



ROSWELL PARKS & RECREATION COMMISSION

Wednesday, July 15, 2026 at 5:30 p.m.
Roswell Recreation & Aquatic Center
1402 w College Blvd, Roswell, NM

Commission Chair: James Edwards

Vice Chair: Jeneva Dearing-Martinez

**Members: Matthew Thomas, Becky Robertson, Maegan Sanders,
Laurie Dudek, and Daniel L. Sanchez**

Staff Coordinator: Jim Burress, Special Services Director

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Approval of the Minutes
 - 1. Consider Approval of May 20, 2026 Meeting Minutes
- E. Non-Action Items
 - 2. Report on Parks & Recreation Departments
- F. Other Business
 - 3. Public Comments

Next Meeting: August 19th, 2026

AGENDA STATEMENT

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and **Resolution 26-12**

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council, and no action will be taken.

If you are an individual with a 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 hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: July 10, 2026

Parks & Rec Commission

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MINUTES OF THE PARKS AND RECREATION COMMISSION
Roswell Recreation & Aquatic Center
1402 W College Blvd
May 20, 2026
5:30 PM

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution No. 26-12.

A. CALL TO ORDER

Chair James Edwards called the May 20, 2026 meeting to order at 5:32 p.m.

B. ROLL CALL

The following Members were present: Chair James Edwards, Vice Chair Jeneva Dearing – Martinez, Matthew Thomas, Maegan Sanders, Laurie Dudek, Daniel Sanchez with Becky Robertson being absent.

Staff present: James Burress, Special Services Director and Monique Ruiz, Parks Administrative Assistant, Sr.

Guests present: Daniel Cederberg

C. APPROVAL OF AGENDA – Member Jeneva Dearing – Martinez made a motion to approve the agenda. Member Laurie Dudek was the second. A voice vote was unanimous, and the motion passed 5-0, with Becky Robertson being absent.

D. APPROVAL OF THE MINUTES – Member Matthew Thomas made a motion to approve the minutes of the January 21, 2026, meeting. Member Laurie Dudek was the second. A voice vote was unanimous, and the motion passed 5-0, with member Becky Robertson absent.

Vice chair Jeneva Dearing – Martinez made a motion to approve the minutes of the February 18, 2026, meeting. Chair James Edwards was the second. A voice vote was unanimous, and the motion passed 5-0, with Becky Robertson being absent.

Member Laurie Dudek made a motion to approve the minutes of the March 18, 2026, meeting. Member Matthew Thomas was the second. A voice vote was unanimous, and the motion passed 5-0, with Becky Robertson being absent.

Vice Chair Jeneva Dearing – Martinez made a motion to approve the minutes of the April 15, 2026, meeting. Member Maegan Sanders was the second. A voice vote was unanimous, and the motion passed 5-0, with Becky Robertson being absent.

F. NON-ACTION ITEMS – Reports stand as presented.

G. OTHER BUSINESS – Sub-Committee Member, Daniel Cederberg discussed his plans

to assist with an upcoming community cycling event. He mentioned providing support with minor bicycle repairs, including tire tube replacements. Mr. Cederberg also suggested that it would be beneficial to have a representative available at the event to issue bicycle permits. Vice Chair Jeneva Dearing – discussed the community cycling event and outlined the initial steps for submitting a Special Events Permit for the event.

Special Services Director, James Burrell reported that a member of the committee is working to organize a golf tournament at the course to raise funds for the cycling event.

H. ADJOURN – No adjournment; meeting dismissed at 6:27pm.

DRAFT

ROSWELL

CEMETERY – June, 2026

Acres Maintained: **210**

Staffing: **9 FTE**

Number of Services for the Month: **32**

- 12 Casket Burials
- 13 Cremation Burials
- 4 Veterans Cemetery Casket Burials
- 3 Veterans Cemetery Cremation Burials

Total Revenue for the Month: **\$62,520.00**

Routine Maintenance:

- Dug, set-up, covered, and tamped for all 32 services.
- Applied herbicide on edges of the road throughout the cemetery.
- Helped with weed control at the columbarium site in South Park Cemetery.
- Continued to trim and mow per schedule.
- 3 stones leveled in section 39.
- Replaced three 3" sprinkler valves in blocks 30, 49, and 70.

