

Graham Recreation and Parks Commission
Director's Report for January '23

I. Present Projects

- a. **Shelter #1 @ Cooke Park** - The shelter remains closed. Options for repair or replacement are being explored.
- b. **Shelter #2 @ Cooke Park** - I am still having issues getting a quote for the install. This seems to be an issue with many contractors.

II. Future Projects

- a. **200 North pocket park** - Site amenities will be explored in the spring.
- b. **Trail to Graham Regional Park** - GRPD Parks Div. continues to work on a connecting trail from the Inclusive Playground to the new development across Jim Minor Rd.
- c. **Maple St. floor** - A synthetic floor option will be included in the 2023 Capital Improvement request.
- d. **Historical Museum** - Work is scheduled to begin the week of Feb. 13th.

III. Policies/Manuals

- a. **Graham-Mebane Lake Master Plan** - The plan should be completed by June.
- b. **Sponsorship** - Work on the development of a departmental sponsorship policy is progressing.
- c. **GRPD Personnel/Orientation Manuals** - Work on the development of a Personnel Manual and an Orientation Manual will begin in 2023.

IV. Historical Museum Attendance - 16-January

V. Outside Committees

- a. **Friends of GRPD** - No updates.
- b. **Wellness Collaborative** - No updates.

VI. Staffing

- a. **Retirement** - Vicky Braniff is scheduled to retire in June '23. All staff continue to cover her responsibilities.
- b. **Training** - Fulltime staff completed multiple online training videos in January.

VII. Financial Summary

Recreation Division

Open Gym/Weight Room	\$53.00
Maple St. Center rentals	\$1,080.00
Civic Center rentals	\$205.00
Rec. Center rental-SABGC Afterschool	\$1,800.00
Park Shelter	\$0.00
Passive Area Facility Rental	\$110.00
Basketball	\$56.25
Baseball	\$652.50
Softball	\$133.75
Spring Soccer	\$3,957.50
Flag Football	\$25.00
T-Ball	\$408.75
Ice Rink - Concessions	\$24.25
Summer Day Camp ('22)	\$35.00
Donations	\$70.00
Total	\$8,611.00

Lake Division – closed in Jan.

User Fees	
Fishing Tournaments	
Vessel Rentals	
Bait	
Fishing Supplies & Ice	
Lake Cruises	
Event Rentals	
Shelter Rentals	
Misc.	
Total	

"If you don't like something, change it. If you can't change it, change your attitude."

- Maya Angelou

"Success has nothing to do with what you gain in life or accomplish for yourself. It's what you do for others"

- Danny Thomas

Athletics Report

GRAHAM RECREATION & PARKS COMMISSION
January 2023 Report

Marquis Graves
Athletics Supervisor
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Programming:

- Winter Youth Athletics Programs:
 - Winter 2022-23 Youth Basketball:
 - Games have begun. Playoff games will begin in February.
 - Games will take place on Mondays – Thursdays for age groups 6U – 13U. 5U and 14U leagues will play games on Fridays & Saturdays.
 - We will work with an outside officials assignor to secure referees for games. All age groups excluding 5U, will utilize officials.
 - 6U, 8U Girls, 10U Girls, 12U Boys, 13U Girls & 14U Boys will all partner with other municipalities to play games during the season.
 - 8U boys and 10U boys will both be coordinated and run completely in house and will consist of only Graham teams.
 - Each night 2 or 3 staff members will man the scorers table. 1 staff member or supervisor will monitor the facility while games occur.
 - Some nights the small gym (auxiliary gym) will be used for practice while the large gym hosts games.

Upcoming Programs:

- Spring Youth Athletic Programs:
 - Youth Soccer & Youth Instructional Lacrosse registration have now opened.
 - Soccer and Lacrosse programs will both take place at Bill Cooke Park.
 - Soccer registration will end on February 1st.

