



## ROSWELL PARKS & RECREATION COMMISSION

Wednesday, January 21, 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 October 15, 2025 Meeting Minutes
  - 2. Consider Approval of November 19, 2025 Meeting Minutes
- E. **Non-Action Items**
  - 3. Report on Parks & Recreation Departments
- F. **Other Business**
  - 4. Public Comments

**Next Meeting: February 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: January 16, 2025

### **Parks & Rec Commission**

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**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
**Roswell Recreation & Aquatic Center**  
**1402 W College Blvd**  
**October 15, 2025**  
**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**

Vice Chair Jeneva Dearing- Martinez called the October 15, 2025 meeting to order at 5:31 pm.

**B. ROLL CALL**

The following Members were present: Vice chair Jeneva Dearing – Martinez, Becky Robertson, Laurie Dudek, Daniel Sanchez with Chair James Edwards, Matthew Thomas, and Maegan Sanders 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** – Member Laurie Dudek motioned to approve agenda. Member Becky Robertson seconded. A voice vote was unanimous and the motion passed 4-0, with Chair James Edwards, Matthew Thomas, and Maegan Sanders being absent.

**D. APPROVAL OF THE MINUTES** – Member Laurie Dudek motioned to approve the minutes of August 20, 2025. Member Daniel Sanchez seconded. A voice vote was unanimous and the motion passed 4-0, with Chair James Edwards, Matthew Thomas, and Maegan Sanders being absent.

Member Laurie Dudek motioned to approve the minutes of September 3, 2025. Member Daniel Sanchez seconded. A voice vote was unanimous and the motion passed 4-0, with Chair James Edwards, Matthew Thomas, and Maegan Sanders being absent.

Member Becky Robertson motioned to approve the minutes of September 17, 2025. Laurie Dudek seconded. A voice vote was unanimous and the motion passed 4-0, with Chair James Edwards, Matthew Thomas, and Maegan Sanders being absent.

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

1. Reports as presented.
2. Stiles field concession stand has been repaired and finished.
3. Cemetery is currently working on the columbarium and well house projects.

4. Golf course has received two brand new ice machines.
5. Parks department is currently catching up and they are now back to routine.
6. Recreation has just finished volleyball, and are now into basketball season. Teams have been made.

**F. OTHER BUSINESS** – Public Comments

**ADJOURN** – No adjournment; meeting dismissed at 6:08 p.m.

DRAFT

## **MINUTES OF THE PARKS AND RECREATION COMMISSION**

**Roswell Recreation & Aquatic Center**

**1402 W College Blvd**

**November 19, 2025**

**5:30 PM**

### **A. CALL TO ORDER**

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

### **B. ROLL CALL**

Chair James Edwards, Daniel Sanchez, Matthew Thomas, Jeneva Dearing-Martinez, Becky Robertson, Maegan Sanders and Laurie Dudek being absent.

Staff present: Jim Burress, Special Services Director

**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

Next Commission meeting: December 17, 2025 at 5:30 pm



## CEMETERY – December, 2025

**Acres Maintained: 210**

**Staffing: 11 FTE**

**Number of Services for the Month: 30**

- 12 Casket Burials
- 13 Cremation Burials
- 0 Veterans Cemetery Casket Burials
- 5 Veterans Cemetery Cremation Burials

**Total Revenue for the Month: \$40,260.00**

### **Routine Maintenance:**

- Dug, set-up, covered, and tamped for all 30 services.
- Filled potholes throughout cemetery.
- Install 3upright stones, 1 flat stone, and 7 plaques at General Douglas McBride Veterans Cemetery.
- Raised and shaped 8-barrel cedars.
- 51 street signs placed on north side of cemetery.
- Bolts on the Brady columbarium re-anchored.
- 3" irrigation line repaired at the entrance road.

### **Specific Maintenance:**

- Conducted a total of 30 services for the month of December.
- 1 disinter/reinter or cremated remains.

