



Discovery Garden Park Board Meeting Minutes

Date/Time: 02/10/2025 6:00 PM

Location: Municipal Building, 2nd Floor, Board Room

A. Call to Order: *Please Turn Off All Cell Phones and Electronic Devices (John) 6:00*

Attendee Name	Title	Status
John Herron	Chairperson	Present
Josh Bare	Councilmember	Present
Kathy Mallard	Board Member	Present
Sharon Cauthen	Board Member	Present
Barbara Kolhaussen	Board Member	Present
Nicole Hooks	Board Member	Present
Vacant	Board Member	Absent
Prasanna Chodey	Board Member	Absent
April MacManus	Board Member	Present
Paul Sumner	Board Member	Present

John Herron called the meeting to order at 6:02 PM

B. Approval of Minutes: Minutes from 1/13/2025 Board Meeting were previously reviewed and edited via email. No changes were requested in the Board Meeting. Sharon Cauthen motioned to approve the Minutes. It was seconded by Barbara Kohlhaussen. Motion carried unanimously.

C. Citizen Input: None

D. Treasurer's Report (Kathy): Financial Statement/Balance/Revenues/Expenses (Kathy)

1. Began January 2025 with a balance of \$23,254.12 in the treasury and ended the month with a balance of \$23,254.12. Summary as follows:
 - a. January Revenue of \$0
 - b. Expenses recognized in January of \$0
 - c. Outstanding Expenses as of January month end of \$5,571.25: \$222.59 SuperSod 11-12-2023, \$163.50 Costco (November 2023 social), \$161.01 Trader Joe's (November 2023 social), \$57.13 Lowe's (supplies), \$10.57 Publix (November 2023

social), \$89.46 Premier Growers (supplies/seasonal planting), \$27.61 Premier Growers (supplies/seasonal planting), \$56.42 Home Depot (lawn bags & materials to repair/paint little library), \$82.02 Amazon (replacement hoses), \$63.59 Amazon (birdseed), \$56.15 (Ace Hardware yard bags & Green Egg pieces & parts), \$222.83 Green Reyno (camelia, daphnes, blueberry, viburnum), \$31.21 Green Reyno (blueberry), \$41.84 Amazon (bluebird houses), \$199.99 SuperSod 3-4-2024, \$49.09 Kathy Mallard (seeds & mint), \$51.30 Buford Hwy Farmers Market (community outreach event), \$33.24 Amazon (replacement nozzles), \$21.19 Amazon (storage shed supplies), \$99.51 Walmart (March Social Event), \$27.29 Publix (March Social Event), \$38.26 Amazon (Social Event storage supplies), \$24.28 Amazon (birdfeeder baffles), \$64.62 Paul Sumner/Pike's (birdhouse stands & mounting), \$92.86 Premier Growers (Spring annuals), \$74.01 Lowe's (supplies for handicap bed repair), \$132.51 Norcross Supply (supplies for bed repairs), \$10.91 Amazon (non-potable water decals), \$30.73 Amazon (brass garden markers), \$35.58 Amazon (garden scavenger hunt cards), \$27.46 Amazon (garden scavenger hunt cards v2), \$255.19 SuperSod, \$46.53 Lowe's (soil for Spring planting), \$55.08 Etsy (garden plaque), \$8.59 Home Depot (yard bags), Pike's \$34.95 (herbs), \$24.43 Walmart (yard bags, seeds), Amazon \$31.70 (garden stakes), \$243.79 SuperSod, \$14.83 Amazon (supplies), \$33.36 Publix (Kids in the Wild), \$393.55 Norcross Supply (supplies for new beds), \$32.16 Lowe's (yard bags & brush killer), \$64.00 Extension Center (soil tests), \$34.98 Norcross Supply Company (fence post cap), \$11.36 Lowe's (yard bags), \$44.46 Lowe's container for Agave & cactus potting soil), \$41.21 Lowe's (black cow compost), \$135.87 Green Reyno (George Tabor azaleas & oakleaf hydrangeas), \$191.63 (Big Daddy hydrangeas & Sum & Substance hostas), \$71.79 Green Reyno (Agave & variegated iris), \$27.55 Publix (Kids in the Wild snacks), \$243.79 SuperSod (9-11-24), \$9.54 Home Depot (supplies), \$25.38 Publix (events), \$13.76 Office Depot (supplies), \$20.29 Publix (events), \$243.79 SuperSod (10-8-24), \$155.35 Home Depot (new garden bed supplies), \$6.32 Amazon (white flags), \$42.52 Publix (social event), \$59.86 Publix (social event), \$134.62 Premier Growers (fall annuals), \$55.80 Publix (social event), \$243.79 Super Sod 11-1-24, \$9.72 Home Depot (lawn bags), \$49.40 Amazon (replacement nozzles due to vandalism), \$27.61 Amazon (replacement hose due to vandalism), \$21.18 Lowe's (stain for new beds) and \$112.76 Lowe's (stain for new beds v2)

