



## VILLAGE OF MAGDALENA

P.O. BOX 145 / 108 N. MAIN STREET  
MAGDALENA, NM 87825

P. 575.854.2261 F. 575.854.2273

[WWW.VILLAGEOFMAGDALENA.COM](http://WWW.VILLAGEOFMAGDALENA.COM)

## AGENDA

NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES  
MONDAY, MARCH 23, 2026, AT 5:00 PM  
VILLAGE HALL 108 N. MAIN STREET

MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE  
FOLLOWING LINK:

<https://us06web.zoom.us/j/2848694212?pwd=MVE4QidhR2NQVFozQnZMbTlaRUtrQT09>

Meeting ID: 284 869 4212

Passcode: MAGDALENA

**\*PLEASE SILENCE ALL ELECTRONIC DEVICES\***

1. CALL TO ORDER
2. ROLL CALL & ESTABLISHMENT OF QUORUM
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
  - a. REGULAR MEETING – MARCH 9, 2026
6. MAYOR'S REPORT
7. CLERK'S REPORT
8. JOHN LEE - UPDATE ON PLANNING & DISCUSSION OF FUNDING NEEDS FOR THE MAGDALENA FRONTIER DAY TO BE HELD ON JUNE 27, 2026 & UPDATE ON LAST YEARS EVENT
9. INPUT FROM VILLAGE OF MAGDALENA MAYOR & BOARD OF TRUSTEES
10. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT

PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: [clerk@villageofmagdalena.com](mailto:clerk@villageofmagdalena.com) and/or [mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com) THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, MARCH 23, 2026, AT 12:00 PM. THE EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES
11. ADJOURNMENT

**NOTE: THIS AGENDA IS SUBJECT TO REVISION FOR UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 87825. PUBLIC DOCUMENTS, INCLUDING THE AGENDA AND MINUTES, CAN BE PROVIDED IN VARIOUS ACCESSIBLE FORMATS. PLEASE CONTACT THE VILLAGE CLERK/TREASURER IF A SUMMARY OR OTHER TYPE OF ACCESSIBLE FORMAT IS NEEDED. IF YOU ARE AN INDIVIDUAL WITH DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AID OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE VILLAGE CLERK AT (575)854-2261 OR VIA EMAIL AT [CLERK@VILLAGEOFMAGDALENA.COM](mailto:CLERK@VILLAGEOFMAGDALENA.COM) AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.**

# DRAFT

MINUTES OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES  
MONDAY, MARCH 9, 2026, AT 5:00 PM  
VILLAGE HALL 108 N. MAIN STREET

MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT  
THE FOLLOWING LINK:

<https://us02web.zoom.us/j/2848694212?pwd=MVE4QjdhR2NQVFozQnZMbTlaRUtrQT09>

Meeting ID: 284 869 4212

Passcode: MAGDALENA

**CALL TO ORDER:** Mayor Michael Thompson called the Regular Meeting to order at 5:00 p.m.

**PRESENT:** Mayor Michael Thompson, Trustee James Nelson, Trustee Teri Winchester, Trustee Pete Emery, Juanita Puente-Clerk/Treasurer, Carleen Gomez–Deputy Clerk

**PARTICIPATING VIA ZOOM VIDEO CONFERENCE:** Trustee Donna Dawson, Michael Steininger-Finance Officer, Adrienne Mathewsen, Attorney Dillon Fisher-Ives

**GUESTS:** Teresa Baker, Shane Baker, Cricket Courtney, Melissa Olmstead, Ray Olmstead, Manuel Romero, Michael Zamora – Village Marshal, Deborah Lawless – Assistant Clerk II

**PLEDGE OF ALLEGIANCE:** Marshal Michael Zamora led the gallery in reciting the Pledge of Allegiance.

**APPROVAL OF AGENDA:** Mayor Thompson asked for approval. Jim Nelson made the motion, and Teri Winchester seconded the motion. The motion carried unanimously.

**APPROVAL OF MINUTES:** Donna Dawson made a motion to approve as amended and Pete Emery seconded the motion. The motion carried unanimously.

