

**DATE:** May 2, 2025  
**TO:** Mayor and City Council Members  
**FROM:** Tom Whitmer, Acting City Manager  
**SUBJECT:** Bi-Weekly Management Report

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## Police Department

### K9 Unit in Action

The Police Department's K9 Unit proudly conducted a series of demonstrations for local middle school students. Our officers, along with their four-legged partners, showcased their detection, obedience, and teamwork skills. This provided students with a firsthand look at the incredible bond between K9s and their handlers.



### Coffee with a Cop

The Coffee with a Cop event was an excellent opportunity for connection. It allowed residents of Cottonwood to enjoy coffee, conversation, and a sense of community. A special thank you goes to The Neighborhood Coffee Shop for generously donating all the coffee.



## Administration

### Grant Coordinating Team

On Friday, April 25, 2025, our grant team submitted a request for \$7,628,649 to Senators Mark Kelly and Ruben Gallego as part of Congressionally Directed Spending, also known as Congressional Appropriations. This funding mechanism allows members of Congress to request direct federal funding for specific projects in Arizona. Our senators and representatives advocate for these requests on behalf of local governments, nonprofits, and tribes. Each project undergoes rigorous vetting, and any awarded funds are publicly listed by the Appropriations Committees.

The City of Cottonwood has requested funding for the following projects:

1. Rehabilitation of Mingus Wastewater Treatment Plant – Blower & Aeration improvements Project.
2. North Main Street Sidewalk – designing and constructing a multi-use path to connect the Old Town Main Street district with the Grey Fox subdivision.
3. Feasibility study for the Mingus Advanced Water Purification System.

## Cottonwood Area Transit

### Cottonwood Area Transit Expands Fleet with New Fixed Route Bus

Cottonwood Area Transit (CAT) is excited to announce the arrival of a brand-new bus to its Fixed Route service. This addition marks a continued investment in reliable, accessible, and sustainable public transportation for the Verde Valley community. The newest bus will soon be on the road, expanding CAT's capacity to serve more riders while improving overall service efficiency. Two additional buses are expected to arrive in the coming weeks, further strengthening CAT's fleet. Each new vehicle is equipped with modern features, including ADA accessibility, bike racks, and improved air conditioning systems, which are perfect for Arizona's climate.

"This is a great milestone for our transit system," said Transit Manager Lisa Boring. "Our goal is to ensure residents and visitors have access to safe and dependable transportation, and these new buses help us meet that goal while preparing for future growth."

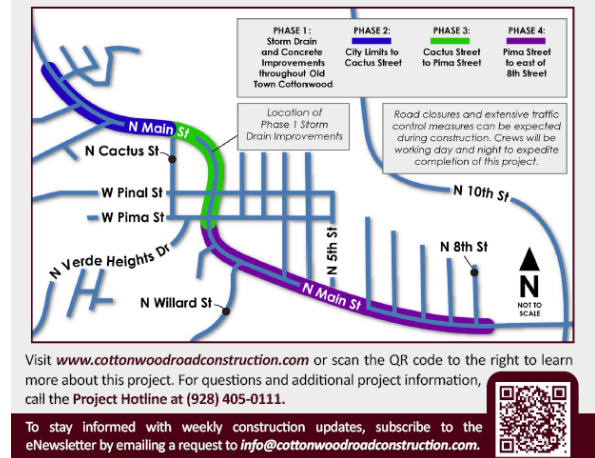


## Public Works

### Open House Meeting on Main Street Improvements Project

The City of Cottonwood and Contractor, Combs Construction Company, invite the public to attend an open house meeting for the Main Street Improvements Project. The meeting will be held on Wednesday, May 7, 2025, from 5:00 P.M. to 7:00 P.M., at the Cottonwood Recreation Center, 150 S. 6<sup>th</sup> Street. This meeting will be an open house format with no formal presentation. Feel free to join us anytime between 5:00 P.M. and 7:00 P.M. Members of the project team will be available to discuss items such as the project's scope, the tentative schedule, planned traffic control, and how to stay informed as the project progresses.

The Main Street Improvements Project involves the reconstruction of the asphalt pavement along Main Street, extending from the City limits to just east of 8<sup>th</sup> Street. Additionally, the project will include storm drain improvements and Americans with Disabilities Act (ADA) concrete work throughout Old Town Cottonwood. The construction will be carried out in four phases, as illustrated in the map below, with work expected to begin in late spring or early summer of 2025. The tentative completion date for the project is fall 2025. Please note that the timeline for this project is dependent on the completion of other nearby projects and is also highly influenced by weather conditions.



### Main Street and 10<sup>th</sup> Street Improvement Project

The City of Cottonwood, in partnership with Combs Construction Company, is pleased to announce the successful (and early) completion of the Main Street and 10<sup>th</sup> Street Improvements Project. This vital infrastructure project focused on enhancing traffic flow and pedestrian safety by constructing a new roundabout at the intersection of Main Street and 10<sup>th</sup> Street. In addition to the roundabout, the project included the installation of new driveway entrances, sidewalks, curbs, gutters, updated signage, and fresh asphalt pavement.

