

OFFICIAL MINUTES

VILLAGE OF MELROSE

P.O. Box 235

Melrose, New Mexico 88124

The Village Council met in regular session on, June 8, 2026 at 5:00pm at Melrose Village Hall.

Mayor Pro-Tem Ronald Moore called the meeting to order.

Board members present: Ronald Moore, Richard Swopes, Jeremy Burnett, James Mitchell (via telephone)
Mayor, Alan Daugherty (via telephone)

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

Absent: None

Opening Prayer by Mayor Pro-Tem Ronald Moore

Pledge of Allegiance led by Mayor Pro-Tem Ronald Moore

Guests: Mark Latham, Sr., Viki Lee, Kay Frazier, Regina Garcia

Melrose Fire Department Report: Jeremy Burnett reports that members of the Fire Department will be attending Wildland 191 Fire Class June 28-29th and June 12 – department will have final Fire Marshall inspection.

Approval of May 18, 2026 Minutes

Motion: James Mitchell

Second: Richard Swopes

Roll Call

Jeremy Burnett - Aye

James Mitchell- Aye

Richard Swopes - Aye

Motion carried: 3-0

Mayor Alan Daugherty addressed the council with a request from village youth. They have asked for a volleyball court within the improvements at Baxter Park. They are hoping to have a 3 on 3 volleyball tournament for Old Timers Day 2026. The mayor is confident that the majority of the project can be handled via donations. Leaving no or low cost to the Village. Local farmers to bring in tractors for the dirt work. Possibility of a net donation from the high school. The intention is to put this court on the north end of the park, just north of the ball field. The Mayor has full support of the council and will move forward with the project.

Discussion of Village Judge – It is still uncertain when we will have a Judge. Concerns raised about the possibility of an election sign at the cemetery. Lacey cannot be the Judge while not residing in Melrose. It is agreed that her relocation outside of Melrose justifies a resignation of her post. We do not have Code Enforcement officer either. The mayor interjected that he spoke with a gentleman in Tucumcari who mentioned changes to requirements for code enforcement officer making it easier to fill that position. Added that he may have an interested party from Tucumcari willing to help out in that role periodically.

James Mitchell added that instead of Code Enforcement, we need a police officer. Added that we should recruit retired officers from Texas. The mayor said that he would investigate the possibilities.

Discussion of Employee policies and procedures.

Jennifer Swopes reported that she has gone through the first 8 sections. 2 more to review. Once completed the document will be emailed to the Council for review. A section was added to "Employee Benefits" for Employee Retainment Bonus. Those details to be determined by the council at a later date. She recommended that the final document should be reviewed by an attorney. With our recent swap in insurance we will have legal services available.

Discussion of Bonus Pay Provisions.

Jennifer Swopes explained the spreadsheet she supplied with anticipated cost of this bonus if given at full value. She also explained the sample evaluation document she created in association with the bonus. She expressed her need for the policy details and input on the evaluation form itself. She inquired as to the weighted values of preformation portion of the evaluation. What will be the training requirements. James Mitchell thinks that all Public Works personnel pass Water I and II. James asked that Brian generate a list of trainings that his department would need to complete. Ronald Moore requested a closed session for the next meeting to discuss this further. The mayor requested existing performance worksheets from members of the council.

Approval FY 2026-27 Holiday List.

Roll Call Vote

Jeremy Burnett - Aye

James Mitchell- Aye

Richard Swopes - Aye

Motion carried: 3-0

Discussion of Melrose Housing Authority

Mayor Alan Daugherty reported the need for a new board for the Authority. Recommends that Village Council stay clear from management but that the Council should form a committee to take over control fo the Melrose Housing Authority. The hope of the Mayor is that council members recommend people that they think would be interested in being a part of a good working committee. James Mitchell asked if there was compensation for being on the Housing Board. The mayor was unsure of the answer.

Discussion of Council annual action plan FY 2026-27

Jennifer addressed the council to inform them that this agenda item was added at the recommendation of our Grants Consultant. James Mitchell asked for a gym/weight room for the community. Alan Daugherty interjected that the school, in the past, has allowed adult use of the weight room at the school.

Discussion of FY 2026-27 budget.

