



ROSWELL PARKS & RECREATION COMMISSION

Wednesday, March 18, 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
- E. Non-Action Items
 - 3. Report on Parks & Recreation Departments
- F. Other Business
 - 4. Public Comments

Next Meeting: April 15, 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: March 13, 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

ROSWELL

CEMETERY – February, 2026

Acres Maintained: 210

Staffing: 11 FTE

Number of Services for the Month: 36

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

Total Revenue for the Month: \$27,330.00

Routine Maintenance:

- Dug, set-up, covered, and tamped for all 36 services.
- Leveled 29 stones in South Park Cemetery.
- 3 upright headstones at Veterans Cemetery.
- Cleaned/scrubbed brick at the new addition at Veterans Cemetery.
- Raised pine trees in blocks 35, 67, and 73.
- Repaired & reset a military stone in cemetery.
- Repaired fence around storage area by the shop.
- Repaired irrigation wires along 3rd St.
- Started Watering blocks with young trees.

Specific Maintenance:

- Conducted a total of 36 services for the month of February.
- Working with cemetery board on setting columbarium fee schedule for South Park Cemetery.

Vehicle Information:

UNIT#	MILEAGE
580	132,152
581	81,492
582	20,297
583	24,624
586	82,950
587	63,431
606	87,379

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



GOLF – February, 2026

Category	Qty	Subtotal	Cost	Profit
Alcohol / Beer	1073	\$4,488.23	\$1,477.91	\$3,010.22
Alcohol / Liquor	701	\$3,417.21	\$934.92	\$2,482.18
Food and Beverage / Drinks	863	\$1,796.65	\$599.91	\$1,196.70
Food and Beverage / Snacks	815	\$1,688.54	\$655.03	\$1,033.53
Golf / Green Fees	1,736	\$12,500.96	\$0.00	\$12,500.96
Golf / Memberships	26	\$11,261.88	\$0.00	\$11,261.88
Golf / Services (GHIN & Club Storage)	3	\$342.87	\$0.00	\$342.87
Golf Carts	1,376	\$22,849.57	\$0.00	\$22,954.57
Merchandise / Accessories	65	\$738.10	\$406.33	\$331.71
Merchandise / Apparel	0	\$0.00	\$0.00	\$0.00
Merchandise / Clubs	4	\$819.05	\$1,128.99	\$419.06
Merchandise / Footwear	0	\$0.00	\$0.00	\$0.00
Merchandise / Gloves	27	\$533.39	\$324.87	\$208.52
Merchandise / Golf Bags	1	\$257.14	\$193.67	\$63.47
Merchandise / Golf Balls	226	\$2,801.38	\$1,807.63	\$993.74
Merchandise / Headwear	12	\$395.23	\$262.45	\$132.74
Range Balls	453	\$2,479.68	\$0.00	\$2,479.68
Rental Club Fees	17	\$270.51	\$0.00	\$270.51
Tournament Credit Book	23	\$0.00	\$0.00	\$3,166.08
Tournament Fees	0	\$0.00	\$0.00	\$0.00
Total February Profit	7,421	\$66,640.39	\$7,791.91	\$62,848.42
TOTAL GROSS REVENUE	\$73,971.38			

Pro Shop Revenues

July 1, 2025 - June 30, 2026							
Month	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit	Gross Revenue	
Jul-25	16480	\$119,486.77	\$113,512.06	\$19,981.65	\$129,166.43	\$155,122.48	
Aug-25	16038	\$123,939.14	\$117,742.28	\$22,718.38	\$132,920.51	\$161,836.00	
Sep-24	10145	\$89,950.85	\$85,453.20	\$13,754.29	\$86,026.81	\$104,278.31	
Oct-25	11018	\$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	7893	\$70,694.51	\$67,160.91	\$12,115.22	\$63,106.42	\$78,755.11	
Jan-26	5369	\$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							
Apr-26							
May-26							
Jun-26							
Fiscal Year	53517	\$708,506.67	\$673,559.76	\$105,345.16	\$682,530.57	\$822,822.00	

