



Town of Rome  
Nekoosa, WI 54457  
[www.romewi.gov](http://www.romewi.gov)

## **AGENDA TOWN OF ROME PARKS AND RECREATION COMMITTEE**

**MONDAY, APRIL 20, 2026**

**5:00 P.M.**

**ROME MUNICIPAL BUILDING  
1156 Alpine Drive  
Nekoosa, WI 54457**

1. Call to Order
2. Roll Call
3. Certify Posting of Meeting
4. Approve the Agenda
5. Pledge of Allegiance
6. Citizen Comments – During the Citizen Comment period of the agenda the Parks and Recreation Committee welcomes comments from any town resident, not a member of the Parks and Recreation Committee, on any item not on the agenda. Please know that pursuant to State law the Committee cannot engage in conversation with you but may ask questions. The Committee may refer the item to staff, a standing Committee or a future Committee agenda for discussion and action. Each person wishing to speak will have up to 3 minutes to speak. Speakers are asked to submit a card to the Committee Chair providing their name, address and topic for discussion

The Committee will also take comment from the public on agenda items as called by the Chair, but not during Citizen Comment. Please note that once the Committee begins discussion on an agenda item no further comment will be allowed from the public on that issue

### **NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:**

7. Information Updates, Meeting Recaps, Recent Correspondence, Current Events, Announcements

### **DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:**

8. Discussion and possible action - Approval of the March 23, 2026 Minutes
9. Discussion and possible action – Walden Park Update
10. Discussion and possible action – Vibrant Spaces Grant submission
11. Discussion and possible action – Rome Town Center Shade Structures

12. Discussion and possible action – Update on Town of Rome Sub Committee, what projects they are working on and what discussions that they are having will be given by Michael Donigain

#### **DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS**

13. Next agenda items

14. Next meeting date and time

#### **ADJOURNMENT**

“Speak Your Peace” Commitment - A reminder that the Parks and Recreation Committee Members have adopted the Nine Tools of Civility which commits the Committee Members and Public to be mindful of how we treat each other at meetings.

Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. The Parks and Recreation Committee may take action on any item on the agenda. It is possible that the members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the Parks and Recreation Committee members. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Wendy Newsom, Town Clerk, at 1156 Alpine Drive, Nekoosa, WI 54457, ph. 715-325-8046.

***Town of Rome Mission:  
Positively applying the tools of government to serve and protect our people,  
strengthen our community and promote prosperity.***



Town of Rome  
Nekoosa, WI 54457  
[www.romewi.gov](http://www.romewi.gov)

## TOWN OF ROME PARKS AND RECREATION COMMITTEE MINUTES

MONDAY, MARCH 23, 2026 5:00 P.M.

1. Call to Order

*Chairwoman Sue Krueger called the meeting to order at 5:00 p.m.*

2. Roll Call

*Present: Chairwoman Sue Krueger; Cheryl Evenson, Tim Reppen, Sue Bultman, Michael Donigain and Jill Reese; Also present Public Works Director, Cody Knoblock and Deputy Clerk Judy Reppen.*

3. Certify Posting of Meeting

*Deputy Clerk Judy Reppen certified that on Monday, March 17, 2026 the agenda for the Town of Rome Parks & Recreation Committee meeting for Monday, March 23, 2026 was posted at the following locations:*

|                                                |                  |
|------------------------------------------------|------------------|
| <i>Rome Town Hall</i>                          | <i>3:30 p.m.</i> |
| <i>Kwik Trip, LLC</i>                          | <i>3:41 p.m.</i> |
| <i>Nekoosa Port Edwards State Bank</i>         | <i>3:50 p.m.</i> |
| <i>Emailed to the Wisconsin Rapids Tribune</i> | <i>3:30 p.m.</i> |

4. Approve the Agenda

*Motion by Donigain/Evenson to approve the agenda with change to item 9 minutes to be approved are from January 19, 2026 not the February 23, 2026 minutes. Motion carried.*

5. Pledge of Allegiance

6. Citizen Comments – During the Citizen Comment period of the agenda the Parks and Recreation Committee welcomes comments from any town resident, not a member of the Parks and Recreation Committee, on any item not on the agenda. Please know that pursuant to State law the Committee cannot engage in conversation with you but may ask questions. The Committee may refer the item to staff, a standing Committee or a future Committee agenda for discussion and action. Each person wishing to speak will have up to 3 minutes to speak. Speakers are asked to submit a card to the Committee Chair providing their name, address and topic for discussion

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*No Citizen Comments*

## **NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:**

### **7. Information Updates, Meeting Recaps, Recent Correspondence, Current Events, Announcements**

*Public Works Director Cody Knoblock informed the committee that Earth Day is coming up on April 22, 2026 and that Nekoosa High School asked us to participate in this with the students. Sue Krueger thought it would be a good idea to have the students do clean up in the park areas.*

### **8. Item 8 was not on agenda**

## **DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:**

### **9. Discussion and possible action – Approval of the February 23, 2026 minutes**

*Motion by Reese/Evenson to approve the January 19, 2026 meeting minutes. Motion carried.*

### **10. Discussion and possible action – Walden Park update**

*Decision to combine items 10 and 14. Dave Trudeau, from 14-Mile Watershed Alliance. Discussion was had regarding the native planting at Walden Park. The cost of it is \$9,500.00 and a grant could be applied for from Visit Rome. The committee could also do a fund raiser.*

*Motion by Evenson/Reese to recommend to the Town Board approval of a native planting project at Walden Park in the amount of \$2,000.00. Motion carried.*

### **11. Discussion and possible action – Finalize recommendations for Rome Town Center additions, Rome Town Center additions in 2025, such as possible shade structures, games and other features.**

*Discussion was held regarding the ladder ball game. Donigain said it would cost \$1,700.00 for a set of two installed.*

*Motion by Donigain/Reppen to recommend to the Town Board approval of the purchase of Ladder Ball games from Shopmaster, LLC at a cost of \$1,700.00. Motion carried.*

*Discussion was held regarding the kiosk pricing and rental costs.*

*Motion by Donigain/Bultman to recommend to the Town Board approval of the purchase of two kiosks for the rental of Corn Hole bags at a cost of \$3,000.00 each. Motion carried.*

*Michael Donigain reminded them that there is a grant to help pay for both the ladder ball and the kiosk machines from Visit Rome, the grant must be in by April 15, 2026.*

*Discussion regarding shade structures and their potential location and sizes.*

*Jill Reese is to get information on the price of installing the structure. This is tabled until next meeting. Cheryl Evenson got a quote for the band shelter shade. It would cost over \$20,000.00. Look into this more next year. Lisa Kubis, from Visit Rome said they might have a screen that might work this year to help out.*

12. Discussion and/or update – Vibrant Spaces Grant submission

*Tabled for Town Board approval.*

13. Discussion and possible action – Proposed bike trail link between Saratoga and Rome

*Tabled to next agenda.*

14. Discussion and possible action – Approval of a proposed native seeding at Walden Park of 2/5th acre plus a rain garden with a grant from Visit Rome

*Decision to combine items 10 and 14.*

**DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS**

15. Next agenda items

- *Rome Town Center additions, shade structures, games and other features*
- *Vibrant Spaces Grant*
- *Walden Park Community Garden and Play Equipment*
- *Rome Town Center update from Mike Donigain*
- *Bike trail between Saratoga and Rome*

16. Next meeting date and time

*Monday, April 20, 2026 – 5:00 p.m.*

**ADJOURNMENT**

*Motion by Donigain/Evenson to adjourn the meeting at 5:42 p.m. Motion carried.*

Respectfully submitted,

*Judy Reppen*  
Judy Reppen  
Town of Rome Deputy Clerk

# QUOTE

106956-01-01 • 04/07/2026



## Shading Structures - Town Of Rome - Nekoosa, WI - D13042M

**Customer:**

Town of Rome  
1156 Alpine Drive  
Nekoosa, WI 54457  
United States

Ship to Zip: 54457

**Prepared for:**

Sue Kruger  
Phone: 262-784-5639  
SueKrueger326@gmail.com

**Prepared by:**

MWP Recreation  
4800 Olson Memorial Hwy, Suite 130  
Golden Valley, Minnesota 55422  
Ph. 800-622-5425 | 763-546-778 |  
dan@MWPrecreation.com

**ACCOUNT**  
**EXECUTIVE: MALIA**  
**GULBRANSON**

| Quantity | Part #     | Description                                                                                                                                                                                           | Unit Price  | Amount      |
|----------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 2        | CUSTOM     | SPR Shade - Rectangular 2-Dome Hip Shade w/ Glide<br>72'x20'(qty:2, 36'x20'), 8' eave                                                                                                                 | \$22,419.00 | \$44,838.00 |
| 3        | HU252508SG | SPR Shade - Hexagon Umbrella Shade w/ Glide<br>25' diameter, 8' eave                                                                                                                                  | \$13,864.00 | \$41,592.00 |
| 2        | ABT        | SPR Shade - Advanced Bolt Template                                                                                                                                                                    | \$190.00    | \$380.00    |
| 2        | ENGR       | SPR Shade - Signed & Sealed Drawings                                                                                                                                                                  | \$900.00    | \$1,800.00  |
| 1        | PERMIT     | Other - Permit Fee                                                                                                                                                                                    | \$808.35    | \$808.35    |
| 1        | INSTALL    | Install - Installation of Shade Structures<br>Includes layout and digging for footings<br>Includes concrete for footings<br>Includes additional mobilization<br>Includes disposal of packing material | \$26,226.29 | \$26,226.29 |

Sub Total \$115,644.64

Freight \$8,010.00

**Grand Total \$123,654.64**

# QUOTE

106956-01-01 • 04/07/2026



This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product), attainability of raw materials and severe tariffs. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

Pricing: f.o.b. factory, firm for 15 days from date of quotation. If placing an order after expiration of quote, please contact our office for updated pricing. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Unless already on file, please include a tax exempt certificate upon order entry whether a tax supported government agency or other.

