



Discovery Garden Park (DGP) Board Meeting Minutes

Date/Time: 10/13/2025 6:00 PM
Location: Municipal Building, 2nd Floor, Board Room

I. **Call to Order:** *All Cell Phones and Electronic Devices silenced. Paul called the meeting to order at 6:00 PM*

II. **Attendees:**

Attendee Name	Title	Status
Barbara Kolhaussen	Board Member	Present
Britt Lancaster	Board Member	Present
Cristy Hines	Board Member	Present
Josh Bare	Council Member - Advisor	Absent
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

III. **Approval of Minutes:** *Minutes from 9/8/2025 Board Meeting prior-reviewed via email, motion by Nicole and Kathy to approve. Motion to approve passed.*

IV. **Citizen Input:** *None*

V. **Treasurer’s Report: Financial Statement/Balance/Revenues/Expenses (Kathy)**

Began September 2025 with a balance of \$23,296.12 in the treasury and ended the month with a balance of \$24,396.12. Summary as follows:

- *Preliminary September Bank Statement Reconciliation:*
 - *September Revenue of \$1,100 (bed rentals)*
 - *Expenses recognized in September of \$0*
 - *Outstanding Revenue in September of \$2,500*
 - *Beginning Balance as of September 1, 2025: \$23,296.12*
 - *Ending Balance as of September 30, 2025: \$24,396.12*
 - *Adjusting for Outstanding Revenue, Ending Balance: \$26,896.12*

- **September Credit Card Statement Reconciliation:**
 - *Credit Card Expenses incurred in September of \$468.29: \$243.79 Super Sod (9-23-25 order), \$66.75 Amazon (Terra Cotta pots for Educational/PreK event), \$77.36 Publix (Sept. Social event food v1), \$35.24 Publix (Sept. Social event food v2), \$34.97 (Sept. Social event food v3), \$10.18 Publix (Sept. Social event ice)*
 - *Outstanding Expenses expected to hit October Credit Card Statement of \$22.20 Lowe's (cactus potting soil for Educational/PreK event)*
 - *2 reimbursable expenses that did not hit the credit card: \$126.89 Helga Lewis for Fall Planting, \$28.62 Barbara Kohlhausen for Sept. Social event decorations*
- *No further discussion*

VI. Board Updates:

- **Garden Membership Update:**
 - a) **Membership Renewal Status/Changes/Wait List Updates (Nicole)**
 - *All garden beds rented. 1 rental payment deposit pending.*
 - *4 non-renewals. All 4 beds assigned to 4 new renters from Waitlist.*
 - *Started renewal season with 11 on Waitlist (10 definitive/1 "maybe").*
 - *Removed 2 from Waitlist due to non-response to interest in renting available bed/request to be removed.*
 - *5 remain on Waitlist (4 definitive and 1 "maybe"). Garden Bed Manager will send status emails to each of the 5 still on Waitlist, unless given guidance otherwise.*
 - *3 completed Registration forms pending.*
 - *Action: Paul to author 2025/2026 growing season welcome letter and provide updated vegetable growing calendar for all gardeners.*

VII. Council Updates: (Josh)

- **Public Arts Ordinance Status & Overview**
 - *DGP Bulletin Board Impact*
 - *Discussion tabled due to council advisor absence*

VIII. Returning Agenda Items:

- **Norcross First Global Methodist Church pre-school program (Kathy)**
 - a) **Planting & Sensory Event Reflections (Nicole, Lottie, Britt)**
 - b) **November Norcross Newsletter Feature (Lottie)**
 - *Article submitted for publication*
 - c) **New Updates & Next Steps (Kathy)**
 - *No further informational updates*
- **Oktoberfest Briefing (Barbara)**
 - a) **Expenses Incurred**
 - b) **Reflections**
 - *Barbara recommended holding next year's Oktoberfest for later in the month*
- **Bulletin Board Painting**
 - a) **Norcross Art gallery & Studio, Kathy Collins**
 - b) **October 2024 Proposal Tabled**
 - c) **Pause requested by City for other arts projects & vetting Public Arts Ordinance**
 - *Discussion tabled due to absence of sketches from K. Collins and council advisor*
- **Leveraging Technology for DGP Web Site (Lottie)**
 - *Lottie nominated Britt to lead web site technology committee if one were to be formed*

- *Web site development was suggested to Paul Duke STEM HS as a career project*
- *To be revisited post Paul Duke STEM HS presentation/ efforts*

IX. New Agenda Items:

- NPAC Utility Box and Squirrel Projects (NPAC Representative)
 - *Liz Simpson (NPAC Chair) presented renderings of Norcross Squirrels and Utility box artwork*
 - *Board unanimously chose sitting squirrel design*
 - *DGP discussed squirrel placement with fountain bench suggested*
 - *Placement planning event with Mayor and squirrel prototype to be scheduled*
 - *Installation to be performed by city Public Works*
 - *NPAC acorn fund raising opportunities were presented and discussed*
 - *Action: Liz and Paul to schedule squirrel placement planning event with Mayor and DGP Board*
 - *Action: Paul to select and circulate 4 photos (single subject focus) to Board and Liz for utility box considerations*
- DGP Merchandise (Kathy)
 - *Kathy presented the idea of gardener bags for gardeners and use during future events*
 - *DGP logo will be placed on bag with potential 10-year anniversary language*
 - *Welcome letter, gardening calendar, and gardening tips to be placed in bags*
 - *Motion: Cristy motioned with Prasanna seconding to approve moving forward*
 - *Kathy to prepare design work with budgetary proposal for Board review and approval*
- DGP Clean-Up Day (All)
 - *Scheduled for November 1, 10:00 – 12:00 EST*
 - *Action: Paul to reach out to Public Works for shale*
 - *Motion: Kathy motioned and seconded by Nicole to approve. Motion passed*
- Hops Workshop (Britt)
 - *Britt presented concept timed with 10th year anniversary events*
 - *Barabara and Britt to develop and present ideation*
- Sponsorship & Fund Raising (Lottie)
 - *Lottie communicated her interest in fund raising opportunities*

X. Additional Input/Discussion Not Otherwise Addressed By This Agenda:

- New Board Member Application – Ashley Gilliam
 - *Application package reviewed*
 - *Board unanimously recommended appointment approval*
 - *Action: Paul to recommend appointment approval to Mayor and Council*

XI. Adjourn Motion: Motion by Lottie and seconded by Cristy for adjournment. Motion passed unanimously with meeting adjourned at 8:00 PM

XII. Signed By: Paul Sumner, Chairperson
XIII. Attested: Shayla Royal, Deputy City Clerk