

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, November 10, 2025

6:00 PM

2nd 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

Meeting called to order by Chair at 6:01PM

B. Attendees/Roll Call

Attendee Name	Title	Status
Ashley Gilliam	Board Member	Present
Barbara Kolhaussen	Board Member	Present
Britt Lancaster	Board Member	Present
Cristy Hines	Board Member	Present
Josh Bare	Council Member - Advisor	Present
Kathy Mallard	Board Member	Present
Lottie Jackson- Kelly	Board Member	Present
Nicole Hooks	Board Member	Present
Paul Sumner	Board Member	Present
Prasanna Chodey	Board Member	Present

C. Approval of Previous Meeting Minutes

DGP Board - Regular Board Meeting Minutes – October 13, 2025, 6:00 PM

- *Minutes from 10/13/2025 Board Meeting prior-reviewed via email*

RESULT: APPROVED [UNANIMOUS]

MOVER: Cristy Hines, Board Member

SECONDER: Barbara Kohlhaussen, Board Member

AYES: Gilliam, Kohlhaussen, Lancaster, Hines, Mallard, Jackson-Kelly, Hooks, Sumner, Chodey

D. Citizen Input

- *No citizens attended*

E. Set Agenda as Presented for Scheduled Meeting

- *Agenda was updated to include nomination of Greg Devon as Board Advisor*

F. Ceremonial Presentations, Recognitions, and Swearing in:

a. Swearing in of Board Member Ashley Gilliam

- *Swearing in of Ashley Gilliam postponed due to absence of the Mayor*

G. Floor Open to Citizens Desiring to Address the Board

a. Comments by Citizens

b. Comments by Board Members

- *No citizen or additional Board comments*

H. 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 (\$146.38) of annuals for workday

 - *Board discussed when to submit Treasurer reports. Board agreed a summary report will be submitted no later than one week prior to the scheduled Board meeting and updated where necessary within the minutes.*

- 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**
 - *No 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

I. Board Appointments

a. Nomination of DGP Board Secretary

- Ashley Gilliam was nominated by Paul to serve as Board Secretary
- Ashley accepted the nomination

b. Motion to approve appointment of Ashely Gilliam as Board Secretary

RESULT: APPROVED [UNANIMOUS]

MOVER: Prasanna Chodey, Board Member

SECONDER: Barbara Kohlhaussen, Board Member

AYES: Gilliam, Kohlhaussen, Lancaster, Hines, Mallard, Jackson-Kelly, Hooks, Sumner, Chodey

c. Motion to appoint Greg as Advisory member

RESULT: APPROVED [UNANIMOUS]

MOVER: Nicole Hooks, Board Member

SECONDER: Lottie Jackson-Kelly, Board Member

AYES: Gilliam, Kohlhaussen, Lancaster, Hines, Mallard, Jackson-Kelly, Hooks, Sumner, Chodey

J. 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

RESULT: APPROVED [UNANIMOUS]

MOVER: Prasanna Chodey, Board Member

SECONDER: Barbara Kohlhaussen, Board Member

AYES: Gilliam, Kohlhaussen, Lancaster, Hines, Mallard, Jackson-Kelly, Hooks, Sumner, Chodey

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
 - Board discussed speaking to the city to see if they have the option to change the font and color options for 'Norcross' in the logo
- c) Motion on logo selection and to proceed
 - Voted on Design number 1



- Board reviewed 10th Year Anniversary logo proposals and unanimously selected design 1.
- Kathy to check on pricing to present during next Board meeting for approval.

c. Board Meeting Structure/ Protocol (All)

- a) Open discussion on Board Meeting format
- b) Chair's instruction
 - *Nicole wanted to reiterate scope and expected outcome to make sure the time is correctly allocated to each item. Kathy and Prassana agreed that it would be efficient.*
 - *Paul as chairman agrees that time management is his responsibility and addressed last meetings late end. Posed decision to the board on whether to be more rigid with timer or continue to allow for more engagement and discussion since it's a monthly meeting and limit discussion to agenda section(s). Motion was not put forward.*
 - *Ashley commented that we could reduce time by pushing for decisions, Paul agreed.*
 - *Nicole also suggested summarizing introductions to guests so it's not individuals all speaking.*

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
 - *Lottie proposed a hydroponics setup to educated gardeners about alternative ways of growing. STEM and urban food supply.*
 - *Ashley proposed a mushroom growing setup with either a grow tent or outdoor or through log cultivation.*
 - *Christy mentioned a Japanese garden and bonsai potentially for beauty or mental health.*
 - f) Motion to proceed
RESULT: APPROVED [UNANIMOUS]
MOVER: Prasanna Chodey, Board Member
SECONDER: Ashley Gilliam, Board Member
AYES: Gilliam, Kohlhaussen, Lancaster, Hines, Mallard, Jackson-Kelly, Hooks, Sumner, Chodey
 - g) Motion to apply for irrigation for shade garden and pollinator garden in improvement grant application
RESULT: APPROVED [UNANIMOUS]
MOVER: Nicole Hooks, Board Member
SECONDER: Kathy Mallard, Board Member
AYES: Gilliam, Kohlhaussen, Lancaster, Hines, Mallard, Jackson-Kelly, Hooks, Sumner, Chodey
 - h) Motion to apply for green house in forward grant application
 - *More research is needed on how to manage and maintain a greenhouse with volunteers and there isn't a concrete driver for a greenhouse at this moment.*
 - *Motion not proceed with grant application for a greenhouse.**RESULT: APPROVED [UNANIMOUS]*
MOVER: Prasanna Chodey, Board Member
SECONDER: Ashley Gilliam, Board Member
AYES: Gilliam, Kohlhaussen, Lancaster, Hines, Mallard, Jackson-Kelly, Hooks, Sumner, Chodey
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K. Adjourn Motion

- *Motion by Lottie, seconded by Nicole for meeting adjournment.*
- *Motion unanimously passed.*
- *Meeting adjourned at 7:25PM*

L. Signed by: _____ Paul Sumner, Chair

M. Attested by: _____ Shayla Alexis, Deputy City Clerk