

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, March 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 – February 9, 2026](#)

[DGP Board - Regular Board Meeting Minutes - February 23, 2026](#)

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

- None

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
 - None
- II. Secretary's Report
 - None
- III. Treasurer's Report
 - Financials:
 - Beginning balance February 1, 2026: \$26,896.12
 - Ending balance March 1, 2026: \$26,896.12
 - Summary
 - Preliminary January Bank Statement Reconciliation:
 - February Revenue of \$0
 - Expenses recognized in February of \$0
 - Outstanding Revenue in March of \$0
 - Preliminary January Credit Card Statement Reconciliation:
 - February Credit Card Expenses Incurred: \$0
- IV. Garden Plot Manager's Report
 - Full capacity
 - 5 interested parties remain on Waitlist
 - Formal reminder letter to gardeners distributed addressing improper refuse disposal

G. Advisor(s) Updates

H. Past & Upcoming Events

- Workday
 - Saturday, April 11th 10:00 – 12:00
 - Notification to gardeners to save the date (Prasanna)
 - Potential breakfast (Cristy)

- BIA Charter School (Barbara)
 - May 19th Field Study Event
 - 3 groups
 - Worms (Barbara), Salad (Kathy), Pollinator (Tixie) activities
 - Volunteers: Britt (support), Paul (photos)
 - Primary contact: Brooke Ross

- Creation kids - PreK partner event February (Kathy)
 - Briefing
 - Article draft in progress (Cristy & Janine)

I. Board Appointments

- None

J. Items for Discussion

- Discovery Garden Park Enhancement Committee (Team)
 - Purpose: Plant selections & design proposal
 - Proposal approved (Feb. 9 DGP Board meeting)
 - Roadmap
 - Irrigation – March
 - Includes boxwood removals
 - Transplanting – March
 - Installation – April 1 (Tentative)
 - Compost soil ordered from Food Well Alliance (No Cost)
 - Letter to gardeners regarding upcoming DGP enhancements
 - Green Waste Recycling Program (Britt)

 - Event and Rental discussion (Ashley)
 - 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)
 - Merchandise Update
 - 100 bags at \$6.00 per bag ordered
 - Inclusion of the high school logo and verbiage around DGP partnership

 - Additional ideas for merchandise and promotional materials from Paul Duke print shop
 - Tins, banners, calendars, hats and gardening gloves, in particular
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- Further action items:
 - Discussed with M. Jones banner placements and possible garden landscape lighting (Paul)
 - To discuss marquee announcements with city Marcomm (Paul)
 - Discuss with City for Fence restoration and painting (Paul)

K. Adjournment Motion

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

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

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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 6:02 PM*

B. Attendees

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	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	Absent

C. Approval of Previous Meeting Minutes

DGP Board - Regular Board Meeting Minutes – January 12, 2026

- *Minutes from 1/12/2026 Board Meeting prior-reviewed via email, motion by Lottie, seconded by Nicole to approve. Motion to approve passed unanimously.*

D. Set Agenda as Presented for Scheduled Meeting**E. Ceremonial Presentations, Recognitions, and Swearing in****F. Floor Open to Citizens Desiring to Address the Board****I. Comments by Citizens**

- *No citizens attended*

II. Comments by Board Members

- *None provided*

G. Reports of the Board Chair and Officers**I. Chair's Report**

- New garden beds
 - Timing of construction
 - Garden purposes

- *Approved as rental beds in previous meetings*
- *4x8 16 - 20 in. deep*

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
- 5 interested parties remain on Waitlist
- Next workday – Spring preparations?
 - *April 11th suggested as tentative workday depending on weather. A potential breakfast option was discussed and Cristy offered to coordinate breakfast.*
 - *Motion to schedule workday for April 11th, 2026, 10:00 AM – 12:00 PM:*
 - *Motioned to approve by Kathy Mallard and Seconded by Barbara Kolhaussen*
 - *Motion for April 11 Workday passed unanimously.*

H. Advisor(s) Updates

- *No new updates*
- *Discussion on the availability of the HR building if it's vacated.*