### **Vehicle Information:**

| UNIT# | MILEAGE |
|-------|---------|
| 580   | 130,577 |
| 581   | 80,896  |
| 582   | 20,162  |
| 583   | 24,528  |
| 586   | 82,724  |
| 587   | 62,760  |

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

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## GOLF – December, 2025

### **Highlights:**

- Crazy New Mexico weather allowed for another solid winter Month; we were still able to do over 1,700 rounds for the month. We had 19 members renew their memberships and are excited about 2026 here at Spring River Golf Course
- We Hosted the Annual Casa4Kids Golf Tournament. We were able to donate a ton of toys and bikes for the children, and make their Christmas a little special.
- Congratulations to Ron Wood on winning the 1<sup>st</sup> Annual City Slickers Golf Association Cup. Our members competed all year, they supported our Golf Course, met plenty of new friends, and enjoyed a complimentary meal at Antigua's compliments of the Golf Course.

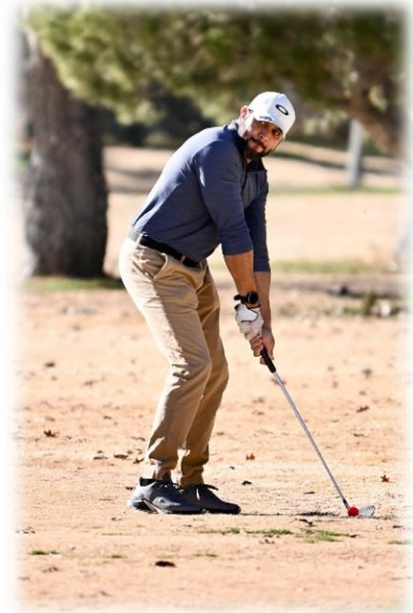
### **Specific & Routine Maintenance:**

- 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                        | 1245               | \$5,212.90  | \$1,682.11  | \$3,530.88         |
| Alcohol / Liquor                      | 1000               | \$4,801.66  | \$1,331.55  | \$3,470.02         |
| Food and Beverage / Drinks            | 915                | \$1,858.58  | \$629.22    | \$1,229.39         |
| Food and Beverage / Snacks            | 771                | \$1,621.00  | \$640.15    | \$980.97           |
| Golf / Green Fees                     | 1,741              | \$13,715.15 | \$0.00      | \$13,715.15        |
| Golf / Memberships                    | 19                 | \$6,409.53  | \$0.00      | \$6,409.53         |
| Golf / Services (GHIN & Club Storage) | 0                  | \$0.00      | \$0.00      | \$0.00             |
| Golf Carts                            | 1,430              | \$23,854.08 | \$0.00      | \$23,931.08        |
| Merchandise / Accessories             | 55                 | \$1,340.94  | \$785.18    | \$555.71           |
| Merchandise / Apparel                 | 4                  | \$285.72    | \$230.00    | \$55.72            |
| Merchandise / Clubs                   | 6                  | \$4,777.39  | \$3,887.83  | \$889.56           |
| Merchandise / Footwear                | 0                  | \$0.00      | \$0.00      | \$0.00             |
| Merchandise / Gloves                  | 39                 | \$790.55    | \$479.42    | \$311.11           |
| Merchandise / Golf Bags               | 4                  | \$1,014.30  | \$765.26    | \$249.04           |
| Merchandise / Golf Balls              | 237                | \$2,678.12  | \$1,666.86  | \$1,0011.32        |
| Merchandise / Headwear                | 2                  | \$71.43     | \$47.21     | \$24.22            |
| Range Balls                           | 382                | \$2,139.53  | \$0.00      | \$2,139.53         |
| Rental Club Fees                      | 19                 | \$255.27    | \$0.00      | \$255.27           |
| Tournament Credit Book                | 57                 | \$0.00      | \$0.00      | \$4,450.00         |
| Tournament Fees                       | 0                  | 0           | \$0.00      | \$0.00             |
| <b>Total December Profit</b>          | 7926               | \$70,826.15 | \$12,144.79 | <b>\$63,208.50</b> |
| <b>TOTAL GROSS REVENUE</b>            | <b>\$78,893.36</b> |             |             |                    |



