

OFFICIAL MINUTES

VILLAGE OF MELROSE

P.O. Box 235

Melrose, New Mexico 88124

The Village Council met in regular session on, May 11, 2026 at 5:00pm at Melrose Village Hall.

Board members present: Alan Daugherty, Ronald Moore, James Mitchell, and Richard Swopes.

Staff Present: Jennifer Swopes – Clerk/Treasurer, Brian Fulkrod- Public Works Director, Amanda Vineyard – Assistance Water Clerk.

Prayer by Mark Latham

Pledge of Allegiance by Richard Swopes

Guests: Michael Brockett – Curry County Sheriff, Mark Latham, Viki Lee, Jeremy Burnett
Joanne Martin, Staci Huggins, Patsy Grider

Absent: None

Melrose Fire Department Report

Jeremy Burnett reports that the truck the Fire Department ordered 4 years ago is in the shop for repairs. Hope to have it in service within a couple weeks.

Approval of April, 2026 Bills and Financials

Motion: Ronald Moore

Second: James Mitchell

Roll Call

Ronald Moore- Aye

James Mitchell- Aye

Richard Swopes – Aye

Motion Carried: 3-0

Approval of April 27, 2026 Minutes

Motion: James Mitchell

Second: Richard Swopes

Roll Call

Ronald Moore- Aye

James Mitchell- Aye

Richard Swopes – Aye

Motion Carried: 3-0

Discussion of vacant Council Seat. William Frazier resigned his seat effective May 1, 2026. The Mayor has recommended Jeremy Burnett to the position. He believes that it will allow the council a continued link for communication with the Fire Department.

Review and approval of Senior Center Lease Agreement for the building.

Review and approval of the Vehicle Lease Agreement. Terms of the agreement remain the same as previous years.

Motion to Approve Senior Center lease agreement and vehicle use agreement: James Mitchel
Second: Richard Swopes
Roll Call
Ronald Moore- Aye
James Mitchell- Aye
Richard Swopes – Aye
Motion Carried: 3-0

Discussion of FY 2026-27 Budget

James Mitchel inquired about an increase in the water rate. Amanda Vineyard responded with the Village policy on water increases. These increases typically take place in February with a 4% increase. Solid Waste increases typically happen anywhere from July-August. This increases will depend on what the Village is charged for the services. Jennifer Swopes added that the interim budget is due at the end of the month.

Public Comment

Mark Latham – 250 4th of July event update

The next 250 committee meeting is May 18th at 5pm at the School Board room. Working on finalizing posters and itinerary for the event. Everything is coming along great. Confirmed one speaker, Jamie Widner. Hoping That Martin Zammora will speak, will contact him this week. All local preachers will speak for approximately 10 minutes each. Waiting to hear back from Boy Scouts council, hoping Boy Scouts of America will handle the Honor Guard duties.

Patsy Grider and Staci Huggins report that they are actively trapping cats for spay/neuter for TNR. This service provider also provides rabies vaccines for the animals. They trapped cats the last week. They have taken 26 cats. They shared that a “fixed” animal will have a nipped left ear. Animals are being transported to Albuquerque but there is no charge for the service.

Employee Report

Brian Fulkrod reports that the collection center registration application process is gaining ground. He has the application, he is doing fact finding and admits it is a timely process. Updating this application will require updates to the VOM operation plan. Facility has been modified as well as other significant changes. The plan will not totally be rewritten but mostly. He stated that compliance personnel have been contacted. Currently waiting on response. His help will be needed for the completion of the application process.

Reported that last week he and Jennifer Swopes attended a meeting in Clovis for Hazard Mitigation Action Plan (HMAP). This plan will cover, Curry County, City of Clovis, Village of Grady, Village of Texico and the Village of Melrose. Once our specific information, i.e., buildings, programs and plans in place. This information is fed into their algorithm; then, they will provide an action plan. This plan is expected to be adopted by the Village. Jennifer added that the acceptance of this plan provides access to Federal grant money that would not be available otherwise. This money will be available to pay for actions within the HMAP. Jim Mitchell asked if this plan provided training for an Incident Commander. Brian said no, but added that it might be available through the fire department. He continued that this is for development of a plan to mitigate hazards with in the municipality. Jeremy Burnett confirmed that the Fire Department has Incident Commander training. The Mayor interjected that having more than one person within the municipality with Incident Commander training would be beneficial to the Village.

Brian and CJ Stevens will be registering for a free OSHA safety class in clovis next week. He’s confident that Neal and Sam will be able to handle things around the village in their absence.

