

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, December 8, 2025

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

Prasanna Chodey, 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.

B. Approval of Previous Meeting Minutes

DGP Board - Regular Board Meeting Minutes – November 10, 2025, 6:00 PM

C. Set Agenda as Presented for Scheduled Meeting**D. Ceremonial Presentations, Recognitions, and Swearing in****E. Floor Open to Citizens Desiring to Address the Board**

- a. Comments by Citizens
- b. Comments by Board Members

F. Reports of the Board Chair and Officers**a. Chair's Report**

- 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:
 - Beginning balance November 1, 2025: \$26,896.12
 - Ending balance November 30, 2025: \$26,896.12
- Summary
 - Preliminary November Bank Statement Reconciliation:
 - November Revenue of \$0
 - Expenses recognized in November of \$0
 - Outstanding Revenue in November of \$0
 - Preliminary November Credit Card Statement Reconciliation:
 - November Credit Card Expenses Incurred: \$146.38
 - November Credit Card Expense Itemization:
 - ° \$80.61 Premier Growers (annuals v1)
 - ° \$65.77 Premier Growers (annuals v2)

Outstanding Expenses expected to hit December Credit Card: \$78.10

- ° \$31.50 Amazon (replacement nozzles)
- ° \$46.60 Amazon (yard bags)

d. Garden Plot Manager's Report

- All beds have been rented
- 5 interested parties remain on Waitlist

e. Advisor(s) Updates

f. Past & Upcoming Events

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

G. Board Appointments

- a. None

H. Items for Discussion

a. DGP Enhancements (Paul & Britt)

- Garden walkthrough with Hunter Rawls, City of Norcross Landscape & Beautification Manager
 - Shade Garden thoughts
 - Irrigation thoughts
 - Fenceline restoration

"The space is still getting established, and it will be interesting to see what is performing well come spring/summer. The garden is going into dormancy currently and of course looks a bit tired. I'm not sold on the tall Helianthus (sunflower) and it may be best to reduce/remove these. Some plants will take a bit more time to mature. The Asclepias (milkweed) and Lobelia (cardinal flower) were very showy and pollinator magnets over the summer." - Hunter

Refer to DGP Spring Install plans [DGP Packet 20251208_1_a_]

- Boxwood removal and replacement by entrance (possible blight fungus and unsightly)

b. Food Well Alliance Community Garden Grant Update (Paul)

- Application submitted by city Public Works, November 21, 2025
- Contributions provided by Ashley Gilliam
- Proposed Projects:
 - \$1,500 grant: Additional Garden Beds
 - Estimated cost of materials is \$950.
 - \$10,000 grant: Shade & Pollinator Garden Irrigation
 - Estimated cost: \$10,900.00 - \$12,000.00 dependent on material and labor adjustments
- Refer to Food Well Alliance Grant App Project Scoping [DGP Packet 20251208_1_b_]

I. Adjourn Motion

J. Signed by: _____ **Paul Sumner, Chair**

K. Attested by: _____ **Shayla Alexis, Deputy City Clerk**

City of Norcross

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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. Posing 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 educate 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
-

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

Discovery Garden Park



Approximately 350 flowering perennials, nine different species, native to the Piedmont region and hosts/habitat for an array of native Lepidoptera, bees, other insects, and birds, such as monarch and queen butterflies, bumblebees, hummingbirds, yellow finches, etc.

Photos: August 2025 | Installed: May 2025

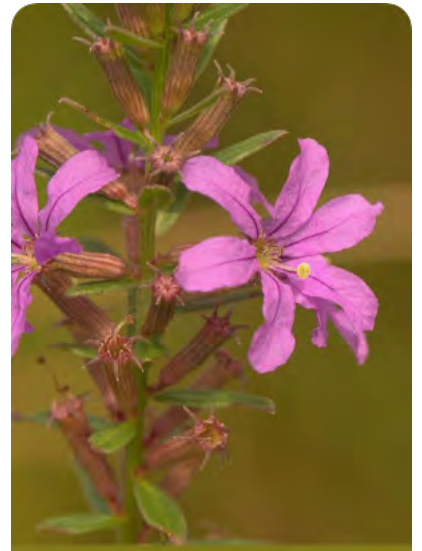




Asclepias inca...
izelplants.com



Rhynchospora...
izelplants.com



Lythrum alatum
izelplants.com



Lobelia cardin...
izelplants.com



Helianthus an...
izelplants.com



Carex stricta
izelplants.com



Pycnanthemu...
izelplants.com



Physostegia vi...
izelplants.com



Iris fulva
izelplants.com

BEFORE

Non-native *Buxus sinica* (Korean boxwood) sited in poor conditions too retentive for the species, likely contributing to disease, and non-native invasive *Liriope spicata* or *muscaria*. Providing no ecological benefit and requiring fungicide/pesticide to mitigate *Buxus* disease.



