

DATE: February 21, 2025
TO: Mayor and City Council Members
FROM: Tom Whitmer, Acting City Manager
SUBJECT: Bi-Weekly Management Report



Public Works

Main Street & 10th Street Improvement Project Update

Significant progress has been made on the roundabout since the last update. Work completed includes concrete placement for curbs and gutters, driveways, a single curb for the splitter islands, and part of the curb for the center truck apron. In addition, grading, roadway excavation, subgrade preparation, and lighting conduit installation have all been completed.

On February 18, 2025, Main Street and 10th Street were closed to traffic. The contractor and staff have been coordinating with businesses affected by the traffic changes. To speed up the project, the contractor began night work on February 19, 2025, focusing on roadway excavation and subgrade preparation.

On February 18, 2025, two unexpected CenturyLink telephone cables were found in the way of a new catch basin installation on the south side of Main Street. Staff quickly coordinated with CenturyLink and their contractor to relocate the cables. The utility relocation was completed on February 20, 2025. This issue did not impact the project schedule or costs.

Over the next two weeks, the contractor will continue with concrete work, roadway grading, and conduit installation. They will also begin placing the aggregate base course in the roadway as the subgrade work is completed.



Community Development

Planning & Zoning Commission Meeting

The Cottonwood Planning & Zoning Commission will hold its monthly meeting on Monday, February 24, 2025, at 6:00 p.m. in the City Council Chambers – Riverfront. The agenda can be found at the end of the report.

Parks, Recreation, Library

Moonlight Visits the Cottonwood Public Library

The Cottonwood Public Library was thrilled to host Arizona State Park Ranger Tori and her Western Screech Owl, Moonlight, as part of the Sci-Tech Festival. On February 12, 2025, from 4:00 p.m. to 5:00 p.m., over 100 patrons of all ages joined us for an unforgettable educational experience, learning about owl ecology, biology, and the vital work of wildlife rescue and rehabilitation in the Verde Valley. Ranger Tori shared fascinating insights into the lives of owls, their role in the ecosystem, and the importance of conservation efforts. Thank you to everyone who attended and helped make this event a soaring success! Stay tuned for more exciting programs at the Cottonwood Public Library.



Cottonwood Public Library Hosts Roger Naylor

Cottonwood Public Library was pleased to host award-winning author Roger Naylor, who led us through Arizona's many National Parks and Monuments, as featured in his newest book. After a captivating and entertaining talk, Roger stayed to chat with and sign books for his many fans. Nearly 100 people were able to attend this event. Join us next month on Tuesday, March 4, 2025, at 4:00 p.m. as we welcome the Finnish Folk Duo Vellamo to the library.



Pick Your Playground

The Parks & Recreation Department is excited to announce that a new playground at Riverfront Park will be the latest addition to the City's public parks.

As part of the City's Parks and Recreation Master Plan, which aims to support outdoor recreation by enhancing our play spaces, the Parks & Recreation Department is replacing aging playground infrastructure to ensure our parks remain fun, safe, and inviting for the community. The Pick Your Playground Campaign allows residents of all ages to help shape the future of our play spaces by voting on three proposed play structure designs for the updated playground.

To view the three playground options and vote for your favorite, please visit the voting page on the City website at <https://cottonwoodaz.gov/FormCenter/Parks-Recreation-10/Pick-your-Playground-Survey-Riverfront-P-96>. Voting will remain open through Sunday, March 2, 2025.

After the structure selection process is complete, the community will have another opportunity to participate by voting on the color palette for the new playground. Stay tuned for more details on this exciting next step!

Cottonwood's Vintage Run

Registration is now open for the 2025 Cottonwood's Vintage Run to be held on Saturday, April 12, 2025. We encourage everyone who would like to participate to register by February 28, 2025, for the lowest registration fees. Please visit <https://runcottonwood.com/> for more information and to sign up.



2025 Adult Co-Ed Volleyball League

Sign up for the 2025 Adult Co-Ed Volleyball League! Registration is open until February 28, 2025, and costs \$450 per team. To register, please complete an application at the Cottonwood Recreation Center at 150 S. 6th Street. If you have any questions, contact Julia Root at jroot@cottonwoodaz.gov.