Sam Garcia will be attending Water Operator - Level I School next week.

Melrose Grain and Elevator contacted Brian about taking their downed wooden elevator to the dump for disposal, possibly burn it. Brian said that State regulations prevent the Village from burning treated or processed lumber of any kind. He added that we cannot put the disposal cost burden on the village. His basis for this conversation is lack of regulation or VOM policy that allows us to charge a fee for the disposal. Could be topic for the future. If the Fire Department were to burn it, it would be under their rules, regulations, and responsibilities.

Mayor added that moisture may be in the future, to get the mowers ready. Jim Mitchell added that it would be beneficial to have an updated list of people with mowing services around town. Asked for a Facebook post asking residents to bring that information to City Hall to be shared with the community.

Jennifer Swopes reports that MVD has been steady and is running smoothly. She and Deaun have started work on the Interim Budget. She found Budget Bootcamp on the LGBMS website and is learning a lot.

Tomorrow she and Amanda are attending a Webinar presented by DFA on end of year Grant requirements and deadlines.

She has reached out to Webstaurant about the Senior Center freezer. The vendor has not responded to the shipping inquiry. She will continue to stay in contact and get answers.

Phyllis and her and still waiting on CPO certificates.

Things are running smoothly in her office. She is picking up tasks quickly and getting more accomplished on her own. Learning more every day.

Council Reports

Councilman Ronald Moore asked Jeremy if the FD liked the WEX credit card. Jeremy's responded, they had problems in the beginning. It didn't work at certain times of the day, but those problems have been fixed and its working great.

Councilman James Mitchell asked Jeremy if in addition to Incident Commander training, does the FD have Haz-mat training. Do they have the right equipment for the job? Jeremy responded, the FD is trained at the State Fire Academy. The mayor asked for a list of trained officials within the FD.

Councilman Richard Swopes raised the concern of a resident, Johathan Aday (624 W. Center). This resident complained about dogs at 614 Center Ave. Sheriff Brockett said he would send an officer to 614 W. Center.

Mayor's Report

Mayor Alan Daugherty reports that this is National Prevention Week Clovis has substance abuse center program in place. Summer Youth Employment program coordinator has not returned our inquiry for participation in that program. Hope to hear something this week.

A resident has inquired about a missing concrete bench at the cemetery, Myers. Brian said he was not familiar with the problem, but added that all items at the cemetery are property of the individual who owns the plot. None of it is Village property or something the village handles.

The mayor reported the huge success of our recent clean up day. He wants to take it a step further and start getting rid of broken-down vehicles around town. Working to get them hauled off and possibly mobile homes too. The Adame mobile home would be slated first out if possible.

Later in the year, CAFB is hosting Wings Over Canon June 6, Rodeo May 19th

At the end of our fiscal year we will switch our insurance to NMSIF for a savings of \$40k. Mentioned our agreement with EPCOG and its upcoming renewal.

Executive Session §10-15-1H, Limited personnel matters- Retention bonuses for staff.

James Mitchel Motion to move that the council and mayor convene in closed session as authorized by §10-15-1H, Limited personnel matters- retention bonuses for staff at 5:35 pm.