**MAYOR'S REPORT:** Mayor Thompson reported on Ash & Second Street stating that there is a shortage of asphalt oil that is causing a delay in getting the repairs completed. He stated that the earliest we will get approval for purchase will be at least 2 weeks and repairs will come after that.

Mayor Thompson reported on the library deck, stating that we have a new vendor and we are waiting for a quote. This property is listed on the historical register.

The ice machine at the Senior Center is not working properly. It is under warranty so we will need to get in contact with the manufacturer to do the warranty work.

Mayor Thompson stated that the Magdalena Chamber of Commerce schedule has been posted on MagEBoard.

Mayor Thompson also stated Judge Armijo was at the Judicial Conference last week, which he stated was very informative.

**CLERK'S REPORT:** Clerk/Treasurer Juanita Puente reported that she is working on quarterly reports & grants.

## DEPARTMENT REPORTS

- a. **EMS:** Jim Nelson reported that there were 6 EMS calls in February 2026.

- b. **FIRE:** 1 Fire incident was reported by Fire Chief Charlie Blaylock. It was reported that the State Fire Marshal has reviewed and provided an approval letter for a new generator to be purchased and installed at the Magdalena Volunteer Fire Department-Station #1.
- c. **MARSHAL:** Reports were submitted by the Marshal's Office citing 5 traffic citations, 4 public service calls, 1 driving test and 2 miscellaneous cases in the month of February 2026.
- d. **JUDGE:** A report was submitted by Judge Simon Armijo and Court Clerk Deborah Lawless citing 2 arraignments and 1 trial. A warrant was issued for non-payment of fines, and 2 other warrants were released for fines paid totaling \$354.00.
- e. **PUBLIC WORKS:** No reports were submitted.
- f. **LIBRARY:** Librarian Jeri Hurd reported 11 events with 87 participants. Circulation was 177 physical and 87 digitals. Computers had 40 sign-ins to Wi-Fi.

**APPROVAL OF USE OF LODGER'S TAX FUNDS FOR EL DEFENSOR CHIEFTAIN SOURCE TOURISM MAGAZINE 2026-  
DISCOVER MAGDALENA ADVERTISEMENT**

Donna Dawson moved to approve the use of Lodger's Tax Funds for the El Defensor Chieftain Source Magazine in the amount of \$914.28 and Pete Emery seconded the motion.

Mayor Thompson requested a roll call vote:

Jim Nelson – Aye  
 Donna Dawson – Aye  
 Teri Winchester – Aye  
 Pete Emery – Aye

The motion carried unanimously.

**APPROVAL OF QUOTE FROM E-Z-I CONSTRUCTION FOR CONSTRUCTION OF OUTDOOR SPACE FOR THE KID'S SCIENCE  
CAFÉ**

Mayor Thompson stated that the Kid's Science Cafe Grant expires on 6/30/2026.

Michael Steininger let us know that the quote that was submitted is off by \$2,000. The total before tax is \$41,050.

Jim Nelson moved to approve E-Z-I Construction provided that the quote is not over \$42,000. Teri Winchester seconded the motion.

Mayor Thompson requested a roll call vote:

Pete Emery – Aye  
 Teri Winchester – Aye  
 Donna Dawson – Aye  
 Jim Nelson – Aye

The motion carried unanimously.

**EXECUTIVE SESSION – THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL  
VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1.  
ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:**

- a. **NMSA 10-15-1(H)(2) LIMITED PERSONNEL MATTERS**
  - i. **DEPUTY MARSHAL – HIRING**

Donna Dawson moved to go into closed executive session at 5:16p.m., stating that only the matters listed above would be discussed pursuant to New Mexico State Statutes section 10-15-1. Jim Nelson seconded the motion.

Mayor Thompson requested a roll call vote:

Jim Nelson – Aye  
 Donna Dawson – Aye  
 Teri Winchester – Aye  
 Pete Emery – Aye

The motion carried unanimously.