UltraShade Standard Product Shipment: order shall ship within eight to nine weeks after MWP's receipt and acceptance of your purchase order, color selections, preparation/creation of "stamped" drawings, if required, approved submittals and receipt of deposit/full payment, if required. Receipt of anything other than what is stated herein will not constitute an order and therefore no materials will be placed into production nor installation, if required, will be scheduled.

Freight charges: Prepaid & added

# QUOTE

106956-01-01 • 04/07/2026



**Wet Site Conditions:** installation areas located near wetlands, where a high water table exists or in any environment that produces excessive moisture will require additional planning prior to installation of your project. Unless excessively wet conditions have been conveyed prior to installation quote and accounted for in some manner, your installation will not proceed. Ideal dry conditions need to be present to begin, and complete, your project as quoted.

**Installation:** shall be by installer with minimum of five years experience in the industry. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs.

**Exclusions:** unless specifically included, this quotation excludes all site work and landscaping; removal of existing obstructions/equipment; acceptance of product and off-loading; storage of goods prior to installation; product assembly and installation; concrete work of any type and drainage provisions.

## Order Information:

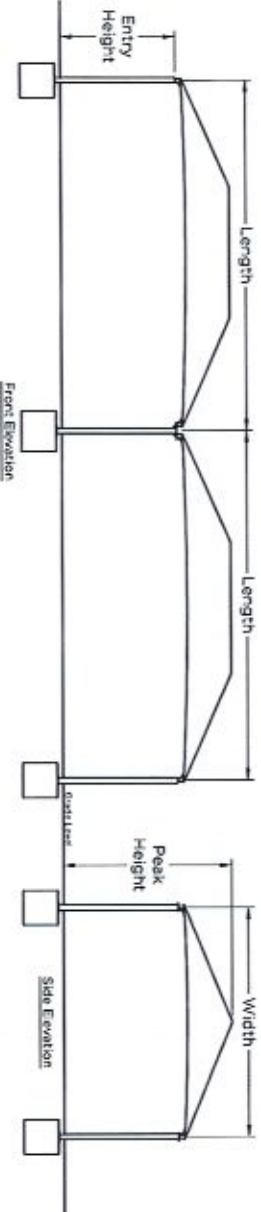
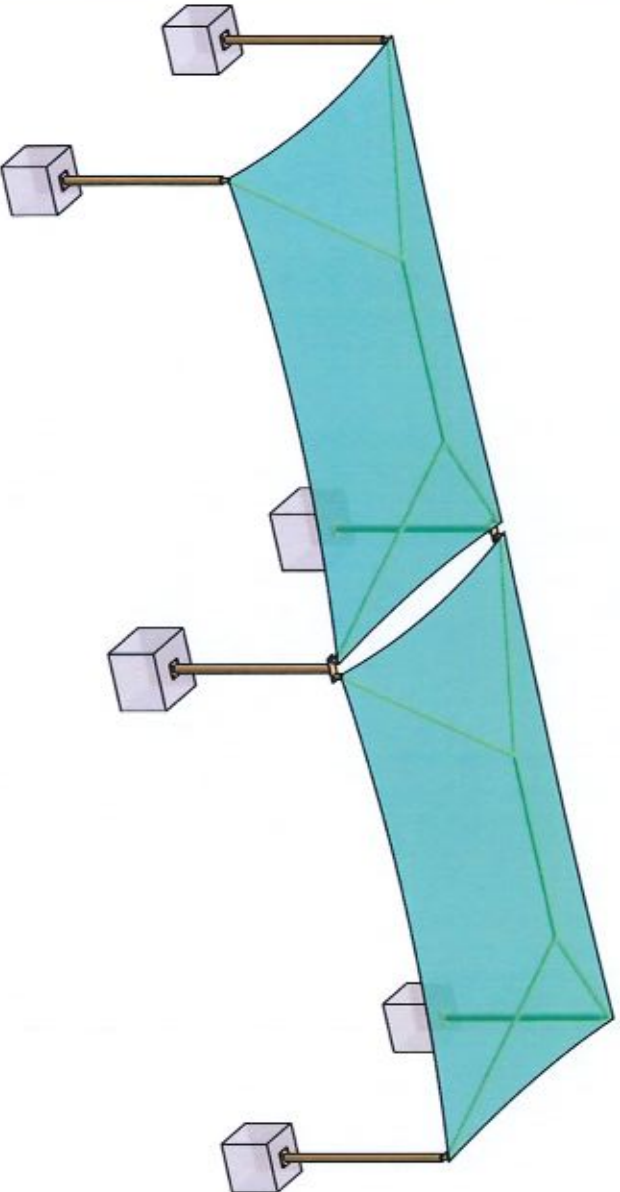
Bill To: \_\_\_\_\_ Ship To: \_\_\_\_\_  
Company: \_\_\_\_\_ Project Name: \_\_\_\_\_  
Attn: \_\_\_\_\_ Attn: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact: \_\_\_\_\_  
Tel: \_\_\_\_\_ Tel: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

## Acceptance of quotation:

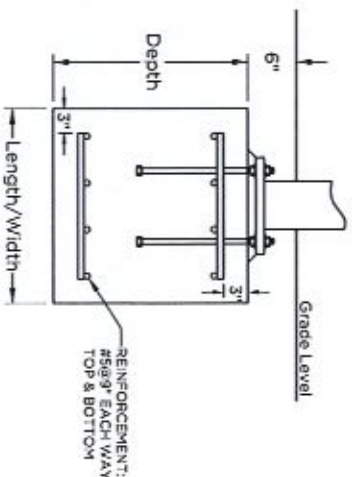
Accepted By (printed): \_\_\_\_\_ P.O. No: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_ Purchase Amount: **\$123,654.64**

## Multi-Dome Hip Shade

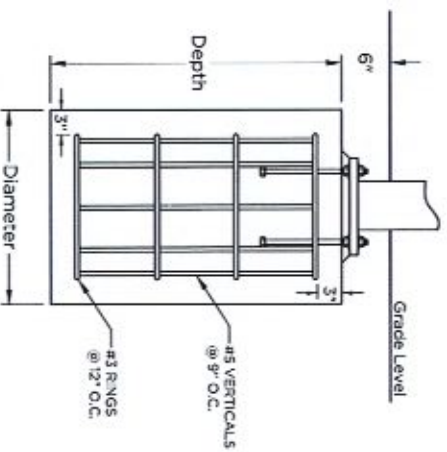
|               |              |               |            |              |            |
|---------------|--------------|---------------|------------|--------------|------------|
| Length        | 36'          | Width         | 20'        | Entry Height | 8'         |
| Peak Height   | 12.0'        | Elbow         | Glide      | Column Mount | Base Plate |
| Column Size   | Ø5.5" Sch-40 | Rafter Size   | Ø5.0" 7-Ga | Ridge Size   | Ø5.0" 7-Ga |
| Column Length | 8.5'         | Rafter Length | 14.22'     | Ridge Length | 17.47'     |
| Dome Qty.     | 2            | Column Qty.   | 6          |              |            |



| Square Footing |                |       |
|----------------|----------------|-------|
| Column         | Length & Width | Depth |
| Single Cap     | 3.4            | 3     |
| Double Cap     | 3.74           | 3     |



| Auger Footing |                  |                  |
|---------------|------------------|------------------|
| Diameter      | Single Cap Depth | Double Cap Depth |
| 1'-6"         | Out of range     | Out of range     |
| 2'-0"         | 5.64             | Out of range     |
| 2'-6"         | 3.92             | 4.75             |
| 3'-0"         |                  |                  |



**Superior Shade**

QUOTE  
125952

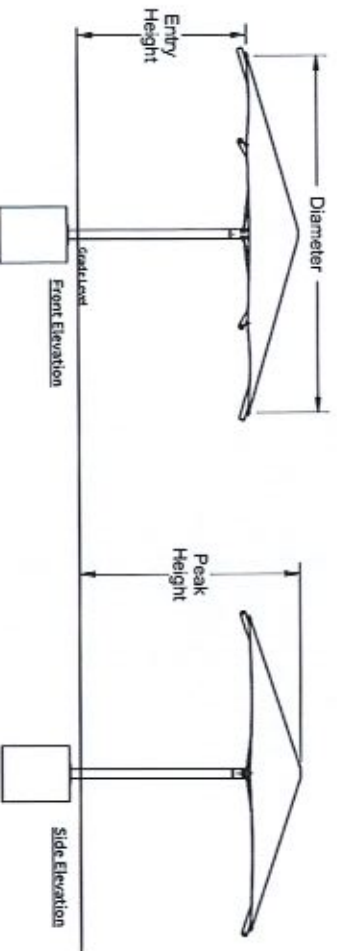
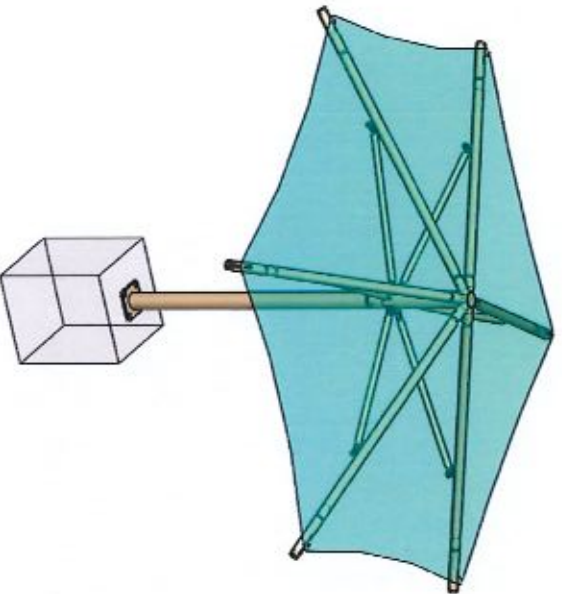
SHADE SIZE  
36 X 20

SHADE STYLE  
Multi-Dome Hip Shade

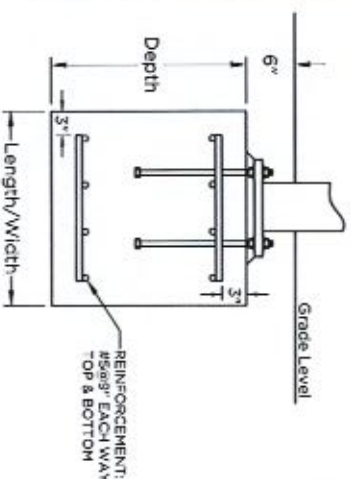
These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request. Estimated footing size above is based on 1,500 PSF soil bearing pressure.

