

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, June 8, 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

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 – May 11, 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
 - a. DGP Flooding
 - Paul working with Public Works to address
 - b. 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: Press Release issued May 26, 2026; Rough Draft Story May 27, 2026
- II. Secretary's Report
- III. Treasurer's Report
 - Financials:
 - Beginning balance May 1, 2026: \$26,896.12
 - Ending balance June 1, 2026: \$26,538.12
 - Summary
 - Preliminary May Bank Statement Reconciliation:
 - May Revenue of \$1,642
 - Expenses recognized in May of \$0
 - Outstanding Revenue in May of \$0
 - Preliminary Credit Card Statement Reconciliation:
 - May Credit Card Expenses Incurred: \$169.90
 - Outstanding Expenses expected to hit June Credit Card Statement: \$TBD
- IV. Garden Plot Manager's Report
 - Full capacity
 - 4 interested parties remain on Waitlist

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

- BIA Charter School Event Reflections (Barbara)
- Scouting America – Atlanta Area Council

I. Board Appointments

J. Items for Discussion

- Pro-Forma 2026-2027 Budget Review (Kathy)
 - Motion to Approve

- 10th Anniversary Celebration (Team)
 - Additional merchandise discussion
 - Home Depot gloves (packages of 10) and seeds for bags
 - Britt offered to research bulk gloves sourcing
 - 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
 - Kathy offered to compile MS Excel invitation list
 - Cristy to manage Evite tool for invitation distribution
 - Food, Drink
 - Barbara, Cristy and Kathy to research local restaurants - Update
 - Bring your own adult beverages was decided
 - Entertainment
 - Music provided by Aaron Reynolds; solo guitarist, singer & composer
 - Garden & Fun Activities (Adult & Children)
 - Tour of the garden park

- Summer Social (Barbara)
 - Barbara offered to provide ideas - Update
 - Tentative date decided as June 25
 - Paul to provide pop-up tent

- 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**

Minutes City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

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 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 6:01pm*

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	Absent
Kathy Mallard	Board Member	Present
Lottie Jackson- Kelly	Board Member	Absent
Nicole Hooks	Board Member	Absent
Paul Sumner	Board Member	Present

C. Approval of Previous Meeting Minutes

DGP Board - Regular Board Meeting Minutes – April 13, 2026

- *Minutes from the 4/13/2026 Board Meeting prior-reviewed via email, motion by Barbara, seconded by Ashley 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

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

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

- None

II. Comments by Board Members

- None

G. 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

- *Kathy preparing preliminary budget for Board review*

IV. Garden Plot Manager's Report

- Full capacity with 2 new garden plots
- 6 interested parties remain on Waitlist

H. Advisor(s) Updates

- *None*

I. 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

J. Board Appointments

- Re-Appointment application reviews for Nicole and Barbara
 - Motion for reappointment
 - *Motion by Barbara, seconded by Cristy to approve Nicole re-appointment. Motion to approve passed unanimously.*
 - *Motion by Kathy, seconded by Britt to approve Barbara re-appointment. Motion to approve passed unanimously.*
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K. 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
 - *Board tabled to revisit until August when Paul Duke Stem HS reconvenes*
 - Aprons
 - Home Depot gloves (packages of 10) and seeds for bags
 - *Britt offered to research bulk gloves sourcing*
 - 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
 - *Kathy offered to compile MS Excel invitation list*
 - *Cristy to manage Evite tool for invitation distribution*
 - Food, Drink
 - *Barbara, Cristy and Kathy to research local restaurants*
 - *Bring your own adult beverages was decided*
 - Entertainment
 - Music provided by Aaron Reynolds; solo guitarist, singer & composer
 - Garden & Fun Activities (Adult & Children)
 - Tour of the garden park
- Summer Social
 - *Barabra offered to provide ideas*
 - *Tentative date decided as June 25*
 - *Paul to provide pop-up tent*
- DGP Web Site discussion (Time Permitting - Ashley)
 - Designate Lead
 - Discuss possibility for a site being released with 10th anniversary
 - Concept ideas

L. Adjournment Motion

- *Motion to adjourn made by Kathy and Seconded by Barbara*
- *Motion unanimously passed*
- *Meeting adjourned at 7:07 PM*

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

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