

**Minutes City of Norcross**

*65 Lawrenceville Street*

*Norcross, GA 30071*



**Meeting Minutes**

**Monday, May 11, 2026**

**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 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.

- *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 7<sup>th</sup>, 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.*
-

**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 10<sup>th</sup> 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**

---