Jennifer reports that the Interim budget is was approved by DFA. James Mitchell asked that \$60,000 be added to the budget for a Police Officer. She asked that any modifications of additions be submitted to her asap. Budget due June 30th.

Public Comment

Kay Frzier – Nothing

Mark Latham – Melrose 250 Celebration Committee

Mark reports that the Melrose 250 Celebration may include Honor guard and a fly-over from CAFB. He is 90% sure that we will have both. Added that if we haven't gotten the funds for the volleyball court that we could ask for donations during this event. He mentioned the need for a location for the Time Capsule. A few recommendations have been made. It will be in a 10' casing. This item will be added to the Agenda for the June 22nd meeting for further discussion and planning.

Regina Garcia

Interested in why we want to hire a police officer as opposed to code enforcement. Who would determine the hours for a police officer. How does someone get an officer currently? Inquired about the cost of an Attorney thru NMML and NMSIF. Inquired as to why the council is concerned about the Melrose Housing Authority. She added that she does use the exercise equipment at the Senior Center. She feels that others don't utilize the center because they don't know what services are offered by the center.

Viki Lee – Nothing

Patsy Grider – Nothing

Employee Reports:

Brian Fulkrod of Public Works reports that they are behind. They have 3 active leaks. Mowing is ongoing and getting done. Almost done. Training is ongoing, a training in July, discussing water rights. It should put him in position for what's coming. CJ to start waste water certifications. Sam is working on water II. Neal is stepping down from his full time position and interested in staying on as a part-time employee through the end of July/August. Ron inquired asked about cutting some limbs next to city hall. The shoots will be removed and charged to land owner. Brian apologized about the state of park next to city hall. He trimmed trees today and due to equipment problems was unable to finish the clean up but will get it done asap.

Jennifer reports that Phyllis was really busy last week with MVD. The submitted Interim budget was approved by DFA. The final budget is due June 30, 2026. There is still some LEPF funds to spend but she is working with Curry County Sheriffs Department to spend the funds before the deadline.

She reports that our new DFA grants manager is not responsive and slowed progress on some of our grants. She is optimistic that it will be rectified next week.

Jennifer reports that last week Amanda and herself participated in a CDBG grant workshop.

Ron Romero/Altitude and company will be here tomorrow to start setting up the playground equipment at the park.

Phyllis has not yet received her CPO certificate. Jennifer contacted the state today and has not received a response yet.

Amanda and Jennifer had a meeting with Amy Bassford in regards to ICIP's for the Village and Senior Center. Both documents and resolutions for approval will be ready for June 22nd meeting.

Lastly Jennifer reports that she had a training call with Bailey Terry from Willoughby and Willoughby on AMS. She hopes to have the software up and running in time for next pay cycle. In the coming weeks she hopes to get her Notary Commission take care of.

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 he intends to attend meetings. In particular meetings on addressing vacant buildings. Hoping this will assist with cleaning up some properties in the Village. Will be looking into the requirements for utilizing youth to assist with mowing around town/ballpark.

Topics for next Agenda

Time capsule burial location

Discussion of Police Office

Council FY 2026-27 Action Plan

Closed Session

Being no further business, Councilman Ronald Moore entertains a motion to adjourn

