

OFFICIAL MINUTES

VILLAGE OF MELROSE

P.O. Box 235

Melrose, New Mexico 88124

The Village Council met in regular session on, July 13, 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

Absent: None

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

Opening Prayer by Mayor Pro-Tem Ronald Moore

Pledge of Allegiance led by Councilman Jeremy Burnett

Guests: Rob Neely – Community Bridges, Brett Sturgeon – Community Bridges, Damien LaRoque – Community Bridges, Sandra Dies, Joe Bright, Regina Garcia, Savannah Richards – New Mexico Environment Department, Viki Lee, Bethany Bizozowske - Horizons

Melrose Fire Department Report: Jeremy Burnett had nothing new to report. The Mayor informed Jeremy that he has spoke with the school and will be getting the Fire Department fobs for the school so that they can access the building easily in an emergency. 4 fobs total.

Approval of June 22, 2026 Minutes

Motion: James Mitchell

Second: Ronald Moore

Roll Call

Jeremy Burnett - Aye

Ronald Moore- Aye

Richard Swopes – Aye

James Mitchell - Aye

Motion carried: 4-0

Approval of Capital asset inventory

This item was tabled for July 27, 2026 meeting.

Community Bridges Presentation – Melrose Clinic (Rob Neely, Brett Sturgeon and Damien LaRoque)

Community Bridges is a non-profit that started in 1980's in Arizona. They now serve Arizona and 5 states plus Washington DC. Their mission is to maintain the dignity of human life with positive change in the communities they share.

Services provided include primary health care for adults and adolescents, seasonal immunizations athletic physicals, counseling and organization of care.

Hours of operation 8am-5pm Case manager, counselor, nurse practitioner. There will be an afterhours number available. This will allow medical advice, if an appointment is needed, the information will be forwarded to the appropriate staff.

The goal is to provide fast care instead of waiting for care. Financial stability – Start small with primary care. They will also offer telehealth services. Initially, they will start with 5 hours. If those appointments fill, they will add more hours.

They will accept insurance and Tri-care. Sandra Dies asked if they would be willing to speak to other groups, i.e. Melrose Senior Center.

The services can be utilized from the comfort of your own home. (Microsoft Teams)

Currently going thru the licensing process, hoping to open at the end of September. The mayor added that they would love it if the staff lived in Melrose.

James Mitchel inquired about them bringing people in for counseling and them running a muck in Melrose. Rob Neely said they would not be “Brining” people in from outside the community for services. People will come for appointment, receive their care and then leave back to home. Nobody will be “left” in Melrose to run the streets. 90% of services provided will be appointment based.

Mayor Daugherty stated that having the building occupied is a good thing and thanked them for being here.

New Mexico Environment Department – Savannah Richards The Brownfields Program

This program provides financial assistance for environmental testing of property, buildings or land. They can test groundwater and soil. They can assist with asbestos and lead paint testing. With the upcoming improvement to City Hall this testing can help keep the grant money going toward the project not the required testing. Provides technical assistance for community development. Funding available to those within EPCOG. That includes the Village of Melrose. They work all across the state. First, we will start with City Hall, then in the future work Main Street.

Discussion and approval of Senior Center freezer purchase.

The mayor gave the background associated with the freezer and the need to use Village funds to purchase another freezer until such time we have been reimbursed by the vendor/manufacturer.

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

Discussion and approval of employee retention bonus evaluation provisions. Clerk Swopes provided the council with two version. One is points based, the other percentage based. The council reviewed both versions. James Mitchell made a motion that the percentage-based version be the version and means of evaluation for the employee retention bonus.

Second: Richard Swopes

Roll Call Vote:

Jeremy Burnett – Aye

Ronald Moore – Aye

Richard Swopes – Aye

James Mitchell - Aye

Motion Carried – 4-0

Discus the hiring of a police officer

Pursuing the COPs Hiring Grant. This grant will assist in paying the salary of an officer. We will have a ¼ match. At the end of the 4-year term we will be paying 100% of the salary. Mayor Daugherty is trying to ascertain if we qualify for this grant. If we can verify if we qualify, we will have to have the grant consultant involved. This will increase the consulting budget.