- As of now we currently have 156 participants registered for soccer.
- Youth Baseball, Softball & T-Ball registration has also begun.
- Senior Softball for the Why Nots will also begin uses Goley St. field for their practices beginning in late February.

Safety Measures:

- Parents must also read and sign off on the Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19 upon registering their child for any athletic program. The waiver can be found here https://register.capturepoint.com/reg_adm/view_policy.cfm?s=le9MCvvRzcw%3D&t=21227281&policy_version_id=4227
- Parents must also read and sign a parent code of conduct agreement in order to have their child participate in youth sports.
- This year we have implemented a zero tolerance policy to parents walking on the court for any reason other than injury to a child. Parents that walk on the court to engage with officials, opposing coaches or staff will be immediately asked to leave the premises.
- All coaches have been asked to complete a background check before being able to coach in any sport with the City of Graham.



Graham-Mebane Lake Report, January 2023

Graham Recreation and Parks Department



The lake is closed in January and part-time staff have the month off. Steve uses this time to prepare for our opening in February and to continue planning programs and events.

January Lake Highlights

- For the first time in several years, we are starting the season with a full staff.
- Steve completed several training video courses.
- We kicked off the year with a Lake Staff Meeting on the 24th.
- The lake re-opens for the season on Friday, February 3rd. We will be open Friday through Sunday throughout the month.
- The Lake is at full pool and was occasionally skimmed over with ice.

Steve Hadden, CPRP
Lake Warden, Graham-Mebane Lake
Marina: (919) 563-6544
shadden@cityofgraham.com

Marketing Report

GRAHAM RECREATION & PARKS COMMISSION
January 2023 Report



Contact: Brandy McCandless
Title: Marketing Supervisor
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"Strength lies in differences, not in similarities."

— Stephen R. Covey, author of The 7 Habits of Highly Effective People

Projects Completed

- Wrapped up the 2022 Ice Skating Rink event
- 2023 Park Shelter Reservations are set up to begin taking reservations on February 1, 2023
- Continuing planning for the 2023 concert season, including the Thursdays at Seven Concert Series and the Musical Chairs Countywide Outdoor Concert Series in Graham
- Thanks to the Parks & Athletic Facilities for their help in taking down the decorations on the City of Graham's Christmas tree (01/10)
- Emma and I met with Burlington Recreation & Parks to discuss the use of the Park & Play Mobile Recreation Van for 2023 events (01/12)
- I met with the Alamance-Burlington School System's Public Information team to network and discuss future opportunities in the area of marketing (01/13)
- Attended the National Recreation & Park Association (NRPA) and International Festivals & Events Association's (IFEA) Event Management School at Oglebay to obtain the Certified Festival & Event Associate (CFEA) Certification, a two-year program, on January 15-20, 2023.
- GRPD branded staff ball caps and beanies were delivered to the GRPD team
- Emma, Steve, and I began planning for Alamance Creek Week (May 13 - 21), a partnership with Stormwater Smart (01/24)
- Emma and I sent out the 2023 Food Vendor/Truck Interest Form for upcoming special events through social media and email (01/25)
- Completed the City of Graham's Human Resources' NeoGov Online Trainings (01/26)
- Submitted project collaboration opportunities to the instructors of Alamance Community College's Advertising and Graphic Design department (01/26)
- The South Graham Park entryway sign was installed by Syntech (01/27)



