

OFFICIAL MINUTES

VILLAGE OF MELROSE

P.O. Box 235

Melrose, New Mexico 88124

The Village Council met in regular session on, June 22, 2026 at 5:00pm at Melrose Village Hall.

Mayor Alan Daugherty called the meeting to order.

Board members present: Ronald Moore, Richard Swopes, Jeremy Burnett, James Mitchell (arrived at 5:20pm)

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

Absent: None

Opening Prayer by Mayor Pro-Tem Ronald Moore

Pledge of Allegiance led by Councilman Jeremy Burnett

Guests: Amanda Vineyard

Melrose Fire Department Report: Jeremy Burnett had nothing new to report. The Mayor interjected and added information he obtained when he visited with the Fire Marshall. The Marshall was impressed with the MFD

Approval of June 8, 2026 Minutes

Motion: Ronald Moore

Second: Richard Swopes

Roll Call

Jeremy Burnett - Aye

Ronald Moore- Aye

Richard Swopes - Aye

Motion carried: 3-0

Time Capsule Burial Discussion, there have been several recommendations. Brian said that using the old brick building at the cemetery would be a great burial location. Ronald Moore made a motion that the time capsule be maintained/buried at the old brick building at the cemetery.

Second: Richard Swopes

Roll Call Vote:

Jeremy Burnett – Aye

Ronald Moore – Aye

Richard Swopes – Aye

Motion Carried – 3-0

Discussion of Council annual action plan FY 2026-27

The mayor said that cleaning up the town and ridding the town of abandoned buildings is a priority. Asset management plan creation. At the recent MOLI, the mayor found out that a lot of money is being sent into water and waste water funding. The mayor asked if we were going to need another well. Ronald Moore asked for improvements to curbs and sidewalks around town. Brian added that funding can be applied for to assist with designing and planning the roads including curbs and sidewalks in Melrose.

James Mitchell arrived at 5:20pm

The mayor updated him on what he missed. The need for a police officer for the Village. There is a grant available for hiring an officer. The grant works to allow to pay an officer. The state pays more at first till in the end the Village is 100% funding the officer. James Mitchel asked for a community gym or community center.

The idea of using an existing building instead of new construction. This could help with the vacant building problem within the Village. City Hall/Police Upgrades - Asbestos removal grants could help with the expense but need to be accounted for. The mayor asked about our water storage facilities and the need for a new tower.

Discussion and request for approval of LEPF expenditures. Jennifer requested the council approved the purchase of a new copier for City Hall and shotguns for the Curry County Sheriff's Department. Jeremy Burnett made a motion that we use the remaining LEPF funds to purchase the copier and shotguns.

Second: James Mitchell

Roll Call Vote:

Jeremy Burnett – Aye

Ronald Moore – Aye

James Mitchell – Aye

Richard Swopes – Aye

Motion Carried – 4-0

Discussion of police officer recruitment the mayor contacted Combined Law Enforcement Agency of Texas. He contacted them and asked that an ad be placed in their newsletter. The cost is \$800. The mayor wants to look for another source. James Mitchell asked if we could maybe use our own Facebook page. COPS hiring program, new grant possibility on July 7th that the mayor will attend. Application deadline is July 29th.

Approval of Resolution Number 2026-05 – Budget Adjustment

Jennifer Swopes explained the need for the adjustment. The process for grant reimbursement was explained to the council.

Motion: James Mitchell

Second: Ronald Moore

Roll Call Vote:

Jeremy Burnett – Aye

Ronald Moore – Aye

James Mitchell – Aye

Richard Swopes – Aye

Motion Carried – 4-0

Approval of Resolution Number 20026-06 – FY 2026-27 Budget

The topic has been tabled for a July 2026 meeting.

Approval of Resolution Number 2026-07 2028-32 ICIP

Motion: James Mitchell

Second: Richard Swopes

Roll Call Vote:

Jeremy Burnett – Aye

Ronald Moore – Aye

James Mitchell – Aye

Richard Swopes – Aye

Motion Carried – 4-0

Approval of Resolution Number 2026-07 2028-32 Senior Center ICIP. There are several discrepancies and issues with this ICIP. The order/priority is an issue for the council. This approval of this resolution has been was tabled for later in the meeting.

Public Comment

Amanda Vineyard – Nothing

Mayoral Report Part I – The old Quay School. Quay county doesn't want it anymore. It is in an incorporated area. He wants to contact the Village of House to possibly save the building and possibly make it a functional building for events. This is in order to prevent the building from being torn down. There are roughly 20 people that wasn't to save it. He is hoping to find a home within government to save the building by use of grant

funding. Wanted to hear the councils feeling about the proposal. Jennifer is to call

Employee Reports:

Brian Fulkrod of Public Works reports that work at the park is ongoing and getting close to complete. If there are problems with the plumbing in the dog park, he will handle it. Brian provided his list of training for his department. He added that it is not a complete list, but these training should be obtained by employees in his department.

