



City of Port Washington Recreation Department  
Hales Trail Community Garden  
245 Hales Trail  
Port Washington, Wisconsin 53074

## 2021 HALES TRAIL COMMUNITY GARDEN RULES

Hales Trail Community Garden is a community of gardeners, working together in an atmosphere of mutual respect and friendliness so that each gardener can be successful year after year.

### 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

- i. The Recreation Department may remove gardeners and reassign their plots for non-compliance with the rules stated herein.
  - a. Membership is open to the public, regardless of residency. Individual gardeners may register for a maximum of 2 garden plots.
    - i. Resident Fee: \$35.00
    - ii. Non-Resident Fee: \$45.00
- ii. 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 hauling/spreading compost, maintaining the water system and fence, and improving the site. Other acceptable forms of service may include refilling water tanks; mowing the grassy areas in the garden; managing the garden's website; and other administrative work.
- iii. 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.
- iv. The Recreation Department will assign plots in order to minimize the total garden footprint.

### III. General use of the site

- i. 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.
- ii. 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 others gardeners when harvesting from the common area.
- iii. Gardeners must keep walking paths clear of obstructions.
- iv. Gardeners must not leave soil, compost, bicycles, wheelbarrows, or other materials on or next to the Ozaukee Interurban Trail. While gardeners are at the site, items that are inconvenient to carry into the garden may be left along the north or south ends of the garden.



City of Port Washington Recreation Department  
Hales Trail Community Garden  
245 Hales Trail  
Port Washington, Wisconsin 53074

- v. 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.
- vi. 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 board by emailing [ourgardeninport@gmail.com](mailto:ourgardeninport@gmail.com) of winter gardening is required so that the gardener can retain special access to the garden during these off-season months.
- vii. 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.
- viii. 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.
- ix. 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.
- x. 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.
- xi. 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.

#### IV. 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 10 feet by 10 feet. Gardeners shall not expand the limits of their plot or plots.
- iii. 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.
- iv. 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.
- v. Do not enter another person's plot, borrow or take another person's tools, crops, or other property, without that person's prior permission.
- vi. 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.



City of Port Washington Recreation Department  
Hales Trail Community Garden  
245 Hales Trail  
Port Washington, Wisconsin 53074

- vii. Gardeners may not grow crops that will create excessive shade on the neighboring plots. Since 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.
- viii. 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 one warning, after which their plots will be forfeited if the weeds are not promptly controlled.
- ix. 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, with the exception of diatomaceous earth, are 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>.
- x. 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 - Wisconsin DNR](#).
- xi. Due to the prolific seeds and the height of the plant, sunflowers are prohibited. The Board may permit taller trees and shrubs in the common areas of the garden, to be used by all members.
- xii. Rhizome roots (for example, raspberries, mint, lemon balm) are prohibited in individual plots. The Community Herb Garden will be exempt from this rule, as there are dedicated volunteers who control the spread of these plants. Raspberries and blackberries that currently exist in garden plots prior to 2019 will be grandfathered in. Once the gardener who rents the plot leaves the garden, the plants will be removed and disposed of prior to the beginning of the subsequent season.
- xiii. Gardeners may plant perennials such as strawberries, rhubarb, asparagus, chives, and garlic in individual plots.

## 2021 Hales Trail Community Garden Pledge to Abide by the Rules

I \_\_\_\_\_ (your name here) have read and understand the Hales Trail Community Garden Rules and pledge to abide by them. I understand that I may forfeit my privilege to use the Hales Trail Community Garden if I repeatedly and knowingly disregard the rules or fail to satisfy my volunteer commitment.

Name of Gardener: \_\_\_\_\_

Signature and Date: \_\_\_\_\_