OFFICIAL MINUTES

VILLAGE OF MELROSE
P.O. Box 235
Melrose, New Mexico 88124

The Village Council met in regular session on, October 26, 2026 at 5:30pm at Melrose Village Hall.

Mayor Alan Daugherty called the meeting to order.

Village Council members present: Ronald Moore, James Mitchell and Jeremy Burnett. Richard Swopes joined by telephone at 5:40 pm

Staff Present: Jennifer Swopes – Clerk/Treasurer/CPO, Phyllis Broeder – MVD/Water Clerk, Amanda Vineyard – Asst. Clerk/Deputy Water Clerk

Opening Prayer by Mayor Pro-Tem Ronald Moore

Pledge of Allegiance led by Mayor Alan Daugherty

Guests: Viki Lee, Bobby Moulds

Melrose Fire Department Report: Jeremy reported that they had 9 new member join the department at the last meeting. They plan to purchase extrication tools. They also intend to purchase additional bunker gear and Life Pack upgrades.

Approval of October 15, 2026 Minutes
Motion: Councilman James Mitchell
Second: Councilman Richard Swopes
Roll Call Vote:
Councilman Jeremy Burnett - Aye
Mayor Pro-Tem Ronald Moore- Aye
Councilman James Mitchell – Aye
Councilman Richard Swopes - Aye
Motion carried: 4-0

Discussion of legislative funding priorities. The current ICIP priorities were discussed among the group. The mayor will be in Tucumcari later in the week for Legislative Forum. The projects of focus are Baxter Park improvements and chlorination station upgrades. Councilman Mitchell suggested that we add another water source to our priority list. Former Mayor Green had tried to obtain water rights outside of town but was not successful. Mayor Daughtery mentioned that CAFB is researching other water sources. The Village Council agreed to pursue park improvements and chlorination station upgrades.

Discussion and approval or Judge appointment. Bobby J Moulds was the Municipal Judge 2 previous terms and is willing to serve the community again. He will be required to obtain some refresher training.
Councilman James Mitchell made a motion to appoint Bobby J Moulds as Municipal Judge
Second: Mayor Pro-Tem Ronald Moore
Roll Call Vote:
Councilman Jeremy Burnett - Aye
Mayor Pro-Tem Ronald Moore- Aye
Councilman James Mitchell – Aye
Councilman Richard Swopes – Aye
Motion carried: 4-0

Discussion and approval of H2O Partners HMAP recommendations. The council reviewed recommendations from H2O Partners. They recommend that the Village acquire a policy for flood coverage. The Council and

Mayor agree that historically there is no evidence to support a need for flood insurance. They would like to opt out of this recommendation. EPCOG has shown an increase concern about Cyber Attacks. The Village system is a closed system so, the threat is not concerning.

Public Comment:
Viki Lee apologized for her interjections during the meeting. She likes the ideas being discussed. Shes excited about the idea of a Fire Department open house.

Employee Reports:
Brian is on Vacation and comes back tomorrow. Last week he attended the 16th Annual NM Rural Water Association Conference in Las Cruces
She reported that last week she attended Clerks Institute in Ruidoso. Many topics were covered during the week. She shared that I n addition to trainings provided for Clerks, NMML offers trainings for the Governing Body. She highly recommended that the council members attend these trainings. MOLI Municipal Officials Leadership Institute. She provided information on the classes. She will shar when the new schedule is posted.
Jennifer reported that she submitted the 1st QTR financial reports prior to the trip to Ruidoso. They were approved today, 1 week before the deadline.
She shared that she has a meeting tomorrow with a representative from SourceWell. She hope to utilize a SourceWell contract to procure the re-furbish of the fire truck. There will be a second meeting tomorrow in regards to the City Hall bathroom remodel.
Phyllis Broeder reports that MVD has been steady.

Council Reports
Councilman Jeremy Burnett – Nothing to report

Mayor Pro-Tem Ronald Moore asked about the flag mounts for the stage. Jennifer informed him that hey are here, just need to be installed.

Councilman James Mitchell inquired about the feasibility of collecting rain water for a positive use. Potentially a pond. May have to obtain a cooperative agreement with BNSF. Possibly a lined pond to hold the water. Maybe a fishing hole. Safety is the primary concern.

Councilman Richard Swopes – Nothing to report

Mayors Report
He will be in Tucumcari ion Wednesday for EPCOG's Legislative Forum. Brownfields project visit is coming. He will contact Savanah for updates. Football and volleyball are almost over. State playoffs have started. There is a big volleyball tournament this weekend. Basketball will be here before we know it. He has heard great things about our Holiday Market event and requests for us to do it again. November there will be a Veterans program at the school. Native American Month – There is a project planned.

Mayor Pro-Tem Ronald Moore made a motion that the council enter closed session Closed Session under §10-15-1H for bonus discussion and Jennifer and Brian pay.
Roll Call Vote:
Councilman Jeremy Burnett - Aye
Mayor Pro-Tem Ronald Moore- Aye
Councilman James Mitchell – Aye
Councilman Richard Swopes – Aye
Motion carried: 4-0
The Council entered closed session at 6:07pm
The Council exited closed session at 6:36pm.
It was decided that due to recent training, Brian and Jennifer will each get a $1.00 raise. They wish to have the December 21st council meeting moved to the 14th allowing council to have the holidays out of town if they so

desire. They would like to see employee evaluations no later than the December 7th meeting and ending numbers by the 14th. With the hope of issuing checks before Christmas.

Topics for next Agenda
Set date for Village Christmas party
Tyler Technologies
Pay Rate/Training Schedules

Being no further business, the meeting was adjourned at 6:40 pm.

Respectfully submitted:

Jennifer Swopes
Clerk/Treasurer/CPO

Approved:

Alan Daugherty
Mayor
Date: 11/9/26

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