Jennifer reports that the Village SAMs account that was in active is in review. Last week she attended OMA and IPRA training. As a result, the Village IPRA policy is now on our website and in the office. Registered for Advanced Purchasing class in November. She has reached out to the Secretary of State to get Notary Commission renewed.

The Senior Center freezer is still a problem. The freezer was too large all the way around. There has been speculation as to the fault of the incorrect freezer. The blame lands on Amy not City Hall. Jennifer is still working with the Vendor and the Manufacturer to get a freezer that will fit. The refund and return is still a work in progress. She will have to contact DFA to determine what needs to be done where the Grant funds are concerned. The Senior Center will be responsible for the return freight and the original freight. They will also be responsible for the concrete pad extension as well. MVD has been busy too.

Mayors Report

The mayor reports that he intends to attend meetings. In particular meetings on addressing vacant buildings. Hoping this will assist with cleaning up some properties in the Village. There is money available to assist with the planning process of evaluation of the vacant buildings in the Village. Community Bridges will be here July 13th meeting. Tractor took out a speed sensor on Brownhorn. Brian said they may have parts available to get it back in operation. Unable to determine who was at fault. Will be looking into the requirements for utilizing youth to assist with mowing around town/ballpark. Still looking for donated materials

Need to address aggressive animals in town. Angel and Rene's animals being the chief complaints received. He has asked other municipalities about how they handle their housing authorities looking for ideas on how to handle ours.

Funding available for Body Cams, not just police but also for Public Works to. Could be utilized by FD and City Hall as well. Next Election will include Jeremy Burnett, Richard Swopes and Alan Daugherty for confirmation. We need to ensure that MSDS information is posted. SAM.gov is working on an ap on phones that send notifications. Funding for logistics purchases like generators or porta-potty's. Could use 2 for the wells. Need to complete a Community Survey. Not hazards around town, Example, chemicals in school lab. Fire Department needs to have school "faab" for access to the School if needed. Public Information Officer for public comment, not council or mayor.

Council Reports

Jeremy Burnett – Nothing to report.

Ronald Moore – Nothing to report.

James Mitchell – Nothing to report.

Richard Swopes – Nothing to report.

Ron made a motion that the council enter closed session per §10-15-1H to discuss limited personnel matters - individual provisions/evaluation performance ratings.

Second: James Mitchell

Roll Call:

Jeremy Burnett – Aye

Ronald Moore – Aye

James Mitchell – Aye

Richard Swopes – Aye

The council entered closed session at 6:41pm

Mayor Alan Daugherty states that it is now 7:05pm and the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Action Resulting from Executive Session §10-15-1H, discuss limited personnel matters - individual provisions/evaluation performance ratings is the creation of a chart for the means of measuring performance and adding weighted value to those evaluations. There will be 4 evaluations a year that will be used to determine retainment bonus value for each employee. The bonus can be paid in 2 payments or 1 lump sum payment. This decision will be left to the employees.

Approval of Resolution Number 2026-07 with amendment, 2028-32 Senior Center ICIP.

Motion: James Mitchell

Second: Richard Swopes

Roll Call Vote:

Jeremy Burnett – Aye

Ronald Moore – Aye

James Mitchell – Aye

Richard Swopes – Aye

Motion Carried – 4-0

Topics for next Agenda

FY 2026-27 Budget

Employee Policies and Procedures

Community Bridges presentation

Being no further business the mayor will entertain a motion to adjourn.

