

# 2024 Hales Trail Community Garden Rules

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### I. Garden ownership and governance

i. The garden is owned and managed by the City of Port Washington Recreation Department. All gardeners are expected to abide by all city ordinances as they pertain to the City of Port Washington Parks and Recreation and the Ozaukee Interurban Bike Trail. These rules include, but are not limited to, the prohibition of all firearms and consumption of alcoholic beverages while on the premises.

ii. Plot fees, donations, and other revenues shall be paid to the City of Port Washington.

### II. Membership agreement and plot fees

- The Recreation Department may remove gardeners and reassign their plots for non-compliance with the rules stated herein.

- Membership is open to the public, regardless of residency. Individual gardeners may register for a maximum of 2 garden plots.

i. Resident Fee: \$40.00 ii. Non-Resident Fee: \$50.00

1. Members will be REQUIRED to perform at least two (2) hours of volunteer time per plot per year to the garden, which will include activities such as refilling water tanks, mowing the grassy areas in the garden, weeding, etc. Gardeners who are in good standing (have fulfilled their volunteer commitments and have kept their plot in compliance with the garden rules) at the end of the prior season will be rewarded with priority registration for their plots the following year.

2. Due to the seasonal nature of gardening and the complexities associated with record-keeping, registration, fee processing, and maintenance of the property, community garden plot fees are non-refundable.

3. The Recreation Department will assign plots to minimize the total garden footprint.

### III. Season

#### 1. Registration:

a. Priority registration for gardeners from the previous year who are in good standing with volunteer hours and garden maintenance will begin on February 15th each year.

# 2024 Hales Trail Community Garden Rules

b. Registration for all other gardeners will begin March 1st.

2. Gardeners will receive access to the garden shortly after registration. All plots must be cleared and made ready for winter by October 31st unless they have requested and been granted permission for winter gardening in which case plots must be cleared and made ready for winter by December 31st. More details will be listed below.

## IV. General use of the site

1. Parking is located along Kaiser Drive and Hales Trail. Please notice and obey the parking signs and exercise caution when crossing the street. Do not attempt to drive on the Interurban Trail as motorized vehicles are not allowed. Violators may be ticketed.

2. Crops that are grown in the common area(s) are available to all gardeners to share, except in special circumstances which would be communicated by the Recreation Department. Please be considerate of other gardeners when harvesting from the common area.

3. Gardeners must keep walking paths clear of obstructions for pedestrians and mowers. NO watering cans or other gardening tools shall be placed outside of the plot markers.

4. Gardeners who bring equipment (soil, compost, bicycles, wheelbarrows, or other materials) they wish to leave outside the fence may do so but must ensure they are not impeding the Ozaukee Interurban Trail or the entrance to the garden.

All personal property, such as tools, trellises, tomato cages, temporary fencing and decorations, must be taken out of the garden each year by October 31. The City is not responsible for lost, stolen, or discarded personal property items brought to or left upon the garden premises.

6. Winter gardening is allowed for plants such as root vegetables, brussels sprouts, etc., but the harvesting of such plants must be completed by December 31st of each year. Notification to the Recreation Department by emailing [tmentzel@portwashingtonwi.gov](mailto:tmentzel@portwashingtonwi.gov) of winter gardening is required so that the gardener can retain special access to the garden during these off-season months.

7. Anyone observing theft or vandalism should directly call the Port Washington Police Department at (262) 284-2611 to report non-emergency incidents. We encourage you to file a report with the Department should any major vandalism occur.

8. The water for the gardens will be turned on in April and turned off in November. Exact dates may vary in years with unusually mild or severe weather conditions, or due to other factors. Members may use the water tank only by filling containers to be carried to their plots. Gardeners may not connect a hose to the tank, or water directly from the hydrant.

9. For the safety of all gardeners, dogs are not allowed in the garden. Dogs can be secured outside the garden at the north and south sides at designated fence posts, away from the Ozaukee Interurban Bike Trail while gardeners are inside.

10. The main gate must be kept closed, and not left wide open unattended while gardeners are working inside, to prevent small animals from getting into the garden.

# 2024 Hales Trail Community Garden Rules

11. The shed and the main gate must be locked by the last person to leave the garden. The locks will be keyed alike so that only one combination will be used. For security concerns, the combination will be changed each year, or after any issues that arise that may put the garden at risk. The combination changes will be communicated to all current gardeners, the police department, the Port Washington Recreation Department, and all other individuals who would need to know the combination.

## V. Use of plots

i. Each gardener is responsible for the maintenance and upkeep of their garden plot and immediate plot area. Watering, weeding, harvesting and any other garden related maintenance are all the responsibility of the gardener. Gardeners may arrange for other gardeners to tend/water their plots.

ii. Full plots are approximately 15 feet by 15 feet. Gardeners shall not expand the limits of their plot or plots.

1. Each plot must be turned over and planting-ready by June 1 to eliminate initial weeds and old growth. During the season, plots must be worked, maintained and crops must be harvested in a timely manner. If not properly prepared, the plot owner will be given notice to complete proper care by June 10th. If the plot remains unworked by June 20th, the plot will be forfeited and assigned to a person on the waiting list. If there are no individuals on the waiting list, current gardeners can apply to take over the plot for a fee of \$15. Anyone who takes over a plot will be required to perform the 2 hours of volunteer work for that plot. Plot reassignment will go to the applicant who is currently owning the least number of plots on a first come first serve basis.

2. Do not trap vertebrate animals (such as squirrels) or feed animals, with the exception of beneficial wildlife, such as pollinators, that feed naturally on garden plants.

3. Do not enter another person's plot, borrow, or take another person's tools, crops, or other property, without that person's prior permission.

4. No more than 2% (4.5 square feet) of any garden plot may be covered in non-living, decorative features, such as gnomes, bird baths, etc.

5. Gardeners may not grow crops that will create excessive shade on the neighboring plots. The amount of shade cast on a neighboring plot depends on which side of a plot has tall plants, we offer these guidelines: (1) Plant crops that are taller than you in the middle of your plot, not along an edge. (2) Plant crops that are chest-high along no more than 1/2 the length of a shared edge.

6. Gardeners may not allow weeds to go to seed or to spread by rhizomes or other means to other garden plots. Gardeners who allow their plots to become weedy will be given notice to comply within 7 days. If after 7 days, they will receive a second notice for work to be completed within 3 additional days, after which their plots will be forfeited if the weeds are not promptly controlled. If any plots are forfeited due to incompliance, it will be assigned to a person on the waiting list. If there are no individuals on the waiting list, current gardeners can apply to take over the plot at NO charge. Anyone who takes over a plot will be required to perform the 2 hours of volunteer work for that plot. Plot reassignment will go to the applicant who is currently owning the least number of plots on a first come first serve basis.

7. Hales Trail Community Garden is not an "organic" garden per se, but it is a "natural" garden where the use of chemicals is strictly regulated. Herbicides and dusts, except for diatomaceous earth, are

## 2024 Hales Trail Community Garden Rules

prohibited. Chemical pesticides (including fungicides, herbicides weed killers, and insecticides) are prohibited. Only organic practices and materials may be used. Gardeners are strongly encouraged to use mulch of weed-free types only. For a description of acceptable pesticides and their proper use, see <http://washingtoncountycommunitygarden.webs.com/gardenpolicies.htm>.

8. Any plant species that is listed as Prohibited or Restricted under Wisconsin NR 40 (Invasive Species Classification) is banned from the garden, as are mint, borage, and trees or shrubs that grow taller than four feet in personal plots. For additional details about NR40, please see: Chapter NR 40 Wisconsin invasive species rule.