## Hexagon Umbrella Shade

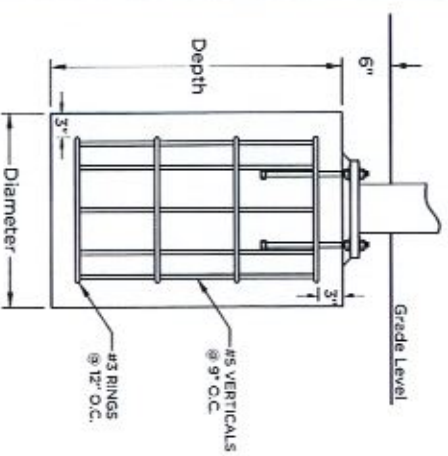
| Diameter      | 25'          | Shape         | Hexagon     | Entry Height | 9'            |
|---------------|--------------|---------------|-------------|--------------|---------------|
| Peak Height   | 11.58'       | Elbow         | Glide       | Column Mount | Base Plate    |
| Column Size   | Ø6.6" Sch-40 | Rafter Size   | Ø3.5" 11-Ga | Strut Size   | Ø2.875" 12-Ga |
| Column Length | 12.1875'     | Rafter Length | 13.02'      |              |               |
| Dome Qty.     | 1            | Column Qty.   | 1           |              |               |



| Square Footing |                |       |
|----------------|----------------|-------|
| Column         | Length & Width | Depth |
| Single Cap     | 5.1            | 3     |
| Double Cap     | N/A            | 3     |



| Auger Footing |                  |                  |
|---------------|------------------|------------------|
| Diameter      | Single Cap Depth | Double Cap Depth |
| 1'-6"         |                  |                  |
| 2'-0"         | Out of range     | N/A              |
| 2'-6"         | Out of range     | N/A              |
| 3'-0"         | 8.84             | N/A              |



**Superior Shade**

QUOTE  
125951

SHADE SIZE

SHADE STYLE  
Hexagon Umbrella  
Shade

*These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request. Estimated footing size above is based on 1,500 PSF soil bearing pressure.*

# COMMUNITY GARDEN

## STARTUP GUIDE

Adapted for Cass and Clay counties by Carlie Froenke, February 2009, from the Gardenworks version found at <http://www.gardenworksnn.org/Resources/startupguide.pdf>

This "Community Garden Start-Up Guide" is intended to help neighborhood groups and organizations along the path to starting and sustaining a community garden.

Worksheets and sample forms and letters have been highlighted throughout this guide and are located in the appendix – see list of appendices, p.8.

### *Why Start a Community Garden?*

Many families living in the city would like to grow some of their own fruits, vegetables, herbs, and flowers. Some want to save money on their food bills. Others like the freshness, flavor and wholesomeness of homegrown produce. And for many, gardening is a relaxing way to exercise and enjoy being out-of-doors. There are also families from other cultures who would like to grow traditional foods not available in the supermarket.

Community gardens beautify neighborhoods and help bring neighbors closer together. They have been proven as tools to reduce neighborhood crime--particularly when vacant, blighted lots are targeted for garden development. Community gardens provide safe, recreational green space in urban areas with little or no park land, and can contribute to keeping urban air clean.

Those who are lucky enough to have sunny backyards or balconies can plant a garden whenever they have the time and energy. But what about those who do not have a place to garden? For these people, community gardens may be the answer.

### *Step by Step to your own Community Garden \*sample attachments are underlined*

#### **1. Get Your Neighbors Involved**

There is a lot of work involved in starting a new garden. Make sure you have several people who will help you. Over the years, our experience indicates that there should be at least ten interested families to create and sustain a garden project. Survey the residents of your neighborhood to see if they are interested and would participate. Create and distribute a community flyer inviting people to become involved. Hold monthly meetings of the interested group to develop and initiate plans, keep people posted on the garden's progress, and keep them involved in the process from day one.

#### **2. Form a Garden Group**

A garden group is a way of formally organizing your new group. It helps you make decisions and divide -up the work effectively. It also ensures that every one has a vested interest in the garden and can contribute to its design, development, and maintenance. It can be formed at any time during the process of starting a community garden; however, it's wise to do so early on. This way, group members can share in the many tasks of establishing the new garden.

Each garden group will:

- Establish garden rules
- Collect garden dues
- Pay water bills
- Resolve conflicts

The typical garden group has a shared email and phone list of members, and at least two officers: a president and a treasurer; although your garden group may have more positions. Before the first meeting, each member should try to do some piece of homework, whether it is identifying possible properties, possible partners, or people or organizations interested in being part of the community garden. Before the end of the meeting, members should have the elections, started the phone/email contact list, scheduled the second meeting, and identified a task for each member to accomplish before the second meeting.

Use the first meeting to draw out people's interest in the garden and what they would like to see from the garden. The worksheet, Developing a Vision for Your Garden, can guide the discussion, record the outcomes of the meeting, and be shared with people who join the garden project later. To insure that everyone feels like they were heard during this process, go round the group and ask for people's thoughts and input, and then write it down on a large pad of paper for everyone to see. Many problems and headaches can be avoided in the future by developing a vision of the garden at the very start, and can be reviewed when decisions are being made.

### **3. Find Land for the Garden**

Look around your neighborhood for a vacant lot that gets plenty of sun—at least six to eight hours each day. A garden site should be relatively flat (although slight slopes can be terraced). It should be relatively free of large pieces of concrete left behind from demolition of structures. Any rubble or debris should be manageable—that is, it can be removed by volunteers clearing the lot with trash bags, wheelbarrows, and pick up trucks. Ideally, it should have a fence around it with a gate wide enough for a vehicle to enter. It is possible to work with a site that is paved with concrete or asphalt by building raised beds that sit on the surface or using containers. You can also remove the asphalt or concrete to create areas for gardens, but such a garden will be much more difficult, expensive, and time-consuming to start. A site without paving, and soil relatively free of trash and debris is best.

The potential garden site should be within walking, or no more than a short drive from you and the neighbors who have expressed interest in participating. If the lot is not already being used, make sure the community supports establishing a garden there.

It's best to select three potential sites in your neighborhood and write down their address and nearest cross streets. If you don't know the address of a vacant lot, get the addresses of the properties on both sides of the lot—this will give you the ability to make an educated guess on the address of the site. We suggest you identify at least three potential sites because one or more might not be available for you to use for various reasons, and you want to end up with at least one that works out. Use the Garden Site Evaluation Checklist to help assess potential sites.

### **4. Find out Who Owns the Land**

It is illegal to use land without obtaining the owners permission. In order to obtain permission, you must first find out who owns the land.

Take the information you have written down about the location of the sites in step 3 to your county's tax assessor's office. The county or city tax assessor's office can tell you who owns the property as this is public knowledge. Increasingly, counties and cities are making this information available online, but you may need a street address. For properties within Cass County, call the Cass County Treasurer at 701-241-5611 or search the address online at [https://cass.nd.czgov.com/czproperty/review\\_search.jsp](https://cass.nd.czgov.com/czproperty/review_search.jsp). For properties in Clay County, call the County Recorder at 218-299-5031.

### **5. Find out if Your Proposed Site has Water**

Every garden site must have access to water. The easiest solution is to ask a neighbor resident or business to provide the garden with water. Propose a seasonal fee for the water use and discuss the need to secure hoses or locking the spigot. If a neighbor is not available, then contact the city's water department to get hooked up to a water hydrant. In some cases, they can connect to a hydrant through the sewer, but it depends upon the situation.

As your community garden becomes more established, the group may want to install its own water system and meter. If so, contact the water service provider in your area to find out if your potential site(s) has/have an existing water meter to hook-in to. Call your water provider's customer service department, and ask them to conduct a "site investigation". If there has been water service to the site in the past, it is relatively inexpensive to get a new water meter installed (if one doesn't already exist).

### **6. Contact the Land Owner**

Once you have determined that your potential site is feasible, call the landowner about the proposal and see if

they are open to the idea. If so, then follow-up with a letter to the landowner asking for permission to use the property for a community garden. Be sure to mention to the land owner the value of the garden to the community and the fact the gardeners will be responsible for keeping the site clean and weed-free (this saves landowners from maintaining the site or paying city weed abatement fees). Establish a term for use of the site, and prepare and negotiate a lease. Typically, groups lease garden sites from land owners for \$1 per year. You should attempt to negotiate a lease for at least three years (or longer if the property owner is agreeable). Many landowners are worried about their liability for injuries that might occur at the garden. Therefore, you should include a simple "hold harmless" waiver in the lease and in gardener agreement forms. For more information on the lease, and the hold harmless waiver, see 8, "Signing a Lease". Be prepared to purchase liability insurance to protect further the property owner (and yourself) should an accident occur at the garden. For more information on the hold harmless waiver, and liability insurance, see 8, "Signing a Lease", and 9, "Obtaining Liability Insurance" below.

### **7. Get Your Soil Tested**

It is advisable to have the soil at the site tested for fertility, pH and presence of heavy metals, such as lead or toxins such as arsenic. For tests for soil nutrients and heavy metals, contact NDSU's soil testing lab at 701-231-8942, <http://www.soilsci.ndsu.nodak.edu/services/Testing/soiltesting/soiltesting.html>. A garden soil test costs \$12.05 for North Dakota and Minnesota residents (\$15 extra to have them take the sample for you).

### **8. Signing a Lease**

Landowners of potential garden sites might be concerned about their liability should someone be injured while working in the garden. Your group should be prepared to offer the landowner a lease with a "hold harmless" waiver (see Sample Lease). This "hold harmless" waiver can simply state that should one of the gardeners be injured as a result of negligence on the part of another gardener, the landowner is "held harmless" and will not be sued. Each gardener should be made aware of this waiver and asked to sign the waiver included in the Gardener Agreement Form (see #13).

