



Parks & Recreation

ROSWELL PARKS & RECREATION COMMISSION

Wednesday, May 20, 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 January 21, 2026 Meeting Minutes
 - 2. Consider Approval of February 18, 2026 Meeting Minutes
 - 3. Consider Approval of March 18, 2026 Meeting Minutes
 - 4. Consider Approval of April 15, 2026 Meeting Minutes
- E. **Non-Action Items**
 - 3. Report on Parks & Recreation Departments
- F. **Other Business**
 - 4. Public Comments

Next Meeting: June 17, 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: May 15, 2026

Parks & Rec Commission

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MINUTES OF THE PARKS AND RECREATION COMMISSION
Roswell Recreation & Aquatic Center
1402 W. College Blvd
January 21, 2026
5:30 PM

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4, NMSA 1978 and Resolution 25-28.

A. CALL TO ORDER

Chair James Edwards called the January 21, 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, Becky Robertson, Laurie Dudek, Daniel L. Sanchez with Matthew Thomas and Maegan Sanders being absent.

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

Guests present: None

C. APPROVAL OF AGENDA – Member Laurie Dudek motioned to approve the agenda. Member Daniel Sanchez seconded. A voice vote was unanimous and the motion passed 5-0, with members Matthew Thomas and Maegan Sanders being absent.

D. APPROVAL OF THE MINUTES – Vice Chair Jeneva Dearing- Martinez motioned to approve the minutes of October 15, 2025. Member Laurie Dudek seconded. A voice vote was unanimous and the motion passed 5-0, with members Matthew Thomas and Maegan Sanders being absent.

Vice Chair Jeneva Dearing- Martinez motioned to approve the minutes of November 19, 2025. Member Laurie Dudek seconded. A voice vote was unanimous and the motion passed 5-0, with members Matthew Thomas and Maegan Sanders being absent.

E. NON-ACTION ITEMS – Report on Parks & Recreation Departments

- All departments (Cemetery, Golf, Parks, Recreation, Adult Center, & Zoo) have put together a 5 – Year Plan.
- Xcel Energy should begin work at Cemetery for the well.
- Jim will be going to the Finance Meeting (February 03, 2026) to get a \$150,000 budget adjustment for merchandise at the Golf Course.
- Parks is expecting a new play unit that will be installed at Poe – Corn mid-February.
- The Aquatic Center has just signed off on \$16,000 to repair the air – handlers.
- Basketball has just begun at the Rec Center.
- Adult center has received \$380,000 to begin architectural designs for new building.
- The cost to repair carousel at the Zoo is around \$350,000.

F. OTHER BUSINESS – Member Becky Robertson mentions interest in a circuit training class at the Recreation Center. “Active Adults” is no longer a class that is being held. Member Becky Robertson asks, Special Services Director James Burress if the class will return.

Special Services Director James Burress, informs member Becky Robertson that she would have to get in contact with Recreation Manager April Hunter, to see what scheduled classes are currently running.

Chair James Edwards would like for Recreation Manager April Hunter, to attend the next Parks & Recreation Commission Meeting (February 18, 2026).

Vice Chair Jeneva Dearing – Martinez asks Mr. Burress for an extension of the zoo’s gate closing time, around sundown at 5 pm. Special Services Director James Burress responds to member Jeneva Dearing – Martinez that the gates will follow our normal business hours (10am- 4pm).

Special Services Director James Burress gives update on the trail system project. Materials for the project have been purchased (green paint, street signs, and a stencil). A report from Sub-committee will be discussed at the upcoming P & R Meeting (February 18, 2026).

ADJOURN – No adjournment; meeting dismissed at 6:25 p.m.

MINUTES OF THE PARKS AND RECREATION COMMISSION
Roswell Recreation & Aquatic Center
1402 W College Blvd
February 18, 2026
5:30 PM

A. CALL TO ORDER

Chair James Edwards established there was no quorum at 5:40 p.m.

B. ROLL CALL

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

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

Guests present: Rita Jane Doerhoefer

C. APPROVAL OF AGENDA – No action taken; no quorum

D. APPROVAL OF THE MINUTES – No action taken; no quorum

E. REGULAR ITEMS (ACTION ITEMS) – (none)

F. NON-ACTION ITEMS – No reports; no quorum

G. OTHER BUSINESS – No public comments; no quorum

H. ADJOURN – No adjournment; no quorum

The meeting dismissed at 5:42 p.m.

Next Commission meeting: March 18, 2026 at 5:30 pm

MINUTES OF THE PARKS AND RECREATION COMMISSION
Roswell Recreation & Aquatic Center
1402 W College Blvd
March 18, 2026
5:30 PM

A. CALL TO ORDER

Director Jim Burress established there was no quorum at 5:40 p.m.