- **MOTION & ROLL CALL VOTE TO RETURN TO THE REGULAR SESSION**
- **MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1**

At 5:26 p.m., Donna Dawson certified that the matters discussed in closed session were limited to those specified in motion for closure, and that no final action was taken, as per New Mexico statutes section 10-15-1. Jim Nelson seconded the motion.

Mayor Thompson requested a roll call vote:

Pete Emery – Aye

Teri Winchester – Aye

Donna Dawson – Aye

Jim Nelson – Aye

The motion carried unanimously.

#### **DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO HIRE DEPUTY MARSHAL**

Mayor Michael Thompson presented the name of Mr. Manuel Romero to the Board for hire. Mayor Thompson stated that Mr. Romero has 22 years of experience in Law Enforcement Corrections.

Donna Dawson moved to approve the hiring of Mr. Manuel Romero as Deputy Marshal to begin work on April 1, 2026. Teri Winchester seconded the motion.

Mayor Thompson requested a roll call vote:

Jim Nelson – Aye

Donna Dawson – Aye

Teri Winchester – Aye

Pete Emery – Aye

The motion carried unanimously.

#### **INPUT FROM VILLAGE OF MAGDALENA MAYOR & BOARD OF TRUSTEES**

Mayor Thompson stated that he already went over everything in his Mayor's report.

Donna Dawson stated that she had nothing to report.

Jim Nelson stated that he would like to see some elimination of text in the minutes to make them easier to read.

Teri Winchester reminded everyone that there is a Public Hearing meeting at the Senior Center on Monday, March 16, 2026.

Pete Emery stated that he would like the minutes to reflect the word "draft" on them, and as a reminder, there is a Trustee meeting at the library on Friday, March 20<sup>th</sup>. He and Teri Winchester will be available for questions, concerns and ideas for the Village of Magdalena.

#### **PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT**

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Cricket Courtney asked when the water will be turned on at the gardens at the Senior Center. Jim Nelson responded that they are usually turned on at the beginning of April.

#### **ADJOURNMENT**

Donna Dawson moved to adjourn the meeting at 5:32 p.m. Teri Winchester seconded the motion.

The motion carried unanimously.

Respectfully Submitted,

Juanita Puente  
Clerk/Treasurer

Michael Thompson  
Mayor

Minutes Taken By:

Deborah Lawless  
Assistant Clerk II



# VILLAGE OF MAGDALENA REQUEST TO BE PLACED ON AGENDA

Todays Date: 3/16/26  
 Date of Meeting: 3/23/26  
 Name: John W. LEE, DUM et al  
 Address: P.O. Box 281, MAGDALENA, NM Zip: 87825  
 Phone Number: 610-656-2861  
 Email Address: JOHN@RQR@gmail.com

Item request will be for: (Please check one)

Information Only       Action Item       Discussion/Action

Public Hearing       Report       Other: Updated

**Brief description of topic to be discussed:**

Please attach one original of any documents pertaining to the topic. We do allow handouts at meeting.

AT LEAST MYSELF AND HOPEFULLY OTHER MEMBERS  
ON THE FRONTIER DAY COMMITTEE WILL BRING YOU  
UP TO DATE ON PLANNING AND DISCUSS FUNDING  
NEEDS FOR THIS MAGDALENA VILLAGE SPONSORED EVENT

Signature: John W. Lee J. DUM (JUNE 27, 2026)

Please return to:

Village of Magdalena  
Magdalena, NM 87825

Phone: 575-854-2261 \* Fax: 575-854-2273 \* Email: clerk@villageofmagdalena.com

Mayor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Request to Village of Magdalena for Use of Lodger's Tax  
(Pursuant to Lodger's Tax Act Section 3-38-14 NMSA 1978)**

**Our mission is to stimulate economic growth by marketing Magdalena as a visitor destination through tourism.**

**Eligible uses of Lodger's Tax Proceeds are to defray the costs of:**

- **advertising, publicizing and promoting tourist-related attractions, facilities and events as stated in SECTION 4 of the Village Ordinance.** (A complete copy is available upon request.)

