



MEMORANDUM

TO: BOARD OF ALDERMEN
FROM: MIMI GAITHER, TOWN MANAGER
SUBJECT: ADMINISTRATION REPORT
DATE: 4.30.25

- BOA Meeting 4.1.25
- Retreat Preparation 4.1-3.25
- BOA Retreat 4.8.25
- Budget Review 4.7-4.11.25
- Phone Conf Steve Stone re Fire Dept 4.16.25
- Public Records Training 4.17.25
- Town Hall Closed 4.18.25
- Out of Office 4.21.25
- McGill Meeting re Park 4.22.25
- Budget Preparation 4.23.25
- Staff Meeting 4.24.25
- Budget Workshop 4.24.25
- Budget Software Open Door Demo 4.25.25
- Budget Review 4.28-29.25
- Zoom Meeting with Creech 4.30.25

Project Update – Riverwalk

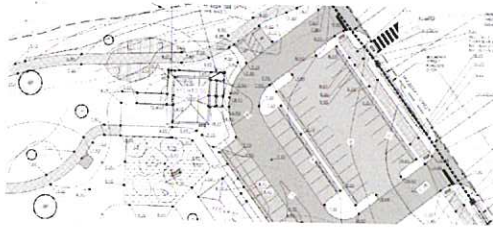
Kayak Launch has been delivered to site and Sea Dog is due to return first of May to finish the project. They only have to deck the floating dock, and kayak portion then finish punch list items with cable rail round the basin. Barring any unforeseen obstacles, they expect to be finished within three weeks.

Project Update – Price Landing

April report is attached.

New Town Facility

A zoom call was held April 30th regarding the updated pricing that came in. Costs did come in higher as expected however Creech proposed cuts that we will present to the BOA at the May workshop meeting. Creech also advises that once the Construction Manager at Risk is on board, they can offer more guidance on further reductions as they are constantly exposed to materials/labor costs. After we present to the BOA, we will submit to USDA based on Board guidance as well as selection of the CM at Risk.



**MONTHLY
JOB REPORT**
April 2025
4/24/2025

Project Number: 22.07019
Town of Shallotte Project # 8/07/2024
Project Owner: Town of Shallotte
Project Name: Price Landing Park

Contractor: Cinderella Partners (or "Cinderella" herein)

Contract Amount:	\$3,070,099.60
No. of Contract Modifications:	4
Revised Contract Amount:	N/A – Change Orders Within Allowances to Date

NTP:	8/07/2024
Original Contract Time:	211 Calendar Days to Substantial Completion 225 Calendar Days to Final Completion

Contract Time Remaining:	39 Calendar Days to Substantial Completion
Completion Date (Substantial):	5/29/2025 (CO #4)
Completion Date (Final):	6/13/2025 (CO #4)
Liquidated Damages	\$500 Per Calendar Day after Substantial Completion \$500 Per Calendar Day after Final Completion

Outstanding Items

- Pending receipt of approved Change Orders No. 5 and No. 6

Contractor's Schedule

- A construction schedule has been provided and reviewed.
 - Contractor has been granted a time extension to June 13, 2025 for final completion.

Construction Activities – Past 30 Days

- Grading of parking lot.
- Completed boardwalk pile installation.
- Pavilion footers and slab poured.
- Restroom foundation poured, inspected and approved by Brunswick County.
- Restroom plumbing and electrical installed.
- Restroom wall construction progressing.
- Boardwalk deck construction progressing.

Construction Activities – Next 30 Days

- Installing ABC stone for parking lots.
- Construction of boardwalk deck.
- Construction of masonry restroom walls.
- Grading and paving of the northern parking lot.

Submittals

- None outstanding

Request for Information

- None outstanding

Request for Proposals

- No requests for proposal have been initiated

Proposals Received

- No proposals received

Change Orders Billed Against Owner's Contingency

- CO #1 – Water Connection Changes (Brunswick County) – \$9,980.00
- CO #2 – Overage on Excavation / Unsuitable Soils – \$9,992.24.
- CO #3 – Drainage revisions (ECS) for North Parking Lot – \$21,333.76

Change Orders to Contract

- CO #1 – Water Connection Changes (Brunswick County) – 5 Days
- CO #2 – Overage on Excavation / Unsuitable Soils – 5 Days
- CO #3 – Drainage revisions (ECS) for North Parking Lot – 7 Days
- CO #4 – Final Completion Extension to June 13, 2025.

Change Orders Rejected

- None pending

General Discussion

Everything seems to be back on track.

Contractor Action Items

- No outstanding items.

Engineer and Subcontractor Action Items

- McGill continues to review documents from the contractor as they arrive.

Owner Action Items

- None currently

Engineer's Observations

- Work has resumed over the month so signs of progress should become apparent.

Material Stored on Site

- Boardwalk Material
- Playground equipment
 - Delivered onsite by freight and wrapped in shrink wrap.

Next Monthly Job Report:

- May 30, 2025

End of Monthly Job Report