B. ROLL CALL

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

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

Guests present: None

C. APPROVAL OF AGENDA – No action taken; no quorum

D. APPROVAL OF THE MINUTES – No action taken; no quorum

E. REGULAR ITEMS (ACTION ITEMS) – (none)

F. NON-ACTION ITEMS – No reports; no quorum

G. OTHER BUSINESS – No public comments; no quorum

H. ADJOURN – No adjournment; no quorum

The meeting dismissed at 5:40 p.m.

Next Commission meeting: April 15, 2026 at 5:30 pm

MINUTES OF THE PARKS AND RECREATION COMMISSION
Roswell Recreation & Aquatic Center
1402 W College Blvd
April 15, 2026
5:30 PM

A. CALL TO ORDER

Vice Chair Jeneva Dearing-Martinez established there was no quorum at 5:47 p.m.

B. ROLL CALL

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

Staff present: Monique Ruiz, Parks Administrative Assistant, Sr.

Guests present: None

C. APPROVAL OF AGENDA – No action taken; no quorum

D. APPROVAL OF THE MINUTES – No action taken; no quorum

E. REGULAR ITEMS (ACTION ITEMS) – (none)

F. NON-ACTION ITEMS – No reports; no quorum

G. OTHER BUSINESS – No public comments; no quorum

H. ADJOURN – No adjournment; no quorum

The meeting dismissed at 5:48 p.m.

Next Commission meeting: May 20, 2026 at 5:30 pm

ROSWELL

CEMETERY – April, 2026

Acres Maintained: **210**

Staffing: **10 FTE**

Number of Services for the Month: **26**

- 9 Casket Burials
- 13 Cremation Burials
- 3 Veterans Cemetery Casket Burials
- 1 Veterans Cemetery Cremation Burials

Total Revenue for the Month: **\$19,200.00**

Routine Maintenance:

- Dug, set-up, covered, and tamped for all 26 services.
- Leveled 38 flat stones and 1 double upright stone in various blocks throughout cemetery.
- Weed control at General Douglas McBride Veterans Cemetery.
- 24 (I-25) and 40 (I-20) sprinklers replaced throughout the cemetery.
- Replaced 2" waterline break.
- Lifted 87 trees throughout the cemetery.

Specific Maintenance:

- Conducted a total of 26 services for the month of April.
- Held Arbor Day at zoo using 3 cemetery personnel.
- Held Every 15 minutes Project with mock service.

Vehicle Information:

UNIT#	MILEAGE
580	134,336
581	82,134
583	24,847
586	83,298
587	64,323
606	87,713

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

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Pro Shop Revenues

July 1, 2025 - June 30, 2026							
Month	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit	Gross Revenue	
Jul-25		\$119,486.77	\$113,512.06	\$19,981.65	\$129,166.43	\$155,122.48	
Aug-25		\$123,939.14	\$117,742.28	\$22,718.38	\$132,920.51	\$161,836.00	
Sep-25		\$89,950.85	\$85,453.20	\$13,754.29	\$86,026.81	\$104,278.31	
Oct-25		\$93,844.33	\$89,625.86	\$12,832.83	\$76,792.83	\$93,844.33	
Nov-25		\$71,703.95	\$68,120.51	\$9,801.04	\$64,769.29	\$78,153.39	
Dec-25		\$70,694.51	\$67,160.91	\$12,115.22	\$63,106.42	\$78,755.11	
Jan-26		\$72,655.78	\$69,024.06	\$6,449.59	\$67,209.33	\$77,290.50	
Feb-26		\$66,231.34	\$62,920.88	\$7,692.16	\$62,538.95	\$73,541.88	
Mar-26		\$96,411.49	\$91,590.24	\$17,111.78	\$89,761.70	\$111,694.18	
Apr-26		\$89,927.39	\$85,430.49	\$21,280.92	\$86,721.85	\$112,499.52	
May-26							
Jun-26							
Fiscal Year		\$895,097.55	\$850,820.49	\$143,857.86	\$859,134.12	\$1,047,255.70	

PARKS – April, 2026

Acres Maintained: 685+

Staffing: 27 FTE

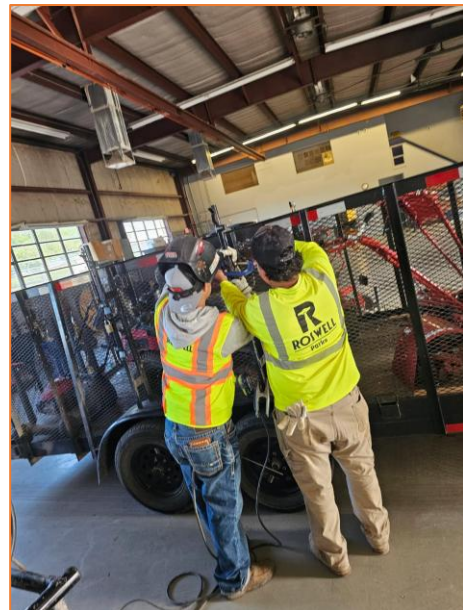
Routine Maintenance:

- 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:

- Dug holes, & assembled & set a new playground at Poe Corn Park.
- Tree trimming
- Fence repair
- Roto tilling
- Built a new shed at the zoo.



