shot Gun Show. The concession made around \$600.00 over the 2 ½ days. 4-Hers provided baked treats and many worked in the concession stand. Those who assisted received free .22 shells from the gun show organizer. The program assistant and Home Economist ordered food, hauled and set up for the concession and cleaned up and hauled back. Program Assistant increased the profit, by finding groups to purchase our left over supplies.

4-H Contests

Twelve 4-Hers attended State Conference, nine were attending for the first time. In a nail biter last round the Home Economics Bowl team placed 2nd. The Home Economics Skill-a-thon team placed 4th. The Horticulture team placed 5th. The Land team took first and second place at state with the Entomology team placing fifth and the livestock skill-a-thon placing fifth. Practices for these contests were mentioned in the last quarterly report. The land team will be going to the National contest in May.

Fundraisers

The big events of July are the hosting of the State 4-H Horse Show and Quay County 4-H Rodeo. Efforts had been made to tweak the schedules to provide a larger break between events during the heat of the day. The efforts work well for the horse show, which finished around noon each day. These events last for 3 very long days. All staff work to get ready for and put on these events. Due to the large number of participants in the rodeo, this event was late in getting over. Preparation starts in January. There were around 95 rodeo participants, 30 horse show participants and over 40 key volunteers. In addition, most of the 4-Hers and their parents assist with the events from working in the concession or admission gate to

putting out barrels and poles. 4-Hers work to get donations and sponsorships starting in March. Estimated profit is \$6000.00. The State 4-H Horseshow and Rodeo is the largest fundraiser that Quay County 4-H puts on.

Another large fundraiser is the 4-H Concession at the County Fair and Rodeo. The Program Assistant and Home Economist work to coordinate this activity. Each 4-H family works at least one shift and most work two. Every club has a 2 ½ hour shift each day. Over 50 volunteers rotate through the concession each day and must be trained to ensure safe food is prepared. Daily trips to the store are made for fresh supplies. The estimated profit is \$3700.00.

4-H Project Workshops

A Leathercraft Workshop was held to help 4-Hers complete their exhibit boards and fair exhibits and do demonstrations. There were 4 people that attended.

A Record Book Workshop was conducted by the Program Assistant. This workshop was geared towards first year members. A review of the instruction list and sections of the book was given and sample books showed. 4-Hers worked on the County Report Form and review activities of the past year. They learned about writing project and general 4-H stories. Ideas were shared for filling out the project forms. There were 4 members that attended.

Cloverbud Workshops

During the July workshop, Cloverbuds worked on several projects to enter in the Quay County Fair. They made a bird feeder, egg carton animal, and a Popsicle stick harmonica. There were 5 members and 1 parent that attended.

The September Cloverbud workshop focused on filling out their record book forms to turn in to their club leaders in October. This activity provided the Cloverbuds an opportunity to look back over their year and remember all the different things they did in the 4-H program. Plus, it will allow them to participate in the reward party with other 4-H members and receive an award at the awards program in November. There were 6 members that attended.

Other Activities

Every summer the Council has a fun activity. This year they voted to have a swim party at the Elk's Lodge. Program Assistant worked with Elks members and 4-H leaders to coordinate the event with a meal. There were 63 people that attended.

Program Assistant prepared a display for Tractor Supply Pet Appreciation Day. She coordinated with the Dog Project Leader to provide opportunities for community service and leadership for the 4-Hers participating in the Dog project. The 4-Hers scheduled a time to show their dogs and promote 4-H pet projects during the day.

School Programs

Farm day was held at the Tucumcari Agricultural Science Center where 4th and 5th grade students from Tucumcari Elementary were presented topics of agriculture and the 4-H program. The Agriculture Agent along with the Program Assistant present a booth explaining 4-H projects and activities that students could be involved in. Program Assistant made a

display board and took some entries returned from the State Fair to talk about different projects in 4-H. 174 students attended the event and gained a better understanding of the science in agriculture and the 4-H program. Since it was close to October, used the opportunity to recruit for new 4-H members. The office has received several phone calls from parents of youth who attended the event inquiring about 4-H.

Farm Safety Day Camp was held in Santa Rosa. The Agriculture Agent and Program Assistant attended to assist with the event. 203 3rd graders and adults from Tucumcari, Santa Rosa, Fort Sumner and Vaughn participated. The youth learned about fire, food, fire arm, electricity, wildlife and animal safety. Youth gained an understanding of the dangers that can happen in rural areas and how to prevent them. The Program Assistant presented a brief talk to the groups about handwashing prior to their restroom break. These participants learned about the most missed areas on their hands when washing and how to make sure they washed their whole hand.

Total personal contacts by staff at the Quay County Extension Service for July – September 2015 was 13,062. Media contacts was 13, 878 for a total 26,940.