These improvements demonstrate the City's ongoing commitment to maintaining safe, accessible, and well-kept streets for the Cottonwood community. We sincerely thank residents and businesses for their patience and support throughout the construction process.



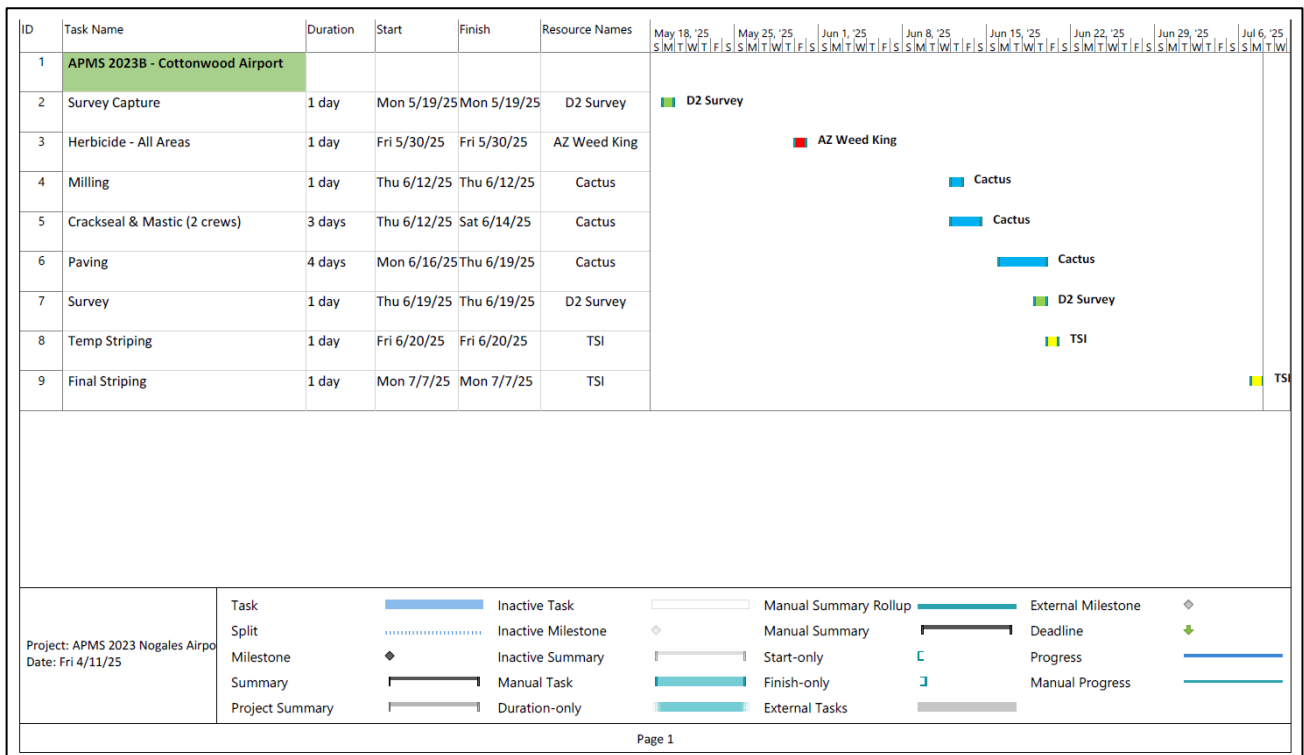


## Airport

### ADOT Pavement Rehabilitation Project

The Gantt Chart below outlines the ADOT pavement rehabilitation project timeline concerning the airport runway. This project was initiated in 2022 and presented to the City Council for formal approval on January 17, 2023. The total estimated cost of the rehabilitation is \$860,554, with the City contributing a local match of \$86,055. This local match was successfully transferred to the Arizona Department of Transportation (ADOT) via a purchase order on November 2, 2023. *This project does not increase the airport's capacity. It is intended only to improve safety for current use.*

The primary construction activities, which necessitate the temporary closure of the runway, are planned to occur from June 12 to June 20, 2025. This project phase encompasses various operations, including precise milling of the existing surface, comprehensive crack sealing, application of mastic materials, new paving, and the implementation of temporary striping to ensure safety and clarity for future air traffic. Parker Northrup from Embry-Riddle Aeronautical University (ERAU) has been notified of this schedule and has confirmed receipt and understanding of the timeline. In preparation for the runway closure, airport staff will diligently issue the appropriate Notices to Air Missions (NOTAMs) to inform pilots and aviation personnel of the impending disruptions.



## Community Development

### Capture the Dark 2025



The Verde Valley has some of the most spectacular nighttime views, so we are thrilled to announce the return of [Capture the Dark](#), DarkSky's premier nighttime photography contest.

Now in its fifth year, Capture the Dark is a unique event designed to celebrate the beauty of the night and inspire meaningful change. This global contest unites the finest astrophotography, nighttime adventurers, DarkSky advocates, and defenders of the night, just like you. No matter your level of experience or where you are located, this event is tailored for you.

