

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, February 9, 2026

6:00 PM

2nd 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 – January 12, 2026](#)

C. Set Agenda as Presented for Scheduled Meeting**D. Ceremonial Presentations, Recognitions, and 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
 - New garden beds
 - Timing of construction
 - Garden purposes

- II. Secretary's Report
 - None

- III. Treasurer's Report
 - Financials:
 - Beginning balance January 1, 2026: \$26,896.12
 - Ending balance February 1, 2026: \$26,896.12
 - Summary
 - Preliminary January Bank Statement Reconciliation:
 - January Revenue of \$0
 - Expenses recognized in January of \$0
 - Outstanding Revenue in January of \$0
 - Preliminary January Credit Card Statement Reconciliation:
 - January Credit Card Expenses Incurred: \$0

- IV. Garden Plot Manager's Report
 - Full capacity
 - 6 interested parties remain on Waitlist
 - Next workday – Spring preparations?

G. Advisor(s) Updates

H. Past & Upcoming Events

- BIA Charter School (Barbara)
 - May 19th Field Study Event
 - 3 groups
 - Worms, Salad activities
 - Another activity?
 - Contact: Brooke Ross
- Creation kids - PreK partner event February (Kathy)
 - Winter activity?

I. Board Appointments

- None

J. Items for Discussion

- Discovery Garden Park Enhancement Committee (Team)
 - Purpose: Plant selections & design proposal for Board approval (Boxwood planters, Shade area)
 - Team walkthrough ideas and update
- Event and Rental discussion
 - Touch base on progress for event calendar
 - Discuss tightening up event rental policy
 - Discuss possibility for a site being released with 10th anniversary
- 10th Anniversary (Team)
 - Monthly Articles
 - Communications agreed to accept small columns for the Rough Draft paper being sent out
 - Generate ideas on monthly subjects that will drum up excitement for the anniversary event and prioritize community building over gaining more renters.
 - Merch release
 - Sprucing up workday
 - Volunteer workdays
 - Discuss if Subcommittee is necessary
 - Anniversary logo Update (Ashley)
 - Timeline update

K. Adjournment Motion

L. Signed by: _____ **Paul Sumner, Chair**

M. Attested by: _____ **Monique Philip, City Clerk**

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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. Meeting called to order at 6:00 PM.

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

B. Approval of Previous Meeting Minutes

DGP Board - Regular Board Meeting Minutes – December 8, 2025

Motion to approve: Kathryn Mallard.

Second: Barbara Kolhaussen.

Results: Approved [Unanimous]

C. Set Agenda as Presented for Scheduled Meeting**D. Ceremonial Presentations, Recognitions, and Swearing in**

- I. Ashley Gilliam swearing in
 - a. Mayor was absent, Ashley Gilliam was not sworn in.

E. Floor Open to Citizens Desiring to Address the Board

- I. Comments by Citizens
 - a. No comments.
- II. Comments by Board Members
 - a. No comments.

F. Reports of the Board Chair and Officers

- I. Chair's Report
 - a. Food Well Alliance Community Garden Grants
 - Application for \$10,000 grant award for irrigation funding withdrawn December 12, 2025.

II. Secretary's Report

- a. None
 - Board chair discussed the city is developing an AI policy that no freeware applications are to be used.

III. Treasurer's Report

- a. Financials:
 - Beginning balance December 1, 2025: \$26,896.12
 - Ending balance December 30, 2025: \$26,896.12
- b. 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

- a. 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.
- b. 6 interested parties remain on Waitlist.
- c. Potential new request over the weekend.

G. Advisor(s) Updates

- No update
- Josh Bare mentioned the employment of Julie Brechbill as the new communications director
- The board should consider getting involved with her for this year's celebrations.

H. Past & Upcoming Events

- a. Annandale Villagers (Barbara)
 - Barbara reported that the Model Train Expo visit went very well with the Annandale villagers.
 - Annandale villagers toured the Lionheart Theater and experienced staging
- b. Creation kids - PreK partner event February (Kathy)
 - The Peach blossoms planted last year were beginning to bloom.
 - Kathy led discussion on potential events the garden may want to consider for the February.
 - Installing a permanent fair garden that could include plants for their butterflies that are released in the spring
 - Mardi Gras celebration with mask decorating
 - Arbor day tree planting
 - Paint rocks
 - Sensory pots

- Kathy will float some of the ideas by Janine and see if she has bandwidth, otherwise we can skip February and work on spring days.

I. Board Appointments

- a. None

J. Items for Discussion

a. 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 (Sarah who is studying horticulture might be good to type in)
- Nomination for Committee Lead –

- Lead Coordinator will be Kathy.
- Committee volunteers:
 - Ashley
 - Kathy
 - Cristy
 - Barbara
 - Britt

b. 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.
 - Ashley will reach out to Monique about the logo approval timeline and CC Kathy and Paul in this discussion.
 - Board discussed potential events, vendors and items necessary for a celebration event. Potential partners with other city celebrations or sustainable organizations also considered
 - Potential dates for events were discussed
 - There was interested in advertising the event publicly or posting once a month when the logo and date are set to promote the event
 - Potential garden preparation event with the gardeners to spruce up the area was discussed
 - Event Committee to organize events was formed
 - Lottie
 - Christie
 - Nicole

 - Ashley
 - Barbara
 - Kathy – Lead organizer

K. Adjournment Motion

Motion to Adjourn: Ashley Gilliam
Second: Barbara Kolhaussen
Results: Approved [Unanimous]
The meeting was adjourned at 7:10 PM.

L. Signed by: _____ **Paul Sumner, Chair**

M. Attested by: _____ **Monique Philip, City Clerk**