

OFFICIAL MINUTES

VILLAGE OF MELROSE

P.O. Box 235

Melrose, New Mexico 88124

The Village Council met in special session on, May 18, 2026 at 5:00pm at Melrose Village Hall.

Board members present: Ronald Moore, Richard Swopes, James Mitchell

Staff Present: Brian Fukrod – Public Works, Jennifer Swopes – Clerk/Treasurer/CPO

Absent: None

Opening Prayer by Councilman Ronald Moore

Pledge of Allegiance led by Councilman Richard Swopes

Guests: Zoe Boughan, Viki Lee

Mayor Alan Daugherty states that the Village has been accepting letters of interest for vacant council seat. Reviewed several letters. Mayor Daugherty advises that he would like to appoint Jeremy Burnett to the council. James Mitchell motioned that Jeremy Burnett be accepted as a new councilman.

Second: Ronald Moore

Roll Call

Ronald Moore- Aye

James Mitchell- Aye

Richard Swopes- Aye

Motion Carried: 3-0

James Mitchell feels that the Oath of Service should be changed to add “All State Laws”.

Melrose Fire Department Report: Jeremy says there is nothing new to report. The FD regular meeting is scheduled for 7pm tonight.

Approval of May 11, 2026 Minutes

Motion: Ronald Moore

Second: James Mitchell

Roll Call

Jeremy Burnett - Aye

Ronald Moore- Aye

James Mitchell- Aye

Richard Swopes - Aye

Motion carried: 4-0

May Alan Daugherty expressed his interest in continuing our relationship with EPCOG (Eastern Plains Council of Government). Explained some of the benefits of our continued membership.

James Mitchell made a motion to pass Resolution and Agreement approving participation in the programs of the Eastern Plains Council of Governments for Fiscal Year 2026-2027.

Second: Richard Swopes

Roll Call

Jeremy Burnett - Aye
Ronald Moore- Aye
James Mitchell- Aye
Richard Swopes - Aye
Motion carried: 4-0

Ronald Moore made a Motion that Mayor Alan Daugherty be appointed as the Village's designated representative and that Ronald Moore be appointed as the alternate representative for EPCOG.

Second: James Mitchell

Roll Call

Jeremy Burnett - Aye
Ronald Moore- Aye
James Mitchell- Aye
Richard Swopes - Aye
Motion carried: 4-0

Discussion of Bonus Pay Provisions.

Mayor Alan Daugherty stated that we are allowed to provide employees with the bonus. We need to set clear guidelines and evaluation policies surrounding the bonus. All personnel need to be made aware of the criteria and the amounts of the bonuses. The framework for the evaluation process is in the design stage. Jennifer informed the council that she will have a document for review at next meeting. The mayor reiterated that he wants all information available to employees so they know what is expected and what is available. Mayor and the council will have the ultimate say in evaluations and bonus award amounts for the purpose of insulating supervisors. Jennifer asked who would ultimately be responsible for performing the evaluations. Performance evaluations job description based. The mayor expressed desire to have this ready for approval at the next council meeting. The mayor responded that it would need to be Brian, Jennifer and himself. James Mitchell expressed need for personnel to get all available trainings/certifications that benefit the village. He thinks that this should be used as part of the evaluation process. The mayor wants to see provisions accommodating employee ability to work together with each other and the community. Ronald Moore mentioned that part-time employees were not part of the provisions spreadsheet. Part-Time employees will be included in the bonus provisions. Temporary employees will not receive bonuses. Richard Swopes recommended that the frequency (annually or bi-annual) be left to the employees. Mayor Alan Daugherty said that we should have this policy handled and ready for approval by second meeting in June. This topic will be discussed again at the next council meeting. As Jennifer creates an evaluation form the document will be emailed to the council for their comment and adjustments.

Discussion of FY 2026-27 budget.

Jennifer reports that the Interim budget is underway. She presented a rough draft to the council. This budget still requires income adjustments. Brian added that he has asked for an additional \$20,000.00 for a used backhoe. Brian added that any money that he asks for is always budgeted high so there is not a budget windfall. Richard asked about the sound system that is listed in the budget. Jennifer believes that this is an expenditure for the park, but is unsure. She will get with Rachelle for clarification.

