

OFFICIAL MINUTES

VILLAGE OF MELROSE

P.O. Box 235

Melrose, New Mexico 88124

The Village Council met in regular session on, September 14, 2026 at 5:30pm at Melrose Village Hall.

Mayor Alan Daugherty called the meeting to order.

Village Council members present: Ronald Moore, James Mitchell Richard Swopes and Jeremy Burnett

Absent: None

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 Richard Swopes

Guests: Viki Lee and Virginia Wood

Brian Fulkrod needs to leave the meeting early so the order of the agenda was modified to allow for his early exit.

Employee Reports:

Brian Fulkrod of Public Works reports that the Village was awarded 1.2 million dollars for village street improvements. This funding requires that it be procured within 30 days of agreement. We will be utilizing Gordian and CES for the procurement on this project. The match waiver has already been completed. He's worried about current petroleum prices affecting the project.

He now has his Tribal/Public Agency Certificate (Scored a 97 on the test) – This allows him to oversee Federal projects and others. This combined with what he will learn on the upcoming TPF project will have him certified and trained to potentially oversee projects like this on his own in the future.

All water samples have been submitted, on time this year.

The Compliance officer from Southwest Environmental – decommissioned ponds – Engineer will pull samples. Will utilize EPCOG money to help with the expense of the engineering report. The compliance officer has been very helpful. Amanda will update on the bulk water progress.

Mayor Pro-Tem Ronald Moore had a question about the TPF map. There is a large hump/rut by Allsup's as you enter the highway. How do we get that fixed. Brian recommended that citizens call NM DOT and complain. Technically that is part of a right-of-way owned by the state. "Residential Pressure" may be more proactive. Mayor Daugherty added that he will make calls on Friday.

Brian reports that they are trying to keep up with the mowing but they have experienced some equipment problems. He has received the new flow meter and plans to have it installed soon. The reset fixed his other equipment problem.

Amanda Vineyard reports that there have been questions for the design team. The project is still on hold pending approval from the NMED. SMA has not heard anything from NMED. We are in talks with a few contractors pending state approval. The grant for the dumpster relocation is awaiting signatures.

LWCF/Splash Pad, they're still working on the research. There is a possibility of a historical survey of the pool building. Amy Bassford is working on the Trails Plus grant for the non-motorized trails at Baxter Park.

Jennifer Swopes reports that MVD has been slow and steady.

The last week of August I was in Las Cruces for NMML Annual Conference. The Office of the State Auditor presented The Village of Melrose with an award. We were the recipient of the Most Improved Audit – Small Municipality.

I also participated in the Community Project to benefit Aggies Cupboard. She presented a document from NMSIF in regards to their legal aide program. The cost is still unknown. She will advise once she has obtained the cost of this addition.

Mayor Daugherty added that this is one of the main objectives when we switched to NMSIF.

DFA has approved my FY2025-26 4th quarter report and my FY2026-27 Budget.

She is working on Certified Public Finance designation. She has several classes later this month. She has clerk school and Finance II in October.

Tomorrow Brian, Amanda and Jennifer will be attending a meeting in Clovis for CES Region 5. This meeting is supposed to provide a better idea of what services CES provide. It will also provide training on how to correctly utilize their services. Wednesday she will be attending a free IPRA/OMA training in Clovis.

Jennifer and Brian are already working on getting things in line for the procurement for the TPF project. We have 30 days from date of agreement to procure the project. The deadline for match waiver documents is September 30th. That documentation is complete.

The Freezer – The Program Director was asked to get quotes for enlarging the hole and the concrete pad about 6-7 weeks ago. The one quote we received is useless because she did not get quoted what actually needs done. She is asking contractors to install the freezer 3 feet away from building then create a means for joining the building to the freezer. This cannot be done and she was told so. We do not own the land to the north of the senior center and we cannot encroach on that property 7 feet. Amanda and myself have contacted several contractors in an effort to obtain quotes. One has visited the site and talked with Amy (she gave him the wrong information) and then myself but we still have no quote. Others have said they will visit to get us a quote and nothing. I spoke with ALTSD today about the situation. Trying to determine what happens if we are unable to get a contractor to enlarge the hole. If we are awarded emergency funds to enlarge the hole and the concrete pad we were told we could be funded within 2-3 weeks. I'm still trying to find out what the match funds are available from the senior center. Tasha and I are scheduling a Teams Meeting for updates and for QTR 1 Reporting. Mayor Pro-Tem asked about the possibility of not attaching to the building and possible creating a hall and door to the freezer with in up against the building on the North side.

COPs Hiring Grant has been submitted. Trails Plus Grant is in the works. Deadline is September 30th

We have our LEPF funds (95,000), Fire/EMS has received funding as well (103,895)

The Brownfields Project has been awarded a budget of \$53,919.89 from NMED for Asset Mapping for the Village of Melrose.

