

Elgin Community Garden

Guidelines and Rules

Policy Summary:

The Elgin Community Gardens will be open April 15th (or when weather permits) of every year and as soon as we receive the signed application/waiver and fee from returning and new gardeners. We cannot guarantee the same plot as previous year/s. Do not work in your plot if you have not signed and returned the waiver form and fee.

The combination for the shed during the gardening season will be provided when the application/waiver and fee are returned.

General Information:

The Elgin Community Gardens are located at near the Ambulance Garage on 1st Ave SE. Registration for the new plots is on a first come-first served basis, limited to residents of Elgin or employees of businesses located within the City of Elgin. Returning gardeners have first chance to renew the use of their plot. Requests from former gardeners who have failed to follow the guidelines and rules will not be honored.

Policies:

Garden plots are not used for growing fresh produce for sale but rather for providing refresh and healthy food for your family and friends.

Gardens must be used for growing vegetables, annual fruit and/or flowers and must be cared for throughout the growing year. Regular care includes watering and harvesting when necessary and removal of weeds and spent crop plants. Gardeners who do not use or care-for plots will be evicted. Fall garden clean-up must be completed by October 31st. All plants, weeds, and produce must be removed and the plot made ready for use in the spring. Large root masses such as corn stalk roots must be removed. Because some plots are not guaranteed crops that are winter varieties or those planted in the fall for harvest the next year are not advised. Ever-bearing crops like strawberries or raspberries are not permitted.

The plots will not be tilled prior to the plots opening. Gardeners will need to do this themselves.

Fee:

A fee of \$25 is required every year for plot use. The fee and waiver are due to the City Hall prior to use of a plot. Scholarships are available.

Weeds:

All plots should be kept weed-free throughout the growing season. Plots in violation of this policy may be evicted from their plot (see policy enforcement section). Inspections will be done spontaneously throughout the season and any plot in violation will be noted, gardener will be notified and noncompliant gardeners may be evicted.

If a situation arises that unexpectedly prevents you from maintaining your garden, please feel free to contact the City Hall or Kim McHugh and we will see what we can to help.

Paths and Boundaries:

You must keep your garden within its official defined boundary. Mulch has been placed to mark the boundaries of each garden plot. The mulch should not be disturbed. Show your appreciation by keeping this area clear, level, and free of rocks and garden tools and plants.

Please plan for future growth when planting to ensure your garden grows within the boundaries of your

plot. Any garden plant substantially extending into a path may be trimmed, moved or removed without notice.

Tall plants, pest plants:

Please work with your neighbors when planting tall plants such as bean trellises so you don't shade adjacent gardens.

Trees, shrubs or perennials is not allowed at the site.

Be very careful when considering invasive and hard to eradicate plants. Please do not allow them to spread or go to seed, or they may be considered weeds.

Fencing:

Fencing your plot is allowed. You may use either wire poultry fencing or welded wire fencing to a maximum height of 4 feet. Plastic or chain link fencing is prohibited because it detracts from the visual attractiveness of the garden (such as orange fencing). Be sure your fencing is within your plot. Work with your neighbors to make sure your fence does not shade other garden plots.

Pests and Diseases:

Gardeners are encouraged to keep insects and pests under control so they do not spread into other gardens. Please dispose of diseased plants to limit the spread of disease.

Water:

A moderate amount of water will be available for use on your garden. A water tank is provided at the garden site.

Children:

Children are welcome in the garden area with adult supervision. If you bring your children it is your responsibility to see that they are helping you in your plot, or playing safely within your sight.

Pets:

Pets are allowed within the gardens with supervision. If your pet is causing disturbances they will be asked to leave. Please report pet disturbances to the City Hall or Kim McHugh.

Shed:

A storage shed is available to use. The shed is for storing tools owned by the Community Garden. Feel free to use the tools stored in the shed and return them to the shed when done. Please clean tools prior to returning them to the shed. The combination for the lock will be provided when waiver and fee is returned the City Hall. Please do not store your personal tools or possessions in the shed.

Notices and Procedures:

Notices to individual gardeners and general notices will be e-mailed. Please inform Kim McHugh (elginparkandrec@gmail.com) of changes in your address, phone number or email address.

Abandonment:

Any garden that is apparently abandoned may be reassigned with 2 weeks' notice. As stated above, if a situation arises that unexpectedly prevents you from maintaining your garden, please feel free to contact a garden City Hall or Kim McHugh and we will see what we can do to help. Please consider giving it up for another's use if you feel you are unable or are no longer interested in continuing your plot.

Vacations:

Vacationing gardeners still must comply with weed and other maintenance rules deadlines.

Policy Enforcement:

The City is responsible for interpreting and enforcing the policies. We hope that most issues will be resolved informally, but at times a more formal process is needed to deal with some issues. Kim McHugh will try to call or meet the gardener to discuss any problems while they are still small.

If it is determined that a plot or its owner is in substantial violation of garden policies:

1. Notice of the problem and a request for corrective action will be given either by phone or email.
2. If the problem remains unresolved **1** week after notice is given, 2-week deadline written notice will be given.
3. If the gardener does not comply within **2** weeks, s/he will be evicted and the deposit will be forfeited.

Gardeners are encouraged to discuss the situation with Kim McHugh at any time during this process. Special circumstances will be taken into account and other arrangements made at the City's discretion.

For any questions please contact:

City Hall: cityclerk@elginmn.com or 507-876-2291

or

Kim McHugh: Parks and Rec Director at elginparkandrec@gmail.com

Elgin Community Garden Application and Waiver

Name: _____

Address: _____

(Applicant must be a resident of Elgin, or employee of business located within city limits of Elgin)

Phone Number: _____

E-Mail Address*: _____ *All communications will be email.

- I have read the Elgin Community Garden Guidelines and Rules and agree to abide by them.
- I understand that the City of Elgin is not responsible for any accidents or injuries, or any damage to, or theft of, any personal belongings, including plantings while at the community garden.

Signature: _____ Date: _____

<p><u>Office use only:</u></p> <p>Paid: _____</p> <p>Date: _____</p>
