



## CITY OF PRIOR LAKE RECREATION DEPARTMENT KOP FAMILY COMMUNITY GARDEN RULES

**Kop Family Community Garden address: 16000 Main Ave SE, Prior Lake, MN 55372**

### City of Prior Lake Recreation Department Contact Information:

**Direct Phone:** (952) 447-9820

**Email Address:** [recreation@PriorLakeMN.gov](mailto:recreation@PriorLakeMN.gov)

**Office Location:** Prior Lake City Hall – 4646 Dakota Street SE, Prior Lake, MN 55372

**Regular Office Hours:** Monday – Friday, 8 a.m. - 4:30 p.m.

**Website:** [www.PriorLakeMN.gov/recreation](http://www.PriorLakeMN.gov/recreation)

### OVERVIEW

The community gardens were developed to give people a chance to learn and share gardening within the community. The garden rules serve to clearly establish expectations for all gardeners participating in the Kop Family Community Garden. Many of the gardening rules are drawn from *Gardening Matters*, which is an organization that has worked extensively with newly established gardens and has foresight regarding necessary rules to meet with avoiding potential conflicts between gardeners.

### PLOT SELECTION

1. **Each household is only allowed to rent one garden plot and is not to exceed five consecutive gardening seasons.** After that time their plot becomes available to the public for a new renter.
2. Gardeners must be at least 18 years of age by May 1st.
3. Gardeners in good standing from the previous season are given preference and first refusal to rent their previous year's plot for the following season during the priority registration period in October. After the priority registration period has ended, registration will open to new gardeners.
4. Garden plots are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, cleanup, and other duties at the site will be the responsibility of the individual whose name is assigned to the plot.
5. All fees are non-refundable after May 1. If a cancellation is received before May 1, all fees, minus \$10, will be refunded to the assigned plot renter.
6. It is the responsibility of each gardener to follow Community Garden rules and take an active role in administering the gardens.
7. **All NEW gardeners MUST attend the Annual Spring Meeting**, gardeners will be notified by email when this meeting has been scheduled.
8. A waiting list will be maintained through the first week in June. The wait list then becomes a notification list for the next season.

### GARDENER RESPONSIBILITIES & PLOT MAINTENANCE

1. Updates, recommendations, and community communication are shared via email.
2. Gardeners must be respectful of all community members, administrators, maintenance workers and fellow gardeners. Any gardener that shows signs of harassment will be immediately refused entry to the garden.
3. Plant your plot by June 5 weather permitting. Plots that are unplanted by the planting deadline are assumed abandoned and will be forfeited without a refund and will be reassigned. If the crops you are growing must be planted later, weed your plot as needed. You are responsible for a weed free plot the entire growing season.
4. If for any reason (health, vacation, etc.), you will temporarily be unable to maintain your plot, inform city staff
5. If a plot is abandoned for more than 2 weeks, without having given notice to the garden coordinator, the plot could be reassigned to someone else. If a plot is noted as abandoned, the gardener will be given 2 weeks' notice by phone, e-mail, or mail. If the plot is not improved, it will be re-assigned or tilled in, and any produce will be donated to charity.
6. Garden clean-up must be accomplished by October 15. Failure to do so by this date will result in forfeiture of reserving a plot the following year and a financial penalty assessed by the City staff. Cleaned up means plot is ready for tilling, clean and level.
7. Gardeners agree to keep the garden and garden edges free of weeds, diseased plants, insect-infected plants, and

over-ripe vegetables. **If a gardener fails to do this, they will be notified and have 1 week from the notification to take care of the issue. If the issue is not resolved in that time a \$100 fee will be charged and the gardener will not be able to rent a plot in the future.**

8. Gardeners agree to keep woodchip paths in and around their garden plot perimeter maintained and weed free.
9. No spraying of fertilizers or pesticides, etc. is allowed in or near the gardens. Beyond compost, any fertilizers and pesticides used must be cleared by City staff (contacts information above).
10. Be respectful of tall crops (such as sunflowers and corn), structures, etc. so as not to plant these where they would shade the adjacent plot.
11. Sand, gravel and standing water are not permitted in your garden plots. and gravel is not permitted in the garden.
12. Wood chips will be used on the public paths but should not be used on individual plots.
13. Any plants that protrude into the next plot or walk-way may be trimmed or picked by the next plot where the plant is imposing into.
14. Gardeners should leave a 6" unplanted border along each plot where there is not a walking path.
15. Water hoses must not cross other plots and must always be attended to. Each gardener is responsible for turning off the water and re-coiling the hose. Water sprinklers are not permitted in the garden.
16. Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or drastically changing elements of the garden, without permission from the City of Prior Lake.
17. Electric fences are not permitted in the garden.
18. Digging for worms is not permitted anywhere in the garden.
19. Fences may be placed around individual plots. They must be uniform, **earth tone colors only**, and of one kind of material. If dangerous, irregular, and not solid in their placement, they will be removed and the gardener issued a fee.
20. Glass containers are prohibited from gardens. In addition, containers, bags, etc. of any kind should be secured to not blow around and/or detract from the orderliness of the gardens. Any empty containers or bags are to be removed promptly. Each gardener is responsible for trash removal.
21. Gardeners must not plant, weed, or harvest from any other members plot unless asked to do so.
22. Power equipment may only be operated by those over 16 who own or lease the equipment. All use is at the user's risk.
23. Shed Cleanup occurs in the spring-before the spring planting deadline. City Staff will make executive decisions on what is trash and what is not and dispose of any items in the shed on June 6. Any items of value should be clearly marked before cleanup with blue painting tape, or they will be disposed of.

#### **CHILDREN/PETS**

1. Children are welcome in the garden when accompanied and fully supervised by an adult.
2. Should you wish to bring your dog to the garden, please remember that the City of Prior Lake rules apply (on park land) Leashes and "pick-up" are always required. Under no circumstances should dogs be permitted into the gardening area proper because of potential disease from dog feces.

#### **CANNABIS**

1. The growth of cannabis is prohibited in the Kop Family Community Gardens.

#### **APPLYING FOR A PLOT, FEES & PAYMENT TYPES**

Fees are based on residency of the applicant and are due at the time of registration. Pricing per plot is \$75/season for residents and \$100/season for non-residents.

Applicants may complete their registration online at [www.PriorLakeMN.gov/recreation](http://www.PriorLakeMN.gov/recreation), or in person at Prior Lake City Hall during business hours. Acceptable forms of payment include cash, check, Visa, MasterCard or Discover. If reserving online, must use a credit/debit card. Please make checks payable to the City of Prior Lake.