Human Resources

GEM Card Recognitions


See an employee **G**oing **T**he **E**xtra **M**ile or performing a **GEM**-like action? **Recognize them!**

Show your appreciation for your peers by filling out a **GEM** Card to explain why a particular employee deserves recognition. Once you have completed the card, present it to your colleagues in person and let them know how much you value their actions or work. After you express your support for their positive contributions, the employee can take the card to HR to redeem their gift.

The following employees received a **GEM** Card from their peers.


Katelyn Dotson, Network Administrator

“Even though only having been on the job for a few weeks, Kate stepped up on the week of Oct 23 to help restore and repair critical network services. She worked many hours and long nights to make sure all services were working.” Submitted by Steve Hensyel, IT Technician II, on November 9, 2023.

 Thanks for G oing the E xtra M ile and being a positive representative of the City of Cottonwood! Your GEM -like action has scored you a small gift of appreciation! Bring your card to HR to collect your appreciation gift.	2/12/25 EC	Describe the GEM -like Action: Even though only having been on the job for a few week, Kate stepped up on th week of Oct 23 to help restore and repair critical network services. She worked many hours and long nights to make sure all services were working.
To: Katelyn Dotson		
From: Steve Hensyel		
Date: 11/9/23		

Katelyn Dotson, Network Administrator

“Thank you, so much! For trouble-shooting THE REC’s audio system and everything you do! YOU ROCK!!!”
Submitted by Vince Piazza, Recreation Center, on February 5, 2025.

 Thanks for G oing the E xtra M ile and being a positive representative of the City of Cottonwood! Your GEM -like action has scored you a small gift of appreciation! Bring your card to HR to collect your appreciation gift.	2/13/25 EC	Describe the GEM -like Action: Thank You, so much! For trouble-shooting THE REC's Audio System and everything you do! YOU ROCK!!!
To: Katelyn Dotson		
From: Vince Piazza		
Date: 2/5/25		

If you have any questions, please don't hesitate to reach out.

Thank you.

Tom Whitmer
Acting City Manager

Attachments:

Agenda - Planning & Zoning Commission Meeting

**PLANNING & ZONING
COMMISSION**1083 E. RIVERFRONT ROAD
COTTONWOOD, AZ 86326

Monday, February 24, 2025

6:00 PM

cottonwoodaz.gov**I. CALL TO ORDER**

1. ROLL CALL:

II. APPROVAL OF THE MINUTES:**III. INFORMATIONAL REPORTS AND UPDATES:**

A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action).

IV. OLD BUSINESS:**V. NEW BUSINESS:**

1. CUP-24-013 – A REQUEST FOR A CONDITIONAL USE PERMIT TO EXCEED THE ALLOWED MAXIMUM NUMBER AND AREA OF SIGNS
2. ZONING ORDINANCE AMENDMENT REGARDING THE CF COMMUNITY FACILITY ZONING DISTRICT, AND THE NF NATIONAL FOREST ZONING DISTRICT
3. ZONE CHANGE TO CF AND NF ZONES FOR ABOUT 1,370 ACRES

VI. CALL TO THE PUBLIC

This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to five minutes for each person.

VII. DISCUSSION ITEMS:

1. DISCUSSION OF GENERAL PLAN MINOR AMENDMENTS
2. Discussion regarding the City of Cottonwood Subdivision Ordinance

VIII. EXECUTIVE SESSION:

1. EXECUTIVE SESSION PURSUANT TO ARS 38-431.03(A)(3)/(4) FOR DISCUSSION OR CONSULTATION FOR LEGAL ADVICE WITH THE CITY ATTORNEY REGARDING A PETITION FILED IN THE YAVAPAI COUNTY SUPERIOR COURT.

IX. ADJOURNMENT:

Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.

Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.

A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

The Riverfront Council Chambers are accessible to the handicapped in accordance with Federal “504” and “ADA” laws. Those with needs for special typeface print or hearing devices may request these from the Community Development Admin at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

Members of the Planning Commission will attend either in person or remotely.