- d. Outstanding Revenue in January of \$0
- e. Beginning Balance as of January 1, 2025: \$23,254.12
- f. Ending Balance as of January 31, 2025: \$23,254.12
- g. Ending Balance adjusted for all Outstanding Revenue & Expenses: \$17,682.87

E. Board Updates

- 1. **Membership Update:** Membership Update: Membership Renewal Membership Update: Membership Renewal Status/Changes/Wait List Updates (Kathy)
 - i. All beds filled
 - ii. One up for swap
 - iii. 5 on wait list

2. **Social Media Update:** (Sharon) – Next Quarterly in April

F. Council Updates: (Josh)

1. City working to get finance position filled and finance tasks up to date.
2. Hand rail needed up steps to upper Garden.
3. Steps for front porch of Garden cottage need to be updated and even.
4. Path needs to be connected with Heritage Park
 - i) 2 houses that City of Norcross purchased on Wingo to be converted to primarily office space
 - ii) Parking to go behind the houses
5. Discussion on:
 - i) Lack of parking in City of Norcross
 - ii) Women's Club to possibly become library
 - iii) Long term plan to move City Hall and have businesses and parking in City Hall space
 - (1) Move City Hall to more central location on Buford Hwy
6. Savage Pizza is having to update grease trap per Gwinnett County
7. 45 South is also having grease trap issues
8. We Work altered submitted plans and City of Norcross cut their power
9. South End is stalled as contractor pulled out of development agreement

G. Returning Agenda Items:

1. New Chairperson for DGP Board
 - i) John will roll off the Board in June when his term is up
 - (1) Paul is interested in the position of Chairperson
 - (a) John will work with Paul on the transition
 - (b) All board members are in favor of Paul fulfilling the role of Chairperson
 - (c) Discussion and feedback from Board for Paul to become Chairperson
 - (d) Vote for Paul to fill Chairperson position at the March Board meeting

H. New Agenda Items:

1. Brookhaven Innovation Academy (BIA) Sustainably Educational Program Support
 - i) Brooke Ross approached John to create a sustainability program for her students
 - (1) Wants April 17th to be a Sustainable Living Day
 - (a) Students listen to speakers and walk to Garden to take a look and discuss why parks are planned and sustainability living
 - (b) Brook would appreciate our assistance with this project
 - (c) Barbara will have further discussions with Brook about this project
 - (d) Brook states they have a garden at school so they don't need a plot at DGP
 - (e) Possibly have an arborist, Bruce Avery from City of Norcross to speak to the students
 - (i) Add to March Agenda

I. Additional Input/Discussion Not Otherwise Addressed by This Agenda:

1. Positions opening on DGP Board other than Chairperson

- i) Currently 1 seat open on the Board.
 - ii) What about a temporary sign in DGP regarding open Board positions
 - (1) Sharon will design a sign and send in email for approval
 - iii) Sharon will use DGP social media to advertise open Board positions.
 - iv) Prasanna will send an email to welcome DGP gardeners to apply for Board positions.
2. Anyone whose position is up and wants to stay on Board must renew
- i) John will reach out to Shayla to understand the process and who is rolling off all at the same time
 - ii) Email blast sent out after January Board meeting to find interest in Board positions
 - iii) John recommends reaching out to Norcross Garden Club for interest in Board positions.
3. Vandalism Issue – John has looked at Security Camera signage options and distributed four options
- i) John will email the options
 - ii) Board members will consider where the 3 signs should be placed.
 - iii) Are there City restrictions regarding signs and placement of signs in DGP?
 - iv) Per Josh – Concerned that if individuals continue to have damage to their gardens then people will lose interest in having a garden.
 - v) Nicole will reach out to Eric as follow up regarding next steps with Resource Officer
 - vi) John will reach out to Eric as follow up on security camera placement/type.
4. Power to the fountain is out
- i) John will reach out to Mike Jones to see what the issue is and repair
5. Recommendation to put notices in the display case that are relevant to gardeners
6. Barbara Kohlhaussen offered to come up with bulletin board ideas

J. Adjourn – Kathy Mallard motioned to adjourn the meeting at 7:02 pm. Seconded by Sharon Cauthen. Motion carried unanimously.

K. Signed By: **John Herron, Chairperson**

L. Attested: **Shayla Alexis, City Clerk**