### **9. Obtaining Liability Insurance**

Landowners may also require that your group purchase liability insurance. Community gardeners can contact their neighborhood organization (Neighborhood Association or District Council) to get an insurance rider. Another option is to contact a non-profit or business that already has property nearby to put a rider on their insurance. It is possible to purchase insurance independently, but this often is much more expensive than finding a community partner.

Once you have a lease signed by the landowner and liability insurance, you're free to plan and plant your garden!

### **10. Planning the Garden**

Community members should be involved in the planning, design, and set-up of the garden. Before the design process begins, you should measure your site and make a simple, to-scale site map. Hold two or three garden design meetings at times when interested participants can attend. Make sure that group decisions are recorded in official minutes, or that someone takes accurate notes. This ensures that decisions made can be communicated to others, and progress will not be slowed. A great way to generate ideas and visualize the design is to use simple drawings or photos cut from garden magazines representing the different garden components--flower beds, compost bins, pathways, arbors, etc.--that can be moved around on the map as the group discusses layout.

We strongly recommend that garden group members take the initiative early on to connect with gardeners from other community gardens in their area or have a similar vision. Not only will group members learn the lessons of other garden groups, but also take away new ideas and new relationships with nearby and similar community gardens.

Use the Community Garden Planning Worksheet to guide discussion when designing the layout of the garden and how the garden will operate. This Planning Worksheet is a good document to review with gardeners at the annual spring meeting (see #13) and make changes as needed. Use the Community Garden Timeline to plan your growing season.

Please note that community gardens can be laid out as allotment gardens where folks sign up for a plot or

they can be gardened collectively growing either flowers, food or both. A tomato icon (→) will be used for sections that refer specifically to allotment gardens. If the garden will be gardened collectively (i.e. no individual ownership in the garden), then please skip these sections.



#### **a. Basic Elements of a Community Garden**

Although there are exceptions to every rule, community gardens should almost always include:

- At least 15 plots assigned to community members. These should be placed in the sunniest part of the garden. Without plots for individual participation, it is very difficult to achieve long-term community involvement. Raised bed plots, which are more expensive, should be no more than 4 feet wide (to facilitate access to plants from the sides without stepping into the bed), and between 8 and 12 feet long (it is advisable to construct your raised beds in sizes that are found in readily-available lumber, or that can be cut without too much waste). In ground plots can be from 10 x 10 up to 20 x 20 feet. Pathways between beds and plots should be at least 3 feet wide to allow space for wheelbarrows. The soil in both raised bed and in-ground plots should be amended with aged compost or manure to improve its fertility and increase its organic matter content.
- Access to water. Develop a watering system for the community garden depending upon the resources available. Many gardens use a combination of hoses and water barrels (55 gallon food-grade barrels). Contact the Cass County Soil Conservation District at 701-282-2157 for assistance with the creation of rain barrels.
- An adjacent delivery site for large quantities of woodchips and compost. This area should be accessible by large trucks and set-up to contain the delivered materials, such as a short wood or stone retaining wall to eliminate runoff and discourage neighbors from parking on it.
- A fence around the perimeter with a hedge, and a drive-through gate if the delivery site for compost and woodchips is inside the fence. In our experience, this is a key element of success. Don't count on eliminating all acts of vandalism or theft, but fencing will help to keep these to tolerably low levels.
- A tool shed or other structure for storing tools, supplies, and materials.
- A bench or picnic table where gardeners can sit, relax, and take a break--preferably in shade. If there are no shade trees on the site, a simple arbor can be constructed from wood or pipe, and planted with vines.
- A sign with garden's name, address (street location), sponsors, and a contact phone number for more information. If your community is bilingual, include information in more languages.
- A shared composting area for the community gardeners. Wood pallets are easy to get and (when stood on-end, attached in a U-shape, and the inside covered with galvanized rabbit wire) make an excellent compost bin.

## **b. Nice Additions to Your Garden Plan**

- A small fruit tree orchard, whose care and harvest can be shared by all the members. The orchard can also create shade for people as well as shade-loving plants.
- Perimeter landscaping, which can focus on native drought tolerant flowers and shrubs, plants which attract butterflies and hummingbirds, or roses and other flowers suitable for cutting bouquets. Herbs are also well-suited to perimeter landscaping and help to create barriers to unwanted pest insects who do not like the smell of their essential oils.
- A children's area, which can include special small plots for children and a covered sand box.
- A meeting area, which could range from a semi-circle of hay bales or tree stumps, to a simple amphitheater built of recycled, broken concrete. Building a shade structure above, would be beneficial as well.
- A community bulletin board where rules, meeting notices, and other important information can be posted.
- A plot for the food shelf. Contact your local foodshelf to see what items they would like. Consider shelf-life. If not food, then consider donating a bouquet of flowers to an organization that serves the community.
- A simple irrigation system with one hose bib or faucet for every four plots. Hand watering with a hose is the most practical and affordable for individual plots (and it's almost a necessity when you start plants from seed). Drip and soaker-hose irrigation can be used in all areas of the garden for transplanted and established plants, but especially for deep-rooted fruit trees and ornamentals. If no one in your group is knowledgeable about irrigation, you might need some assistance in designing and maintaining your irrigation system. Seek out a landscape contractor or nursery or garden center professional to help you develop a basic layout and materials list.

## **11. Creating a Garden Budget**

Use your design to develop a materials list and cost-out the project. You will need to call-around to get prices on fencing and other items. You might be surprised at the total cost once the individual items from the Basic Elements List (above) are added together. At this point, your group might decide to scale back on initial plans and save some design ideas for a "Phase Two" of the garden. Use the Sample Budget Worksheet to develop the garden's budget and determine a priority list. A budget will help identify annual expenses and determine how much to charge for a plot.

## **12. Where to Get Materials and Money**

While some start-up funds will be needed through determination and hard work, you can obtain donations of materials for your project. Community businesses might assist, and provide anything from fencing to lumber to plants. The important thing is to ask. Develop a Donation Letter that tells merchants about your project and why it's important to the community. Attach your "wish list", but be reasonable. Try to personalize this letter for each business you approach. Drop it off personally with the store manager, preferably with a couple of cute kids who will be gardening in tow! Then, follow-up by phone. Be patient, persistent, and polite. Your efforts will pay-off with at least some of the businesses you approach. Be sure to thank these key supporters and recognize them on your garden sign, at a garden grand opening, or other special event. Additional support from American Community Garden Association (ACGA) is available in the form of a Proactive Letter of Support. If you would like a letter of support for your garden email the ACGA projects coordinator Vicki Garret at [vgarrettacga@gmail.com](mailto:vgarrettacga@gmail.com).

## **13. Make Sure Your Garden Infrastructure is in Place**

If you have not yet formed a garden group, now's the time to do so. It's also time to establish garden rules, develop a garden application form (see sample gardener agreement) for those who wish to participate, set up a bank account, and determine what garden dues will be if these things have not already been done. This is also the time to begin having monthly meetings if you have not already done so. Also, if you haven't already contacted your city councilperson, he or she can be helpful in many ways including helping your group obtain city services such as trash pick-up. Their staff can also help you with community organizing and soliciting for material donations. Review Community Garden Logistics for additional suggestions for a solid garden infrastructure.

Many gardens have an annual spring meeting in March or April for the garden group members.

During this meeting,

- o Review the Community Gardening Planning Worksheet with the garden group – see if there are any questions.
- o Reassess the garden rules (often listed as part of the Gardener Agreement)
- o Review Job Descriptions as a group to see what is working and what should be changed. Assign people to each job.
- o Determine garden officers for following year, if applicable
- o Review the Community Garden Health and Safety Policy and go over safe practices within the garden.
- o Schedule workdays and special events and assign people to committees for each workday or event.

#### **14. Get Growing!**

Many new garden groups make the mistake of remaining in the planning, design and fundraising stage for an extended period of time. There is a fine line between planning well and over planning. After several months of the initial research, designing, planning, and outreach efforts, group members will very likely be feeling frustrated and will begin to wonder if all their efforts will ever result in a garden. That's why it's important to plant something on your site as soon as possible. People need to see visible results or they will begin to lose interest in the project. To keep the momentum going, initiate the following steps even if you are still seeking donations and funds for your project (but not until you have signed a lease and obtained insurance).

##### **a. Clean up the Site**

Schedule community workdays to clean up the site. How many work days you need will depend on the size of the site, and how much and what kind of debris are on site.

##### **b. Set-up the Water System**

Without water, you can't grow anything. So get this key element into place as soon as possible. There are plenty of opportunities for community involvement -- from preparing water barrels to setting up spigots.

##### **c. Plant Something**

Once you have water, there are many options for in-garden action. Stake out beds and pathways by marking them with stakes and twine. Mulch pathways. You can also plant shade and fruit trees and begin to landscape the site. If you do not yet have a source of donated plants, plant annual flower seeds which will grow quickly and can be replaced later.

##### **d. Continue to construct the garden as materials and funds become available.**

#### **15. Celebrate!**

At this point, your ideas and hard work have finally become a community garden! Be sure to take time to celebrate. Have a grand opening, barbecue, or some other fun event to give everyone who helped to make this happen a special thank-you. This is the time to give all those who gave donated materials or time a special certificate, bouquet, or other form of recognition.

#### **16. Troubleshooting as the Garden Develops**

All community gardens will experience problems somewhere along the way. Don't get discouraged—get organized. The key to success for community gardens is not only preventing problems from ever occurring, but also working together to solve them when they do inevitably occur. In our experience, these are some of the most common problems that "crop-up" in community gardens, and our suggestions for solving them

##### **a. Vandalism**

Most gardens experience occasional vandalism. The best action you can take is to replant immediately.

Generally the vandals become bored after a while and stop. Good community outreach, especially to youth and the garden's immediate neighbors is also important. Most important--don't get too discouraged. It happens. Get over it and keep going. What about barbed wired or razor wire to make the garden more secure? Our advice-- don't. It's bad for community relations, looks awful, and is sometimes illegal to install without a permit. If you need more physical deterrents to keep vandals out, plant roses or barberry or other thorn-enhanced plants along your fence, their thorns will do the trick! (As with all thorny plants, maintenance tends to slack over time unless there is a concerted effort to maintain them.) Another option is to plant a "Vandal's Garden" outside the garden fence or at the entrance. Place a sign on this small plot that says, "If you must take food, please take it from here."