Melrose Fire Department Report: Jeremy Burnett has nothing new to report.

Approval of August 28 , 2026 Minutes

Motion: Councilman James Mitchell

Second: Mayor Pro-Tem Ronald Moore

Roll Call Vote:

Councilman Jeremy Burnett - Aye

Mayor Pro-Tem Ronald Moore- Aye

Councilman Richard Swopes – Aye

Councilman James Mitchell - Aye

Motion carried: 4-0

Discussed the need to move the scheduled council meeting on October 10th to October 15th.

A motion to move the meeting from the 10th to the 15th was made by Mayor Pro-Tem Ronald Moore

Seconded by Councilman James Mitchell

Roll Call Vote:

Councilman Jeremy Burnett - Aye

Mayor Pro-Tem Ronald Moore- Aye
Councilman Richard Swopes – Aye
Councilman James Mitchell - Aye
Motion carried: 4-0

Discussion and approval of hiring a village attorney was moved to next meeting.

Discussion and approval of Resolution 2026-10 – Participation in the TPF Program.

Motion: Councilman James Mitchell
Second: Mayor Pro-Tem Ronald Moore
Roll Call Vote:
Councilman Jeremy Burnett - Aye
Mayor Pro-Tem Ronald Moore- Aye
Councilman Richard Swopes – Aye
Councilman James Mitchell - Aye
Motion carried: 4-0

Discussion and approval of a Christmas Agency Fundraiser. Jennifer Swopes and Phyllis Broeder wish to host a Holiday Shoppe at City Hall. The proceeds from booth rentals and raffle are to benefit the Christmas Agency Fund. The intent is to purchase new decorations for Main Street.

Motion: Councilman James Mitchell
Second: Mayor Pro-Tem Ronald Moore
Roll Call Vote:
Councilman Jeremy Burnett - Aye
Mayor Pro-Tem Ronald Moore- Aye
Councilman Richard Swopes – Aye
Councilman James Mitchell - Aye
Motion carried: 4-0

Discussion and approval of cattle lease, and possible encroachment moved to next meeting.

Animal Control discussion – Obtaining information on what it will take to get us an animal control officer. Brian has said he is willing to take on the responsibility. We need to determine what training will be required. Jennifer shared what the Village of Fort Sumner has tried in the past in regards to an animal control officer. When she talked to the Clerk in Fort Sumner, she was not informed as to training requirements. The Mayor added that he is in talks with Tucumcari to determine exactly what is required in training. Several animals in town causing problems. The most aggressive of Rene's dogs has been picked up and taken to Clovis. We need to look further into this and ascertain what training will be required.

Public Comment – 5 minute maximum per speaker.

Viki Lee – Nothing
Virginia Wood - Nothing

Council Reports

Councilman Jeremy Burnett – Nothing to report.

Mayor Pro-Tem Ronald Moore asked about the tree in front of the state at Baxter Park. Can we cut it down? Would like to see flag mounts on the north and south sides of the stage so flags can be hung for events on either side. Amanda and Jennifer added that the area around the state and back toward that tree is slated to be concrete. It is part of the master plan. They added that they will talk to the architect and see about removing the tree.

Councilman James Mitchell – Nothing to report

Councilman Richard Swopes – Nothing to report

Councilman Richard Swopes – Nothing to report

Mayors Report

Mayor Daugherty reports that some small municipalities are utilizing Public Safety /Aids instead of police officers. They cannot arrest or site, but they can assist in an emergency and contact actual law enforcement when necessary. May be able to act as animal control too. May still be able to utilize Curry County officers, would have to pay their overtime salary if we do.

Topics for next Agenda

Animal Control

Grazing Lease

Legal Aid.

