



Cortez Recreation Center
425 Roger Smith Ave.
Cortez, CO 81321

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Created January 9, 2026

PARKS, RECREATION, AND FORESTRY ADVISORY BOARD MEETING

The Parks, Recreation, and Forestry Advisory Board Meeting occurred on Thursday, January 8, 2026, at 3:00 p.m. at the Cortez City Hall.

MINUTES

1. Call to Order – 3:02 pm
 - a. Present:
 - i. Alan Klein, Chair
 - ii. Ken Quigley
 - iii. Erik Hendrickson
 - iv. Rich Landreth
 - v. Steve Moore
 - vi. Randy McKnight
 - b. Absent:
 - i. Matty Carras (out of town)
 - ii. Matt Keefauver, Council Member (conflict with another engagement)
 - c. Staff:
 - i. Creighton Wright, Parks and Recreation Director
 - ii. Jenny Bandi, Assistant Parks and Recreation Director
2. Confirm the agenda:
 - a.
3. Approval of minutes
 - a. December 4, 2025 – Moved by Advisory Board Member Ken Quigley, Seconded by Advisory Board Member Steve Moore. Approved Unanimously.
4. Public Comments and Presentations
 - a. Dog park concern – Director Wright shared a concern that he had received from regular users of the dog park in the early part of November regarding the muddiness of the dog park. The users requested additional wood chips to be distributed to mitigate the mud. The parks team delivered and spread wood chips in the middle of December along the existing paths. There is some work to be done in the spring to improve the gated ingress and egress spots. Also, trash and the deposit of filled doggie waste bags is challenge for parks workers. They state it is by far the worst trash cans to dump in the entire City. We are working internally on a different trash can solution. The Director shared that he and the Parks Superintendent

walked the dog park right after the additional wood chips were delivered and spread.

- i. Ingress/egress
 - ii. Trash issues
- b. Playground concern – Battle Rock school comments. Director Wright shared that on Monday, January 5, he received a stack of letters (10 + one from the Cliffrose Classroom). They are from the 4th and 5th grade class at Battle Rock Charter School. Their bus drops off in the PDV parking lot. The letter state their disappointment with the long duration that it has taken to replace the slides. It has taken 4 months, or more. The Director stated that he would reach out to Battle Rock School to share his appreciation for them sharing the concern and provide an update. UPDATE: On Friday, January 9, the letter was sent to Abbie Herring, Restorative Justice Coordinator at Battle Rock, and the letter is in process of being produced to be placed at the playground later in the day.

5. Subcommittee Reports

- a. Forestry – No report.
- b. Rec User Group – No report. Despite not having a report to share, Chair Klein shared that he was impressed with recent programming efforts including new classes and attempting to reach previously un-reached users/residents. He wanted to recognize Max Loving, Recreation Coordinator for the great effort! A few questions were asked by other members about the class structure, how much they cost, if there were two tiers (membership-included classes and other premium classes). We will bring brochures to the next meeting sharing the class offerings.

6. Old Business

- a. Parks & Rec Master Plan – update on process/schedule
 - i. Report: Assistant Director Bandi provided a brief update. The RFP is nearly complete and we are only finalizing the evaluation criteria and format of the RFP. The advertisement is scheduled to be released on January 21. In addition to the newspaper, it will be sent out through a procurement service we have to push it out to consultants and contractors.
 - ii. Comments: The Advisory Board was supportive of the direction and ensured that we had received the feedback from the members. Staff stated that they had. The committee asked about the proposal evaluation process and how the interviews may be structured. The proposals will be reviewed and scored and the top firms will be invited for interviews. The top firm will be asked to engage in the project. The committee asked about the extensiveness of the outreach to the community. The Assistant Director stated that she expects that it is extensive and reinforced that this needs to be the community's plan. A question was asked about PARFAB members sitting in on interviews and aiding in the selection process. Director Wright shared that he would like to have 1-2 members that help with selection and as they are available, sit in on staff updates with the consultant. He stated that they would need to have a name, no later than the March meeting.
 - iii. Direction: The Advisory Board was supportive of the direction and ensured that we had received the feedback from the members. Director Wright asked

if a member was interested in supporting the project to consider letting us know before the March meeting.

b. Youth Member Recruitment

1. Report: Director Wright shared that no applications have been received thus far.
2. Comments: No significant comments.
3. Direction: Director Wright needs to follow up with Council Member Keefauver regarding interest from SWOS.
- 4.

