

**DATE:** March 7, 2025  
**TO:** Mayor and City Council Members  
**FROM:** Tom Whitmer, Acting City Manager  
**SUBJECT:** Bi-Weekly Management Report



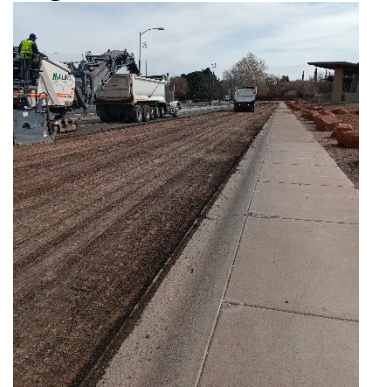
## Public Works

### Main Street & 10<sup>th</sup> Street Improvement Project Update

Significant progress has been made on the Main Street & 10<sup>th</sup> Street Improvements Project since the last update. On Thursday, March 6, 2025, the contractor successfully completed roadway paving for the roundabout and additional paving on North 10th Street between Main Street and Riverfront Road and along Riverfront Road from 10<sup>th</sup> Street to the end of the road. Due to forecasted inclement weather, the contractor worked extended hours, completing all milling and paving activities in just one and a half days instead of the originally scheduled three days. In addition, most of the new signage has been installed, and Main Street was reopened to both eastbound and westbound traffic following the completion of the paving work.

To prepare for paving, the contractor completed the installation of all curb and gutter systems, the truck apron at the center of the roundabout, curbing for the splitter islands, and the roadway subgrade and aggregate base course. Other completed work includes the installation of a new catch basin, sidewalk grading, driveway, ramp installation, and the lighting conduit. The sidewalk and ramp installation on the northeast corner have also been finished.

Looking ahead, the upcoming work will involve completing the installation of signage, stamped colored concrete in the splitter islands, additional ramps, sidewalks, and driveways, and the placement of landscape rock.



## Police Department

### Cottonwood Police Spotlight

Last weekend, Officers Wilson, Smith, and Rafferty responded to a medical emergency at Dead Horse Ranch after a man suddenly became unresponsive. His spouse immediately called for help, and our officers arrived quickly, administering CPR until medical personnel took over. Thanks to their swift response and teamwork, the patient regained a pulse before being transported to the hospital. Outstanding work, Officers!



### The Voice Behind the Lifeline: A Heartfelt Reunion

When Jean called 911 during her husband's medical emergency, panic set in—even with her background as a nurse. In that moment of fear, one of our Cottonwood dispatchers was there to be her steady guide, offering calm and clear instructions when she needed them most. Jean was so grateful for the support she received that she later sent a heartfelt letter of appreciation. (See her message below.) Jean and Roger had the chance to meet the voice that helped them through one of the scariest moments of their lives. This emotional reunion is a testament to the vital role our dispatchers play every day—providing reassurance, guidance, and life-saving assistance when seconds matter.



## Administration Department

### Coffee With Council

The City of Cottonwood invites the public to Coffee with Council on Thursday, April 3, 2025, from 9:00 a.m. to 11:00 a.m. at Firecreek Coffee Co. Enjoy free coffee and pastries while discussing important community topics, such as the Main Street Improvements and Pavement Preservation Projects.

City Council members and City staff will be available to answer questions, hear your thoughts, and engage in meaningful conversation about the future of our roads and infrastructure. This event is free and open to the public. Stop by, grab a cup of coffee, and participate in the discussion.



The poster for 'Coffee with Council' features a green and white checkered background. At the top left is the City of Cottonwood logo. The main title 'COFFEE with COUNCIL' is prominently displayed. Below the title, it states: 'THE COMMUNITY IS INVITED TO ENJOY FREE COFFEE & PASTRIES WHILE MEETING & TALKING WITH COUNCIL MEMBERS IN A RELAXED SETTING!'. The event date 'April 3 2025' is shown in large white text. The location 'FIRECREEK COFFEE CO. 677 E. MINGUS AVE.' and time '9:00 AM UNTIL 11:00 AM' are listed. A red circle highlights the 'TOPIC: Main Street & Pavement Preservation Projects'. A QR code is labeled 'SCAN TO ADD TO CALENDAR'. At the bottom, the website 'COTTONWOODAZ.GOV' and Facebook page 'FACEBOOK.COM/CITYOFCOTTONWOODAZ' are provided. A large image of a coffee cup with latte art is on the right side.

## Tourism & Economic Development

### Money in the Mail

Cottonwood has many local businesses that rely on our support throughout the year. We encourage everyone to shop locally today and every day. In partnership with the Cottonwood Old Town Association and the Greater Verde Valley Chamber of Commerce, we are promoting supporting local businesses and upcoming Spring events in the March 2025 Money in the Mail coupon book issue.