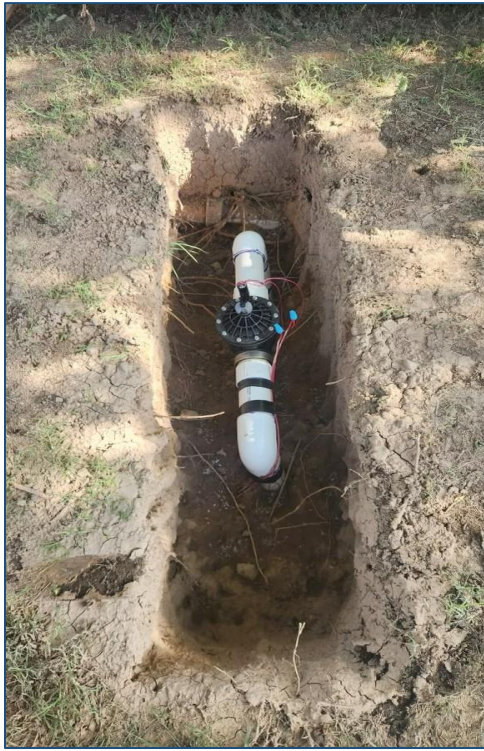
Specific Maintenance:

- Conducted a total of 32 services for the month of June.
- Had a meeting with project manager and contractors regarding the well house block.

Vehicle Information:

UNIT#	MILEAGE
580	135,617
581	82,832
583	25,049
586	83,622
587	65,532
606	88,234

Submitted by: Ruben Esquivel, Cemetery Superintendent
Approved by: Jim Burress, Special Services Director





GOLF – June, 2026

Category	Qty	Subtotal	Cost	Profit
Alcohol / Beer	2954	\$12,326.08	\$11,712.16	\$8,316.71
Alcohol / Liquor	1646	\$7,734.63	\$7,348.01	\$5,390.14
Food and Beverage / Drinks	2880	\$5,146.11	\$4,884.22	\$3,410.94
Food and Beverage / Snacks	1328	\$2,827.41	\$2,682.82	\$1,778.29
Golf / Green Fees	2966	\$24,930.10	\$23,685.57	\$25,410.10
Golf / Memberships	17	\$3,000.03	\$2,850.06	\$3,000.03
Golf / Services (GHIN & Club Storage)	1	0.00	\$0.00	\$35.00
Golf Carts	2697	\$43,160.61	\$41,004.37	\$43,684.61
Merchandise / Accessories	118	\$1,280.94	\$1,216.88	\$655.62
Merchandise / Apparel	2	\$88.57	\$84.14	\$11.07
Merchandise / Clubs	12	\$4,582.12	\$4,353.03	\$1,138.37
Merchandise / Footwear	1	\$91.43	\$86.86	\$9.75
Merchandise / Gloves	85	\$1,671.61	\$1,588.22	\$699.99
Merchandise / Golf Bags	3	\$1,004.76	\$954.52	\$281.90
Merchandise / Golf Balls	489	\$6,702.27	\$6,367.04	\$2,454.51
Merchandise / Headwear	16	\$514.27	\$488.54	\$190.59
Range Balls	782	\$3,983.85	\$3,785.70	\$4,063.85
Rental Club Fees	28	\$441.96	\$419.92	\$441.96
Tournament Credit Book	65	\$0.00	\$0.00	\$12,633.00
Tournament Fees	389	\$0.00	\$0.00	\$15,560.00
Total June Profit	16479	\$119,486.75	\$113,512.06	\$129,166.43
TOTAL GROSS REVENUE	\$155,122.48			

PRO SHOP REVENUES FISCAL YEAR 2025-2026

July 1, 2025 - June 30, 2026							
Month	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit	Gross Revenue	
Jul-25	16,480	\$119,486.77	\$113,512.06	\$19,981.65	\$129,166.43	\$155,122.48	
Aug-25	16,038	\$123,939.14	\$117,742.28	\$22,718.38	\$132,920.51	\$161,836.00	
Sep-24	10,145	\$89,950.85	\$85,453.20	\$13,754.29	\$86,026.81	\$104,278.31	
Oct-25	11,018	\$93,844.33	\$89,625.86	\$12,832.83	\$76,792.83	\$93,844.33	
Nov-25	8,943	\$71,703.95	\$68,120.51	\$9,801.04	\$64,769.29	\$78,153.39	
Dec-25	7,893	\$70,694.51	\$67,160.91	\$12,115.22	\$63,106.42	\$78,755.11	
Jan-26	5,369	\$72,655.78	\$69,024.06	\$6,449.59	\$67,209.33	\$77,290.50	
Feb-26	7,318	\$66,231.34	\$62,920.88	\$7,692.16	\$62,538.95	\$73,541.88	
Mar-26	11,798	\$96,411.49	\$91,590.24	\$17,111.78	\$89,761.70	\$111,694.18	
Apr-26	10314	\$89,927.39	\$85,430.49	\$21,280.92	\$86,721.85	\$112,499.52	
May-26	15028	\$135,576.51	\$128,797.18	\$34,149.18	\$120,599.76	\$161,528.84	
Jun-26	13633	\$98,349.08	\$93,431.25	\$15,960.61	\$95,656.45	\$116,535.11	
Fiscal Year	53517	\$1,128,771.14	\$1,072,808.92	\$193,847.65	\$1,075,270.33	\$1,325,079.65	

Submitted by: Tim VanderBout, Golf Course Manager
 Approved by: Jim Burress, Special Services Director

PARKS – June, 2026

Acres Maintained: 685+

Staffing: 27 FTE

Routine Maintenance:

- Weed eating weeds.
- Repairing fencing & baseball backstops in all parks
- Trash pick-up
- Installing new tables, trash cans and BBQ grills throughout parks
- Tree trimming & transplanting



Specific Maintenance:

- Install border and spread two loads of playground mulch for new playground at Poe Corn Park.
- Install equipment on new playground at Poe Corn.
- Install barricade and paint to close bike trail east of Garden St.
- Repair chain link fence from vehicle accident at Melendez Park.