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Vehicle Information:

UNIT#	LAST 5 OF VIN	MILEAGE
1115	59361	10,119
1043	30177	36,883
1335	31335	103,953
1171	05837	108,979
1106	32089	117,340
1134	02128	79,834
1136	51161	93,654
1112	31411	142,205
1109	55800	173,166
1118	03155	100,067
1107	05501	195,912
1120	16661	100,816
1122	06799	43,944
1007	49647	57,078
1194	27335	141,388
1177	63424	35,968
1100	48327	80,047
N/A	31159	179,318
550	38512	135,043
503	87408	79,854

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



Revenue: \$17,838



Attendance: 6,524

Highlights

Roswell Recreation Center

- Memberships and spectator passes sold: 20
- The total number of participants for the Easter Event was approximately 200.
- Adult Volleyball games are going well.

Roswell Aquatic Center

- April's in-service training for lifeguards focused on face-up and face-down positions using a head splint with extrication under spinal motion restriction, as well as a passive submerged save in deep water, focusing on rapid backboard extrication and a coordinated multi rescuer team response scenario. The session was led by the Lifeguard Instructor/Aquatic Specialist and included the 300-yard swim requirement.
- There were no incidents to report this month.
- In March there were two birthday rentals, which included 10 swim passes.

Roswell Adult Center

- The Adult Center hosted its first Roswell Runaround City Wide Scavenger Hunt. It was a success with 5 teams participating. We received positive feedback with participants requesting its return in the future
- Adult classes are still going well.

Vehicle Mileage

- Unit 1004/09116 – VIN# 09116 - Mileage 13,546
- Unit 1101/00494 – VIN#00494 - Mileage 56,244
- Unit 15875 – VIN#15875 – Mileage 57,959

Upcoming:

FISCAL YEAR FIGURES

	2025 April	YTD
Revenue	17,838	298.830
Attendance	6,524	79,251

ATTENDANCE CONTRIBUTORS

Adult Center Classes & Scans	448
Rec & Aquatic Center Classes/Programs	1336
Rec & Aquatic Center Drop-In/Admissions	1739
Rec & Aquatic Center Member Scans	2781
Special Events	220

TOP REVENUE CONTRIBUTORS

Recreation Membership	\$8,783
Pool Admissions	\$3,224



Scavenger Hunt
Participants



Scavenger Hunt
Participants

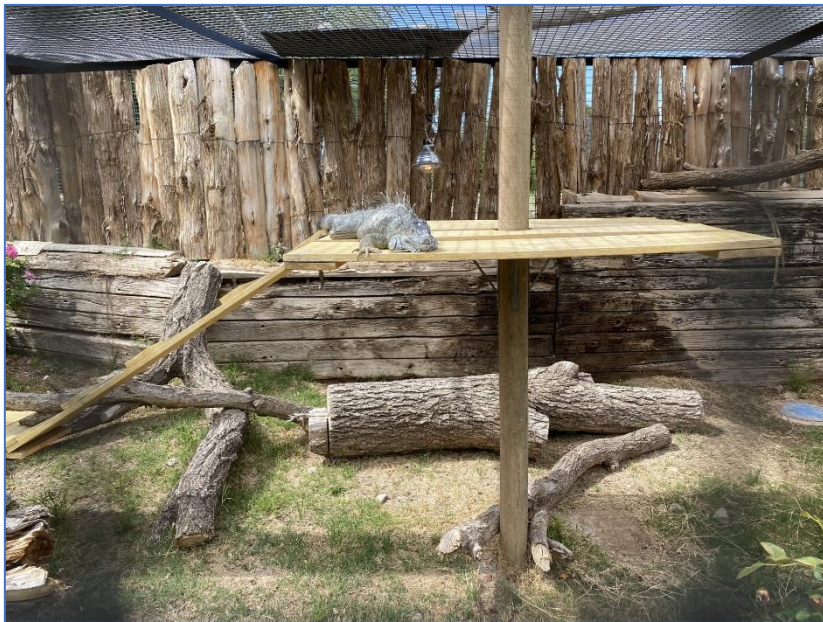


Scavenger Hunt
Winners



Highlights/Animal Care/Maintenance:

-





One of our bears enjoying their bed made of firehose with a welded metal frame (courtesy of Robert at Parks)



Happy Birthday to Hedley & Berney!



One of our bears using their platforms. Many forms of enrichment are given to the bears to increase their quality of life and help them exhibit natural behaviors. The platforms allow the bears to climb and get different perspectives of their environment. The hammock gives them a comfy place to lay (or something to play with). The brushes attached to the platform give them a place to rub and scratch themselves. They are also provided with varying daily enrichment.