This collage promotes local shopping and spring events. It features a central 'COTTONWOOD ARIZONA' sign with the slogan 'SHOP. DINE. DRINK. RELAX. LET'S SHOP & SUPPORT LOCAL!'. Surrounding this are images of people at a bar, a dog, and a person at a coffee stand. To the right, there are three event posters: '22ND ANNUAL GREATER VERDE VALLEY CHAMBER GOLF CHALLENGE' (March 22nd, 2025), 'shop local' (Find the perfect gift or place the perfect night out in Old Town Cottonwood!), and 'Annual Easter Eggstravaganza' (April 19, 2025, 10am-1Cam at Riverfront Park). The bottom of the collage includes logos for the Greater Verde Valley Chamber of Commerce, Cottonwood Chamber of Commerce, and City of Cottonwood.

## Old Town Entertainment Guides

Are you looking for the latest happenings in Old Town Cottonwood this month? Then, you must check out the Old Town Association's Entertainment Guides, which are released monthly in partnership with the Tourism & Economic Development Department. Learn about upcoming events, food specials, sales, and much more. Guides can be viewed online at [Visit Old Town Cottonwood](#) or [Visit Cottonwood, AZ](#).



DATE	EVENTS
<b>THURSDAY, MARCH 13</b>	Happy Hour at Old Town Cottonwood Clyde McGee of Bridge City Stinson with Guests TBA
<b>FRIDAY, MARCH 14</b>	Brubaker Wines, 5-8pm Pat Beary Black Forest Society Special Anniversary Event with live music, masks, locals, and wine readings from 12-3pm NART of AZ, 11am-3pm Tarot readings with Bill
<b>SATURDAY, MARCH 15</b>	Old Town Square, 4-8pm Farmers Market Katie's Kakes Free Pool
<b>SUNDAY, MARCH 16</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>MONDAY, MARCH 17</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>TUESDAY, MARCH 18</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>WEDNESDAY, MARCH 19</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>THURSDAY, MARCH 20</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>FRIDAY, MARCH 21</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>SATURDAY, MARCH 22</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>SUNDAY, MARCH 23</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>MONDAY, MARCH 24</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>TUESDAY, MARCH 25</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>WEDNESDAY, MARCH 26</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>THURSDAY, MARCH 27</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>FRIDAY, MARCH 28</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>SATURDAY, MARCH 29</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
<b>SUNDAY, MARCH 30</b>	Old Town Square, 10-3pm Farmers Market Katie's Kakes Free Pool
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"It happens in Old Town Cottonwood!" • oldtown.org



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## Visit Cottonwood Newsletter

The Tourism & Economic Development Department distributed the latest issue of the Visit Cottonwood Newsletter on March 6, 2025. Subscribers to the Newsletter can expect information on upcoming events, sales and specials, and local alerts and updates. To read the newsletter or subscribe for future issues, please visit [Visit Cottonwood Newsletter – March 2025](#).

## Parks, Recreation, Library

### Parents Night Off

Hey parents! Are you ready for a night out? Look no further! Let us care for your little ones while you enjoy a night on the town. Your child will have fun with games, activities, and making new friends! Our experienced staff will lead them in fun arts and crafts activities, and they will enjoy pizza and a St. Patrick's Day-themed movie. Don't miss out on this opportunity to give yourself the break you deserve while your child has a blast with us. Reserve your child's spot today. Pre-registration is required as space is limited. You can sign up online at <https://secure.rec1.com/AZ/cottonwood-az/catalog> today!

**THE REC**

**PARENTS NIGHT OFF**  
**ST. PATRICK'S DAY**  
**Friday, March 14 • 5:30-8:30PM**

**\$15 per child • Open to ages 4-12 (CHILD MUST BE PRETTY TRAINED!)**  
**PRE-REGISTRATION IS REQUIRED AS SPACE IS LIMITED!**

**Crafts • Movies • Pizza**

**SCAN ME**

**SPONSORED BY StateFarm**  
JENNIFER GRIFFIN, AGENT  
347 S. MARK ST., COTTONWOOD, AZ  
920-834-7660

## Verde Valley Sci-Tech Festival

In February, the Cottonwood Public Library Youth Services Department participated in the Verde Valley Sci-Tech Festival by hosting 18 free, science-themed events for the community, which drew a total of 420 participants. These programs engaged children and teens of all ages through hands-on activities such as slime-making, ice cream-making, cookie decorating, building catapults, coding, and playing chess. A special highlight was the visit from Moonlight the Owl, accompanied by rangers from the state park, which provided an up-close wildlife experience. Each event encouraged curiosity and exploration, making science fun and accessible in a welcoming library setting. The festival was a great success, bringing the community together through engaging STEM activities, and we look forward to participating in next year's event.



## Community Development

### Planning & Zoning Commission Meeting

The Planning & Zoning Commission will hold its monthly meeting on Monday, March 17, 2025, at 6:00 p.m. in the City Council Chambers – Riverfront. The agenda will be available as the meeting date approaches.

### Historic Preservation Commission Meeting

The Historic Preservation Commission will hold its monthly meeting on Wednesday, March 26, 2025, at 6:00 p.m. at the City Council Chambers – Riverfront. The agenda will be available as the meeting date approaches.

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

Thank you.

**Tom Whitmer**  
**Acting City Manager**