#### **b. Security**

Invite the community officer from your local precinct to a garden meeting to get their suggestions on making the garden more secure. Community officers can also be a great help in solving problems with garden vandalism, and dealing with drug dealers, and gang members in the area.

#### **c. Communication**

Clear and well-enforced garden rules and a strong garden coordinator/committee can go a long way towards minimizing misunderstandings in the garden. But communication problems do arise. It's the job of the garden group to resolve those issues. If it's something not clearly spelled out in the rules, the membership can take a vote to add new rules and make modifications to existing rules.

Language barriers are a very common source of misunderstandings. Garden club leadership should make every effort to have a translator at garden meetings where participants are bilingual--perhaps a family member of one of the garden members who speaks the language will offer to help.

#### **d. Gardener Drop-Out**

There has been, and probably always will be, some turnover in community gardens. Often, people sign up for plots and then don't follow through. Remember, gardening is hard work for some people, especially in the heat of summer. Be sure to have a clause in your gardener agreement which states gardeners forfeit their right to their plot if they don't plant it within one month, or if they don't maintain it. While gardeners should be given every opportunity to follow through, if after several reminders either by letter or phone nothing changes, it is time for the group to reassign the plot or open to someone on the waiting list.

It is also advisable that every year, the leadership conduct a renewed community outreach campaign by contacting churches and other groups in the neighborhood to let them know about the garden and that plots are available.

#### **e. Trash**

It's important to get your compost system going right away and get some training for gardeners on how to use it. If gardeners don't compost, large quantities of waste will begin to build up, create an eyesore, and could hurt your relationships with neighbors and the property owner. Waste can also become a fire hazard. Make sure gardeners know how to sort trash properly, what to compost, and what to recycle. Trash cans placed in accessible areas are helpful to keep a neat and tidy garden.

#### **f. Weeds**

Early in the season, it becomes clear which gardeners are having difficulty tending to their plot. Be sure to address this concern with them early on and see if they want to share the plot or relinquish it to another gardener. Toward the end of summer, gardeners usually let the weeds go as their plants are typically established enough to contend with weeds. This is a good time to have a neighborhood event (such as the Parade of Community Gardens) at the garden, to encourage gardeners to tidy up the garden and their plots.

Also, schedule garden workdays in advance since you know you'll need them at least once a month and at the end of the season to put the garden to bed for the winter. Encourage gardeners to apply a thick layer of mulch or hay to the beds and paths to reduce weed proliferation.

**Good luck with your community garden project!**

## Attachments

**Community Flyer** -- An invitation to the community to get involved in starting a new community garden by Augsburg College's Tim Dougherty.

**Developing a Vision for Your Garden** -- A worksheet designed to guide a discussion and record decisions about the garden's purpose.

**Garden Site Evaluation Checklist** -- A worksheet to help folks assess potential garden sites

**Letter to the Landowner** -- This sample letter is provided as a template for constructing a letter asking the landowner for permission to create a community garden on their land.

**Sample Lease Agreement** -- Documentation of the agreement between the landowner and the community garden group for the terms of use

**Community Garden Planning Worksheet** -- Designed to guide group decision-making about how the community garden will operate.

**Community Gardener Agreement** -- This form is solely an example of a gardener agreement that could be adapted for your garden group.

**Donation Letter** -- A sample letter to be used by gardeners for asking local merchants and others for donations. Adapt to your situation.

**Preserving the Garden: Elements of Sustainability** -- Information that every community garden group should have readily on-hand.

**Community Garden Health and Safety Policy** -- From the Totem Town Community Garden in St. Paul, this form is distributed during annual spring meeting to remind gardeners to be safe and protocol for potential hazards in the garden.

**Garden Jobs List**- Nine categories and specific job descriptions of possible garden jobs. This listing will help you organize and distribute work loads.

**Garden Planning Timeline**- The form will help you plan your garden year month by month with suggested activities.

**Resource List**- Where to look for more community garden information.

Community Flyer This is an example of a flyer inviting community and neighborhood people to learn more and become involved in the new community garden. Flyer by Tim Dougherty, Augsburg College.

# Show Us Your Green Thumb!

Join us to create an Augsburg Community Garden  
on the corner of 20th Ave & 6th St



## What is a Community Garden?

A community garden is a piece of land shared by the community to grow vegetables and flowers.



## What benefits would we gain from having a community garden?

- Garden plots would be offered to members of the Augsburg community and the surrounding neighborhood
- Opportunity for positive social interaction both on campus & in the neighborhood
- Creation of a supervised youth gardening and nutrition program through Campus Kitchens
- Integration of gardening into Augsburg's curriculum
- Opportunity to grow & donate food for the local food bank
- Establishment of an educational & beautiful landmark in our community



Want to get involved? Give input? Have questions?

Contact Tim Dougherty at (612)-330-1208 or [doughert@augsb.org](mailto:doughert@augsb.org)

## Developing a Vision for Your Garden

Defining why you want to develop a community garden will help you create a vision for your garden project. Similarly, it will help you (your garden group) identify what you want to accomplish and how you will prioritize your garden's goals. This will help to recruit new garden members and gain community support.

### **Developing A Vision for Your Garden**

A Community garden doesn't just happen, it takes hard work and commitment.

*List three reasons why you (your group) want(s) to develop a garden.*

1.

2.

3.

### **Define what you want to accomplish and prioritize your goals.**

Example:

1. Our primary goal is to produce fresh nutritious food for our families and our neighbors.
2. We want clean up our neighborhood block and create a beautiful garden where people can come together.
3. We want to educate youth about gardening and the importance of environmental stewardship.

*List three goals your garden group wants to accomplish and then prioritize*

1.

2.

3.

**Use your garden goals to create a brief mission statement** Example: "Our mission is to strengthen our neighborhood by maintaining a community garden that provides a common ground for neighborhood members to garden together and get to know each other."  
*Create a mission statement that unites the group and the garden to a larger purpose.*

**Identify how your garden project will benefit your neighborhood and community.**  
Think of examples:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

*Adapted from the Guide to Community Gardening (2002) by Urban Lands Program, Sustainable Resources Center. Resources used in developing the original worksheet are: ♻️ Growing Power, Inc. Milwaukee, WI [www.growingpower.org](http://www.growingpower.org) ♻️ Philadelphia Green. Philadelphia, PA [www.pennsylvaniahorticulturalsociety.org](http://www.pennsylvaniahorticulturalsociety.org) ♻️ Neighborhood Gardens Program. Cincinnati, OH [www.civicgardencenter.org](http://www.civicgardencenter.org)*

## Garden Site Evaluation Checklist

### Sun:

Shade/Partial Shade/ Full Sun (6-8hrs):  
Shading Structure Description:  
Facing Southwest/South/Southeast/North/Northeast/Northwest:

### Soil:

Texture (sand/silt/clay/organic matter):  
Drainage (wet-moderate-dry):  
Depth of Topsoil (where darker soil ends):  
Compact/Loose:  
ph level (soil test):  
Nutrient levels (soil test): N-P-K  
Lead or Other Toxins (soil test):

### Topography:

Flat or sloped (degree):

### Water Access:

On-site/Neighboring Apt./Home/Business/Church:  
Type and Proximity to Garden and Future Plots:

### Site Amenities:

Shed or Tool Box Site:  
Composting Site:  
Estimate of # of Plots:  
Visibility (safety and publicity):  
Parking:  
Restroom Access:  
Power:  
Site History (parking lot/gas station/residential):  
Vehicle Access:

### Neighborhood:

Interest/Involvement Level of Neighbors:  
Demographic Profile (Children/young adults/adults/senior citizens):  
Crime (drugs/vandalism/violent crime/theft):  
Animals (deer/raccoons from the hills/ dogs):

### Quick Sketch of Property:

## Sample Letter to Landowner

Property Owner 123 Grand Avenue Our Fair City, ND 55000

Dear [name of landowner],

My name is [your name]. I am contacting you on behalf of the Sunshine Community Garden Committee, a group of Neighborhood residents working on starting a community garden in the Neighborhood. Our committee has met several times for planning meetings and has started building a strong and diversified coalition of supporters for the garden including a representative of the Community Hospital Employee Advisory Council (who offered volunteers), the Sweet Library Branch, the Neighborhood Community Council, and the Lutheran Baptist church.

We've been searching for potential sites for the Sunshine Community Garden (SCG) and have come across your property at 9th Street and Grand Avenue (926 Grand Avenue). As you might guess, the purpose of this letter is to inquire about the possibility of using your land as the site of the garden.

We'd love to speak with you in person or over the phone to discuss what hosting a community garden on your property would entail. We'd also like to present to you the beautiful and vibrant community gathering space we envision and discuss our proposal in detail.

In general, the garden would be a place where community members who don't have their own gardening space (those living in apartment buildings), or who have too much shade (like so many residents in the Neighborhood) could grow nutritious produce on plots that they would rent for the cost of maintaining the garden each year. In addition to making individual plots available to community members, the garden would serve as a gathering place facilitating positive social interactions. Other possible uses for community gardens include offering adult educational workshops, youth gardening programs, growing food for local food bank, and integration within senior centers.

The garden would be managed by the not-for-profit Sunshine Community Garden Committee and there would be an elected Garden Coordinator to oversee the project in its entirety, a Treasurer to handle the money generated by fundraising and the plot rental fee, and a Garden Steward who would be in charge of general maintenance of the garden and to make sure that all the gardeners are maintaining their individual plots (this means you would no longer need to take care of the site yourself).

Some of the technical issues that would need to be discussed include negotiating a lease, liability insurance, garden rules and regulations, and water access and billing. Of course, all costs for the community garden project would be covered by the SCG Committee and the gardeners.

I've included with this letter some general information about community gardens provided by GardenWorks, including a list of some of the benefits community gardens can bring to a community. The SCG Committee is a well-organized group of interested Neighborhood residents committed to the creation and continued upkeep of a community garden in the Neighborhood.