Submitted by: Tim VandenBout, Golf Course Manager

Approved by: Jim Burress, Special Services Director

PARKS – February, 2026

Acres Maintained: 685+

Staffing: 27 FTE

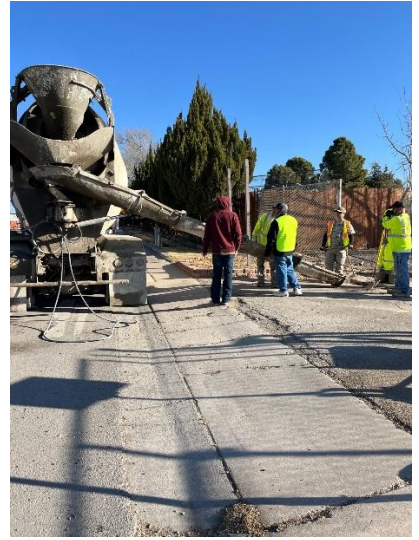
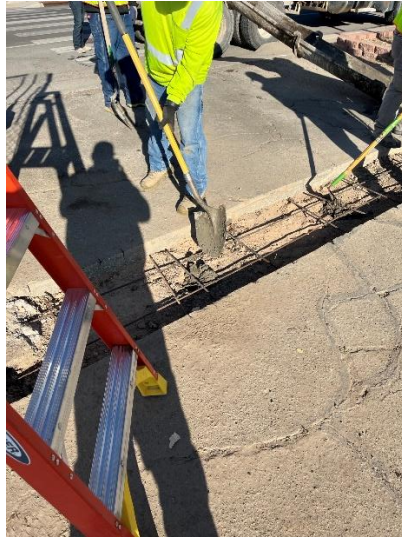
Routine Maintenance:

- Weed eating winter 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:

- Cut out asphalt and poured concrete for gate repair at the Zoo.
- Continued sticker picker in parks.
- Cleaned – up at the Bird Sanctuary.
- Unloaded new playground for Poe Corn.
- Spread fertilizer in parks.
- Transplanted two trees from Fire Station to parks.
- Welding repairs on backstop and soccer goals in parks.







Vehicle Information:

UNIT#	LAST 5 OF VIN	MILEAGE
1115	59361	10,119
1043	30177	35,873
1335	31335	103,022
1171	05837	108,979
1106	32089	115,857
1134	02128	78,339
1136	51161	92,281
1112	31411	141,456
1109	55800	172,346
1118	03155	98,705
1107	05501	195,040
1120	16661	99,618
1122	06799	43,189
1007	49647	55,869
1194	27335	141,388
1177	63424	35,968
1100	48327	78,764
N/A	31159	178,087
550	38512	134,414
503	87408	79,378

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



Revenue: \$28,094



Attendance: 9,221

FISCAL YEAR FIGURES

	2025 February	YTD
Revenue	28,094	251,572
Attendance	9,221	64,550

ATTENDANCE CONTRIBUTORS

Adult Center Classes & Scans	348
Rec & Aquatic Center Classes/Programs	2971
Rec & Aquatic Center Drop-In/Admissions	1215
Rec & Aquatic Center Member Scans	4687

TOP REVENUE CONTRIBUTORS

Recreation Concession	\$9,742
Recreation Admissions	\$6,848

Highlights

Roswell Recreation Center

- Memberships and spectator passes sold: 141
- Union/Fire Department memberships given: 12
- This years Father Daughter Dance was a success once again, with 269 in attendance.
- Recreation and Aquatic employees attended the career fair at RHS.
- Five of our student referees from GHS were highlighted in the RISD Review

Roswell Aquatic Center

- February's in-service training for lifeguards was on rapid assessment. This scenario involved placing an adult manikin on the floor and bringing guards in individually. The instructions provided were "You walk into the locker room and find a person is laying on the floor, with no pulse and not breathing" no additional instructions are given. Any mistakes identified during the scenario were addressed at the end. The session was led by the Lifeguard Instructor/Aquatic Specialist and included the 300-yard swim requirement.
- There were was one incident to report this month.