1. This request is made by Magdalena Chamber of Commerce (Applicant)  
Address: PO Box 281  
Magdalena NM 87825  
Phone: 724-272-4285 Email: info@magdalen-nm.com

- 501-3C Non-Profit Entity; (provide proof)  
 For Profit Entity; (Private Individual/Entity)  
 Group/Organization without Non-Profit Status;  
 Other: \_\_\_\_\_

The purpose of this request is to provide tourist related activities and contract with the Village and other individuals/entities in the provision of tourist-related promotional activities.

Name of Event: FRONTIER DAY

Location of Event: Main St and Robco Grounds

Description of Event: Festival promoting old west  
and history of area

Is this a fund raising event? Please describe:  
No

Proposed Date of Event: June 28, 2025

1. **All printed material must include the Village logo (available at Village Hall once approval has been given), and indicate that Village of Magdalena Lodger's Tax funds were used in the purchase of said items.**

• **BEFORE EVENT**

- Applicant is required to provide an estimated budget to include: Revenue (income from sponsors, sales, booth space fees, etc.) and

# Magdalena Chamber of Commerce

**EVENT/ORGANIZATION:** FRONTIER DAY

**BUDGET WORKSHEET** (complete this form as an estimate BEFORE your event and again AFTER your event showing actual amounts, along with an event summary)

INCOME SOURCES	ESTIMATE	ACTUAL
<u>RAFFLES</u>	<u>4000</u>	<u>2605</u>
<u>Booth Fees</u>	<u>400</u>	<u>300</u>
<u>Sponsors</u>	<u>500</u>	<u>950</u>
<b>TOTAL INCOME</b>	<u>4900</u>	<u>3855</u>

EXPENSES	ESTIMATE	ACTUAL
<u>Historic Gun Fighters</u>	<u>1200</u>	<u>1200</u>
<u>Meals for above</u>	<u>200</u>	<u>200</u>
<u>Hotel Rooms for above</u>	<u>800</u>	<u>764.58</u>
<u>Zuni Indian Dancers</u>	<u>500</u>	<u>763.25</u>
<u>Public Announcer</u>	<u>300</u>	<u>300</u>
<u>Horse Tricks show</u>	<u>200</u>	<u>100</u>
<u>5K Race</u>	<u>200</u>	<u>— not done</u>
<u>Tent Rental</u>	<u>1600</u>	<u>— not used</u>
<b>TOTAL EXPENSES</b>	<u>1400</u>	<u>178.85</u>
<u>Portajohn Rental</u>	<u>175</u>	<u>—</u>
<u>Raffle tickets</u>	<u>500</u>	<u>238.85</u>
<u>Advertising</u>		
	<b>\$7075.00</b>	

**MARKETING**  
 Who is your target market? Families in area  
Tourists

How/where are you advertising your event? Does this reach your target market? yes  
Chieftan Radio  
Social Media Flyers

\* Please include copies of all advertisements following event.

	ESTIMATE	ACTUAL
Number of Visitors at Event	<u>200-300</u>	<u>200+</u>
Number of Motel Rooms Filled	<u>9 plus</u>	<u>All motels Full</u>
	<u>20</u>	<u>8 for gunfighters</u>

**EVENT SUMMARY** (Please let us know how your event went, things that went well, areas that need work or attention for next year)  
Festival went well, we need to coordinate food trucks better, some last minute cancellations of events (horse tricks, 5K Race) required substitutions

Expenses (advertising, rental fees, etc.).

• FOLLOWING EVENT

- Applicant shall provide accurate financial records (invoices, receipts, etc.) for all items for which the City pays.

2. Use of Funds

The use of Village of Magdalena's Lodger's tax funds are outlined by Village Ordinance No. 2015-06. The requirements as outlined by the Village's Lodger's Tax Ordinance must be adhered to in the execution of all aspects of this request. Applicant acknowledges that a complete copy is available and understands the eligible uses of Lodger's Tax Proceeds. \* Lodger's tax funds are not to be used to pay for motel rooms.

3. Terms and Conditions of this Request

A. Contractor is requesting \$ 5000 in Lodger's Tax funds to be used as follows:

cover costs associated with running  
Frontier Festival as outlined  
less any income received that can  
be applied to costs

B. Any other requests (ie. Use of Village property, police escort, etc. must be made at Village Hall). Use of Rodeo Grounds

This request is submitted the 20<sup>th</sup> day of March, 2025.