Mayor Daugherty paused to inform guests that if they want to hit the Community Bridges table, feel free to do so.

Approval of Resolution No 2026-09 FY 2025-26 Final Quarter Report

This item was tabled for July 27, 2026 meeting.

Approval of Resolution No 2026-06 FY 2026-2027 Budget

This item was tabled for July 27, 2026 meeting.

Public Comment

Sandra Dies – Nothing

Joe Bright – Nothing

Regina Garcia – Nothing

Viki Lee – Nothing

Bethany Bizozowske

Employee Reports:

Brian Fulkrod of Public Works is on Vacation.

Phyllis Broeder – Melrose Water System – Consumer Confidence Report

Mrs. Broeder confirmed that the report has been sent out to residents, added that the report was accepted and approved by the state.

Jennifer reports that MVD has been a little slower than weeks of past but still steady.

We are in the final stages on the large park grant. The grant manager has been problematic; however, we had a change in grant manger last week so hopefully things will start rolling again. All invoices have been paid and pay requests submitted.

I am officially a Commissioned Notary Public. NM Edge opened another class I'm interested in taking. With your permission I'd like to sign up for Public Finance I. This class is scheduled for August 17-21, so it won't interfere with my conference the end of August.

Last Thursday I attended a Labor Relations workshop in Clovis. Based on this workshop I have made changes to Village Employee Policies Handbook to reflect what I learned and to keep us compliant with state law.

Deaun and I have AMS set up and ready to go. This week's payroll should be processed through the new software. Deaun had some concerns with our policy on vacation accrual, she thinks it needs to be simplified. Based on her recommendations I have revised that policy and have it ready for your review.

Brian is on vacation thru today. Tomorrow he is in Albuquerque for training and then Artesia for SERTPO on Wednesday. He will be back in the office on Thursday. The guys have been busy mowing. The bench has been installed by the playground and the waste stations installed in the dog park. The signs should be here within the next 2 weeks.

Council Reports

Jeremy Burnett – Nothing to report.

Ronald Moore – Inquired as to whether or not we will be having a Christmas parade. The answer from Phyllis Broeder is yes. Jennifer confirmed. The theme and dates will be announced on Old Timer's Day.

James Mitchell – Nothing to report.

Richard Swopes – Nothing to report.

Mayors Report

The mayor reports that he is making progress with abandoned property within the Village. Mayor Daugherty said it was nice hear from Community Bridges for their presentation. He gave a report on park progress. The volleyball court has been flagged and a local farmer has volunteered his time and tractor for the dirt work. Mayor Daugherty said the Village can cover the sand expense. Jennifer will look into the possibility of donation.

New Hire in Public Works Department is Dusty Payne, he started on Wednesday.

Mayor Daugherty is still in talks with Ronnie Fouts in regards to the Melrose Housing Authority. He is still gathering documents. Hoping that we might be able to use NMED funds for the Melrose Apartments improvements.

Jeremy Burnett was appointed the temporary Mayor Pro-Tem. Mayor Daugherty and Mayor Pro-Tem Ronald Moore will be out of town in the coming days. This appointment will allow the necessary signing of documents.

Ronald Moore asked about power to the Stage. Michael Jacobs has already been contacted for a quote for lights and outlets. The stage will be ready for Old Timers Day. Amanda Vineyard added that we are going to try to get Grant funds to cover the expense, otherwise the Village will cover it.

James Mitchell wants to entertain the idea of doing a mural on the pool building. Amanda added that improvements to the building is planned in future phases.