Thank you for your consideration of our proposal. Please feel free to contact me over the phone, email, or by letter to discuss the community garden project in more detail. My phone number, email address, and mailing address are included below. Thanks again.

Respectfully,

## Sample Lease Agreement For Community Garden Site at 926 Grand Avenue

This lease is between Property Owner, the owner of the property at 926 Grand Avenue, and the lessees: the Sunshine Community Garden and the Neighborhood Council (their address).

The duration of the lease shall be from March 31, 2008 to November 30, 2008 and will be renewed a yearly basis after November 30, 2008 unless one of the three parties does not approve. There shall be no charge for use of the land for the purpose specified herein.

The lease is for use of land for the purpose of building and operating a community garden. The garden shall be located on the eastern portions of the lot owned by Property Owner. The Property owner shall provide access to and reasonable use of water.

The Sunshine Community Garden will prepare a plan for the garden in consultation with the church showing the location of the beds and submit the plan to the church for approval.

In the future, features may be added to the garden such as a decorative fence, compost bins, a pergola/gazebo type structure, a sign, etc. Plans for such improvements will be presented to the church for design and location approval.

Liability insurance will be provided The Neighborhood Council, and the Sunshine Community Garden and Property Owner will be listed as additional insured parties on the insurance policy.

Signing of this agreement constitutes acceptance of the above terms and conditions.

Property Owner Date

Sunshine Community Garden Date

The Neighborhood Council Date

# COMMUNITY GARDEN PLANNING WORKSHEET

Discuss these questions and work together to generate ideas and policies for your community garden. Add more questions as necessary and delete when appropriate.

Garden name \_\_\_\_\_

Garden Opening Date \_\_\_\_\_ Closing Date \_\_\_\_\_



People  
& Plots

How many plots? \_\_\_\_\_ How many people? \_\_\_\_\_

Will there be plot fees? \_\_\_\_\_ If so, how much? \_\_\_\_\_

What do plot fees include? (water tilling, tools, etc.) \_\_\_\_\_

What is the process for plot selection? \_\_\_\_\_

What about priorities for last year's gardeners? \_\_\_\_\_

What are specific plot care requirements (weed control, etc.) \_\_\_\_\_

What if the plot is not planted or maintained? \_\_\_\_\_

Will a warning be given? \_\_\_\_\_ By whom? \_\_\_\_\_ After how long? \_\_\_\_\_

What should gardeners have accomplished by the closing date? \_\_\_\_\_

Will a portion of the fee be refunded if gardener leaves plot in good condition? \_\_\_\_\_

## Policies

What are the rules on pesticides, herbicides and fertilizers? (organic practices are encouraged)

If a garden OK's chemical use, what are application rules? (for example on windy days?)

What are the garden's policies on:

Compost Bin and its maintenance: \_\_\_\_\_

Water \_\_\_\_\_

Tools \_\_\_\_\_

Overripe/diseased vegetables \_\_\_\_\_

Structures/supports \_\_\_\_\_

### More Policies

Trash \_\_\_\_\_

Parking \_\_\_\_\_

Locking of gate \_\_\_\_\_

Are gardeners responsible for a common garden task? \_\_\_\_\_

Are gardeners responsible for weeding the paths around their plots? \_\_\_\_\_

It is OK to grow tall or vining plants? \_\_\_\_\_

Are non-gardeners and children permitted in the garden? \_\_\_\_\_

What about pets? \_\_\_\_\_

### Organization

Who should be notified if there is a problem in the garden? \_\_\_\_\_

What should a gardener do in case of an extended absence? \_\_\_\_\_

Will there be a treasurer? \_\_\_\_\_

A bank account? \_\_\_\_\_

Who will cut grass on borders and boulevards? \_\_\_\_\_

Will the garden have a bulletin board or information kiosk? \_\_\_\_\_

Do gardeners want to order seeds or plants as a group? \_\_\_\_\_

### Features

Will the garden: Set aside a plot for a food shelf? \_\_\_\_\_

Who will tend it? \_\_\_\_\_

Include plots accessible by wheelchair? \_\_\_\_\_

Have a picnic table, bench, trellis or sandbox? \_\_\_\_\_

Set aside space for perennial plants or fruit trees? \_\_\_\_\_

Have a flower border? \_\_\_\_\_ Who will tend it? \_\_\_\_\_

### Parties

What about a spring work day? \_\_\_\_\_

Must gardeners attend group work day? \_\_\_\_\_ When? \_\_\_\_\_

What about a regular gardening time? \_\_\_\_\_

What about a harvest potluck? \_\_\_\_\_



# COMMUNITY GARDENER AGREEMENT

*(Information in parentheses is to be determined by individual garden)*

## **(Watts Family) Community Garden Agreement Rules, Terms, and Conditions for Participation 2009**

### ***Introduction***

*The (organization/garden coordinator/committee) is the highest governing authority at the (Watts Family)*

*Breaking any rules, terms, and conditions is cause for exclusion from the garden and loss of your plot.*

1. You will receive one verbal warning from the garden coordinator/committee.
2. If no response or correction has been made, you will receive written notice two weeks later.
3. In another two weeks, if no response or correction has been made, you will receive written final notification that you have forfeited your gardening privileges and plot.
4. You will be allowed to reapply for another garden plot only after one year, and only at the discretion of the garden coordinator/committee.

### ***Rules, Terms, and Conditions for Participation***

*If accepted as a gardener, I will abide by the following rules, terms, and conditions:*

1. I use this garden at the sole discretion of (Watts Family) Community Garden. I agree to abide by its policies and practices.
2. The fee for the use of the garden is (\$32.00) per plot, per year (January 1 – December 31), due on or before (January 1). Fee for half a year after (beginning July 1 or later) is (\$16.00). There are no refunds.
3. Once I have been assigned a plot, I will cultivate and plant it within two weeks. My plot cannot be left fallow or unused for any period of three weeks or longer.
4. My plot is (20 x 20) feet. I will not expand my plot beyond this measurement or into paths or other plots. I will keep all my plants within the limits of my garden plot and will not allow any plants to grow more than six feet high. I must keep my plot free of weeds, pests and diseases.
5. I will keep my plot, paths, and surrounding areas clean and neat. I will completely separate my trash into three groups: 1) dead plants, leaves, and other green waste plant parts; 2) rocks, stones, and asphalt; and 3) paper, plastic, cardboard, wood, metal, etc. I will put each type of trash only in the areas designated specifically for each. Anything I bring from my home I will take back home. I will not bring household trash and leave it at the (Watts Family) Community Garden.
6. I will have no more than two plots in the (Watts Family) Community Garden. If I adopt an abandoned plot during the season, I will be happy to relinquish it the following year.
7. I will not plant any illegal plant. I will not smoke, drink alcoholic beverages, use illegal drugs, or gamble in the garden. I will not come to the garden while under the influence of alcohol or illegal drugs. I will not bring weapons or pets or other animals to the garden.
8. (If the garden is fenced and locked) Guests and visitors, including children, may enter the garden only if I accompany them. They must follow all rules, terms, and conditions stated here. I will supervise my children at all times when they are in the garden. I am solely responsible for the behavior of my guests.
8. (If the garden is fenced and locked) Guests and visitors, including children, may enter the garden only if I accompany them. They must follow all rules, terms, and conditions stated here. *I will supervise my children at all times when they are in the garden.* I am solely responsible for the behavior of my guests.
9. The garden coordinator/committee will assign me general garden maintenance tasks each month, and I must complete them by the end of the month that I am assigned them.

10. I will water my plot according to water-wise guidelines. (If I use more than the recommended amount of water, I will pay a fee each month to cover the cost of this additional water.
11. I will attend the regular (bi-monthly) garden club meetings. If workshops are offered, I will attend at least one on each of the following topics: soil preparation and maintenance, watering the vegetable garden, and pest and disease control.
12. I will not apply any pesticides in the garden without the approval of the garden coordinator/committee.
13. I will not make duplicate keys of any locks at the garden or give my key or lock combination to another person.
14. I will not take food or plants from other gardeners' plots. I will not take anything from the garden that is not rightfully mine.
15. I will respect other gardeners, and I will not use abusive or profane language or discriminate against others.
16. I will work to keep the garden a happy, secure, and enjoyable place where all participants can garden and socialize peacefully in a neighborly manner.
17. I forfeit my right to sue the owner of the property and hereby agree to hold harmless the property owner from and against any damage, loss, liability, claim, demand, suit, cost and expense directly or indirectly resulting from, arising out of or in connection with the use of the (name) garden by the garden group, its successors, assigns, employees, agents and invites.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Gardener

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Garden  
Coordinator/Committee Member

## Sample Budget

Use this worksheet to list anticipated costs for items that your garden group have planned. Record actual expenditures and donations as they occur.

We've included some typical expenses for gardens here in this sample budget.