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

Motion: Councilman James Mitchell

Second: Councilman Richard Swopes

Roll Call

Councilman James Mitchell- Aye

Mayor Pro-Tem Ronald Moore - Aye

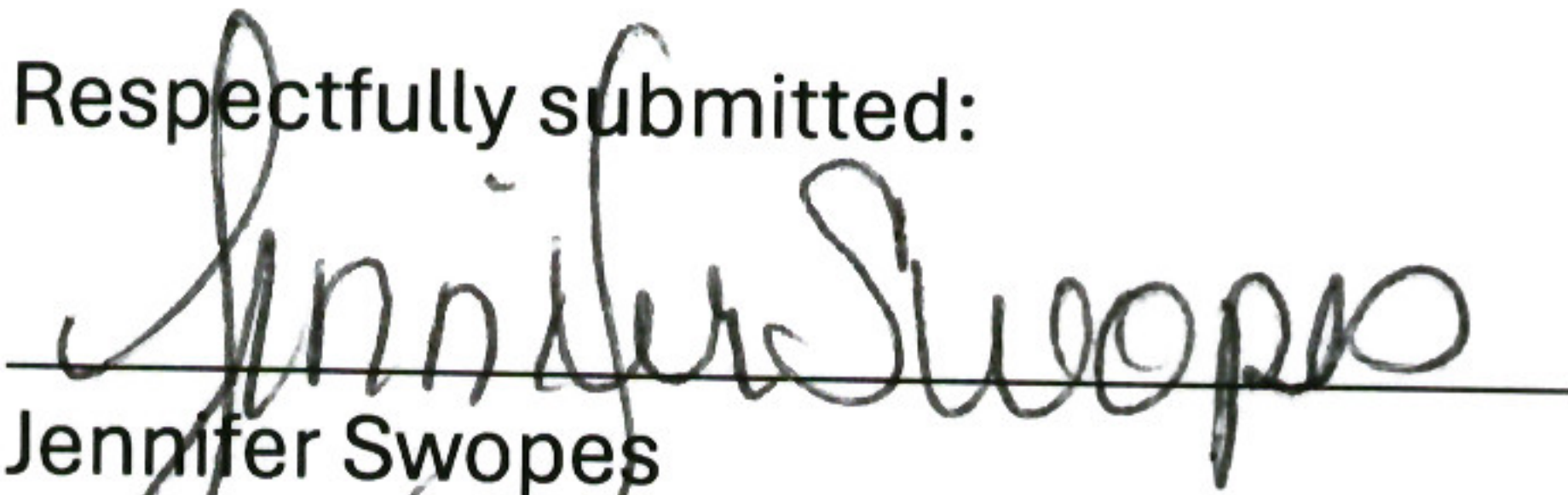
Councilman Richard Swopes- Aye

Councilman Jeremy Burnett - Aye

Motion Carried: 4-0

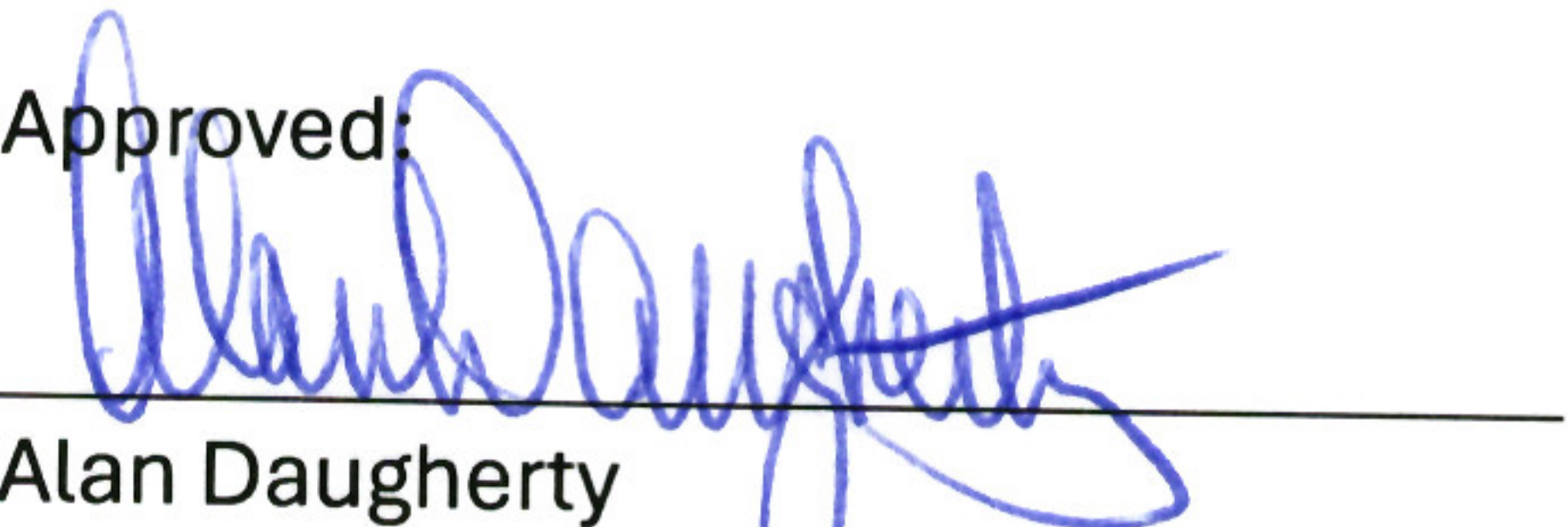
Being no further business, the meeting was adjourned at 6:30 pm.

Respectfully submitted:



Jennifer Swopes
Clerk/Treasurer/CPO

Approved:



Alan Daugherty

Mayor

Date: 9/28/26