Projects Currently Underway

- Programs & events being promoted during January: Youth Athletics Registration & Coaching Needs, Graham Historical Museum & Exhibits, Hiring, Center Updates, Hikes with Hounds, ecoEXPLORE HotSpots, Parks, Mobile Parklet, and more!
- Working with the Graham Historical Museum Advisory Board to create 2023 Collector Cards
- Talking with WBAG about opportunities to promote GRPD & Museum happenings on the air
- Beginning the conversation with Titania Productions for a new promotional video for athletics
- Coordinating new Park Signage with Syntech for Bill Cooke Park & South Graham Park: rules/hours, wayfinding signage, trail distance, tennis court rules
- 200 North Main Street Pocket Park Project - exploring seating & lighting options to purchase/lease
- Updating Sponsorship Opportunities & Information
- Pursuing the NC Environmental Education (NCEE) Certification. The goals of the NCEE Certification Program are to increase environmental literacy, provide practice in environmental education teaching methods, and foster community leadership.
- Attending the NRPA & IFEA Event Management School at Oglebay for the Certified Festival & Event Associate (CFEA) Certification on January 14-19, 2024 for Year 2

Current & Upcoming Programming

- **Sunflower/Crimson Clover Project**
 - Summer 2022 & Fall 2022 (Crimson Clover flowers in Spring 2023)
 - A GRPD Parks & Athletic Facilities Team, City of Graham Public Works, and the Alamance County Soil and Water Conservation District Project
 - Location: Graham Regional Park
- **Graham Historical Museum**
 - 2023 Exhibits
 - January – March: Graham Architectural Artifacts: One Hundred Years of Homes in Graham – The exhibit features homes from Graham from each decade 1850-1950, with owners listed, structural descriptions, and architectural pieces connected to each home.
 - April – June: Quilts
 - July – September: Jeannie Robertson Swanner in honor of her 80th birthday which would have been in September 2023

- October – December: 100 years of the Graham Courthouse (cornerstone laid in November 1923)
 - Lunch-and-Learn - April/May/June/September/October Dates & Speakers: TBD
 - Downtown Graham Architectural Tours - July/August Dates: TBD
 - Cemetery Tour - October Date: TBD
- **Hikes with Hounds**
 - Year-Round, one Friday each month
 - Partnership with the City of Burlington Animal Services and Recreation & Parks
 - January Burlington - Burlington City Park (2 miles)
 - February Graham - Bill Cooke Park (2 miles)
 - March Burlington – Springwood Park (2 miles)
 - April Haw River Trail - Shallow Ford Natural Area (2-3 miles)
 - May Haw River Trail - SAX Island (2-3 miles)
 - June Haw River Trail - Longmeadow Trailhead (3 miles)
 - July Haw River Trail – Glencoe Paddle Access (2 miles)
 - August Haw River Trail – Swepsonville River Park (2 miles)
 - September Alamance Parks - Cedarrock Park (2-3 miles)
 - October Burlington - Guilford Mack Park & Marina (2 miles)
 - November Burlington – Willowbrook Park (2 miles)
 - December Graham – Graham Regional Park (1-2 miles)
- **Arbor Day in Graham Activities**
 - During the month of April
 - Collaboration with the City of Graham Appearance Commission & Tree Board
- **Musical Chairs Countywide Outdoor Concert Series in Graham**
 - 2023 Band Lineup (will be announced once engagement agreements are completed)
 - May 5 – TBD
 - June 2 – TBD
 - July 7 – TBD
 - August 4 – TBD
 - Time: 7:00pm – 9:00pm
 - Location: Bill Cooke Park • 1010 Townbranch Road, Graham, NC 27253
- **Alamance Creek Week**
 - 2023 Dates: May 13 – 21
 - Collaborating with Graham-Mebane Lake and StormwaterSMART for activities

- **Thursdays at Seven Concert Series**

- 2023 Band Lineup (will be announced once engagement agreements are completed)
 - May 25 – TBD
 - June 22 – TBD
 - July 27 – TBD
 - August 24 – TBD
 - September 14 – TBD
 - September 28 – TBD
- Time: 7:00pm – 9:00pm
- Location: Downtown Graham • West Elm Street, Graham, NC 27253

- **Movies in the Park**

- Every Saturday in September
 - September 2 – Soul
 - September 9 – TBD
 - September 16 – TBD
 - September 23 – TBD
 - September 30 – TBD
- Time: the movie begins around 7:30pm (pending sunset time)
- Location: Bill Cooke Park • 1010 Townbranch Road, Graham, NC 27253

