

# City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



## Meeting Agenda

Monday, January 12, 2025

6:00 PM

2<sup>nd</sup> Floor Conference Room

## Discovery Garden Park Board

Paul Sumner, Chair

Kathy Mallard, Vice Chair & Treasurer

Ashley Gilliam, Secretary

Nicole Hooks, Garden Plot Manager

Barbara Kolhaussen, Board Member

Britt Lancaster, Board Member

Cristy Hines, Board Member

Lottie Jackson-Kelly, Board Member

Prasanna Chodey, Board Member

Josh Bare, City Council Advisor

Greg Devon, City Public Works, Utilities, & Parks Advisor

- A.** Call to Order by Chair Paul Sumner  
Please silence all cell phones and electronic devices.
- B.** Approval of Previous Meeting Minutes  
[DGP Board - Regular Board Meeting Minutes – December 8, 2025](#)
- C.** Set Agenda as Presented for Scheduled Meeting
- D.** Ceremonial Presentations, Recognitions, and Swearing in
- I. Ashley Gilliam swearing in
- E.** Floor Open to Citizens Desiring to Address the Board
- I. Comments by Citizens
- II. Comments by Board Members
- F.** Reports of the Board Chair and Officers
- I. Chair’s Report
- Food Well Alliance Community Garden Grants
    - Application for \$10,000 grant award for irrigation funding withdrawn December 12, 2025
- II. Secretary’s Report
- None
- III. Treasurer’s Report
- Financials:
    - Beginning balance December 1, 2025: \$26,896.12
    - Ending balance December 30, 2025: \$26,896.12
  - Summary
    - Preliminary December Bank Statement Reconciliation:
      - December Revenue of \$0
      - Expenses recognized in December of \$0
      - Outstanding Revenue in December of \$0
    - Preliminary December Credit Card Statement Reconciliation:
      - December Credit Card Expenses Incurred: \$0
- IV. Garden Plot Manager’s Report
- Renter of Bed 6 has elected to give up their bed, mid-cycle (Buchholz). Ashley Gilliam is at the top of the waitlist and has accepted the garden mid-cycle.
  - 6 interested parties remain on Waitlist
- G.** Advisor(s) Updates

**H. Past & Upcoming Events**

- Annandale Villagers (Barbara)
  - Model Train Expo visit
- Creation kids - PreK partner event February (Kathy)
  - Peach blossoms arrive
  - Winter: fairy gardens that could include plants for their butterflies that are released in the spring
  - Event activity next steps

**I. Board Appointments**

- I. None

**J. Items for Discussion**

- Discovery Garden Park Enhancement Committee
  - Purpose: Plant selections & design proposal for Board approval (Boxwood planters, Shade area)
  - Potential Volunteer Partner considerations: DGP gardeners, City Public Works, Norcross Garden Club
  - Nomination for Committee Lead
- 10th Anniversary
  - Merchandise Update (Kathy)
  - Anniversary logo Update (Ashley)
    - City is currently in the middle of broader branding discussions and has asked to pause on introducing new or modified logos while a more unified branding strategy is released.
    - An anniversary logo would need to be reviewed internally and approved by relevant leadership before moving forward as this could set a precedent for other boards.
    - Further discussion on timeline needed.
  - Potential promotions/ communications and events to celebrate (All)

**K. Adjournment Motion**

**L. Signed by:** \_\_\_\_\_ Paul Sumner, Chair

**M. Attested by:** \_\_\_\_\_ Monique Philip, City Clerk

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## Meeting Minutes

Monday, December 8, 2025

6:00 PM

2<sup>nd</sup> Floor Conference Room

## Discovery Garden Park Board

Paul Sumner, Chair

Kathy Mallard, Vice Chair & Treasurer

Ashley Gilliam, Secretary

Nicole Hooks, Garden Plot Manager

Barbara Kolhaussen, Board Member

Britt Lancaster, Board Member

Cristy Hines, Board Member

Lottie Jackson-Kelly, Board Member

Prasanna Chodey, Board Member

Josh Bare, City Council Advisor

Greg Devon, City Public Works, Utilities, & Parks Advisor

**A. Call to Order by Chair Paul Sumner**

Meeting called to order by Chair at 6:00 PM

**B. Attendees**

Attendee Name	Title	Status
Ashley Gilliam	Board Member	Absent
Barbara Kolhaussen	Board Member	Present
Britt Lancaster	Board Member	Present
Cristy Hines	Board Member	Present
Greg Devon	City Public Works, Utilities, & Parks Advisor	Present
Josh Bare	Council Member - Advisor	Present
Kathy Mallard	Board Member	Present
Lottie Jackson- Kelly	Board Member	Present
Nicole Hooks	Board Member	Present
Paul Sumner	Board Member	Present
Prasanna Chodey	Board Member	Present

**C. Approval of Previous Meeting Minutes**

DGP Board - Regular Board Meeting Minutes – November 10, 2025, 6:00 PM

- Minutes from 11/10/2025 Board Meeting prior-reviewed via email

RESULT: APPROVED [UNANIMOUS]

MOVER: Nicole Hooks, Board Member

SECONDER: Barbara Kohlhaussen, Board Member

AYES: Kohlhaussen, Lancaster, Hines, Mallard, Jackson-Kelly, Hooks, Sumner, Chodey