BEFORE



1. For the \$1,500 grant:

Grant Proposal: Additional Garden Beds

Discovery Garden Park continues to have a waitlist for new gardeners thereby creating ongoing demand by local residents. During 2025 the waitlist started at 10 new potential gardeners, some waiting up to two years, and subsequently reduced to 5 due to garden bed turnover commencing the 2025/ 2026 growing season starting October 1st.

Two additional 4 x 10 raised garden beds with a rough depth of 20 inches are under consideration for an unused available area. Rough cedar is the material choice to avoid any potential leaching of chemicals into the vegetable hosting soil, as reported with pressure treated lumber, albeit less costly. These are to be constructed of rough cedar (12) 2x10x10 boards; (8) 1x6x6 rough cedar board; (2) 4x4x8 cedar posts; and structural screws. All materials will be locally procured with construction to be performed by volunteer DGP Board members and gardeners. Estimated cost of materials is \$950.

2. For the \$10,000 grant:

Grant Proposal: Shade & Pollinator Garden Irrigation

Shade and pollinator garden areas adjacent to the gardens are devoted to attracting vital pollinators as varieties of bees, butterflies, hummingbirds, for example, with a shade garden consisting of hydrangeas and azaleas and other garden areas consisting of various vibrant and fragrant nectar-rich annual and perennials. Future improvements of the shade garden under consideration will include a natural pathway with a bridge spanning a creek towards a calming serene sitting area nestled in the shrubbery. These gardens are essential to not only supporting the ecosystem of pollinators but also various caterpillars, which are a crucial food source for baby birds.

For the past decade, the Discovery Garden Park of Norcross has encouraged its members to slow down, reconnect with nature, and experience firsthand the profound relationship between people, food, and the land. As members plant and harvest their vegetables, they also learn that thriving gardens depend on the health of the wildlife and pollinators that sustain them. The DPG recognizes this interconnectedness which is why it established dedicated pollinator and shade gardens. These spaces strengthen the ecological systems that make food production possible by providing critical habitat, nourishment, and refuge for bees, butterflies, birds, and other essential species. They also offer community members a chance to see the food web in action and deepen their understanding of local biodiversity through hands-on learning such as pollinator counts and habitat stewardship. Through these gardens, DGP continues to cultivate both a healthier ecosystem and a more connected, environmentally engaged community.

However, with the rise in longer drought periods and annual extreme heat days, keeping these vital gardens thriving and healthy has proved challenging for the exclusively volunteer staff. This often requires a Board member to carry the sprinklers and shared hoses over to the gardens and provide daily overhead watering. So far this process has proved to be costly, infrequent and ineffective and the two gardens constantly exhibit signs of water stress as a result. For the gardens to be more resilient to climate heat stress, a more reliable and efficient method is needed.

One potential solution the DPG is considering is an underground timed irrigation system depicted in the illustration below. Materials for this system include roughly 500' of buried PVC tubing, drip soaker sprinkler heads, and timer control units in up to 4 zone areas, with each zone estimated to cost between \$2,000 to \$2,500 in materials and installation labor. A more precise estimation of feasibility and cost will be undertaken through city public works. By investing in this system, the DGP hopes to protect the garden from longer dry periods, reduce the strain on our volunteers, and make sure our community space continues to thrive for years to come.

Materials & Labor Estimate:

Project Scope: Install Eight new irrigation valves with battery operated controllers and provide water to raised flower beds and pollinator garden areas.

1 X Rotor Zone-The concrete would need to be cut out to tie into main for this additional area along the sidewalk included 7 rotors, irrigation valve box, one battery controller, lateral pipe and fittings to tie into mainline. \$1,700.00

3 X Spray zones near the pollinator gardens-Three irrigation control valves are needed to provide water in the adjacent areas near entrance to garden 22 x 1812 Rain bird spray heads, three control valves, lateral pipe, three battery operated battery clocks and materials to tie into main line under sidewalk. \$3,600.00

4 X Drip irrigation for raised flower beds-The concrete would be needed to cut so the drip line/spray zone could be tied into the irrigation main line. Four irrigation drip valves, four battery operated clocks, pipe to extend into raised beds and drip tubing in all four raised beds. \$5,600.00

Estimated Total: Between \$10,900.00 and \$12,000.00 dependent on material and labor adjustments