Vehicle Information:

UNIT#	LAST 5 OF VIN	MILEAGE
1115	59361	10,119
1043	30177	38,422
1335	31335	103,953
1171	05837	110,729
1106	32089	118,961
1134	02128	80,934
1136	51161	93,305
1112	31411	142,205
1109	55800	173,857
1118	03155	101,578
1107	05501	196,929
1120	16661	101,727
1122	06799	43,944
1007	49647	57,980
1194	27335	141,845
1177	63424	35,968
1100	48327	81,960
N/A	31159	179,318
550	38512	135,666
503	87408	80,354

Submitted by: Rudy Chavez, Parks Superintendent
 Approved by: Jim Burress, Special Services Director



Revenue: \$85,747



Attendance: 13,139

FISCAL YEAR FIGURES

	2026 June	YTD
Revenue	85,747	433,057
Attendance	13,139	101,101

ATTENDANCE CONTRIBUTORS

Adult Center Classes & Scans	352
Rec & Aquatic Center Classes/Programs	38
Rec & Aquatic Center Drop-In/Admissions	8611
Rec & Aquatic Center Member Scans	4138

Highlights

Roswell Recreation Center

- Memberships sold: 167
- Union/Fire Department memberships given: 11
- Sports Clinic attendance was lower than anticipated; however the participants who attended were highly engaged, had great time and continued to develop their sports through hands-on instruction and activities.
- Staff have been busy preparing for Alien Chase.

TOP REVENUE CONTRIBUTORS

Pool Admissions	\$30,430
Recreation Concession	\$25,338

Roswell Aquatic Center

- Lifeguards continue monthly Inservice under the direction of Lifeguard Instructor/Aquatic Specialist and included the 300-yard swim requirement.
- Summer swim lessons have been fully enrolled, with all available session spots filled
- Afternoon water aerobics is doing well.
- Attendance at the outdoor pool is great, with the facility operating at or near capacity on a daily basis.
- There were ten birthday rentals, which included 10 or more swim passes each,

Roswell Adult Center

- The morning Yoga class featured a fun “chicken leg” sock theme this month, promoting a sense of community, laughter and participation while highlighting that this group of older adults is anything by “chicken” when it comes to trying new exercises and staying active.

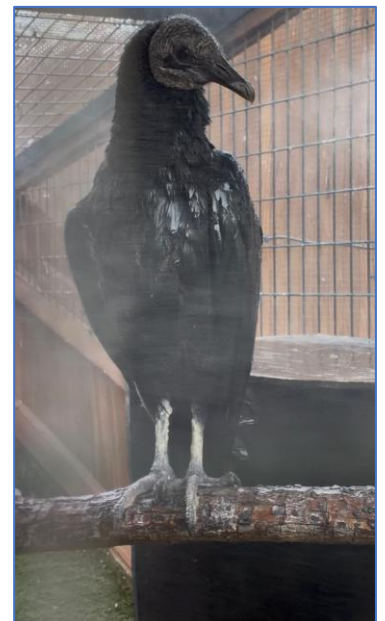
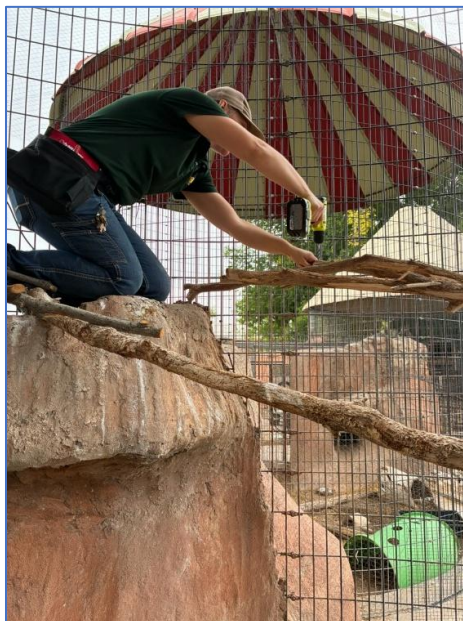
Vehicle Mileage

- Unit 1004/09116 – VIN# 09116 - Mileage 13,546
- Unit 1101/00494 – VIN#00494 - Mileage 56,327
- Unit 15875 – VIN#15875 – Mileage 58,529



Highlights/Animal Care/Maintenance:

- cool, Ursula the black bear says hi!



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