## 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         |  |
| <b>Dec-25</b>                | <b>7893</b>  | <b>\$70,694.51</b>  | <b>\$67,160.91</b>  | <b>\$12,115.22</b> | <b>\$63,106.42</b>  | <b>\$78,755.11</b>  |  |
| Jan-26                       |              |                     |                     |                    |                     |                     |  |
| Feb-26                       |              |                     |                     |                    |                     |                     |  |
| Mar-26                       |              |                     |                     |                    |                     |                     |  |
| Apr-26                       |              |                     |                     |                    |                     |                     |  |
| May-26                       |              |                     |                     |                    |                     |                     |  |
| Jun-26                       |              |                     |                     |                    |                     |                     |  |
|                              |              |                     |                     |                    |                     |                     |  |
|                              |              |                     |                     |                    |                     |                     |  |
|                              |              |                     |                     |                    |                     |                     |  |
|                              |              |                     |                     |                    |                     |                     |  |
| <b>Fiscal Year</b>           | <b>53517</b> | <b>\$569,619.55</b> | <b>\$541,614.82</b> | <b>\$91,203.41</b> | <b>\$552,782.29</b> | <b>\$671,989.62</b> |  |

Submitted by: **Tim VandenBout, Golf Course Manager**

Approved by: **Jim Burress, Special Services Director**

## **PARKS – December, 2025**

**Acres Maintained: 685+**

**Staffing: 27 FTE**

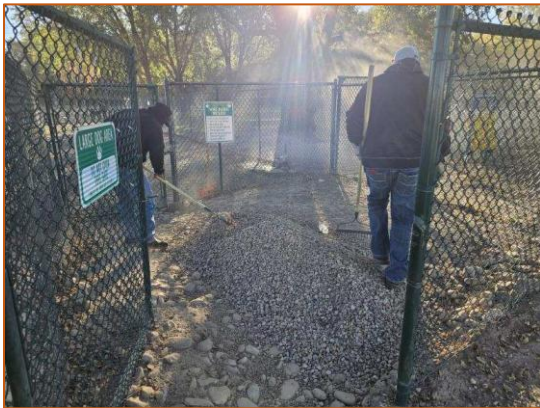
### **Routine Maintenance:**

- Mowing weekly as needed
- Watering parks 3x a week
- Spraying weeds weekly
- Repairing fencing & baseball backstops in all parks
- Trash pick-up
- Installing new tables, trash cans and BBQ grills throughout parks

### **Specific Maintenance:**

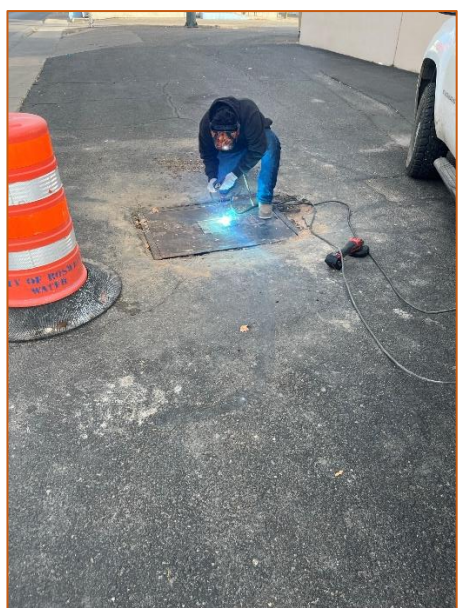
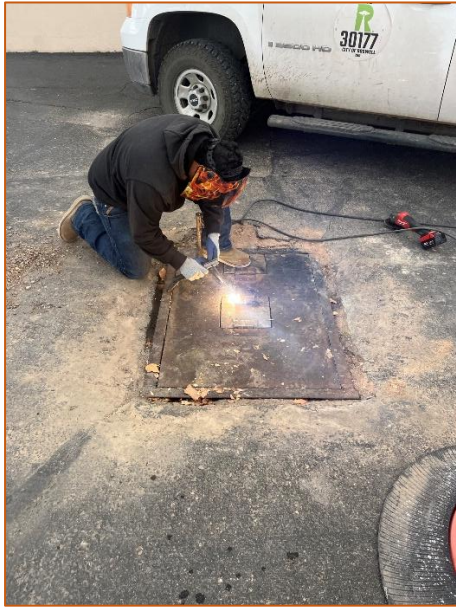
- Tear down old and dangerous playground at the zoo.
- Spread gravel on entrance at Dog Park.
- Grinded down tree stumps in several parks.
- Welding repair on gate at Guffey and meter box lid for the Water plant.
- Installed two new backstops at Chisum park.