Topics for next Agenda

Approval of Capital asset inventory

Resolution No 2026-09 FY 2025-26 Final Quarter Report

Resolution No 2026-06 FY 2026-2027 Budget

Employee Policies and Procedures

Community Bridges presentation

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

Motion: James Mitchell

Second: Ronald Moore

Roll Call

James Mitchell- Aye

Ronald Moore - Aye

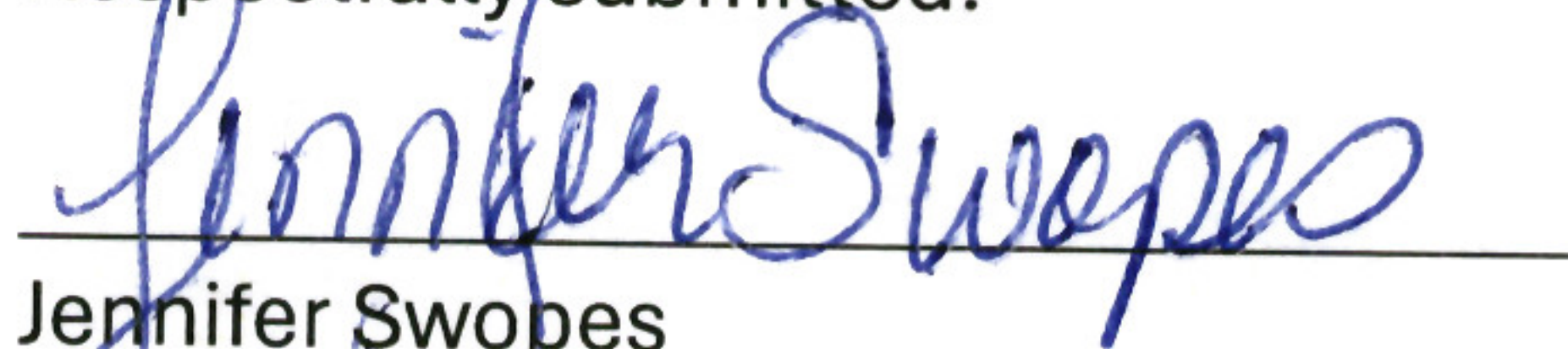
Richard Swopes- Aye

Jeremy Burnett - Aye

Motion Carried: 4-0

Being no further business, the meeting was adjourned at 6:05 pm.

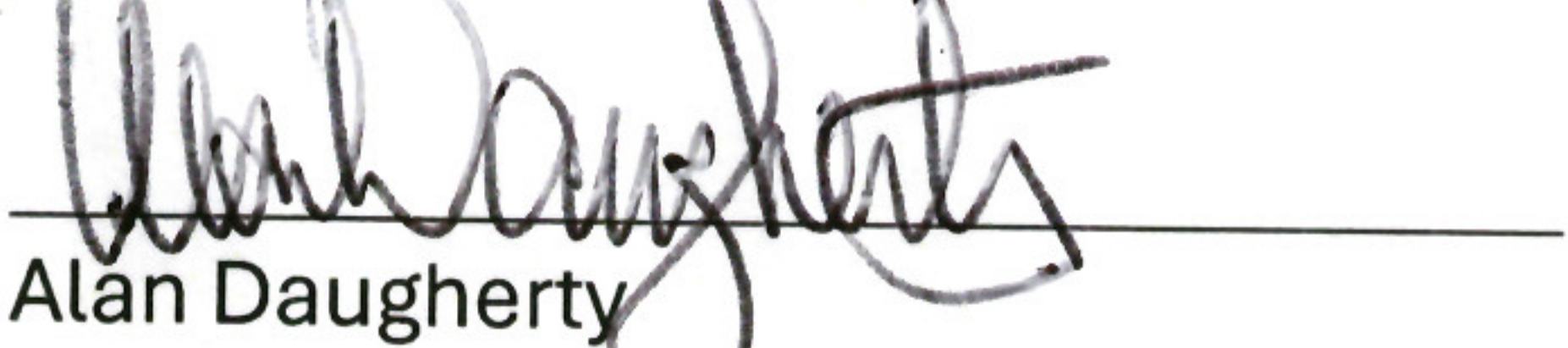
Respectfully submitted:



Jennifer Swopes

Clerk/Treasurer/CPO

Approved:



Alan Daugherty

Mayor

Date: 7/27/26

