



ROSWELL PARKS & RECREATION COMMISSION

Wednesday, February 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
- E. Action Items
 - 2. Recreation report with April Hunter
- F. Non-Action items
 - 3. Reports on parks & rec departments

Next Meeting: March 18, 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 25-28**

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: February 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.

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CEMETERY – January, 2026

Acres Maintained: 210

Staffing: 11 FTE

Number of Services for the Month: 24

- 11 Casket Burials
- 8 Cremation Burials
- 3 Veterans Cemetery Casket Burials
- 2 Veterans Cemetery Cremation Burials

Total Revenue for the Month: \$22,275.00

Routine Maintenance:

- Dug, set-up, covered, and tamped for all 24 services.
- All street signs & block signs have been installed.
- Four upright headstones at General Douglas McBride Veterans Cemetery.
- Maintenance on set-up trailer de-decked with plywood, carpet re-done.
- Juniper trees trimmed & raised in block 48A and by shop. Trimmed low branches throughout the cemetery.
- Re-set & adjusted stones throughout the cemetery.
- Layout of family lot on block 14 re-done.
- Installed safety posts to protect fire hydrants.
- Realigned hydraulic hose on backhoe (unit 591).
- Repaired barbed wire fence south of the west gate & shop area.

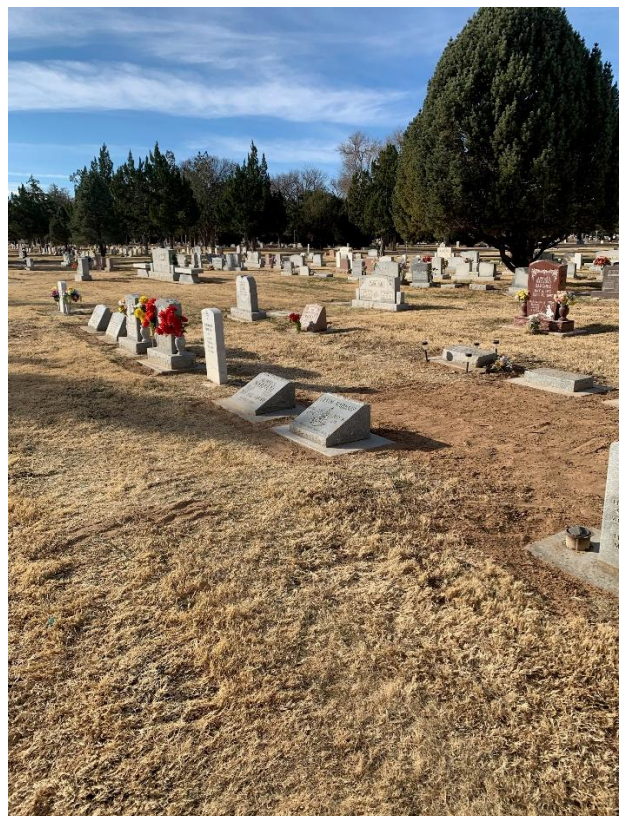
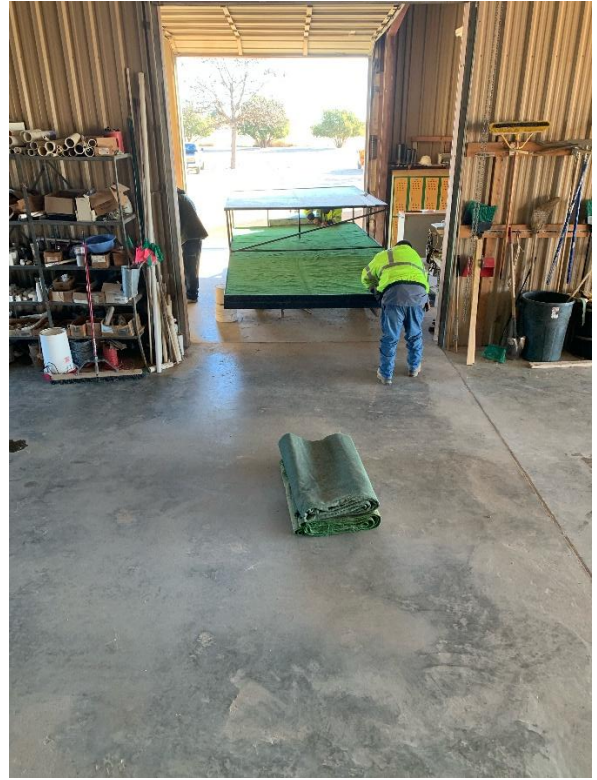
Vehicle Information:

UNIT#	MILEAGE
580	131,189
587	63,044
606	87,265

Specific Maintenance:

- Conducted a total of 24 services for the month of January.