- **Downtown Graham's Ice Skating Rink on Synthetic Ice**

- 2023 Dates: November 24 - December 17 (3 weeks) (*tentative dates*)
- Times: (see website for details)
- Location: Downtown at Alamance Arts

- **City of Graham's Christmas Tree Lighting Celebration**

- 2023 Date: Sunday, December 3 (rain date: December 10)
- Time: 5:00pm – 7:30pm
 - Tree Lighting Ceremony: 6:30pm, fireworks will follow the lighting of the tree
- Location: Front Lawn of the City of Graham Municipal Building (City Hall)

Volunteering

- NC State Extension Master Gardener Volunteer

Social Media

Facebook Followers: 8,395 (increased 20)

Instagram Followers: 2,173 (increased 9)

Twitter Followers: 235 (increased 2)

Website

Top 10 Most Viewed City of Graham Website Pages for January 2 - 31, 2023:

Top Posts/Pages



1.	City of Graham, NC	3,767
2.	Water & Sewer Billing – City of Graham, NC	1,290
3.	Recreation & Parks – City of Graham, NC	1,274
4.	Trash and Recycling – City of Graham, NC	1,044
5.	GRPD Athletics – City of Graham, NC	842
6.	Police – City of Graham, NC	671
7.	GRPD Soccer – City of Graham, NC	549
8.	Tax Division – City of Graham, NC	486
9.	GRPD Parks & Facilities – City of Graham, NC	455
10.	Water & Sewer – City of Graham, NC	370

Programs & Events Report

GRAHAM RECREATION & PARKS COMMISSION
January 2023 Report

Emma Griffin
Program Supervisor
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Completed Programs

Current Programs

- First Responder Friday
 - General Information
 - Collaborative program with the Fire and Police Department
 - Goal: to connect and engage with the community to foster good relationships and market programs
 - Next Event: 3:00 – 5:00pm
 - March 31: TBD
 - April 28: TBD
 - May 26: TBD
 - June 30: TBD
 - July 28: South Graham Park
 - August 25: TBD
 - September 29: TBD
 - October 20: TBD

Upcoming Programs

- Cottontail Crawl
 - Date: Saturday, April 1, 2023
 - I will be reaching out to downtown businesses to be a stop along the "Crawl."
 - Stops will utilize QR codes and code words as we did last year.
 - Music and Games in the parking lot?
- Graham Walks – Spring 2023
 - Program Dates: April 12 – May 17

"Goodness consists not in the outward things we do, but in the inward thing we are."

-E.H. Chapin

- Registration: March 22 – April 19
- Summer Day Camp
 - Tentative Program Dates: May 30 – August 25
 - End date will be set once the ABSS school calendar is finalized
 - Registration:
 - February 6 (previously registered families)
 - March 6 (general public)
 - Staffing
 - Madison (Assistant Director), and Connor (Assistant Director) have plans to return to camp. We will be meeting in the coming weeks to go over staff handbook and parent handbooks, and planning trips.
 - Plan to post job openings early February.
- Slice of Summer
 - Date: Saturday, June 10, 2023 (4:00pm – 8:00pm)
 - Inflatables, music, arts and crafts vendors, and food trucks

Professional Development

- NRPA
 - Cancelled due to COVID-19: NRPA Event Management School January 16-21, 2022
 - Planning to attend Supervisor's Management School in 2023
- Leadership Alamance
 - Selected as part of the Class of 2023 for Leadership Alamance. Leadership Alamance, a nine-month program, educates current and emerging leaders about Alamance County – its infrastructure, resources and challenges. During monthly field days, students become familiar with local history, government, educational institutions, criminal justice and public safety systems, health & human services, recreation and cultural arts programs, and our economic base.
 - January 19: Government
 - We visited Downtown Gibsonville, Burlington Waste Water Treatment Plant, Burlington Animal Services, and Burlington City Hall to listen to presentations from local elected officials and city/county managers.
 - Most notable takeaways:
 - It was interesting to hear different takes from the city/county managers on what they believe their role should entail and how much involvement the local government should have.
 - We selected our Service Learning projects that are to be completed by May 18, 2023. My group identified the CityGate Dream Center as a local organization we want to support. A group member is reaching out to see what they need from us.

