

## OFFICIAL MINUTES

**VILLAGE OF MELROSE**  
**P.O. Box 235**  
**Melrose, New Mexico 88124**

The Village Council met in special session on, March 30, 2026 at 5:00pm at Melrose Village Hall.

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

Staff Present: None

Absent: None

Opening Prayer by Councilman Ronald Moore

Pledge of Allegiance led by Councilman Richard Swopes

Guests: None

Executive Session §10-15-1H, Limited personnel matters- hiring of the clerk position, employee raises, temporary employee hourly rate

Richard Swopes Motion to move that the council and mayor convene in closed session as authorized by §10-15-1H, Limited personnel matters- hiring of the clerk position, employee raises, temporary employee hourly rate at 5:05pm.

Second: James Mitchell

Roll Call

William Frazier- Aye

James Mitchell- Aye

Ronald Moore- Aye

Richard Swopes- Aye

Motion Carried: 4-0

Motion to come out of executive session James Mitchell

Second: Ronald Moore

Roll Call

William Frazier- Aye

James Mitchell- Aye

Ronald Moore- Aye

Richard Swopes- Aye

Motion Carried: 4-0

Mayor Alan Daugherty states that it is now 5:21pm 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-hiring of the clerk position, employee raises, temporary employee hourly rate.

James Mitchell motions that Jennifer Swopes has been hired to be the new village clerk, as of April 18<sup>th</sup> \$40/hour for Jamie Stagner to assist the new clerk as needed.



Second: Ronald Moore  
Roll Call  
William Frazier- Aye  
James Mitchell- Aye  
Ronald Moore- Aye  
Richard Swopes- Aye  
Motion Carried: 4-0

Ronald Moore Motion for Phyllis pay to increase after CPO training and is acting CPO her pay will increase by \$4.00/hour, however when Phyllis is the backup CPO after the clerk obtains her CPO, Phyllis pay will be reduces to \$2.00/hour.

Second: James Mitchell  
Roll Call  
William Frazier- Aye  
James Mitchell- Aye  
Ronald Moore- Aye  
Richard Swopes- Aye  
Motion Carried: 4-0

James Mitchell Motion to increase Amandas pay \$0.50/hour for grant co-specialist.

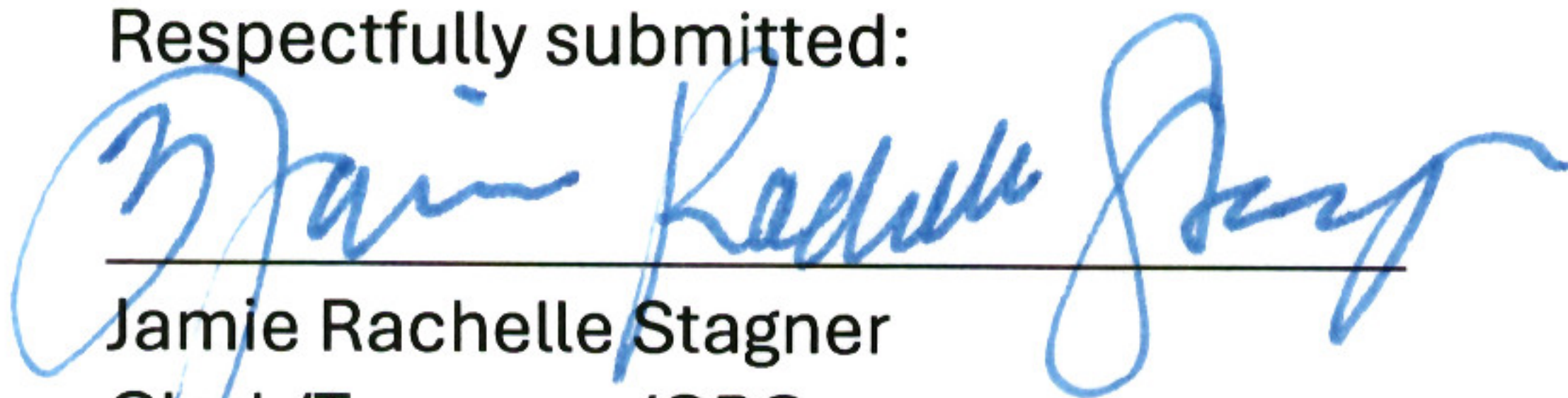
Second: Ronald Moore  
Roll Call  
William Frazier- Aye  
James Mitchell- Aye  
Ronald Moore- Aye  
Richard Swopes- Aye  
Motion Carried: 4-0

Mayor Daugherty entertains a motion to adjourn

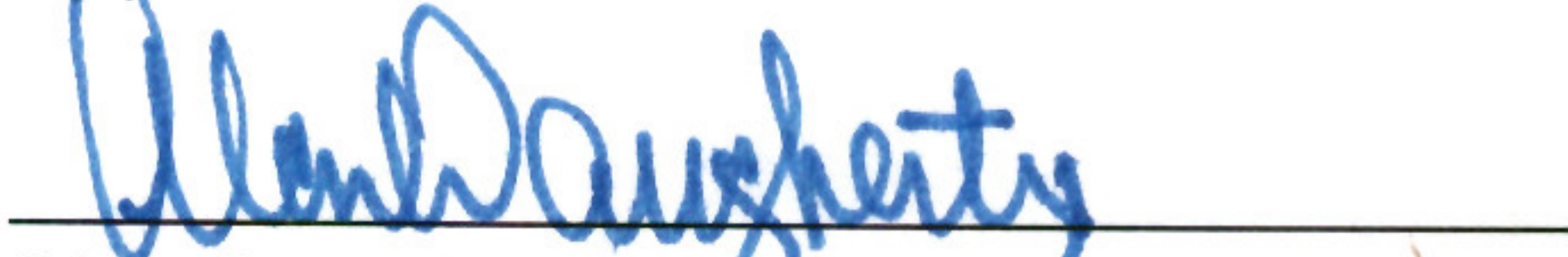
Motion: James Mitchell  
Second: Richard Swopes  
Roll Call  
William Frazier- Aye  
James Mitchell- Aye  
Ronald Moore- Aye  
Richard Swopes- Aye  
Motion Carried: 4-0

Being no further business, the meeting was adjourned at 5:25 pm.

Respectfully submitted:

  
\_\_\_\_\_  
Jamie Rachelle Stagner  
Clerk/Treasurer/CPO

Approved:

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



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