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





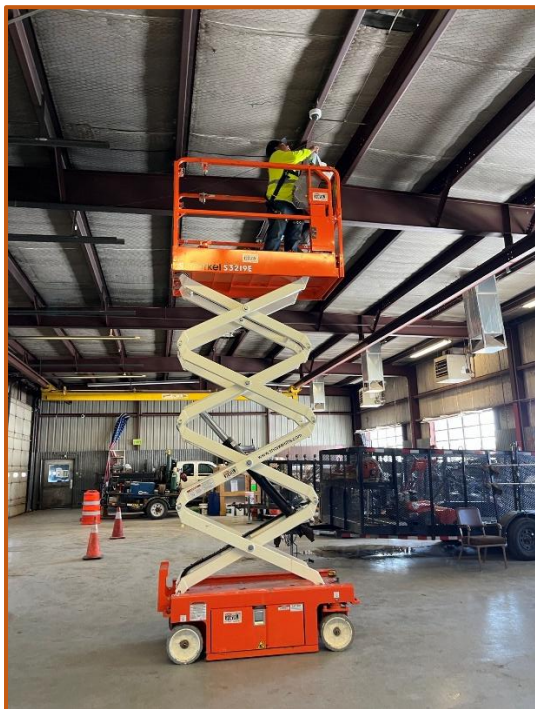
PARKS – January, 2026

Acres Maintained: 685+

Staffing: 27 FTE

Routine Maintenance:

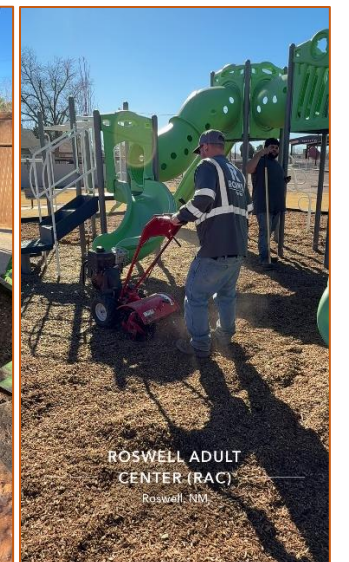
- Weed eating winter weeds.
- Repairing fencing & baseball backstops in all parks
- Trash pick-up
- Installing new tables, trash cans and BBQ grills throughout parks
- Tree trimming & transplanting



Specific Maintenance:

- Clean cameras at shop using scissor lift.
- Assembled shelves for library.
- Used sticker picker for goat heads in parks.
- Spread recycled tree mulch in beds at Altrusa.
- Clean up beds on 9th St. for tree mulch.
- Stump grinding tree stumps.
- Replaced soil in flower bed at zoo.
- Start building shed at the zoo.
- Roto tilling playground mulch equipment in all parks.
- Shoveling sidewalks and parking lots at city building and parks.
- Welding repairs for water plant on meter boxes.







Vehicle Information:

UNIT#	LAST 5 OF VIN	MILEAGE
1115	59361	10,119
1043	30177	35,777
1335	31335	103,000
1171	05837	108,557
1106	32089	115,208
1134	02128	78,339
1136	51161	92,128
1112	31411	140,824
1109	55800	171,853
1118	03155	98,476
1107	05501	174,550
1120	16661	99,089
1122	06799	43,189
1007	49647	55,347
1194	27335	141,388
1177	63424	35,968
1100	48327	77,908
N/A	31159	178,087
550	38512	133,845
503	87408	79,062

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



Revenue: \$24,392



Attendance: 8,224

FISCAL YEAR FIGURES

	2025 January	YTD
Revenue	24,392	223,477
Attendance	8,224	47,275

ATTENDANCE CONTRIBUTORS

Adult Center Classes & Scans	426
Rec & Aquatic Center Classes/Programs	3087
Rec & Aquatic Center Drop-In/Admissions	1634
Rec & Aquatic Center Member Scans	3077

TOP REVENUE CONTRIBUTORS

Recreation Memberships	\$7,992
Recreation Admissions	\$4,337

Highlights

Roswell Recreation Center

- Memberships and spectator passes sold: 78
- Union and Fire Department memberships given: 6
- Basketball games for the 9-12 year olds are going great. Most are officials are local high school students and are doing exceptionally well.

Roswell Aquatic Center

- December's in-service training for lifeguards was the spinal scenario training in the deep end with blackboarding. This scenario is designed to prepare lifeguards to handle situations where a victim may have sustained a spinal injury. 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.
- There were two party rentals held this month, which included swim passes.

Roswell Adult Center

- Yoga and Aerobics classes have really increased in numbers this month.
- Video walking class has also experienced an increase in participants.

Vehicle Mileage

- Unit 1004/09116 – VIN# 09116 - Mileage 13,546
- Unit 1101/00494 – VIN#00494 - Mileage 56,099
- Unit 15875 – VIN#15875 – Mileage 57,378

Upcoming:

- Father Daughter Dance 2/7

11-12 Youth Basketball



Highlights/Animal Care/Maintenance:

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