

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, May 11, 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 Kolhausen, Board Member

Britt Lancaster, Board Member

Cristy Hines, Board Member

Lottie Jackson-Kelly, 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 – April 13, 2026](#)

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

- Recognition of Hunter Rawls, Norcross Landscaping and Beautification Manager for his support of the Discovery Garden Park transformations

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
 - a. Ribbon Cutting Ceremony (Paul)
 - June 9, 3:30 PM at DGP
 - Focus: New landscaping and squirrel (Lilly) addition
 - Invitees: Mayor, Sara (Shades of Green), Len, NPAC, DGP Board & Gardeners, Community
 - Marketing & Promotions: Coordinated with NPAC and City Event & Communications
 - b. Green Egg
 - Working with Green Egg Corporate for replacement
 - II. Secretary's Report
 - III. Treasurer's Report
 - Financials:
 - Beginning balance April 1, 2026: \$26,896.12
 - Ending balance May 1, 2026: \$26,896.12
 - Summary
 - Preliminary April Bank Statement Reconciliation:
 - April Revenue of \$0
 - Expenses recognized in April of \$0
 - Outstanding Revenue in April of \$142
 - Preliminary March Credit Card Statement Reconciliation:
 - April Credit Card Expenses Incurred: \$1,563.83
 - Outstanding Expenses expected to hit May Credit Card Statement: \$0
 - IV. Garden Plot Manager's Report
 - Full capacity with 2 new garden plots
 - 6 interested parties remain on Waitlist
-

G. Advisor(s) Updates**H. Past & Upcoming Events**

- BIA Charter School (Barbara)
 - May 19th Field Study Event
 - DGP Park with school for alternate rain location
 - 3 groups
 - Worms (Barbara), Salad (Kathy), Pollinator (Tixie) activities
 - Volunteers: Britt (support), Paul (photos)
 - Primary contact: Brooke Ross
- Creation kids - PreK partner event (Kathy)
 - May 7th, 10:30AM Field Study Event
 - Sunflower & Zinnia playground planting

I. Board Appointments

- Re-Appointment application reviews for Nicole and Barbara
- Motion for reappointment

J. Items for Discussion

- 10th Anniversary Celebration (Team)
 - Merchandise Update
 - 100 bags at \$6.00 per bag ordered/ 50 delivered
 - Additional merchandise and promotional materials ideas (Lottie & Team)
Kathy presented during April meeting sample gardening aprons and gloves
 - Cost estimates: \$150 maximum per banner; \$15.00 per apron; 288 minimum gloves order roughly \$1200
 - Additional merchandise discussion
 - Banners/ flags
 - Aprons
 - Home Depot gloves (packages of 10) and seeds for bags
 - Celebration Event Planning (Ashley)
 - Date & Time: 10/10/2026, 4:00 – 7:00 PM
 - Permitting & Fee Requirements
 - TBD; Paul verifying with City
 - RSVP invitation only
 - Food, Drink
 - TBD
 - Entertainment
 - Music provided by Aaron Reynolds; solo guitarist, singer & composer
 - Garden & Fun Activities (Adult & Children)
 - Tour of the garden park
 - Summer Social
-

- DGP Web Site discussion (Time Permitting - Ashley)
 - Designate Lead
 - Discuss possibility for a site being released with 10th anniversary
 - Concept ideas

K. Adjournment Motion

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

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

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Barbara Kolhaussen, Board Member

Britt Lancaster, Board Member

Cristy Hines, Board Member

Lottie Jackson-Kelly, 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 6:06pm*

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	Absent
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

C. Approval of Previous Meeting Minutes

DGP Board - Regular Board Meeting Minutes – March 9, 2026

- *Minutes from the 3/9/2026 Board Meeting prior-reviewed via email, motion by Nicole, seconded by Barbara to approve. Motion to approve passed unanimously.*

D. Set Agenda as Presented for Scheduled Meeting

- *Agenda was set with no new items for discussion.*

E. Ceremonial Presentations, Recognitions, and Swearing in

- None

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

- Cristal Valdez, Community Organizer, Poder Latinx
 - *Cristal Valdez presented Poder Latinx and proposed a partnership between their organization and Norcross Discovery Garden Park.*
 - *The organization is planning events to be held in DGP for “Love Mother Earth” as part of community clean ups with Gwinnett County with themes of addressing Carbon Pollution on May 15 / 16 including attendee painting activities*
 - *Poder Latinx is interested in sustainability and opening spaces for other communities*
 - *The Poder Latinx web site identifies and messages the organization as political in nature as “Our mission is to build a political wave where the Latinx community plays a key role in the transformation of our country.”*
 - *Neutrality City policy forbidding city organizations, as the DGP Board, partnering, sponsoring or hosting political organizations was discussed.*

