



ROSWELL PARKS & RECREATION COMMISSION

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

Next Meeting: May 20, 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: April 10, 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

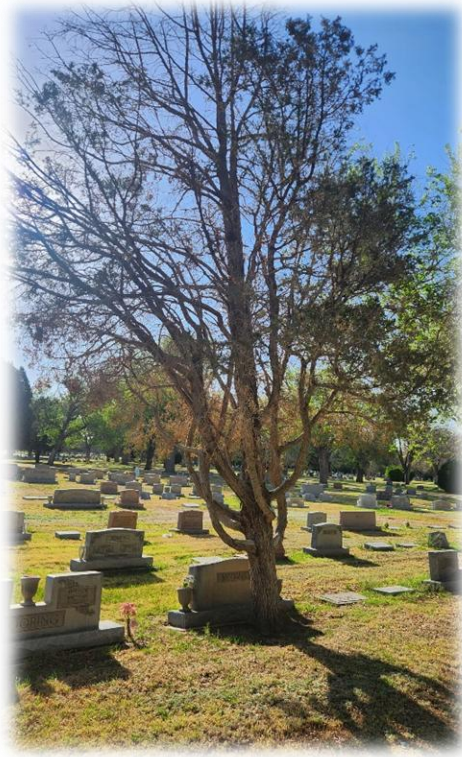
H. ADJOURN – No adjournment; no quorum

The meeting dismissed at 5:40 p.m.

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

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GOLF – March, 2026

Highlights:

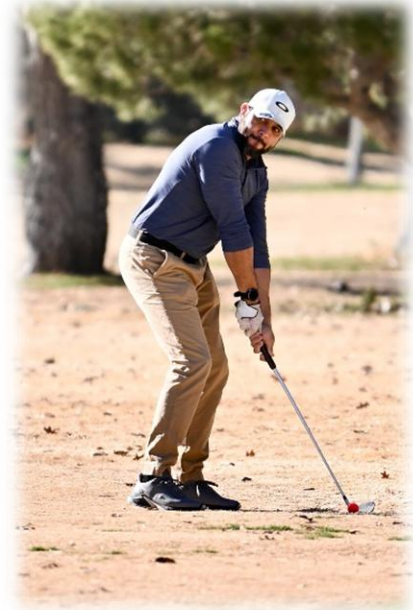
- March was our last month before Tournament Season Officially begins!! The beautiful New Mexico weather has kept us extremely busy. We did almost 2,500 rounds of golf and rented over 2,000 carts for the month.
- We aerated our greens at the end of the month and it didn't slow us down even a little bit. Our team did an amazing job with Aeration, one of the best Aerations I've been a part of.
- We Hosted a couple of successful tournaments as well. The Tony Regalado HUH Invitational had a great turn out and managed to be more successful than last year. Spring River kicked off the High School JV season, we had over 120 ladies and gentlemen battle the course.
- Our City Slickers Golf Association kicked off 2026 with a bang, over 60 members have joined our Association and we only expect it to get bigger and bigger. We will host one tournament every month, we expect this to just get bigger and bigger ever year.

Specific & Routine Maintenance:

- Cut cups 3 times a week.
- Moved tee markers as needed.
- Dumped trash as needed.
- Mowed greens this week
- Finished seeding and covering bare areas on the greens.

Revenues

Category	Qty	Subtotal	Cost	Profit
Alcohol / Beer	2081	\$8,730.68	\$2,878.76	\$5,852.09
Alcohol / Liquor	1169	\$5,747.05	\$1,696.50	\$4,050.30
Food and Beverage / Drinks	1769	\$3,490.13	\$1,239.81	\$2,250.71
Food and Beverage / Snacks	1190	\$2,485.53	\$968.32	\$1,517.66
Golf / Green Fees	2435	\$20,252.74	\$0.00	\$20,252.74
Golf / Memberships	16	\$5,476.20	\$0.00	\$5,976.20
Golf / Services (GHIN & Club Storage)	2	\$0.00	\$0.00	\$80.00
Golf Carts	2043	\$32,852.78	\$0.00	\$33,020.78
Merchandise / Accessories	96	\$3,014.26	\$1,778.15	\$1,236.01
Merchandise / Apparel	8	\$538.11	\$440.00	\$98.11
Merchandise / Clubs	12	\$2,939.48	\$3,172.73	\$1,013.75
Merchandise / Footwear	1	\$91.43	\$84.30	\$7.13
Merchandise / Gloves	52	\$1,052.49	\$658.48	\$394.00
Merchandise / Golf Bags	6	\$2,004.75	\$1,359.77	\$644.98
Merchandise / Golf Balls	299	\$3,626.60	\$2,397.41	\$1,229.15
Merchandise / Headwear	21	\$661.87	\$437.55	\$224.25
Range Balls	559	\$3,043.53	\$0.00	\$3,043.53
Rental Club Fees	26	\$403.86	\$0.00	\$403.86
Tournament Credit Book	14	\$0.00	\$0.00	\$8,466.44
Tournament Fees	0	0	\$0.00	\$0.00
Total March Profit	11798	\$96,411.49	\$17,111.78	\$89,761.69
TOTAL GROSS REVENUE	\$ 111,694.18			



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							
May-26							
Jun-26							
Fiscal Year		\$805,170.16	\$765,390.00	\$122,576.94	\$772,412.27	\$934,756.18	

