

# City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



## Meeting Agenda

Monday, November 10, 2025

6:00 PM

2<sup>nd</sup> Floor Conference Room

### Discovery Garden Park Board

*Paul Sumner, Chair*

*Barbara Kolhaussen, Board Member*

*Britt Lancaster, Board Member*

*Cristy Hines, Board Member*

*Kathy Mallard, Board Member*

*Lottie Jackson-Kelly, Board Member*

*Nicole Hooks, Board Member*

*Prasanna Chodey, Board Member*

*Josh Bare, Council 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 – October 13, 2025, 6:00 PM

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

a. Swearing in of Board Member Ashley Gilliam

**F. Floor Open to Citizens Desiring to Address the Board**

a. Comments by Citizens

b. Comments by Board Members

**G. Reports of the Board Chair and Officers**

a. Chair's Report

- Complete
  - Reach out to Public Works for shale
  - Recommend appointment approval to Mayor and Council
- In-Progress
  - Author 2025/2026 growing season welcome letter and provide updated vegetable growing calendar for all gardeners
    - Updated calendar information and seasonal growing aid obtained
    - Liz and Paul to schedule squirrel placement planning event with Mayor and DGP Board
    - Reminders sent and synchronizing with Mayor's calendar
    - Select and circulate 4 photos (single subject focus) to Board and Liz for utility box considerations

b. Secretary's Report

- None

c. Treasurer's Report

- Financials:
  - Starting balance October 1, 2025: \$24,396.12
  - Ending balance October 30, 2025: \$26,896.12
- Summary
  - Preliminary October Bank Statement Reconciliation:
    - October Revenue of \$2,500 (bed rentals)
    - Expenses recognized in October of \$0
    - Outstanding Revenue in October of \$0
  - Anticipated October Credit Card Statement Reconciliation:
    - October Credit Card Expenses Incurred: \$302.48

- October Credit Card Expense Itemization:
  - ° \$243.79 Super Sod (10-20-25 order)
  - ° \$22.20 Lowe's (cactus potting soil for Educational/PreK event)
  - ° \$13.19 Amazon (contractor bags)
  - ° \$23.30 Amazon (yard bags)
- Outstanding Expenses expected to hit November Credit Card
  - ° Cost (\$ TBD) of annuals for workday

**d. Garden Plot Manager's Report**

- All beds have been rented
- Final payment deposited on October 14
- Final 3 Registration forms received
- 5 interested parties remain on Waitlist

**e. Advisor(s) Updates**

**f. Upcoming Events**

Paul Duke STEM High School Capstone Presentation  
November 19 | 12:30 p.m. – 1:30 p.m. | Partnered Students' Project Presentations

**H. Board Appointments**

- a. Nomination of DGP Board Secretary
- b. Motion to approve appointment

**I. Items for Discussion**

- a. Gardener Welcome Letter Revision (Nicole)
  - a) Distribution of DGP By-laws to gardeners was discontinued in 2024, however welcome letter was not updated to refer to the city web site posting of the current By-laws
  - b) Proposal to modify welcome letter replacing sentence in Section 3 that references distribution of By-Laws with: "As noted in the DGP By-Laws posted on the City of Norcross website, the obligation is defined as 4 hours per garden rental cycle (October 1 thru September 30)."
  - c) Motion to revise Welcome Letter
- b. DGP Merchandise Update (Kathy)
  - a) Presentation of proposed 4 anniversary themed logos and Board selection
  - b) Pending vote, team will proceed with vendor discussions for obtaining production cost estimates of totes subject to Board approval to proceed
  - c) Motion on logo selection and to proceed
- c. Board Meeting Structure/ Protocol (All)
  - a) Open discussion on Board Meeting format
  - b) Chair's instructions

**d. Food Well Alliance Community Garden Grant (Paul)**

- a) Funding opportunity presented by City Management to DGP for consideration
  - ° Garden Improvement Grant – ~\$1,500 each (for smaller upgrade needs)
  - ° Garden Forward Grant – ~\$10,000 each (for larger project upgrades)
  - ° Infrastructure improvements like irrigation installation, shed installation, or water line repairs.
  - ° Supplies and materials such as compost, seedlings, tools, mulch.
  - ° Labor support for specialized contractor work tied to the garden project (note: regular salaries or routine maintenance are not covered).
- b) Applications managed by city Public Works
- c) Deadline: November 23, 2025, 11:59 p.m.
- d) DGP Project ideas:
  - ° Improvement Grant: Additional Garden Beds; In-ground timed irrigation for shade garden
  - ° Forward Grant: Greenhouse
- e) Other suggested project ideas from Board
- f) Motion to proceed

**J. Adjourn Motion****K. Signed by: \_\_\_\_\_ Paul Sumner, Chair****L. Attest by: \_\_\_\_\_ Shayla Alexis, Deputy City Clerk**