**D. Set Agenda as Presented for Scheduled Meeting**

- No changes to agenda

**E. Citizen Input**

- No citizens present

**F. Ceremonial Presentations, Recognitions, and Swearing in**

- None

**G. Floor Open to Citizens Desiring to Address the Board**

- Comments by Citizens
- Comments by Board Members
  - Lottie requested clarification of the recent Food Well Alliance Community Garden Grant Award application

**H. Reports of the Board Chair and Officers**

- Chair's Report

- No progress updates reported
  - In-Progress
    - Author 2025/2026 growing season welcome letter and provide updated vegetable growing calendar for all gardeners
    - Updated calendar information and seasonal growing aid obtained
    - Liz and Paul to schedule squirrel placement planning event with Mayor and DGP Board
    - Reminders sent and synchronizing with Mayor's calendar
    - Select and circulate 4 photos (single subject focus) to Board and Liz for utility box considerations
  
- b. Secretary's Report
  - None
  
- c. Treasurer's Report
  - Financials:
    - Beginning balance November 1, 2025: \$26,896.12
    - Ending balance November 30, 2025: \$26,896.12
  - Summary
    - Preliminary November Bank Statement Reconciliation:
      - November Revenue of \$0
      - Expenses recognized in November of \$0
      - Outstanding Revenue in November of \$0
    - Preliminary November Credit Card Statement Reconciliation:
      - November Credit Card Expenses Incurred: \$146.38
  
    - November Credit Card Expense Itemization:
      - \$80.61 Premier Growers (annuals v1)
      - \$65.77 Premier Growers (annuals v2)
      - \$31.50 Amazon (replacement nozzles)
      - \$46.60 Amazon (yard bags)
  
  - No outstanding expenses for December
  
- d. Garden Plot Manager's Report
  - All beds have been rented
  - 5 interested parties remain on Waitlist
  
- e. Advisor(s) Updates
  - No updates
  
- f. Past & Upcoming Events
  - Paul Duke STEM High School Capstone Presentation  
November 19 | 12:30 p.m. – 1:30 p.m. | Partnered Students' Project Presentations

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  - Board members commented on presentations attended during Capstone event

- Annandale Villagers (Barbara)
- Annandale Villagers are visiting the park monthly with increasing group sizes
- Villagers will be attending a behind the scenes tour of Lionheart Theater
- Holiday trip planned for the Villagers to the Model Train expo on Reys Miller Road

## I. Board Appointments

- a. None

## J. Items for Discussion

### a. DGP Enhancements (Paul & Britt)

- Garden walkthrough with Hunter Rawls, City of Norcross Landscape & Beautification Manager
  - Shade Garden thoughts
  - Irrigation thoughts
- Kathy, along with other Board members expressed strong interest in being included in any future discussions with Hunter for further park improvement recommendations.
- Motion by Britt and seconded by Nicole to accept offer from Hunter to fund planned irrigation.
- Motion passed unanimously.
- Fenceline restoration
  - “The space is still getting established, and it will be interesting to see what is performing well come spring/summer. The garden is going into dormancy currently and of course looks a bit tired. I'm not sold on the tall Helianthus (sunflower) and it may be best the reduce/remove these. Some plants will take a bit more time to mature. The Asclepias (milkweed) and Lobelia (cardinal flower) were very showy and pollinator magnets over the summer.” - Hunter

Refer to DGP Spring Install plans [DGP Packet 20251208\_I\_a\_]

- Boxwood removal and replacement by entrance (possible blight fungus and unsightly)
- Board members discussed the need to remove boxwoods and replace with suitable vegetation. Kathy stated that the boxwoods were chosen as a demarcation border to identify the garden entry point, and that removal-replacement vegetation decisions for the city's community garden resides with the DGP Board, and not the city. It was agreed that an improvement committee would be best served in designing and selection of such improvements.
- Motion by Paul and seconded by Barbara to remove the diseased and infested boxwoods, with the condition to establish an improvement committee as discussed. Motion passed unanimously.

### b. Food Well Alliance Community Garden Grant Update (Paul)

- Application submitted by city Public Works, November 21, 2025
  - Contributions provided by Ashley Gilliam
  - Proposed Projects:
    - \$1,500 grant: Additional Garden Beds
      - Estimated cost of materials is \$950.
    - \$10,000 grant: Shade & Pollinator Garden Irrigation
-

- Estimated cost: \$10,900.00 - \$12,000.00 dependent on material and labor adjustments
- Refer to Food Well Alliance Grant App Project Scoping [DGP Packet 20251208\_1\_b\_]
- Board members expressed concerns and disagreed with the Chair's Executive decision made prior to securing alternate funding sourcing, to apply for the \$10,000 grant to cover proposed irrigation costs if awarded, and in light of the prior Board's decision to not move forward with the grant application.
- Members recommended withdrawing the grant application in consideration of the alternate funding.

**K. Adjourn Motion**

- Motion by Cristy, seconded by Nicole for meeting adjournment.
- Motion unanimously passed.
- Meeting adjourned at 6:56 PM

**L. Signed by:** \_\_\_\_\_ Paul Sumner, Chair**M. Attested by:** \_\_\_\_\_ Monique Philip, City Clerk

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