I. Past & Upcoming Events

- BIA Charter School (Barbara)
 - May 19th Field Study Event
 - 3 groups
 - Worms, Salad activities
 - Another activity?
 - Contact: Brooke Ross
 - *Discussed need for a third activity for this event, perhaps someone focused on pollinators like birds and bees. Paul and Barbara to research on another volunteer with pollinator knowledge.*
 - *Barbara agreed to do worm activity, Kathy agreed to salad creation*
 - *Britt agreed to attend and provide support where needed like. Paul will attend as photographer.*
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- Creation kids - PreK partner event February (Kathy)
 - Winter activity?
 - *Pea planting activity was discussed: Traditional, snow peas, purple hyacinth varieties and perhaps on Feb 20-25*
 - *Discussed site prepping for follow-up event in March-April for pea transplant*
 - *Kathy, Paul and potentially, Christy, Britt, Lottie to attend on Feb. 25.*

J. Board Appointments

- None

K. 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
 - *Discussions for the site were benched for next meeting due to time.*
- 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
 - Anniversary logo Update (Ashley)
 - Timeline update
 - *Merch items discussed – Survey what they can print on first. Other ideas include Printing for bags and signage, Umbrellas, reusable water bottle, printing on tool handles, ponchos, bucket hats, stickers and magnets. Potentially providing pocket calendars with planting dates with our logo.*
 - *Kathy and Ashley to send out timeline and possible merch items to board before the next meeting.*
 - *It was decided that no subcommittee for the Rough Draft monthly columns was needed but Lottie, Christy and Ashley to work together on story generation*

- *Motion to have a special board meeting was proposed for Feb 23rd 6:00 in the same room to discuss conceptual shade garden designs and decide merchandise for the 10th anniversary.*
- *Motion by Kathy and seconded by Barabara to convene a special board meeting on Feb. 23.*
- *Motion was unanimously passed.*

L. Adjournment Motion

- *Motion by Ashley, seconded by Cristy for meeting adjournment.*
- *Motion unanimously passed.*
- *Meeting adjourned at 7:32 PM*

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

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

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Special Meeting Minutes

Monday, February 23, 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.

- *Meeting called to order at 6:02 PM with quorum in attendance.*

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	Absent
Josh Bare	Council Member - Advisor	Absent
Kathy Mallard	Board Member	Present
Lottie Jackson- Kelly	Board Member	Absent
Nicole Hooks	Board Member	Absent
Paul Sumner	Board Member	Present
Prasanna Chodey	Board Member	Absent

C. Approval of Previous Meeting Minutes

- Not Applicable

D. Set Agenda as Presented for Scheduled Meeting

- Agenda Set

E. Ceremonial Presentations, Recognitions, and Swearing in

- Not Applicable

F. Floor Open to Citizens Desiring to Address the Board**I. Comments by Citizens**

- *No citizens attended*

II. Comments by Board Members

- *None provided*

G. Reports of the Board Chair and Officers**I. Chair's Report**

- None

II. Secretary's Report

- None

III. Treasurer's Report

- Not Applicable

IV. Garden Plot Manager's Report

- Not Applicable

H. Advisor(s) Updates

- Not Applicable

I. Past & Upcoming Events

- Not Applicable

J. Board Appointments

- None

K. Items for Discussion

- Discovery Garden Park Enhancement Committee (Team)
 - Purpose: Review designs, plant selection and costing proposals from Shade of Green Permaculture and Hunter Rawls
 - Secure Installation Dates (Security Deposit of \$2,000) required
 - Motion to Approve:
 - *Motion by Kathy and seconded by Barbara to approve proposed landscaping designs from Hunter Rawls and Shades of Green, and to progress forward for securing installation date(s).*
 - *Motion passed unanimously.*
 - 10th Anniversary (Team)
 - Merchandise Update
 - Paul Duke Stem HS visit feedback
 - Additional ideas for merchandise and promotional materials from Paul Duke print shop (bags, metal or fabric signage, umbrellas, water bottles, tool handles, hats, stickers, magnets, pocket planting calendars).
 - CNC machine capability for metal cutting.
 - Production timelines, costs, and printing capabilities
 - *Paul Duke Stem High School chosen to produce 100 bags at \$6.00. per bag. Discussed additional items that the school can produce such as tins, banners, calendars, hats and gardening gloves, in particular. To be further discussed at upcoming regular board meeting(s).*
 - *Discussed the possibility to include the high school logo and verbiage around DGP partnership. Kathy to follow-up.*
 - Motion to Approve:
 - *Motion by Cristy and seconded by Barbara to approve procurement of 100 gardening bags.*
 - *Motion passed unanimously.*
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