

## **OFFICIAL MINUTES**

### **VILLAGE OF MELROSE**

**P.O. Box 235**

**Melrose, New Mexico 88124**

The Village Council met in regular session on, March 23, 2026 at 5:00pm at Melrose Village Hall.

Board members present: Alan Daugherty, Ronald Moore, William Frazier (via phone), Richard Swopes, and James Mitchell

Staff Present: Jamie Stagner- Clerk/Treasurer/CPO, Brian Fulkrod- Public Works Director

Prayer by Ronald Moore

Pledge of Allegiance by Richard Swopes

Guests: Bethany Brzozowske, Melisa Gomez Williams, Kay Frazier, Patsy Grider, Regina Garcia, Brenda Harris, Viki Lee, Mark Latham Sr, Virginia Wood, Joanne Martin

Absent: None

Melrose Fire Department Report

William Frazier reports that they picked up the extra utility truck and are getting radios put in.

Bethany Brzozowske- S.U.B.H Program Overview

Bethany advises that the primary purpose of this program is educate of substance use for the ages 11-17 and 17-24. June 13<sup>th</sup> will be prevention education day and will get in to the Clovis Zoo for free. Mental health access support, 988. Bethany advises of the community survey which is a statewide survey. Will help direct the funding to where it is needed. A few initiatives are safe storage and safe disposal. Encouraging safe storage lock boxes that are free. Also gives out safe disposal for medications. Bethany advises that they have free training available as well. Overdose prevention training, recognizing how to respond to an opioid overdose. Seeing a spike in this in the elderly. Mental health and first aid training. Have a portable trailer "Hidden in plain sight", a simulated teenager's bedroom to identify hidden medications.

Approval of March 09, 2026 Minutes

Motion: James Mitchell

Second: Richard Swopes

Roll Call

William Frazier- Aye

Richard Swopes- Aye

Ronald Moore- Aye

James Mitchell- Aye

Motion Carried: 4-0

Approval of Resolution No 2026-03 w/exhibit amendments to FY 2025-2026 Budget

Motion: Ronald Moore

Second: James Mitchell

Roll Call

William Frazier- Aye

Richard Swopes- Aye



Ronald Moore- Aye  
James Mitchell- Aye  
Motion Carried: 4-0

#### Discussion of FY 2026-2027 Budget

Jamie Stagner advises everyone to start thinking about budget.

#### Discussion of the status on the park project

Jamie Stagner states that we have packets available for the construction that is currently happening and started today and has the specs and scope of work. Jamie states that the pictures of the equipment are also available that will be getting put together after the construction is complete. Jamie advises that this is also available on our website and Facebook.

#### Public Comment

Patsy Grider reports that she has trapped and neutered 14 cats that have been rescued and will not be returning to Melrose.

Mark Latham Sr reports that regarding the 250 committee, the next meeting will be April 20<sup>th</sup> at 5:00pm. Mark states that they have allocated funds for each individual event. Mark advises that there is a Facebook page up "Melrose NM 250 Celebration".

#### Employee Report

Brian Fulkrod reports that construction has started on the park. Brian advises that the department is gearing up for the summer and will be needing a part time employee for mowing and cemetery help and would like someone to start within the next month going through August or September.

Jamie Stagner reports that the office is staying busy. Jamie advises that there is the free training through EPCOG on Thursday and encourages the mayor and council to attend. Jamie advises that she will be resigning and last day will be April 17<sup>th</sup> and advises of resignation letter. Jamie states that she will be a temporary employee to be able to assist for up to possibly 6 hours a week. Jamie advises that she has created standard operating procedures and the new clerk will have plenty of support. Jamie advises that she has Phyllis set up to take the CPO classes and whoever is appointed for the clerk will take those CPO classes as well. Jamie states that she will not be available to continue as CPO for the village of Melrose after the 17<sup>th</sup> but Sandy with EPCOG can assist. Jamie advises of new payroll software that would be at the most \$800/year.

#### Council Reports

Councilman Richard Swopes: None

Councilman James Mitchell: None

Councilman Ronald Moore reports that we need to consider a new service truck on next years budget. Ronald states that that there is a cable sticking out of the concrete at city hall.

Councilman William Frazier: None

#### Mayor's Report

Mayor Alan Daugherty reports that he has a meeting with community bridge tomorrow for the medical facility in Melrose and will attend the EPCOG meeting on Thursday. Mayor Daugherty advises of that he met with the representative from ALTSD and went over a few things about the grant for the senior center. Mayor Daugherty states that we have applied for capital outlay for discretionary funding now available via senate and are asking for \$750,000.00. Mayor Daugherty states that we have received 2 applications for the clerk position and will call for interviews by the end of the week. Mayor Daugherty states that we need to have a special meeting on Monday March 30<sup>th</sup> at 5:00pm.

#### Topics For Next Agenda: Discussion of FY 2026-2027 Budget

Being no further business, the meeting was adjourned at 5:44pm.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent data collection procedures and the use of advanced analytical techniques to derive meaningful insights from the data.

3. The third part of the document focuses on the implementation of data-driven decision-making processes. It discusses how the organization can leverage the insights gained from data analysis to inform strategic planning and operational improvements.

4. The fourth part of the document addresses the challenges and risks associated with data management. It identifies common pitfalls such as data quality issues, security concerns, and privacy risks, and provides strategies to mitigate these risks.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It reiterates the importance of a data-centric approach and encourages the organization to continue refining its data management practices over time.

6. The sixth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection protocols.

7. The seventh part of the document discusses the various methods used for data analysis, such as descriptive statistics, inferential statistics, and regression analysis. It also touches upon the use of data visualization tools to present the results in a clear and concise manner.

8. The eighth part of the document explores the application of data analysis in different areas of the organization, such as marketing, sales, and human resources. It provides examples of how data insights have been used to drive business growth and improve operational efficiency.

9. The ninth part of the document discusses the ethical considerations surrounding data management. It emphasizes the need for transparency, fairness, and respect for individual privacy when handling personal data.

10. The tenth part of the document provides a final summary and concludes the report. It expresses the hope that the findings and recommendations presented in the report will be helpful in guiding the organization's data management efforts.

11. The eleventh part of the document includes a list of references and sources used in the research. It provides a comprehensive list of books, articles, and other resources that have informed the analysis and conclusions of the report.

12. The twelfth part of the document contains a list of appendices, which include additional data, charts, and tables that support the findings of the report. These appendices are provided for reference and to allow for a more detailed examination of the data.

13. The thirteenth part of the document provides a list of contact information for the authors and the organization. It includes email addresses and phone numbers for those who may have questions or need further information regarding the report.

14. The fourteenth part of the document includes a list of acknowledgments, where the authors express their gratitude to the individuals and organizations that have supported the research and provided valuable insights and resources.

15. The fifteenth part of the document contains a list of abbreviations and acronyms used throughout the report. This list is provided to ensure clarity and consistency in the use of terms and to facilitate the reader's understanding of the document.

16. The sixteenth part of the document includes a list of definitions for key terms and concepts used in the report. This list is provided to ensure that all readers have a clear understanding of the terminology used throughout the document.

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Respectfully submitted:

Jamie Rachelle Stagner  
Jamie Rachelle Stagner  
Clerk/Treasurer/CPO

Approved:

Alan Daugherty  
Alan Daugherty  
Mayor  
Date: 4/13/26





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