MELENDEZ PARK  
Roswell, NM







**Vehicle Information:**

| UNIT# | LAST 5 OF VIN | MILEAGE         |
|-------|---------------|-----------------|
| 1115  | 59361         | 10,119          |
| 1043  | 30177         | 35,747          |
| 1110  | 11787         | 86,048          |
| 1335  | 31335         | 102,767         |
| 1171  | 05837         | 108,557         |
| 1106  | 32089         | 114,736         |
| 1134  | 02128         | 78,028          |
| 1136  | 51161         | 92,128          |
| 1112  | 31411         | 140,707         |
| 1109  | 55800         | 171,522         |
| 1118  | 03155         | 98,296          |
| 1107  | 05501         | 194,119         |
| 1120  | 16661         | 98,772          |
| 1122  | 06799         | 43,042          |
| 1007  | 49647         | 54,996          |
| 1194  | 27335         | 141,388         |
| 1177  | 63424         | 35,968          |
| 1113  | 13373         | Totaled (flood) |
| 1100  | 48327         | 77,223          |
| (N/A) | 31159         |                 |
| 550   | 38512         | 133,461         |
| 503   | 87408         | 78,881          |

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



**Revenue: \$18,956**



**Attendance: 7,863**

### FISCAL YEAR FIGURES

|            | 2025<br>December | YTD     |
|------------|------------------|---------|
| Revenue    | 18,956           | 199,086 |
| Attendance | 7,863            | 47,275  |

### ATTENDANCE CONTRIBUTORS

|                                         |      |
|-----------------------------------------|------|
| Adult Center Classes & Scans            | 412  |
| Rec & Aquatic Center Classes/Programs   | 2200 |
| Rec & Aquatic Center Drop-In/Admissions | 1634 |
| Rec & Aquatic Center Member Scans       | 3617 |

### TOP REVENUE CONTRIBUTORS

|                       |         |
|-----------------------|---------|
| Recreation Admissions | \$5,838 |
| Recreation Concession | \$4,337 |

### Highlights

#### Roswell Recreation Center

- Memberships and spectator passes sold: 72
- Union and Fire Department memberships given: 2
- Basketball registration for the 9-12 year olds ended with 395 children signed up.

#### Roswell Aquatic Center

- December's in-service training for lifeguards focused on the final scenario trainings. A time, team-based exercise where lifeguards demonstrate communication, critical thinking and teamwork. 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 was one party rental held this month, which included swim passes.

#### Roswell Adult Center

- Saturday morning indoor yoga is doing really well.
- Participation numbers grew significantly during the post holiday period.

#### Vehicle Mileage

- Unit 1004/09116 – VIN# 09116 - Mileage 13,546
- Unit 1101/00494 – VIN#00494 - Mileage 56,053
- Unit 15875 – VIN#15875 – Mileage 57,077

#### Upcoming:

- Basketball games for ages 9-12 start 1/20
- Father Daughter Dance 2/7

*Adult Yoga Class*



*Submitted by April Hunter*

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Roswell, NM 88202-1838

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FAX: 575.624.6889

**roswell-nm.gov**

**Highlights/Animal Care/Maintenance:**

- 
- A photograph of a brown and white goat standing on dry, dusty ground, eating from a large pile of green leaves. The goat is facing the pile, and its head is lowered into the foliage. The background is a flat, arid landscape under bright sunlight.