

OFFICIAL MINUTES

VILLAGE OF MELROSE

P.O. Box 235

Melrose, New Mexico 88124

The Village Council met in regular session on, July 27, 2026 at 5:00 pm at Melrose Village Hall.

Mayor Alan Daugherty called the meeting to order.

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

Absent: None

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

Opening Prayer by Councilman Jeremy Burnett

Pledge of Allegiance led by Councilman James Mitchell

Guests: Mark Latham Sr.

Melrose Fire Department Report: Jeremy Burnett had nothing new to report. Mayor Daugherty presented Jeremy with key cards for the Fire Department. These cards are to be used to access the buildings in the event of an emergency.

Approval of July 13, 2026 Minutes

Motion: Ronald Moore

Second: James Mitchell

Roll Call

Jeremy Burnett - Aye

Ronald Moore- Aye

Richard Swopes – Aye

James Mitchell - Aye

Motion carried: 4-0

Approval of Capital asset inventory

Motion: James Mitchell

Second: Richard Swopes

Roll Call

Jeremy Burnett - Aye

Ronald Moore- Aye

Richard Swopes – Aye

James Mitchell - Aye

Motion carried: 4-0

Approval of Resolution No 2026-10, Gifting of office furniture and shotguns purchased with LEPPF funds to Curry County Sheriff's Department.

Motion: Ronald Moore

Second: Richard Swopes

Roll Call Vote:

Jeremy Burnett – Aye

Ronald Moore – Aye

James Mitchell – Aye
Richard Swopes – Aye
Motion Carried – 4-0

Approval of Resolution No 2029-09, FY 2025-26 Final Quarter Financial Report

Motion: James Mitchell
Second: Jeremy Burnett
Roll Call Vote:
Jeremy Burnett – Aye
Ronald Moore – Aye
Richard Swopes – Aye
James Mitchell - Aye
Motion Carried – 4-0

Approval of Resolution No 2029-06, FY 2026-27 Final Budget

Motion: James Mitchell
Second: Richard Swopes
Roll Call Vote:
Jeremy Burnett – Aye
Ronald Moore – Aye
Richard Swopes – Aye
James Mitchell - Aye
Motion Carried – 4-0

Public Comment – 5 minute maximum per guest

Mark Latham – Mr. Latham informed the council that there is \$2,500 in the Veteran Memorial fund. He encourages the community to reach out with veterans to include on the wall. Ensures that the Veteran Memorial will be cleaned and ready for Old Timers Day 2026.

Employee Reports

Brian Fulkrod – Public Works

On July 3rd he attended a Revised Total Coliform Rule seminar and is now Level II certified. In the event that we have problems with water samples, he is now certified to assess what caused the problem. The following week he attended the New Mexico Ground Water Conference. The literature surrounding this conference led him to believe he would be obtaining information on water rights and the means for possibly acquiring more water rights. This was not discussed.

Last week he attended SERTPO. This conference provided training on the Target-Zero Program. Commitment to follow guidelines to end fatalities.

TPF projects – Brian believes it's highly likely that we will be awarded funds for our street improvements. If awarded, we will have 30 days to procure. Working with Gordian will streamline the process and give us the middle man to ensure the project scope is met. Brian is hopeful that he can learn the procedure and be able to oversee projects like this himself in the future.

Public works personnel will be pouring concrete pads for trash cans in the park. Mike Jacobs has been hired to install electrical outlets and lights on new stage. This will be completed in time for Old Timers Day 2026.

EPCOG has funds available to help test the decommissioned waste water ponds. They hope to drill into the caliche layer to ascertain the point at which contaminates are seeping through to ground water. Intend to try to bore down to pull samples.

Jennifer Swopes – Finance

Clerk Swopes reports that MVD has been a bit slower the last week. We have successfully submitted all pay requests for the park project. All have been approved and sent to ASD for payment. Hope to start seeing these payments soon. I have been working with Amy Bassford on the COPs Hiring Grant. The application will be submitted tomorrow. The purpose of this grant is to help us hire and pay for an officer for the Village of Melrose. I have been working with Deaun to complete 4th quarterly report for DFA and of course the budget. Both items have been presented to you for approval and thank you. In the coming weeks I will be working on

moving some file cabinets to my office and general organization on top of my regular duties. Upcoming training in August is Finance I, I am looking forward to it. I am also looking into Grant trainings and possible a grant writing class in the future.

Council Reports

Ronald Moore – asked if we had set a date for the Christmas parade. As of today, the date has not been set. Waiting for high school sports schedules. Hope to announce on Old Timer's Day.

Richard Swopes – Wants to know if the Village can trim the tree at the Whistle Stop. Asked if there was going to be a shade structure placed at the park. Amanda Vineyard added that it is in the master plan, but was not completed in the first phase.

James Mitchell – Asked for trees and shade to be part of the park project. Amanda Vineyard confirmed that that is in the master plan of the park improvements. Mr. Mitchell added that he would like to see dead trees removed and replaced within the park. He added that maybe the rain gutters are the problem with the Senior Center roof. Possibly need to replace the gutters since they were not replaced with the latest roof repairs. He also thought that maybe removal of the gutters all together could alleviate the problems. Brian added that the leaks have been around kitchen vents in addition to the "new addition" seam.

Mr. Mitchell asked Brian if he knew the condition/depth of the village wells. Brian answered, shallow roughly 85'. Brian informed the council of the methods for working/using wells and allowing for well rest.

Mayor Daugherty added that a secondary source of water has not been pursued but that this Village may need to acquire more water rights.

Jeremy Burnett – Nothing to report.

