



MEMORANDUM

TO: BOARD OF ALDERMEN
FROM: MIMI GAITHER, TOWN MANAGER
SUBJECT: ADMINISTRATION REPORT
DATE: 7.31.25

- BOA Meeting 7.1.25
- Personnel Policies review 7.2.25
- Out of Office and Office closed 7.3.25/7.6.25 and 7.4.25
- Gathering information on Fire Fee / Tax 7.8.25-7.11.25
- Kick off Meeting with Samet 7.14.25
- Phone Conference Greg Grayson re Shallotte Point 7.15.25
- Met with HR regarding policies 7.18.25
- Fire Funding Committee met 7.18.25
- DH Evaluations 7.21.25 and 7.28.25
- Employee Luncheon 7.22.25
- Policy Review/worked on CIP updates 7.23-7.25.25
- CPR and Fire Drill Training 7.29.25
- Department Head Meeting 7.31.25
- Retirement Party for Woody Dunn 7.31.25
- Edifice close out interview 7.31.25

Project Update – Riverwalk

The final remaining task involves finish installing the handrail and cable safety rails around the basin and some clean up items.

They have had some conversation with BC Building inspection regarding the cable railing which they changed after initial submittal and the County needed the architect to signoff on and have the plan resubmitted. They are waiting for the County's approval before continuing.

Once they receive approval, they should be ready to schedule inspections shortly thereafter.

Project Update – Price Landing

The contractor is continuing to make progress on several items:

- Playground equipment has been set in place and installation is complete.
- The walkway over the ditch is completed.
- The pavilion roof has been installed.
- The bathrooms are close to being finished, roofing materials are on site and they are waiting on an inspection before they can finish the roof.
- All of the concrete slabs are in place and they are currently working on the covered dock area near the kayak launch.

Please note that the contractor remains subject to the \$1,000 daily penalty for delays, which began accruing on June 13. This penalty will continue until substantial completion is achieved, defined as the issuance of a Certificate of Occupancy. I have not received the report from McGill, but I will distribute at the BOA meeting.