Public Comment

Viki Lee asked about information regarding the Curry County meeting in Clovis about the Melrose Medical Clinic. Wanted to know if there has been a lot of interest and wanted to know if the Village would be offering transportation to those who are interested in attending. The mayor advised that the Village is not capable or offering ride services. We are not insured for that. Jennifer suggested that Viki contact Amy at the Senior Citizen Center. They not only have a vehicle for offering rides, they are also insured for it.

Zoe Boughan informed the council that her juice was empty.

Employee Reports:

Brian Fulkrod of Public Works reports that he was able to track down some of the original documents pertaining to the Solid Waste Certification. He has located the original operations plan for the Village and admits that it will require several updates. He has obtained necessary measurements. The state will require a scale drawing, he is confident that he will be able to prepare the drawing. He contacted the Solid Waste Bureau; the name of the agency has been changed. It is now the Resource Recovery Division. He has reached out in reference to the moving of our convenience center to the transfer station. Optimistic that we will get to spend the money on the project and not studies. Mayor is crossing his fingers that a simple move of the dumpsters will still happen. Jim Mitchell asked if Brian had access to a CAD program to assist with the drawings. Brian replied no, but doesn't think he'll know how to use it, but willing to learn.

SERTPO meeting is Wednesday. He will give his presentation, that along with his self-grading sheet will aid the state committee in awarding funds to various state agencies. Will have an answer by September.

Brian reported that his crew fixed the road at the dump and fixed the road to east of the dumpsters, laid down some more caliche. They fixed a couple water leaks. They have started on the mowing and prep at the cemetery and will have it ready for Monday (Memorial Day). The mayor inquired about the missing bench at the cemetery, Brian replied that he has not seen it and is still unaware of its location.

Brian reports that Sam Garcia is at Waste Water School this week.

Brian reports that the HMAP first round documents are due Thursday.

Jennifer Swopes of Finance reports that MVD has been steady and busy. She received her CPO certificate on Tuesday of last week and has registered as the Chief Procurement Officer for the Village of Melrose on the State Purchasing Division website. We are still waiting on Phyllis' certificate.

Griego and Sons will be here tomorrow to continue work on the stage at the park. Amanda and Jennifer are gearing up for the final processes for this piece of the improvements at Baxter Park. The QOL grant funding reverses at the end of June. Griego has assured her that they will have everything handled in time.

Jennifer reports that the Interim budget is due May 31. She and Deaun have a meeting planned later in the week to fine tune the numbers.

She reports that is still reading and learning more everyday. She intends to start work on Notary Commission in the coming days.

Council Reports

Jeremy Burnett – Nothing to report.

Ronald Moore – Nothing to report.

James Mitchell – Nothing to report.

Richard Swopes – Nothing to report.

Mayors Report

The mayor reports that it has been brought to his attention that the Employee Handbook and Policies are in need or review and updating. Added that it needs to be a living document. Needs to include job titles with clear job descriptions.

The mayor reports that grants including the Bulk Water grant, are going smoothly. City Hall and Police improvements will begin soon.

The mayor reports that Curry County is having a meeting in regards to the Melrose Medical Clinic and representatives from the company hoping to take over will be on-site to answer any questions.

Mayor advises that research has been completed on the park on the east side of City Hall. He wants to look into removing dead trees and replanting accordingly. He wants to see about a watering system. Possible add picnic tables for employees.

The mayor reports that finals start tomorrow at the high school.

The mayor hope that we can utilize some Public Works funds to hire temporary employees to assist with summer mowing needs.

The mayor advises that we need to contact the NMML about the Lacy/Judge situation.