Follow Us:

Webpage: <http://quayextension.nmsu.edu/>

FaceBook: <https://www.facebook.com/pages/Quay-County-Cooperative-Extension-Service/136226003111147?ref=bookmarks>

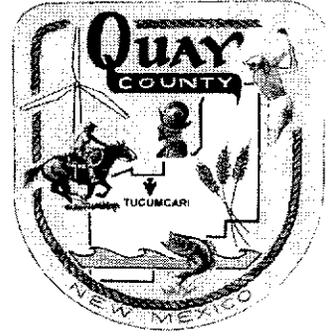
Home Ec Blog: <http://nmsuquayhomeec.blogspot.com/>

Ag Blog: <http://nmsuquayag.blogspot.com/>



QUAY COUNTY SHERIFF'S OFFICE

SHERIFF RUSSELL SHAFER
CHIEF DEPUTY DENNIS GARCIA



Quay County Sheriff's Office Monthly Activity Report

September 22- October 20, 2015

Total Calls for Service Responded to: **216**

Total Civil Process: **121**

Total Transports: **11**

Total Citations: **4**

Total Arrests/Warrants Served: **9**

JOINT POWERS AGREEMENT

This agreement is entered into between the Board of Commissioners for Quay County, Quay County Sheriff's office and the Governing Body of the Village of House, NM pursuant to the New Mexico Joint Powers Agreement Act, NMSA 1978, and Section 11-1-1 through 11-1-7

PURPOSE OF THE AGREEMENT

House, as a Village, is required to provide a position of Law Enforcement Officer for the safety, protection, and welfare of its citizens and the property of House, pursuant to NMSA 1978, Section 3-12-4(A). A Municipal Police Officer's powers and duties are delineated at NMSA 1978, Section 3-13-2. Currently House is unable to provide adequate Law Enforcement coverage within the Village limits. House is requesting the assistance of the Sheriff's Office to provide sufficient coverage. The Sheriff has a countywide Law Enforcement authority, pursuant to NMSA 1978, Section 4-41-2.

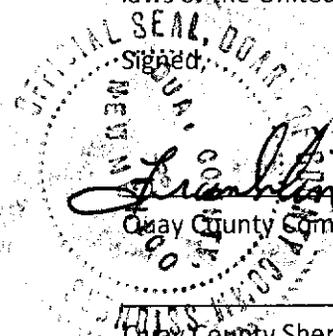
METHOD AND MANNER BY WHICH THE PURPOSE OF THE AGREEMENT WILL BE ACCOMPLISHED AND POWERS TO BE EXERCISED THEREUNDER

- A. The Quay County Sheriff's Department agrees to provide Law Enforcement within the Village limits of House, including but not limited to the enforcement of all State Laws, Regulations, and Ordinances of the Village of House.
- B. Quay County Sheriff's Department Officer's assigned duties within House Village limits will be under the direction and control of the Quay County Sheriff's Office at all times, however may receive dispatch or other information from any appropriate authority including within House Village limits.
- C. The Officer assigned to work within the Village of House will continue to work out of the Sheriff's Office in the Quay County Courthouse.
- D. Pursuant to NMSA 1978, Section 11-1-6, the parties agree to be strictly accountable for receipts and disbursements that may be issued under this agreement. The parties included herewith will cooperate in providing information to one another to support the most effective public protection and enforcement within House Village limits. *The Village of House receives Law Enforcement Protection Funds on an annual basis and shall allow the Sheriff of Quay County to use said funds to purchase Law Enforcement Equipment, supplies or for training of Quay County staff, for the purposes of this agreement. All property currently owned and purchased by the Village for the Village of House shall remain property of said department, with the use of the same at the discretion of the Sheriff's Office of Quay County within the regulations of the state law. Any property acquired pursuant to this agreement will remain the property of the Village of House Law Enforcement Division*

- E. The Village of House will purchase and provide various equipment, *training* and supplies as needed or requested by the Quay County Sheriff's Department employees and may be utilized by them throughout the duration of this Joint Powers Agreement.
- F. The Village of House and the Quay County Sheriff's Department each agree to provide the other with notice of any tort claims or notices of liability or litigation concerning police protection within the Village limits within five (5) days of receipt of notice.
- G. Neither party of this agreement shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this agreement and is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1 et seq.
- H. The Officer provided must be available at all times on a 24hours/7days basis.
- I. The Quay County Sheriff's Office will provide documentation for requested purchases to the House *Village* Clerk which will be presented to the *Village* Governing body at the Regular monthly Village Council meeting for approval. *All requests* must be approved before any funds are spent. The *Village* Mayor may approve up to \$500 of *purchases* without approval from the Governing Body of the Village to *expedite the purchasing process*.

DURATION

This agreement will become effective upon execution by the parties and approval by the New Mexico Department of Finance and Administration and shall remain in effect for a period of one year from date of adoption. For termination or rescission of this agreement, either party must provide in writing to the other a request for termination to become effective within 30 days. Nothing in this Agreement shall be constructed as barring and right and remedy incident to such termination or recession provided by or available under the laws of the United States and the State of New Mexico.



Franklin McCasland
 Quay County Commission

10-26-2015
 Date

Sherman W. Marsh
 Mayor, Village of House

10-19-15
 Date

 DFA Secretary

 Date