Motion: James Mitchell

Second: Richard Swopes

Roll Call

James Mitchell- Aye

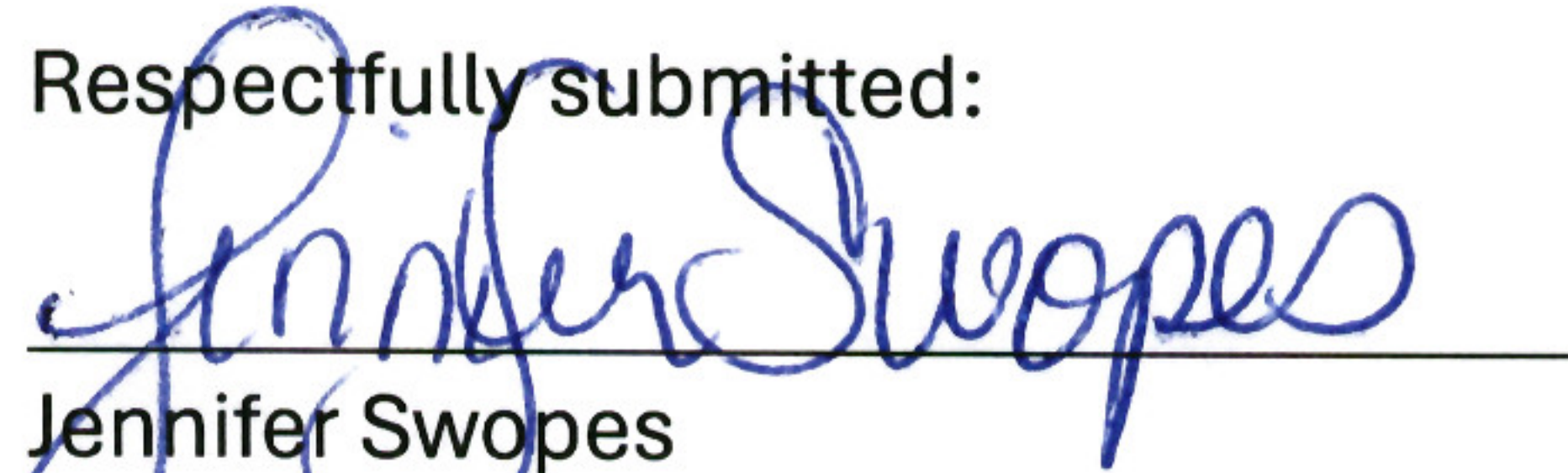
Richard Swopes- Aye

Jeremy Burnett - Aye

Motion Carried: 3-0

Being no further business, the meeting was adjourned at 5:54 pm.

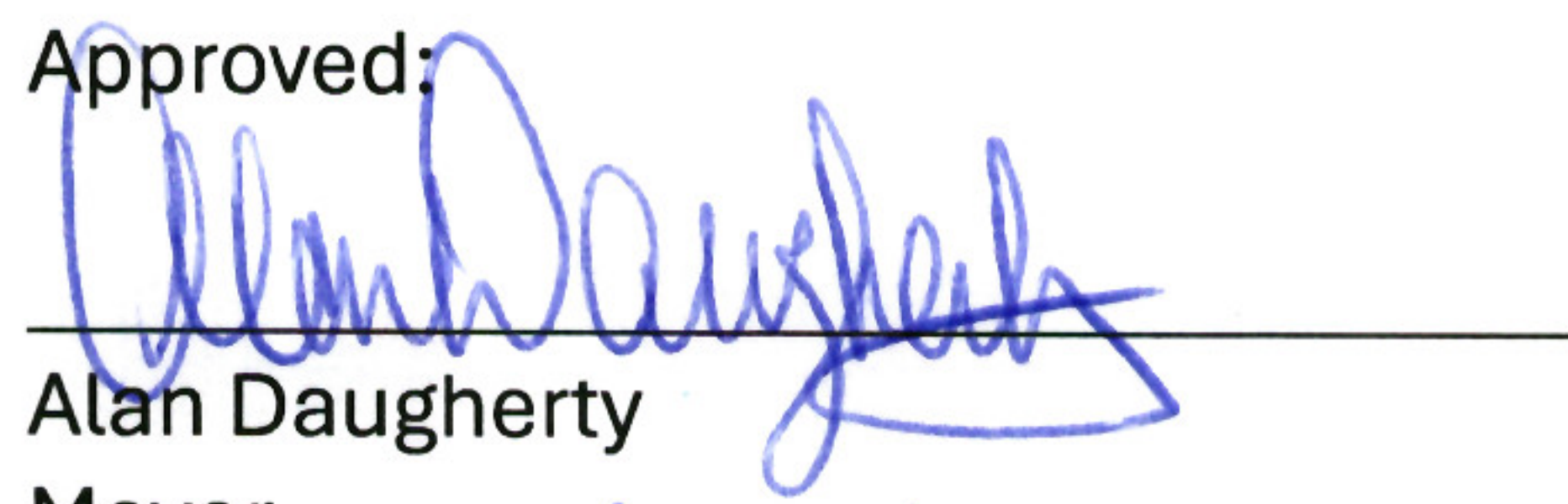
Respectfully submitted:



Jennifer Swopes

Clerk/Treasurer/CPO

Approved:



Alan Daugherty

Mayor

Date: 6/22/26