*Please note the dollar amounts used in the worksheet are not estimates and are only illustrative.*

| Line Items                                                          | 1 <sup>st</sup> Year | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year |
|---------------------------------------------------------------------|----------------------|----------------------|----------------------|
| <b>Revenue/Income</b>                                               |                      |                      |                      |
| Plot Fees (20plots x \$25/plot)                                     | \$500                | \$500                | \$500                |
| Neighborhood Start-up Grant                                         | \$500                |                      |                      |
| Garage Sale Fundraiser                                              |                      |                      | \$300                |
| Balance from previous year                                          | -                    | \$700                | \$600                |
| <b>Total Income</b>                                                 | <b>\$1,000</b>       | <b>\$1,200</b>       | <b>\$1,400</b>       |
| <b>Expenses/ Costs</b>                                              |                      |                      |                      |
| <b>Basic Elements</b>                                               |                      |                      |                      |
| Water bill (meter and/or hydrant hook-up)                           | \$100                | \$100                | \$100                |
| Water system (supplies, like hoses & barrels)                       | \$100                |                      |                      |
| Tool storage and combo lock                                         |                      | \$100                |                      |
| Hand tools (shovels, rakes, trowels, pruners)                       |                      | \$100                |                      |
| Lease fee (if applicable)                                           |                      |                      |                      |
| Liability insurance (if applicable)                                 | \$100                | \$100                | \$100                |
| Woodchips                                                           |                      |                      |                      |
| Compost or topsoil                                                  |                      | \$100                |                      |
| Plant materials (seeds & seedlings)                                 |                      |                      |                      |
| Printing (agreements, flyers, etc)                                  |                      |                      |                      |
| Garden sign –construction materials (stakes, board, paint, brushes) |                      | \$100                |                      |
| <b>Nice Additions (Wishlist)</b>                                    |                      |                      |                      |
| Bulletin board – construction materials                             |                      |                      | \$100                |
| Pavers                                                              |                      |                      |                      |
| Fence                                                               |                      |                      | \$100                |
| Hedges                                                              |                      |                      | \$100                |
| Picnic table                                                        |                      |                      | \$100                |
| Arbor                                                               |                      |                      |                      |
| Tree(s)                                                             |                      |                      | \$100                |
| <b>Total Expenses</b>                                               | <b>\$300</b>         | <b>\$600</b>         | <b>\$700</b>         |
| <b>NET INCOME (income-expenses)</b>                                 | <b>\$700</b>         | <b>\$600</b>         | <b>\$700</b>         |

## Donation Letter

*Tailor to fit your situation*

Urban Garden Nursery 123 Hip Hop Street

Word of Advice:

My Fair City, MN 554XX

There is a new community garden starting in your neighborhood, The Sunshine Community Garden! Our mission is to build community through gardening by creating a space for people to come together to grow food and flowers the plants are also listed together, sharing gardening techniques and recipes. We have identified the land, developed the design for the garden, and built a strong contingent of gardeners in the process!

We are asking Urban Garden Nursery, to help the community garden get Communicate which started by providing the hedges that will go around the perimeter of the garden. We will acknowledge your donation on our garden sign.

One of our gardeners will be in contact with you within the week to follow-up our letter. Thank you for your consideration!

See you in the garden!

Sunshine Community Gardeners ,

Sally Sunrise

Abel Artichoke

Horace Hortiman

155 Hip Hop Street 234

BeeBop Street

521 Jazz Avenue

## Preserving the Garden: Elements of Sustainability

Anything can happen suddenly to the garden coordinator, and with them the information they hold that makes the garden go each year. By being proactive, an accident or suddenly moving away won't leave the garden group in the lurch and necessitate "reinventing the wheel".

Be sure that at least three people know the logistics of the community garden and where information is located, such as...

### **1. Bank Account**

Bank Name:

Bank Address:

Name on Bank Account:

Account-holders' name(s) (if different):

Bank Account number:

### **2. Landowner contact information and lease agreement**

Address of Community Garden Site:

Parcel Number of garden site:

Name of landowner:

Name of contact person:

Mailing address:

Phone:

Annual Fee (if any):

Email:

End of Lease Date:

### **3. Liability Insurance renewal**

Name of Insurance Holder:

Contact person:

Mailing address:

Phone:

Fee (if any):

Email:

Expiration Date:

**4. Water system (how is water handled for the garden?)**

Water source: \_\_\_\_\_  
(neighbor, water hydrant, on-site water system, etc.)

Contact name, phone and email:

Fee:

Payment Schedule:

Briefly describe the arrangement and how the water system works:

**5. Garbage pick-up (if applicable)**

Name of Garbage Service:

Account Number:

Name of Account holder:

Fee:

Payment Schedule:

**6. Information about the organizations associated with the community garden.**

**7. Contact information for all gardeners**

**8. Garden Contact information**

Mailing Address if not the coordinator:

Phone number: Billing address for phone bill (if applicable):

Garden Email address:

Who is in charge of checking the email address:

# **Totem Town Community Garden Health and Safety Policy**

March 21, 2006

This safety policy is intended to demonstrate that the Totem Town Community Garden (TTCG) recognizes our responsibility to conduct our gardening activities in a reasonable manner and to maintain reasonably healthy and safe conditions in the TTCG.

For the purposes of this policy, any reference to the TTCG, "the garden" or "the garden site" means the general boundaries of the garden.

1. Adult gardeners are responsible for their own safety. Children of gardeners are expected to be under the control of their parent(s) or guardians(s) when at the garden site. Do not allow children to run in the garden or play on the roadway to the compost site. Young children should be escorted across the roadway if they are going to the nearby playground or to the portable toilet on the compost site.
2. If you see a hazard, unsafe condition, or situation that could result in injury or ill health, take the appropriate action. Eliminate the hazard or unsafe condition only if you are able to do it safely and are comfortable taking the action to correct the hazard or unsafe condition. Otherwise, notify the garden organizer as soon as possible.
3. Rototillers, lawn mowers, power weed trimmers, wood chippers, chain saws, or other power equipment will be operated in the garden only by individuals over the age of 16 who own the equipment or have themselves leased the equipment for use. These individuals use this equipment at their own risk.
4. The use of chemical herbicides, pesticides, and fertilizer is allowable only with the consent of the garden group and with strict adherence to all safety precautions pertaining to the product. These products may not be stored or mixed on garden site.
5. Be aware of your surroundings. Avoid being in the garden alone. Avoid secluded areas with high vegetation. If individuals or groups of people taunt, bother, or seem threatening, leave the situation immediately.
  - ✓ For life threatening or other significant incidents, call 911 immediately. Also, call the garden coordinator.
  - ✓ For minor, non-emergency, incidents gardeners can notify Saint Paul Police dispatch at 291-1111. Also, contact the garden coordinator as soon as possible.
6. Do not leave garden tools at the garden site. They should be taken away from the garden when a gardener leaves the TTCG.
7. No fires or fireworks will be used on the TTCG site.
8. Drugs or alcohol shall not be consumed on the garden site.
9. Urination and defecation on the open ground is not allowed. Gardeners have permission to use the portable toilet located on the Ramsey County Compost Site.
10. Gardeners agree to hold harmless the TTCG volunteer organizers and work leaders, their partnering organizations and their employees, Board Members, Officers, Volunteers and other persons and land owner(s) garden(s) from any liability, damages, loss, injury or claim that occurs in connection with association with the TTCG.

## Community Garden Job Descriptions

A compilation of job descriptions from several Twin Cities gardens to help you organize and keep the garden going strong! These are grouped into nine categories with specific job titles and descriptions below each category. As you can see there are many ways to describe garden jobs –

You won't need all of these positions filled to have successful garden, but these will give you some good ideas!

### CATEGORIES

- Coordinator
- Garden Maintenance
- Maintenance & Repair
- Events
- Membership & Plots
- Outreach & Community
- Water
- Pest Control
- Supplies

**Coordinator** – organize and facilitate all activities in the garden, lead contacts for the garden, manage gardeners and relations with community, other organizations, etc.

- Section Manager – coordinate care and gardener relations of specific sections of the garden
- Co-coordinators - As the name implies, the two garden coordinators coordinate and facilitate all activities at the garden. They are the lead contacts for the garden to outside organizations. Duties include recruiting gardeners to fill needed roles including the Grounds Committee and future coordinators, and calling meetings and activating the phone tree as Needed.

**Garden Maintenance** – care and maintenance of common areas, pathways, borders, common gardens, etc.

- Garden Mowers – mow in and around the garden
- Community Circle Managers- (3 people) these people will plant the community circle, water and weed it during the growing season and help distribute the vegetables to community food shelves
- Garden Beauty Managers-(4 people) This group will plant, maintain and plan the perennial and annual plants in the garden. People with knowledge of plants as well as those who want to learn would be welcome at this job.
- Beauty and Order Managers -this group (3 people)will keep the grass cut, handle the garbage, manage the compost bins and keep the garden free of litter.
- Flower Garden Maintenance - Renew existing flower gardens and help establish larger perennial bed rear front entrance. Cut and remove sod, dig up garden beds, and haul soil amendments, and mulch. Edge and weed borders and beds. Plant annuals, perennials, and bulbs in existing and new garden areas. Water and mulch plantings, deadhead spent flowers, and remove dead annuals in fall.
- Work Day Leaders
  - One week before the workday, call all the people signed up for the workday and let them know what time to meet.
    - Send a reminder message to the general garden list.
    - Find out from a Grounds Committee member what the tasks will be.
    - Give direction to workers as they arrive for the workday.
    - Collect a list of names of who showed up. Afterwards, pass the list on to the General Work Day coordinator or the Registration Coordinator.
- Grounds Committee - their primary task is to identify priority areas for common area maintenance and to plan workday tasks.
- Spring & Fall Clean-up Days/Ongoing Debris Cleanup
  - Pick up litter, perform seasonal chores (weeding, raking, hauling debris, moving water barrels) and maintenance as needed. Must be available May 6th and Oct 14.
- Pathway Maintenance - Mow common areas and common paths (power weed trimmer provided), replace wood chips at entrances and remove weeds growing in asphalt paths. Must be available two hours each session, twice per gardening season

**Maintenance & Repair** – purchase and repair of structures and equipment, tools, benches, trellises, sheds, hoses, etc.

- Tools of the Trade Manager- This handy person will oversee the equipment (minus hoses) of the garden. Keeping tools repaired and purchasing new tools as needed. This person will also, with help, build a tool storage box for the tools.
- Properties coordinator - This person coordinates any repair or replacement of tools, shed, water house, benches, and existing signs.
- Water – Maintenance 'Engineer' (3) - Work with the Water Coordinator to maintain water barrels, lids, hoses and hardware in good condition. Make minor repairs.
- Shed and Wildlife House Maintenance - Regularly inspect the shed, the hose kiosks, and the bird and bat houses for damage and inform the coordinator if repairs are needed. Assist in making repairs, if needed, and weed around shed.
- Tool Maintenance - Regularly check tools in the shed, the hose kiosks, and the bird and bat houses for damage and inform the coordinator if repairs are needed. Assist in making repairs, if needed, and weed around shed.
- Hauling/Delivery - Haul larger items, get compost as needed. You will need a truck or large vehicle.
- Special Project: Shed Repair - Remove and replace shed siding. Remove door, construct frame and hang door; construct and install door overhang. Mount kiosk to the door. Cut, paint and install wooden trim around siding, window and door. carpentry experience necessary.