7. New Business

a. Annual Plan for PARFAB

- i. Report: Director Wright provided PARFAB and overview of the Annual. It is intended to serve as a roadmap of topics and issues the department planned to address and need PARFAB's feedback. He stated that the topics are based on the Department's strategic priorities, which are included at the end of the annual plan. The monthly plan includes 1-3 discussion topics with a brief plan for what will be shared and what discussion/feedback may be needed. It also includes items that staff plans to report, but not necessarily discuss.
- ii. Comments: The committee was concerned about the parks-related items scheduled for later in the year, specifically the Noxious Weed Program. They felt that these items, and Noxious Weeds, particularly need to be addressed sooner. Director Wright shared that he wanted the parks item to be led by the new Parks Superintendent and that he doesn't expect them to be ready to share until then. Further, he stated that regarding noxious weeds, we are familiar with the top tiers we need to eradicate and will continue to address known infestations. For example, a larger infestation of Russian Knapweed was sprayed in late fall on the west side of the Carpenter Open Space. The committee felt that we should consider a small group to begin considering what the program may look like sooner in the year.

The committee was also concerned about the delay in discussing the RC Sales Tax overcollection issue, as it was slated for the March meeting. Some members felt that communication on this topic had been poor and were concerned about not letting the matter linger or lose focus. Director Wright assured the committee that this item is being taken seriously by department staff and the City Manager. It is a top priority right now. He shared that the News Release on this topic was issued the day after the 12/13 City Council meeting, when the City Manager gave the update. That information piece was published in the newspaper, shared on the RC and City Hall Facebook accounts, and distributed to RC staff. He stated that the tax rate had already been rolled back as of January 1. There was some discussion about why we waited until January 1, 2026, to roll back the tax rate. Director Wright shared that the process to notify sales tax license holders and the state is a minimum of 45 days. We slated this item for March because we have a lot to work through to set a direction. Resolving the overcollection has two distinct parts: reimbursing the overcollection and addressing the financial implications of both the reimbursement and the long-term reduction in tax rate. There is

much to figure out, and we are consulting specialty legal counsel to ensure we move in a legally prudent manner. We may have more information sooner than March, but it seems like about the right time to have a near-final plan that will be shareable for feedback.

iii. Direction:

1. The committee was supportive of the Annual Plan and felt that it was a good start. They understood that other priorities may pop up that we may have to address.
2. Consider forming a small group to discuss needs and issues with Noxious Weed Program, and what a Noxious Weed Program plan may look like.

b. Overview of Leadership Development Program

8. Department Operations Report - Share updates on:

a. General Operations

- i. Report: Director Wright provided a written report at the meeting. He shared that he has updated it with budget priorities for 2026.
- ii. Comments: No significant questions.

b. City Charter and Code Review Update

- i. Report: Director Wright shared a brief update on the Charter update being led by the Attorney's office. He expects a report on proposed changes in the next few weeks. The proposed changes will need voter approval. The Code clean will likely follow in the late spring.

c. 2026 Project Status Update

- i. Report: Assistant Director Bandi provided an update on the 2026 projects and their status. She is in the process of finalizing the scopes of work to begin the bidding/procurement process.
- ii. Comments: No significant questions.

d. Park Superintendent Recruitment

- i. Report: Director Wright stated that the Parks Superintendent position has been released for recruitment. In nearly two weeks of advertisement, we have received 65 applications. However, only 2 are qualified, and 3-4 are on the bubble, having strong operations experience, but no parks experience.
- ii. Comments: The committee asked a few timing-related questions.

e. Emergent issues: RC Sales Tax/Pond/Water Management

i. RC Sales Tax

1. Report: As referenced above in the Annual Plan discussion. Director Wright provided an update on the RC Sales Tax overcollection issue. He shared that the City Council will receive guidance on this issue at the Council Meeting on Tuesday, January 13. We expect to have a plan to share no later than the March PARFAB meeting.
2. Comments: An Advisory Board Member shared that they watch the Council Meetings on YouTube, and they ask questions through the platform that are never addressed. Several questions and suggestions were asked, mostly under the earlier Annual Plan topic. There is great concern that we ensure the taxpayers are made whole while also not overburdening the RC Enterprise Fund.

ii. Pond/Water Management

1. Report: Director Wright shared an update on pond/water management issues we were notified about at Denny Lake and the Geer Pond. He stated that the State Water Resources rep in this area has shared management practices that we need to improve for both water bodies, but Denny Lake likely needs the most help. Staff is meeting with our water engineer to discuss the best approach to address the State's concerns.
2. Comments: There were a few questions about the outflow of Denny Lake.

9. Adjourn at 5:04 pm. Moved by Rich Landreth, seconded by Randy McKnight; unanimously approved.