Mayors Report

Mayor Daugherty shared the COPs Hiring Grant. This will allow us to hire an officer and allow us to offer a competitive starting wage. There is an upcoming hiring event in Clovis. We will not attend because we are not in a place where can readily hire an officer.

Mayor Daugherty expressed a desire to move meeting times from 5pm to 5:30pm. School is tarding and his bus route will be running longer. Moving the time ensure he won't be late for meetings. There were no objections so meetings have been moved from a starting time of 5pm to 5:30pm.

Mayor Daugherty was contacted by a resident who is interested in leasing the old dump site south of town. The resident is concerned about prairie dogs that have a "community" on this tract of land. Brian interjected that Meadow had done some research on this in the past and recommended that we speak with her prior to making a decision on the matter.

Old Timers Day – He has seen an increased interest in vendors and community participation.

Richard Swopes made a motion that the council enter Closed Session, per §10-15-1H, Limited personnel matters discussion and approval of employee merit raises.

Seconded: James Mitchell

At 6:05pm the council entered closed session.

Mayor Alan Daugherty states that it is now 7:15pm 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, discuss limited personnel matters – discussion and approval of employee merit raises. It was agreed that the following raises would be given: Jennifer Swope.50 per hour and Brian Fulkrod.50 per hour.

The council asked that Jennifer and Brian create a list of trainings for their departments so that raises could be determined accordingly.

Topics for next Agenda
No topics added at this time.

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

Motion: James Mitchell

Second: Richard Swopes

Roll Call

James Mitchell- Aye

Ronald Moore - Aye

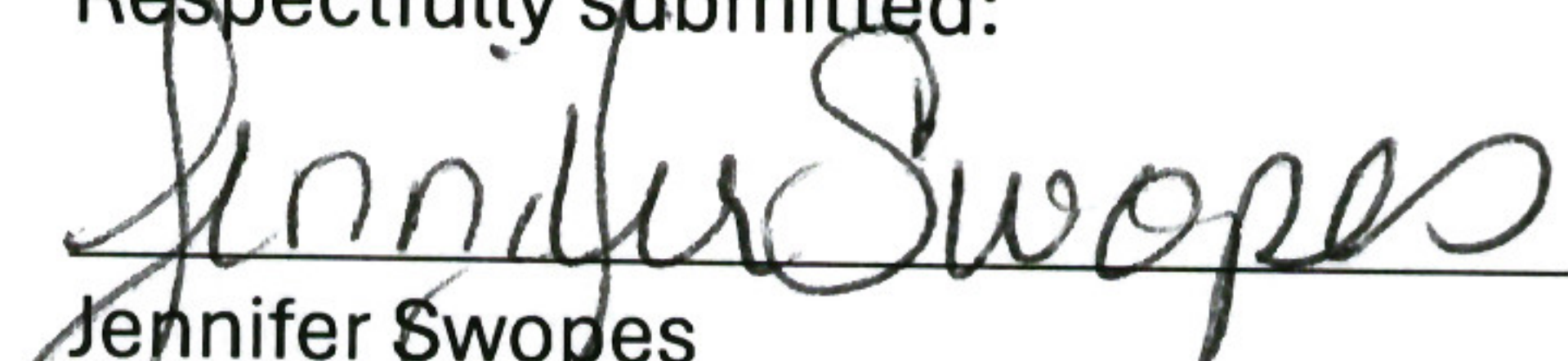
Richard Swopes- Aye

Jeremy Burnett - Aye

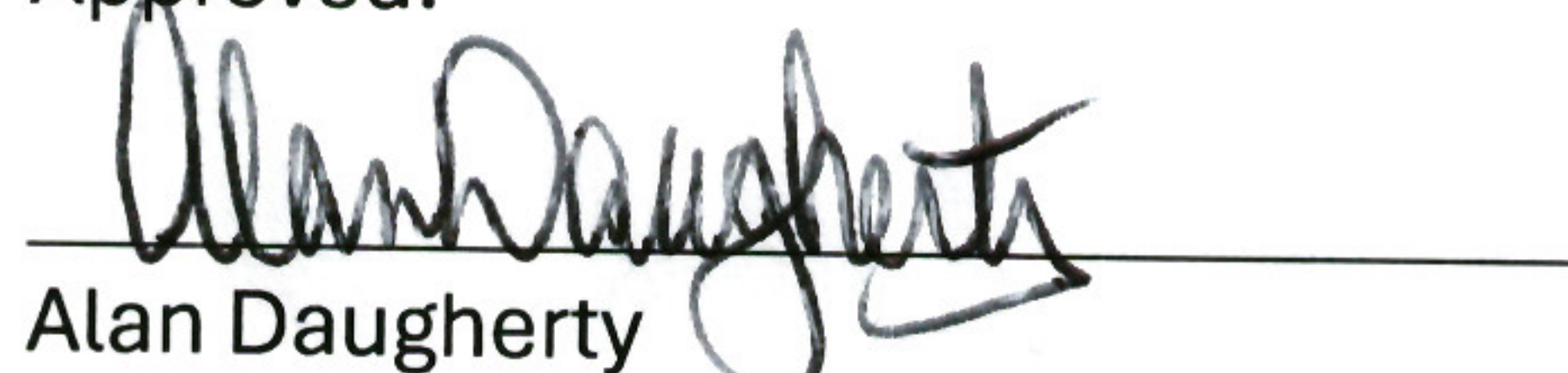
Motion Carried: 4-0

Being no further business, the meeting was adjourned at 6:20 pm.

Respectfully submitted:


Jennifer Swopes
Clerk/Treasurer/CPO

Approved:


Alan Daugherty
Mayor
Date: 8/10/26