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

PARKS – March, 2026

Acres Maintained: 685+

Staffing: 27 FTE

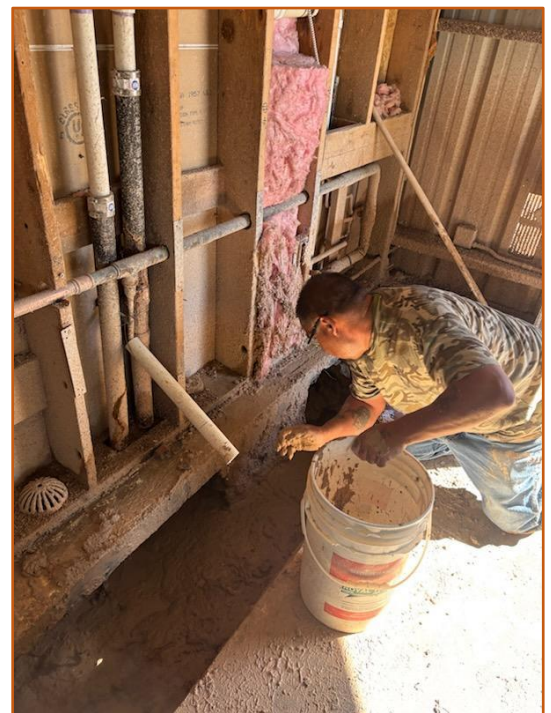
Routine Maintenance:

- 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:

- Poured concrete and gate repair at the zoo.
- Cut out concrete inside of the concession stand to replace sewer line.
- Repair center block at noon – opt.
- Cut and removed large tree stump on the bike trail.
- Continued clean – up at Bird Sanctuary.
- Installed new 8ft fence at the Tree Farm.
- Loaded boxes of old documents for finance.



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Vehicle Information:

UNIT#	LAST 5 OF VIN	MILEAGE
1115	59361	10,119
1043	30177	36,378
1335	31335	103,591
1171	05837	108,979
1106	32089	115,857
1134	02128	79,430
1136	51161	93,039
1112	31411	141,767
1109	55800	172,776
1118	03155	99,426
1107	05501	195,532
1120	16661	100,377
1122	06799	43,905
1007	49647	56,588
1194	27335	141,388
1177	63424	35,968
1100	48327	79,383
N/A	31159	179,318
550	38512	134,975
503	87408	79,652

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



Revenue: \$29,420



Attendance: 8,514

FISCAL YEAR FIGURES

	2025 March	YTD
Revenue	29,420	280,992
Attendance	8,514	73,064

ATTENDANCE CONTRIBUTORS

Adult Center Classes & Scans	331
Rec & Aquatic Center Classes/Programs	874
Rec & Aquatic Center Drop-In/Admissions	2622
Rec & Aquatic Center Member Scans	4687

TOP REVENUE CONTRIBUTORS

Recreation Membership	\$7,601
Recreation Admissions	\$5,174

Highlights

Roswell Recreation Center

- Memberships and spectator passes sold: 89
- The total number of participants for the 2025/2026 Basketball season was 670.
- Adult Volleyball registration ended this month with 19 teams.

Roswell Aquatic Center

- March's in-service training for lifeguards focused on stand-based scenarios, including responses to internal bleeding, passive/active drowning, rule check, misbehaved behaviors and choking incidents. The session was led by the Lifeguard Instructor/Aquatic Specialist and included the 300-yard swim requirement.
- There were one incident to report this month.
- In March there was one birthday rental, which included 10 swim passes.

Roswell Adult Center

- Video walking saw an increase in participants this month.
- Adult classes are still going well.

Vehicle Mileage

- Unit 1004/09116 – VIN# 09116 - Mileage 13,546
- Unit 1101/00494 – VIN#00494 - Mileage 56,201
- Unit 15875 – VIN#15875 – Mileage 57,798

Upcoming:

- Easter Egg Hunt 4/4
- Adult Volleyball 4/13

11-12 Boys Basketball



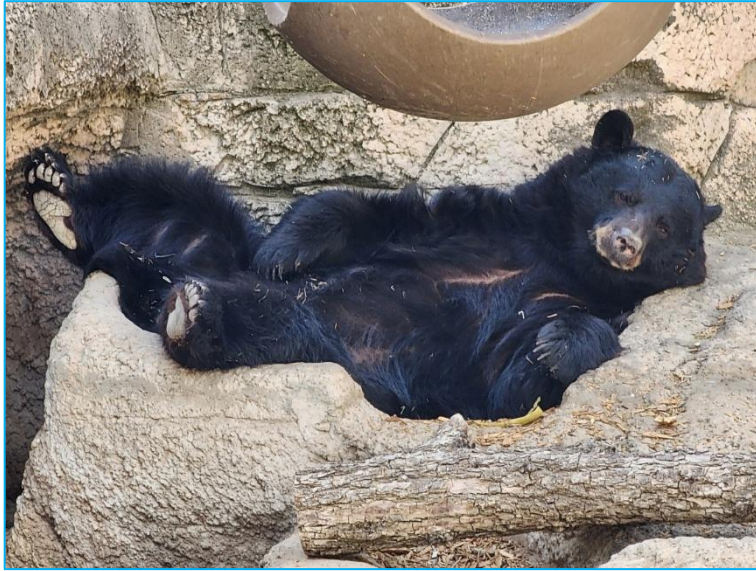
11-12 Girls Basketball



Highlights/Animal Care/Maintenance:

- 
- A photograph of a turkey standing in a dirt area with straw and wood in the background. The turkey has dark brown feathers and a red head. It is standing on a ground covered with straw and wood shavings. In the background, there is a pile of straw and a log.

Chaps the turkey vulture eating some donated fish guts – her favorite treat!



Black Bears: Ursula and Sierra are enjoying the spring weather.



Zero, the guinea pig, relaxing in his cozy hay house.