From categories showcasing breathtaking nightscapes to those highlighting various lighting conditions—both good and bad—or even photos taken with a cell phone, there's something for everyone.

Key Dates:

- **Submissions open:** May 1 – June 30
- **Public voting:** July 1 – July 21
- **Winners announced:** Early August

This year, DarkSky is proud to anchor the contest in its newly adopted Principles for Responsible Astrophotography. These guidelines encourage photographers to capture the night with care and intention, minimize impact on the natural environment, and respect the experience of others. We are excited to see the night through your lens. We invite you to [visit the contest website](#), explore the categories, and share your unique perspective of the night. Please share your submittals with Clover Pinion, City Planner, at [cpinion@cottonwoodaz.gov](mailto:cpinion@cottonwoodaz.gov). She will promote them through City Dark Sky Events and announcements. If you have questions, you can reach out to her as well.

## Parks, Recreation, Library

### City of Cottonwood Celebrates a Successful “Love Cottonwood” Volunteer Day

The City of Cottonwood is proud to share the success of [Love Cottonwood](#), a citywide celebration of community spirit and service. On Saturday, April 26, 2025, the event brought together more than 50 dedicated volunteers who rolled up their sleeves and gave back to the community in meaningful ways. Volunteers participated in a variety of impactful projects, including *Fire Fuels Mitigation* and community clean-up efforts at Riverfront Park, creating heartfelt *Letters of Hope* for individuals in substance use treatment, *Crafting for a Cause* for our cherished seniors, and supporting the EcoFarm’s *Plant a Tree Day* initiative.

We were honored to have strong support from our elected officials. Mayor Ann Shaw, Vice Mayor Felicia Coates, and Council Members Bob Marks and Joy Mosely, who joined in, showed their commitment to building a stronger, more connected Cottonwood. Thank you to all who contributed their time, energy, and compassion. Events like this remind us of the power of community and the incredible impact we can make when we come together. Let’s continue to show our love for Cottonwood today and every day.





### Old Town Music and the Market

Old Town Music and the Market is back for the 2025 season on Friday, May 9, 2025. Join us at the Old Town Activity Park from 5:00 P.M. until dark for an evening of live music, delicious food, shopping, and more with your friends and neighbors. For more information, visit [oldtownmusicandthemarket.org](https://oldtownmusicandthemarket.org).



### Adult Softball League

Registration is open for our 2025 Adult Softball League until July 31, 2025. The cost is \$450 per team. The men's League will play Wednesday nights, and the Co-Ed League will play Tuesday and Thursday nights. Sign up online at <https://secure.rec1.com/AZ/cottonwood-az/catalog>. Want to play but don't have a team? Contact Tristan at the REC to be placed on a waitlist for a team. Tristan can be reached at 928-639-3200, by email [twright@cottonwoodaz.gov](mailto:twright@cottonwoodaz.gov), or in person at the REC (150 S. 6th Street).



### Daddy Daughter Date Night

Tickets are on sale now for Daddy Daughter Date Night on Friday, June 20, 2025. You're invited to enjoy a memorable evening of music, dancing, and food. This special event is for daughters and their amazing dads. Music will be provided by DJ DBear, and Randall's Restaurant will cater dinner. We would also like to say a huge THANK YOU to Westcott Funeral Home for sponsoring this year's event. Tickets for this special evening are a great present to give this year at only \$50 per couple and \$15 for each additional guest. To buy tickets, please visit <https://secure.rec1.com/AZ/cottonwood-az/catalog>.



## Tourism & Economic Development

### Visit Cottonwood Newsletter

The latest issue of the Visit Cottonwood Newsletter was distributed on May 1, 2025, by the Tourism & Economic Development Department. Subscribers to the Visit Cottonwood Newsletter can expect information on upcoming events, sales & specials, and local alerts & updates. To read the newsletter or to subscribe to receive future issues, please [Visit Cottonwood Newsletter](#).

## Human Resources

### GEM Card Recognition


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.

### Helen Bartels, Budget Analyst

“For budget meetings and preparations. Helen went above to help me update, revise, and provide an accurate spreadsheet in OpenGov. Her willingness to help, assist with budget items, and remove old information was much appreciated! Thank you Helen for your great customer service and amazing budget assistance! Submitted by Tricia Lewis, Tourism and Economic Development Director, PIO, submitted on April 14, 2025.

<p>4/13/25</p>  <p>Thanks for <b>G</b>oing the <b>E</b>xtra <b>M</b>ile and being a positive representative of the City of Cottonwood! Your <b>GEM</b>-like action has scored you a small gift of appreciation! Bring your card to HR to collect your appreciation gift.</p> <p>To: <u>Helen Bartels</u> From: <u>Tricia Lewis</u> Date: <u>4-14-25</u></p>	<p>Describe the <b>GEM</b>-like Action.</p> <p><u>For budget meetings and preparations, Helen went above to help me update, revise and provide an accurate spreadsheet in OpenGov. Her willingness to help, assist with budget items and remove old information was much appreciated! Thank you Helen for your great customer service and amazing budget assistance. Tricia</u></p>
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If you have any questions, please don't hesitate to reach out.

Thank you.

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