Topics for next Agenda

Employee handbook/policies

FY 2026-27 Budget
Discussion of Village Judge
Employee evaluations and bonuses

Being no further business, Mayor Daugherty entertains a motion to adjourn

Motion: James Mitchell

Second: Richard Swopes

Roll Call

James Mitchell- Aye

Ronald Moore- Aye

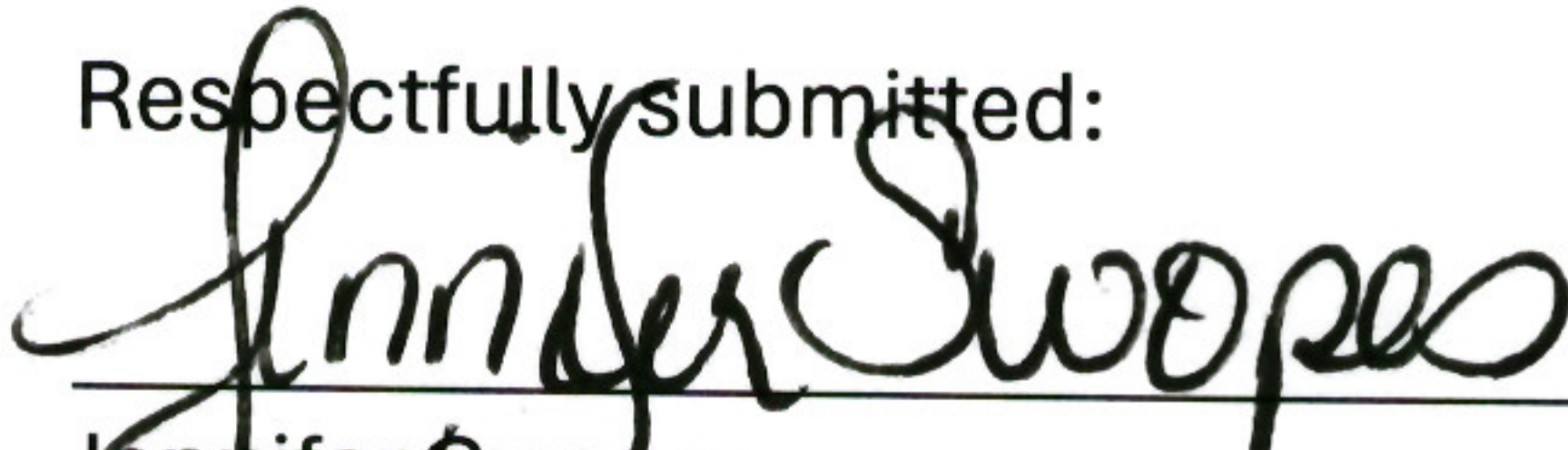
Richard Swopes- Aye

Jeremy Burnett - Aye

Motion Carried: 4-0

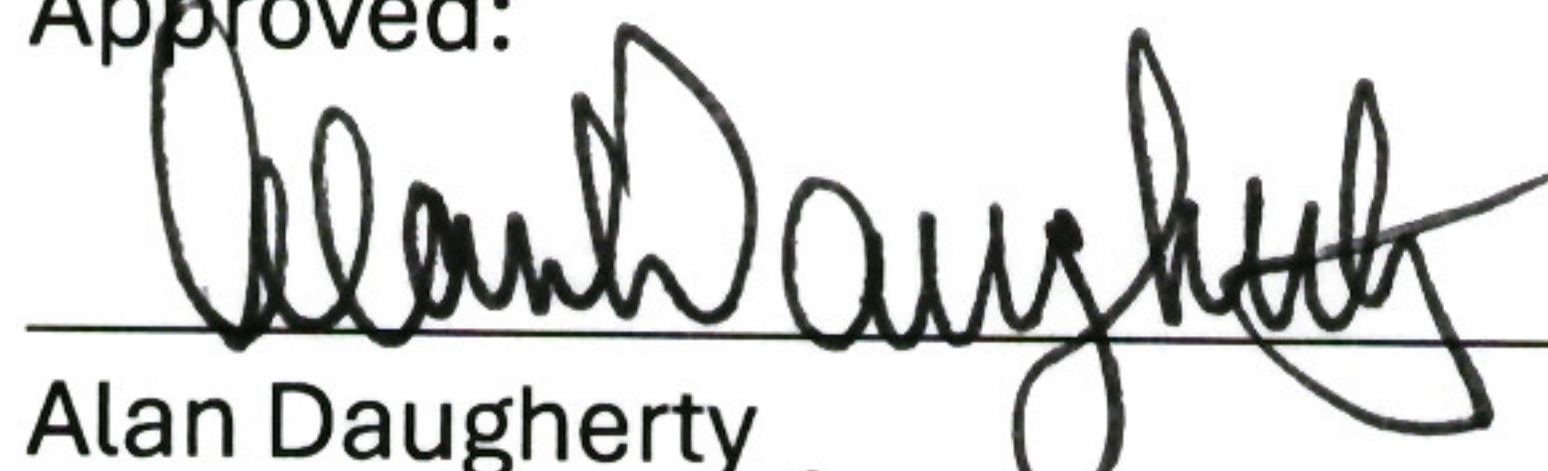
Being no further business, the meeting was adjourned at 5:49 pm.

Respectfully submitted:



Jennifer Swopes
Clerk/Treasurer/CPO

Approved:



Alan Daugherty
Mayor
Date: 6/10/26