**Events** – develop and coordinate garden and community events

- Events Coordinator- This person will organize potlucks, national night out and any other events throughout the year.
- Events coordinator - Work with other gardeners to plan any desired events, especially potlucks. Also consider a spring and fall perennial swap to which the neighbors could be invited.
- Wood chips - Call to have wood chips delivered as needed to keep a pile available by the main gate. Be sure to have a good supply at the end of May because they are harder to get in summer.
- Special Events: plant sale - Help set up tables and set out plants. Answer questions about varieties and plant culture. Must be available May 13.
- Special Events: Heirloom Festival - Shop for food service items week of event. Help prepare food and display items the night before event. Help set up tent, tables and displays, provide assistance during event. Help set up tables and displays, provide assistance during event, and help clean up. Must be available August 18-19.

**Membership & Plots** – recruit and manage garden members, assign plots, manage plot usage

- Repo Crew – restore abandoned plots
- Plot assignments and membership coordinator – maintain member contact info and plot assignments, plan plot sign-up, maintain waiting list, coordinate orientation day for new gardeners
- Plot and Path Surveying - Measure plots, pound durable garden stakes

**Outreach & Community** – create garden newsletters, public relations, website maintenance, food shelf relationships

- Newsletter Crew – Work with Newsletter Coordinator to create and send out newsletter. Newsletter goes out about once a month and job description mentions each major event for the garden group during the season.
- Community Circle Managers- (3 people) these people will plant the community circle, water and weed it during the growing season and help distribute the vegetables to community food shelves
- Garden Historian- This person will document the activities of the garden through photographs and any newspaper articles about the garden and keep them in a scrap book. This person must be someone who regularly attends events.
- Voice Mail monitor - Check the garden voice mail on an almost-daily basis in spring and summer, and weekly in fall and winter. Arrange to have someone else do it if you will be out of town. The person who monitors voice mail should be the same as the membership coordinator, because that is what most of the calls are about.
- Surplus Produce Distributors - Collect donated produce from the Garden on a regular basis and deliver to area food shelves. The program will run from June 2 - September 29. Pickups occur Monday-Wednesday-Friday mornings, and Saturday morning. You must be committed to picking up produce and making deliveries on your assigned days.
- Special Project: Garden Plot for Food Donation - Prepare beds for planting; hand dig, add soil amendments. Plant bed and keep it mulched, watered and weeded throughout the season. Pick produce regularly and place in donation boxes. Clean up plot at end of season.

**Water** – regulate water usage, keep garden well-watered

- Keepers of the Waters- 4 very responsible people to fill the water barrels, manage the hoses and provide access to the hoses at specified times during the growing season. I would also like these people to monitor our water usage during the growing season.
- Water - Filling Barrels - Check and fill water barrels at least once per month, as assigned and report hours to group leader.

**Pest Control** – monitor, report and treat for pest problems including weeds, insects and animal pests

- Weed Haulers – removing weeds/brush, take to compost
- Woodchuck Warriors – baiting and trapping small animals in garden (see side box for full text)
- Weed Monitor – watch for untended plots, monitor for weeds in plots and paths, contact appropriate people with deadlines for cleaning up the area
- Weed Plot Monitoring - Check plots for overgrown weeds, trees, problems with paths. Do follow-up monitoring. Check gardens in spring to make sure they are planted, and in fall to make sure they're cleaned up. Inspections will occur 6/24-7/2, 7/29-8/6 and 9/2-9/9

**Supplies** – secure seeds, plants, woodchips, dumpsters, etc. for the garden season

- Plant Donations Crew- this group of 3-4 people will go to the various plant and seed donations, collect plants and seeds and supervise their distribution and care. This would be a good position for someone who has time during the mornings and afternoons during the workweek.
- Water and Dumpster Monitor – get water turned on in spring, off in fall; get dumpster delivered, emptied regularly and removed in fall

## Planning Your Community Garden's First Year: Suggested Planning Activities Timeline

\*indicates a planning tool is included in the packet

### February-March

- ☐ Solicit neighborhood involvement
- ☐ Form a Garden Group
- ☐ Start a contact list

### April

- ☐ Recruit gardeners
- ☐ Establish your new gardening organization
  - ☐ Develop a vision for your garden\*
  - ☐ Assign jobs to garden group members\*
  - ☐ Fill in the community garden planning worksheet\*
  - ☐ Create a health and safety policy\*
  - ☐ Prepare a community gardener agreement\* if necessary
- ☐ Choose a garden site
- ☐ Name the garden
- ☐ Set the garden calendar
- ☐ Create a Gardener Welcome Packet (include health and safety policies\*)
- ☐ Document the elements of garden sustainability\*



### May

- ☐ Till or prepare the garden
- ☐ Finalize plans for Registration, Opening Day, special events, etc.
- ☐ Hold Registration Day and distribute Welcome Packets
- ☐ Hold Opening Day (Consider having a planting party!)
- ☐ Consider when to turn on the water (May 1 or later: There is a danger of pipes freezing before that).

### June

- ☐ Last Planting Date, announced at Spring Registration, is the time by which all gardeners need to have started gardening or their plot will be reassigned. Some gardens use June 1.
- ☐ Hold work days as scheduled to care for common areas, help with weedy plots, fix broken hoses etc.

### July, August

- ☐ Hold social events at your garden.
- ☐ Hold educational events at your garden that could include bringing interpreters to help non-English speakers share their gardening skills, classes in the garden led by experts, food preservation workshops led by NDSU Cooperative Extension, or welcoming the public to your garden for tours.

### September

- ☐ Shut off water by September 30.

### October

- ☐ Send postcard reminder of Closing Day.
- ☐ Hold Closing Day.
- ☐ Till if your garden chooses to.

### November

- ☐ Hold post-season review meeting.

## **Additional Resources**

**NDSU Extension**-local gardening information

<http://www.ag.ndsu.edu/extension>

701-231-8944

**America the Beautiful**-free seeds

<http://america-the-beautiful.org>

**American Community Garden Association**

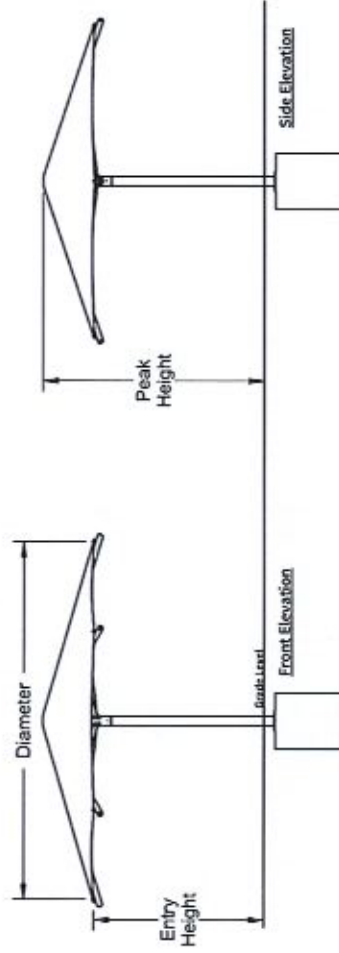
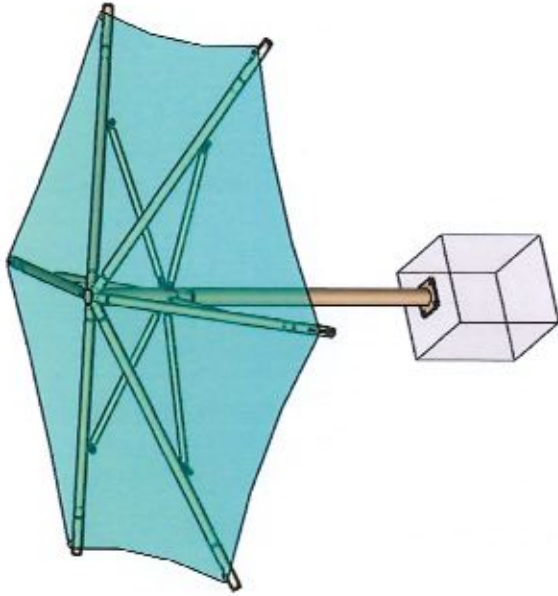
<http://www.communitygarden.org>

**Garden Works**- Twin Cities community gardens

<http://www.gardenworksmn.org>

## Hexagon Umbrella Shade

|               |              |               |             |              |               |
|---------------|--------------|---------------|-------------|--------------|---------------|
| Diameter      | 25'          | Shape         | Hexagon     | Entry Height | 8'            |
| Peak Height   | 11.58'       | Elbow         | Glide       | Column Mount | Base Plate    |
| Column Size   | Ø3.6" Sch-40 | Rafter Size   | Ø3.5" 11-Ga | Strut Size   | Ø2.875" 12-Ga |
| Column Length | 12.1875'     | Rafter Length | 13.02'      |              |               |
| Dome Qty.     | 1            | Column Qty.   | 1           |              |               |



**Superior** Shade

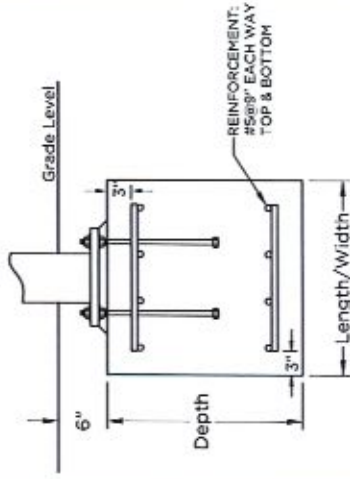
QUOTE  
125951

SHADE STYLE  
**Hexagon Umbrella  
Shade**

SHADE SIZE

*These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request. Estimated footing size above is based on 1,500 PSF soil bearing pressure.*

| Square Footing |                |       |
|----------------|----------------|-------|
| Column         | Length & Width | Depth |
| Single Cap     | 5.1            | 3     |
| Double Cap     | N/A            | 3     |



| Auger Footing |                  |                  |
|---------------|------------------|------------------|
| Diameter      | Single Cap Depth | Double Cap Depth |
| 1'-6"         |                  |                  |
| 2'-0"         | Out of range     | N/A              |
| 2'-6"         | Out of range     | N/A              |
| 3'-0"         | 8.34             | N/A              |