Roswell Adult Center

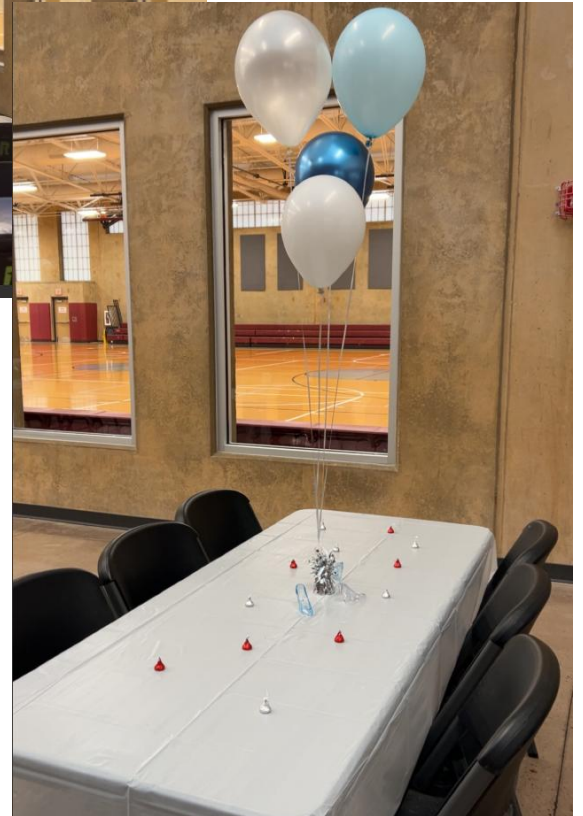
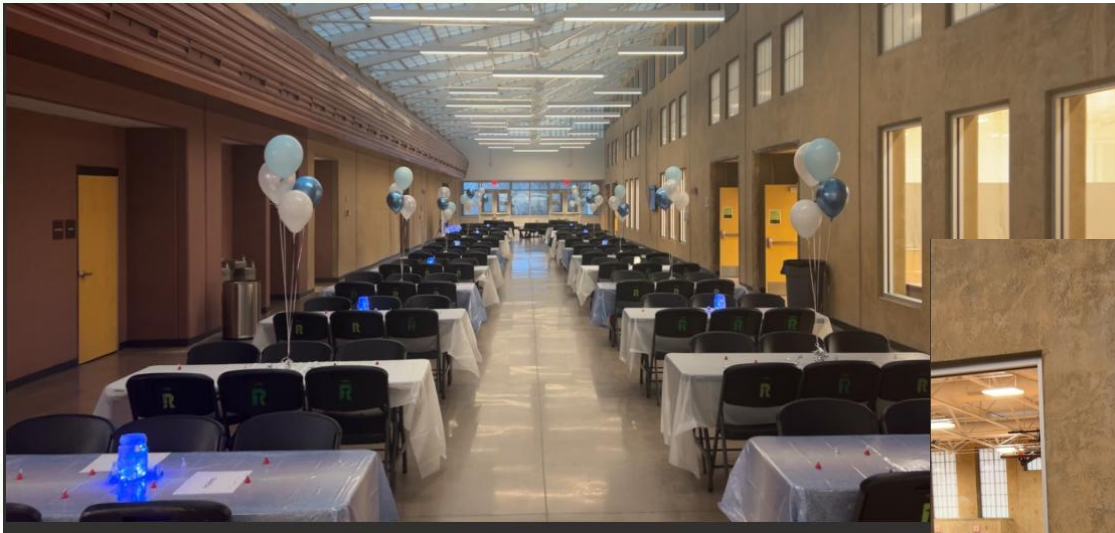
- New equipment was purchased for Yoga classes.
- Adult classes are still going well.

Vehicle Mileage

- Unit 1004/09116 – VIN# 09116 - Mileage 13,546
- Unit 1101/00494 – VIN#00494 - Mileage 56,165
- Unit 15875 – VIN#15875 – Mileage 57,568

Upcoming:

- Easter Egg Hunt 4/4



Highlights/Animal Care/Maintenance:

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