Second: Ronald Moore

Roll Call

Ronald Moore- Aye

James Mitchell- Aye

Richard Swopes – Aye

Motion Carried: 3-0

Motion to come out of executive session James Mitchell

Second: Ronald Moore

Roll Call

Ronald Moore – Aye

James Mitchell- Aye
Richard Swopes- Aye
Motion Carried: 3-0

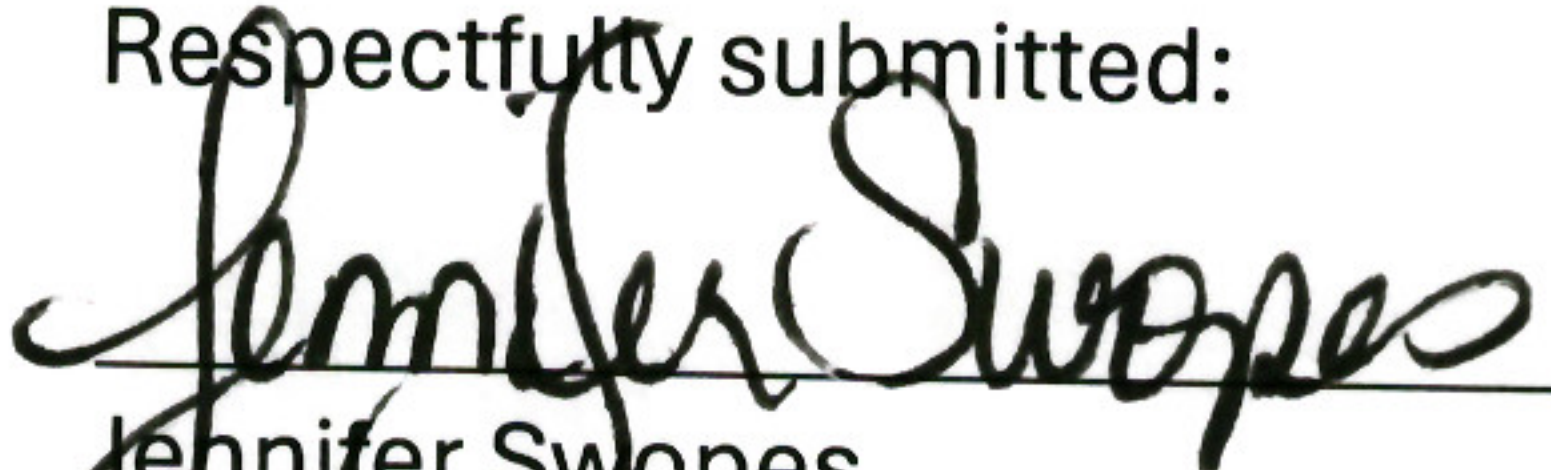
Mayor Alan Daugherty states that it is now 6:02pm and the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Action Resulting from Executive Session §10-15-1H, Limited personnel matters- retention bonuses for staff. No action was taken. Employee Bonus Pay Provisions had been added to the next meeting Agenda

Topics For Next Agenda: Employee bonus pay provisions.

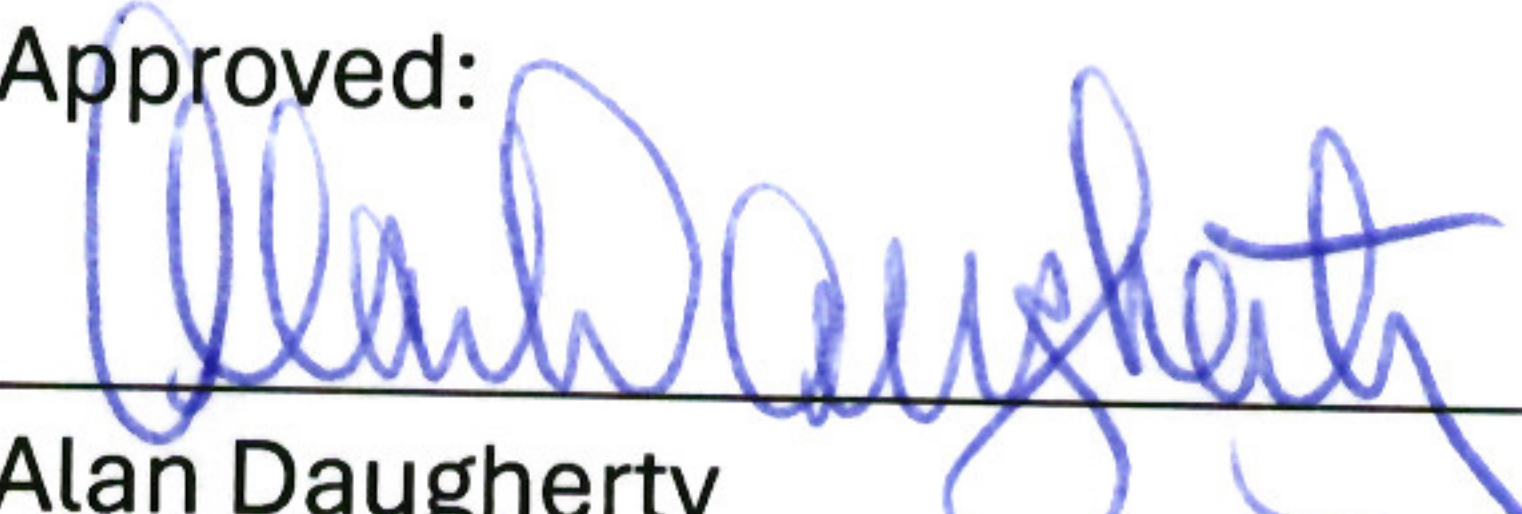
Being no further business, the meeting was adjourned at 6:10 pm.

Respectfully submitted:



Jennifer Swopes
Clerk/Treasurer

Approved:



Alan Daugherty
Mayor
Date: 5/18/26