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-E.H. Chapin

- Upcoming Date:
 - February 16: Education

Committees

- Safe Kids
 - Meeting on January 17:
 - County wide Safe Kids event
 - Next Meeting: February 21
- Executive Safety Committee
 - Next Meeting: March 1
 - Completed all training modules on NeoGov as of Friday, January 27

Miscellaneous

- Salvation Army Boys and Girls Club After School Program
 - We are partnering with SABGC to host an After School program at the Graham Recreation Center
 - Pick up from North Graham Elementary, South Graham Elementary, and River Mill Academy
 - Provides Snack and Supper as supported by the YMCA
 - Began August 29
- Potential Programming
 - Street Events on West Elm, concerts, etc.
 - Downtown Music/Arts Festival
 - Beginning a program plan to develop a budget request for an event of this type
 - Fall Festival Style Event
 - Outreach programs in our communities

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-E.H. Chapin

PARKS & ATHLETIC FACILITIES

January 2023



Bill Cooke Park

Athletic Fields – All fields have been sprayed for broadleaf weeds.

General Maintenance – Monthly playground inspections were completed with no issues found.

Fixed broken steps to the scorers tower on field 1.

South Graham Park

General Maintenance – Monthly playground inspections were completed with no issues found.

Removed old signs at the front of the park.

Started trimming up trees near the playground and shop as part of the tree policy.

Light timer for the tennis court was replaced.

Light switches in the bathrooms have been changed over to motion sensor switches.

Graham Regional Park

General Maintenance – Monthly playground inspections were completed. Found an issue with the zipline platform that required us to close the zipline until replacement parts are ordered and installed.

Repaired the bathroom that was damaged from the broken water line.

Aerated and over seeded bare areas of the park.

Apollo/Goley

Apollo – No Report.

Goley – Outfield was sprayed for broadleaf weeds.

Removed old yellow fence cap on the outfield fence. Started removing the black outfield fence screen as well.

Fixed the dugouts and added fence ties on backstop fence.

Johnson Ave

General Maintenance - Field sprayed for broadleaf weeds.

Lake

General Maintenance – No. Report.

Neighborhood Parks & Playgrounds

Greenway – Playground inspection was completed with no issues found.

Harmon Park – Playground inspection was completed with no issues found.

Civic Center – Sidewalk and building were pressure washed.

Playground inspection was completed with no issues found.

Marshall St – Playground inspection was completed with no issues found.

Recreation Center – Playground inspection was completed with no issues found.

Oakley St. – Playground inspection was completed with no issues found.

Maple St. – Sprayed weeds in landscape beds, parking lot and

Hwy 54 Access – No Report.

200 N. Main – Sprayed weeds in turf and landscape beds.

Miscellaneous

Installed slate mantle in museum.

Assisted Brandy in the removal of decorations from the tree at city hall.

Submitted our '23-'23 budget proposal to Brian.

Continued Education & Community Involvement

All NeoGov training videos have been completed by the team.

Tel renewed his CPRP certification.