Motion: Ronald Moore

Second: James Mitchell

Roll Call

James Mitchell- Aye

Ronald Moore - Aye

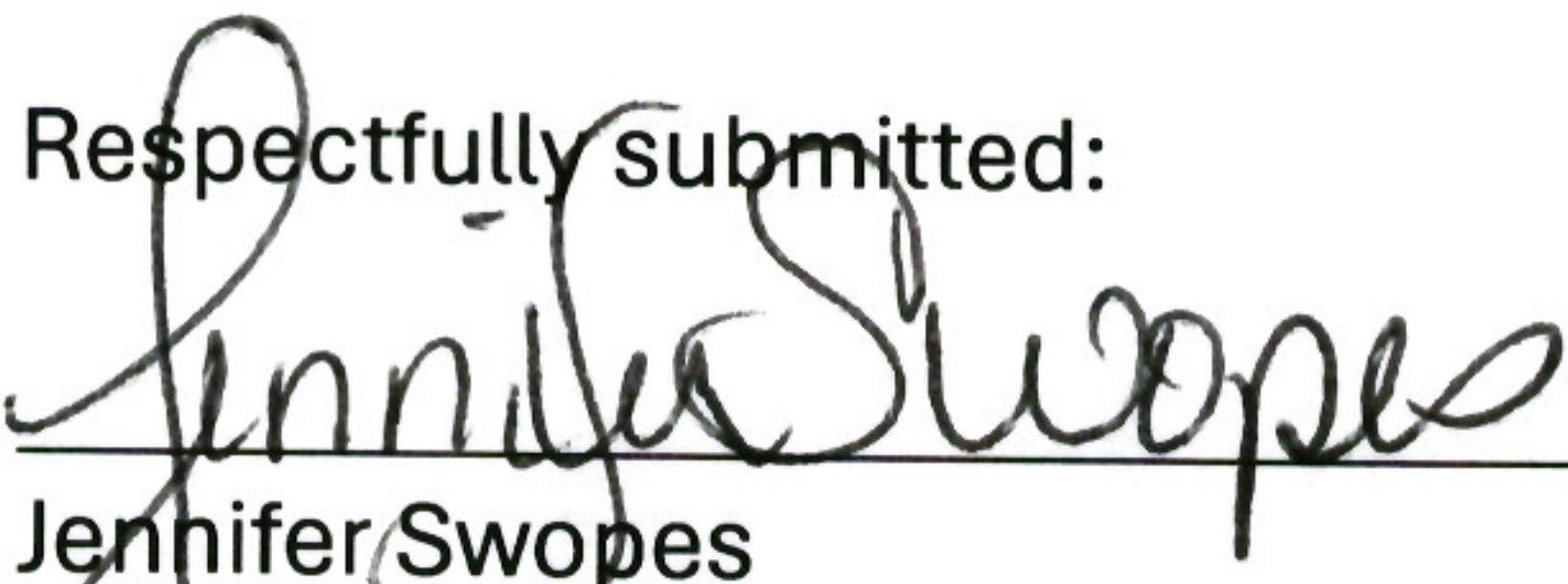
Richard Swopes- Aye

Jeremy Burnett - Aye

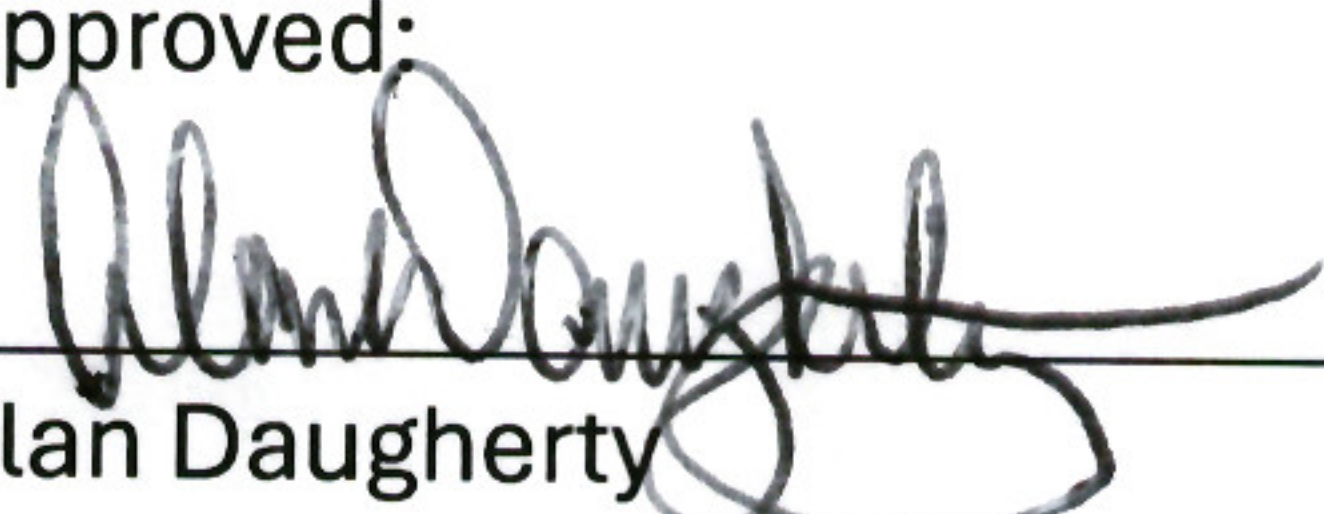
Motion Carried: 4-0

Being no further business, the meeting was adjourned at 7:10 pm.

Respectfully submitted:


Jennifer Swopes
Clerk/Treasurer/CPO

Approved:


Alan Daugherty
Mayor
Date: 7/13/26

