

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

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.

- *Meeting called to order at 6:00pm*

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	Present
Paul Sumner	Board Member	Present

C. Approval of Previous Meeting Minutes

DGP Board - Regular Board Meeting Minutes – May 11, 2026

- *Minutes from the 5/11/2026 Board Meeting prior-reviewed via email, motion by Nicole, seconded by Barabara 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

- *Barbara Kolhaussen and Nicole Hooks were sworn in by Mayor Newton for their Board re-appointment.*

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

- *Justin (Shane) introduced as the Norcross Landscaping and Beautification Manager to replace Hunter Rawls.*

II. Comments by Board Members

- None

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

- DGP Flooding
 - Paul working with Public Works to address
 - Ribbon Cutting Ceremony (Paul)
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- June 9, 3:30 PM at DGP
- Focus: New landscaping and squirrel (Sage) 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
 - *Discussed firemen from Station #1 interested in a garden plot. Motion made by Cristy and seconded by Barbara to approve donation of a plot to the firemen. Motion passed unanimously.*
 - *Paul to obtain contact information.*

H. Advisor(s) Updates

- No updates

I. Past & Upcoming Events

- BIA Charter School Event Reflections (Barbara)
 - *The students had another great field day with worms, fresh salads, and pollinators. The school is already planning for the next field day at the park*
- Scouting America – Atlanta Area Council
 - *Barbara designated as key contact for Scouting events with the Atlanta Area Council staff*

J. Board Appointments

- *Helga Lewis appointed as new Board member effective June 1.*
- *Nicole and Barbara re-appointed.*

K. Items for Discussion

- Pro-Forma 2026-2027 Budget Review (Kathy)
 - Motion to Approve
 - *Motion made by Nicole and seconded by Britt to approve pro-forma for submission to the city. Motion passed unanimously.*
 - 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)
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- 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
 - *Discussed and recommended Paul Duke Stem HS Hat Bar. Kathy to communicate to Ashley at the school for planning.*
- 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

L. Adjournment Motion

Motion to adjourn made by Ashley and Seconded by Barbara
Motion unanimously passed
Meeting adjourned at 7:25 PM

M. Signed by: _____ Paul Sumner, Chair

N. Attested by: _____ Monique Philip, City Clerk