Capital Improvement Projects City of Graham

6200-Recreation

	Priority	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	Future	Total
Subtotal		135,100	8,083,500	350,000	111,000	225,000	19,900,000	28,804,600
Request								
GRP - Multipurpose Field Complex			7,000,000					7,000,000
GRP - Baseball/Softball Complex							5,000,000	5,000,000
GRP - Amphitheater							2,400,000	2,400,000
GRP - Recreation Center							12,000,000	12,000,000
GRP - Land Acquisition adjacent to GRP or Cooke			150,000					150,000
GRP - Perimeter Mtn. Bike/Hiking Trail			100,000					100,000
GRP - Waterline - 5,000 l.f. @ 12"			750,000					750,000
GRP - Splash Park				350,000				350,000
GRP - Shelter #2						225,000		225,000
GRP - Shelters #3 & #4							500,000	500,000
								-
HVAC system @ Rec. Center	#3	37,100						37,100
Family/ADA restroom @ Rec. Center	#1A							-
Interior Painting @ Rec. Center	#2	16,000						16,000
ADA Entry Doors @ Rec. Center	#1B							-
								-
Floor @ Maple St. Center	#4	8,500						8,500
								-
								-
Mini Bus w/ lift			76,000					76,000
Activity Bus					111,000			111,000
								-
Portable LED Bright Board	#5	28,000						28,000
								-
Fiber for Streaming Video @ Cooke Park Fields		20,000						20,000
								-
								-
Exterior Painting & Porch Repairs		25,500						25,500
Interior Painting			7,500					7,500
Wall Coverings in Galleries								-
								-
								-
Subtotal		135,100	8,083,500	350,000	111,000	225,000	19,900,000	28,804,600

Capital Improvement Projects City of Graham

6210-Graham Mebane Lake

	Priority	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	Future	Total
Subtotal		310,500	85,000	0	62,000	0	716,000	1,173,500
Request								
Sliding Entry Gate	#2							-
(waiting for completion of Master Plan)								-
								-
Single Boat Dock Addition			25,000					25,000
Complete Boat Dock Replacement							110,000	110,000
								-
Retaining Wall @ Bank Fishing Area							600,000	600,000
Lake Overlook					62,000			62,000
Vault Restroom System in Bank Fishing Area								-
(waiting for completion of Master Plan)								-
								-
Boat Slip Docks for Jon Boats		90,000						90,000
Jon Boats								-
Boathouse Renovations								-
(waiting for completion of Master Plan)								-
	#1B	8,000						8,000
Continue renovation of Pontoon Boat								7,500
Pontoon Boat trailer	#1A	7,500						-
	#3							50,000
Marina Renovations		50,000						-
			10,000				6,000	16,000
Security Cameras								-
Wi-Fi								-
			30,000					30,000
Passive Recreation Amenities			20,000					20,000
Remove Pine trees								-
		155,000						155,000
Land Acquisition - east of old spillway								
Subtotal		310,500	85,000	0	62,000	0	716,000	1,173,500

Capital Improvement Projects City of Graham

6220-Athletic Facilities

	Priority	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	Future	Total
Subtotal		92,000	116,500	310,000	88,000	5,000	522,000	1,133,500
Request								
								0
Interior Directional signs - Cooke Park	#2	8,000						8,000
								0
S. Graham Park - Track renovation					18,000			18,000
								0
Cooke Park - Parking Lot & Track Repaving				235,000				235,000
Cooke Park - Tennis Courts Replacements							500,000	500,000
Cooke Park - Basketball Court replace/reno					40,000			40,000
Cooke Park - Scoreboards			6,000					6,000
Cooke Park - Audio Equipemnt @ Athletic Fields			18,000					18,000
								0
Bleachers			6,000					6,000
Picnic tables	#3	12,000		5,000				17,000
Trashcans	#4	17,000						17,000
								0
F250 Truck	#1	50,000						50,000
Kubota - Zero Turn Mower			16,500		20,000		22,000	58,500
								0
Tree removal at Cooke Park	#5	5,000		10,000		5,000		20,000
								0
Playground - Marshall St.			60,000					60,000
Playground - Greenway Park				60,000				60,000
								0
Public Art			10,000		10,000			20,000
								0
Subtotal		92,000	116,500	310,000	88,000	5,000	522,000	1,133,500