II. Comments by Board Members

- *Paul informed Cristal that because of City Policy we are not permitted to partner or host the event, however the planned events could be held at Discovery Garden Park or other city parks through the city park rental process.*
- *Lottie offered to assist, independent of DGP, in finding partners for the organization.*

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

- Letter sent to gardeners regarding upcoming DGP enhancements
- City fence restoration and painting
 - *Shade area fence was painted green*

II. Secretary's Report

- None

III. Treasurer's Report

▪ Financials:

Beginning balance March 1, 2026: \$26,896.12

Ending balance April 1, 2026: \$26,896.12

▪ Summary

Preliminary March Bank Statement Reconciliation:

- March Revenue of \$0
- Expenses recognized in March of \$1,761.57
- Outstanding Revenue in April of \$100

Preliminary March Credit Card Statement Reconciliation:

- March Credit Card Expenses Incurred: \$1,761.57
- Outstanding Expenses expected to hit April Credit Card Statement: \$1,120.68

IV. Garden Plot Manager's Report

- Full capacity
- 6 interested parties remain on Waitlist
 - *2 additional interested parties were added but with the 2 new beds, the 2 parties in line were taken off and so still net 6 waiting parties.*
- April 18 workday and pesticide reminder letter to gardeners distributed

H. Advisor(s) Updates

- None

I. Past & Upcoming Events

- Workday
 - Saturday, April 18th 10:00 – 12:00
 - Notification to gardeners sent
 - Potential breakfast (Cristy)
 - *Breakfast was scrapped due to logistics.*
 - 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
 - *Alternate location is the school in the event of rain*
- Creation kids - PreK partner event update (Kathy)
 - *Pollinator planting for the 1st week of May being planned*

J. Board Appointments

- *Due to previous Communications board member resigning, Ashley Gilliam volunteered to undertake social media and other communication responsibilities with unanimous Board agreement*

K. Items for Discussion

- Event and 10th Anniversary (Team)
 - Merchandise Update
 - 100 bags at \$6.00 per bag ordered/ all delivered
 - Additional merchandise and promotional materials ideas (Lottie & Team)
 - Tins, banners, hats, aprons, chocolates, and gardening gloves, in particular
 - *Kathy presented sample gardening aprons and gloves at this meeting and provided cost estimates*
 - *\$150 maximum per banner; \$15.00 per apron; 288 minimum gloves order roughly \$1200*
 - *Additional merchandise decisions to be made during next Board meeting*
 - Celebration Event Planning (Ashley)
 - Date & Time
 - *Norcross Events: Sept. - 11: 9/11 Remembrance Ceremony 12: Atlanta British Car Fayre 19: Jazz In The Alley Oct.- 2: First Friday Concert 3-4: Norcross Art Splash Festival 17: Pedal Norcross 22: Witches Night Out 24: Deutsche Klassic German Car Show 30: Dia De Los Muertos Festival*
 - Permitting Requirements
 - Sponsors
 - Fees
 - RSVP
 - Food, Drink
 - Entertainment
 - Garden & Fun Activities (Adult & Children)
 - *Paul will verify permitting requirements with the City*
 - *Date of 10/10/2026, time of 4:00-7:00 pm, event scope RSVP invitation only, food serving style to be determined, live music, and budget estimate of \$7500 were all discussed*
 - *Motion to approve acceptance of the discussed items outlined made by Kathy and seconded by Lottie with the motion approved unanimously*
 - Ribbon Cutting Planning (Paul)
 - Date & Time to be determined (June 9, 3:30 PM)
 - Focus: New landscaping and squirrel addition
 - Invitees: Mayor, Hunter, Laura (Shades of Green), Len, NPAC, DGP Board & Gardeners, Community
 - Marketing & Promotions: City Parks & Recreation
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- DGP Web Site discussion (Time Permitting - Ashley)
 - Designate Lead
 - Discuss possibility for a site being released with 10th anniversary
 - Concept ideas
 - *Item tabled due to limited time*

L. Adjournment Motion

- *Motion to adjourn made by Ashley and Seconded by Kathy*
- *Motion unanimously passed*
- *Meeting adjourned at 8:13 PM*

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

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