[Signature]  
Applicant Signature

Treasurer,  
Chamber of Commerce

\_\_\_\_\_  
Village of Magdalena

Approval

As Mayor of the Village of Magdalena I am authorizing the above described event with the understanding that all preliminary administrative functions have been met (i.e. budget, Board approval, etc.).

\_\_\_\_\_  
Richard Rumpf -- Mayor

# Booking Summary

## High Country Lodge

High Country Lodge  
 303 1st Street  
 Magdalena NM 87825  
 United States

Jim Sauer

MAGDALENA  
 Chamber of Commerce

5755177847  
 carolbrackman@gmail.com

Reservation Number: LH25020645955613  
 Reservation Status: Confirmed

Arrival: 27 Jun 2025 Adults: 8  
 Departure: 28 Jun 2025 Children: 0  
 Nights: 1 Infants: 0

Date	Description	Room Number	Quantity	Item Total	Total	Payments	
27 Jun 2025	Single Standard	-	-	\$75	\$75	-	
27 Jun 2025	Double Standard	-	-	\$95	\$95	-	
27 Jun 2025	Single Standard	17	-	\$75	\$75	-	
27 Jun 2025	King Standard	19	-	\$95	\$95	-	
27 Jun 2025	Double Standard	20 Firm	-	\$95	\$95	-	
27 Jun 2025	Double Standard	21 Firm	-	\$95	\$95	-	
27 Jun 2025	Single Standard	26	-	\$75	\$75	-	
27 Jun 2025	Single Standard	27	-	\$75	\$75	-	
<b>Total</b>				-	-	<b>\$764.58</b>	\$0
Includes NM Gross Receipts Tax (7.44%)				-	-	\$50.58	-
Includes Magdalena Lodgers Tax (5%)				-	-	\$34	-
<b>Outstanding Balance</b>				-	-	<b>\$764.58</b>	-

**Payment Policy:**

We accept all major credit cards.

ALBUQUERQUE JOURNAL

NEWSPUBLISHING COMPANY



El Defensor Chieftain RIO RANCHO OBSERVER VALLETA News-Bulletin

ADVERTISING INVOICE

MAGDALENA CHAMBER OF COMMERCE
PO BOX 281
MAGDALENA, NM 87875

ACCOUNT NUMBER: 1000393
BILLING PERIOD: 06/01/2025 - 06/30/2025

Table with 4 columns: DATE, INVOICE NUMBER, DESCRIPTION, AMOUNT. Rows include Balance Forward, FRONTIER DAYS 2025, SUBTOTAL, TAX, TECH FEE, FINANCE CHARGE, and TOTAL DUE.

TERMS: Due upon receipt. If payment is not received within 30 days from statement date, a finance charge of 1.5% (18% per annum) will be assessed.
Dormancy Charge: Unclaimed credits will be charged the lesser of \$50 or the balance after 3 years.

We accept Mastercard, VISA, American Express, and Discover Card.
If you have any questions, call (505)823-3220 or email creditdept@abqpubco.com.
MAKE ALL CHECKS PAYABLE TO:
Albuquerque Publishing Company
THANK YOU FOR YOUR BUSINESS!

# INVOICE

**DATE**

June 28,2025

**INVOICE NO**

014-2025

**New Mexlco Gun Fighters  
Association  
Albuquerque, NM**

**INVOICE TO**

Magdalena Chamber of  
Commrce  
Magdalena, NM 87825

**DUE ON RECEIPT**

**1 day**

**Gunfighter Skits & Food Budget**

**1400.00**

**\$ 1400.00**

**Total**

**\$1400.00**

To Magdalena Chamber of Commerce  
For Festival Event June 27, 2025

Supply Zuni Dancers 2 shows	\$500 <sup>00</sup>
Gas	\$ 50 <sup>00</sup>
Food	\$ 213.25
	<hr/>
	\$ 763.25

Rcvd Cash  
at event