OFFICIAL MINUTES

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

The Village Council met in regular session on, October 15, 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, Brian Fulkrod – Public Works Director, Amanda Vineyard – Asst. Clerk/Deputy Water Clerk

Opening Prayer by Mayor Pro-Tem Ronald Moore

Pledge of Allegiance led by Councilman James Mitchell

Guests: Sheriff Mike Brocket, Zoe Boughan

Melrose Fire Department Report: Jeremy had nothing new to report. Mayor Alan Daugherty asked about the procurement of the refurbish of a fire truck. Jennifer state that the procurement will not have to be a sole source procurement. She intends to utilize an existing Sourcewell contract.

Approval of September 28, 2026 Minutes
Motion: Mayor Pro-Tem Ronald Moore
Second: Councilman James Mitchell
Roll Call Vote:
Councilman Jeremy Burnett - Aye
Mayor Pro-Tem Ronald Moore- Aye
Councilman James Mitchell – Aye

Motion carried: 3-0

Discussion of legislative funding priorities. The council anticipates the moving of the dumpsters from town to transfer station could take maybe a year or more to complete. There are still environmental studies that will have to be completed. The splash pad project appears to be funded with a federal and state grant. Have not heard if we will be awarded the federal funds. The street repairs are on the ICIP and have been funded with a TPF grant. Brian was asked for his input and he feels that a new chlorination station is needed. There are issues with the concrete/asbestos pipes. Needs to be moved. The last leak resulted in them almost emptying the water tower before actually locating the source of the leak. The chlorination station is on the Village ICIP. The land where it is located has a new owner. If we build a new building we would need a new agreement with the current land owner. If they do not want to enter into an agreement, we can use imminent domain as means of acquiring the space for the station. Existing water lines all run to this building and location so moving the building to another location would not be feasible.

Councilman Richard Swopes joined the meeting telephonically at 5:40pm. Mayor Daugherty gave a brief update on the discussion. Amanda explained the details for the LWCF funding process. The public bathrooms at the park/pool building remain closed. We are hoping to fix and reopen bathrooms but vandalism is a major concern. Councilman James Mitchell would like to see cameras and security system at the pool building and bathrooms to try to alleviate the vandalism problem. The City Hall remodel (bathrooms) is in the works, but Mayor Daugherty would like to see modifications to the back police station so officers from Curry /County and hopefully our own officer can utilize the space. The council requested copies of our current ICIP priorities. Amanda presented copies to the council. Jennifer emailed a copy to Councilman Richard Swopes.

Jennifer of Finance was asked what she feels needs to be funded. She expressed Amy Bassford's desire to get money for the park. Any money that can be added to the park project is an advantage.
The mayor will attend a meeting presented by EPCOG to assist with the legislative funding requests. We will have another council meeting before the mayor attends the EPCOG meeting.

Public Comment:
Sheriff Brocket – Mr. Brocket stated that the Sheriffs department has been very busy. They have a lot of cases currently. He shared literature on a trailer system that can help with traffic control. Specifically, speeding. It has the capability of recording license plates. There is a rent/lease program or you can buy the system outright. He shared that the school has had 2 and sometimes 3 resource officers. The school has requested that they patrol the community. Brian asked that the Sheriff have a patrol on Brownhorn to slow the speeders. Speeding on Brownhorn is a problem that he would like to see addressed. Mayor Daugherty added the Village is adopting the county animal control ordinance with some modifications to the verbiage so that it covers the Village of Melrose.
Zoe Boughan – Nothing

Employee Reports:
Brian Fulkrod of Public Works reports that the shade structures for the benches at the playground have been installed. All they are lacking is some decorative trim. Next week his crew will be working on potholes and road repairs. They have had several unexpected leaks. Next week he is Las Cruces for the 16th Annual NM Rural Water Fall Conference. The attempted recruitment of Brian by the Village of Fort Sumner was briefly discussed. The fact that other communities are interested in him shows that he is doing a great job. He has talked with the Mayor of Fort Sumner and will spread the word at the conference that they are looking for a Public Works Director. This will get him needed training credit hours. He feels this may be a better source of training and the cost is lower. He will gage the level of training against the other and make a determination on which way to go for future employee training.
Jennifer Swopes of Finance reports the Village has received a Notice of Claim in regards to the MVA August 11, 2026 that resulted in the death of one of the occupants of one of the vehicles. The claim states that the Village neglected to maintain the intersection of US 60/84 and CRAN. This intersection is not within the village and we are not responsible for maintaining that intersection. This claim was forwarded to NMSIF attorneys for review. A statement from our attorney has been sent to the claimants attorney.
We went to SERTPO in Tatum, I met the personnel I needed to. The necessary paperwork to work the TPF grant will be sent to me soon.
The Fill station project has some specific inspection requirements I requested that the Full-time construction inspection requirement on the project be waived to part-time. I also asked if Brian's certifications were sufficient for him to perform the inspections. I received word today that Brian has been approved to perform the required construction inspections on the bulk water project. This will save the Village approximately $10-12k. It was discussed that Brian receive a bonus, but that is not feasible. An increase in salary is legal but not a bonus.
Next week Jennifer is in Ruidoso for Clerk School. This will get her the certification of Municipal Clerk. When asked by Mayor Daugherty she added that she is not longer a probationary employee. October 8th was her 6 months.
The senior center freezer – She has received word that her application for emergency funding to retrofit the senior center building has been approved and the contractor has been notified. She expects construction to begin soon, weather permitting.
MVD was closed for 3 days last week and she has been very busy this week. Jennifer has entered information for FY 2026-27 1st quarter report. The report will be submitted tomorrow. With her gone to clerk school the hope is that if there is a problem with the report it can be addressed during the last week of the month prior to the due date of October 31.
The Christmas fund raiser raised $565

Council Reports
Councilman Richard Swopes – Nothing to report

Councilman Jeremy Burnett – Nothing to report

Mayor Pro-Tem Ronald Moore has items for next agenda

Councilman James Mitchell – asked for the Sheriff to elaborate on the trailers for speed control.. Renting/leasing is roughly $3k annually. Ownership can be up to 30k.

Mayors Report
Happy that NMSIF has handled our claim. Thankful for the legal services is helpful. He will be at the legislative forum in Tucumcari on October 28th. Things he will discuss for the Village. He will also talk about the School and the proposals for it. There was a meeting this last week. The engineer reports that repairs the services that need to be addressed would be roughly 29M. If we teardown and rebuild 75M. There are more details with Mr. Stacy. Mayor Daugherty is interested in preserving the historic as portion of the building. There would be a tax increase associated with the project. Concerned with the fact that new construction only lasts 35 years. Councilman Mitchell would like to see the Village take over the old gym for the community.

Topics for next Agenda
Closed Session for employee matters
Re-hiring Bob Moulds as Municipal Judge

Being no further business, the meeting was adjourned at 6:15 pm.

Respectfully submitted:

Jennifer Swopes
Clerk/Treasurer/CPO

Approved:

Alan Daugherty
Mayor
Date: 10/26/26

VILLAGE OF MELROSE, NEW MEXICO SEAL