

# Waite Park Community Garden

Lead and Team Handbook  
Updated 2024

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# Officers

## President

- Oversees the operations of the garden: registration, communication, water set-up, mowing, composting, perennial garden, grapes, hops, fruit trees & garden events.
- Primary contact for the garden officers & leads. Assists with recruiting leads & delegating work tasks.
- Improves garden rules & policy with the assistance of the officers & leads.
- Sets the dates for the garden calendar & leads the Spring & Fall meetings.
- Approves the garden's budget with the Vice President & Treasurer.
- Approves all garden purchases & makes funding requests to WPCG for garden projects.
- Seeks & implements projects for the garden's growth & sustainability.
- Trains the Vice President so that they are prepared for future leadership.
- Assists in conflict management.
- Manages the WPCG email account.

## Vice President

- Helps the president enforce the rules of the garden.
- Secondary contact for the garden leads.
- Helps with the overall operation of the garden: garden expenditures, task assignments, garden project development & conflict resolution.
- Sets & approves the garden budget & all purchases with the President.

## Record Keeper

- Sets meeting agendas with President
- Takes/sends out meeting minutes from lead meetings
- Organizes & updates official documents

## Treasurer

- Consults on WPCG budget, in consultation with officers
- Maintains expense reports & budget tracking
- Issues reimbursements for garden expenses
- Files all necessary reports & reimbursement requests with the City of Minneapolis
- Deposit gardener funds at beginning of the season
- Report out account information at fall and/or spring meeting

# Registration

## Lead Responsibilities

### January

- Create sign-up form for new and returning gardeners
- Contact WPCG Treasurer for current PayPal link
- Update website with current registration information

### February

- Email returning gardeners and wait list with sign-up form
- Post renewal information to WPCG Facebook
- Send out reminder to returning gardeners who have not yet registered (end of February)
- Prepare new Gardeners' Registration Information for the coming year. Delete members not returning.
- If open spots are available, write and send notice for New Garden Registration to WPCG

### March

- Assign plots for returning gardeners requesting new spots and for new gardeners
- Assign 2nd plots
- Send welcome email to new gardeners
- Send new plot emails to returning gardeners with reassigned plots
- Send wait list email to wait listed gardeners
- Schedule orientations

### April

- Lead orientation
- Follow up with makeup orientation dates
- Assign plots to wait listed folks as they come available, until May 1
- Finalize gardener list and update map

# Mowing

## Lead Responsibilities

### Beginning of season

- Ask for names of interested team members from President/Vice President
- Make a mowing sign-up schedule with one mower for inside mowing & one mower for outside mowing per week. You can use a spreadsheet or post it in the garden. There are about 20 weeks in the season (Jun-Oct).
- Share schedule with garden email [wpccngmember@gmail.com](mailto:wpccngmember@gmail.com)
- Email the Mowing Team. Introduce yourself, share the sign-up sheet, the number of weeks to sign up for, & the Mowing Team Instructions (below).
- Get fresh gas for the gas can. DO NOT use E85 gas. Fill the mower & run the engine. May need some “Sta-bil” or “Sea-Foam” with gas. **Save your receipts & submit them to the Vice President for reimbursement.**

### During season

- Send email reminders to the mowers of the coming week.
- Follow up on mower & weed wacker repairs.

### End of season

- Empty gas can (use it in your car or other gas powered engine etc)
- Put some “Sta-bil” or “Sea-Foam” into the mower’s gas tank & run until empty. If there is a lot of gas left, siphon some of it back into the gas can.

## Delegated Responsibilities (Work Days)

- Weed whacking
- Equipment repairs
- Check & fill gas tanks if needed
- Seeding paths
- Lawn weeding

## Mowing Team Instructions

Every mower will be responsible for mowing the inside the fence once & outside the fence once during their weeks. Depending on the number of mowers on the team, a mower may have to sign up for 2 or 3 weeks during the season.

Refill the gas can when empty. Don’t use E85 gas. If you can’t fill it, contact the team. **Save your receipt & submit it to an officer for reimbursement.**

If there are issues with the mower, email the team first to ask if someone can fix it. If not, take it to the nearest hardware store for fixing. Email the president & the mowing lead to keep them informed. **Save all receipts & submit it to an officer to get reimbursed.**

# Fruit & Vines

## Lead Responsibilities

### Beginning of the season

- Ask for names of interested team members from President/Vice President
- Make a fruit care sign-up schedule with one person completing fruit tasks per week. You can use a spreadsheet or post it in the garden. There are about 20 weeks in the garden season (Last week in May - 1st week of Oct).
- Share schedule with garden email [wpccngmember@gmail.com](mailto:wpccngmember@gmail.com)
- Email the Fruit Team. Introduce yourself, share the sign-up sheet, the number of weeks to sign up for, & the Fruit Team Instructions (below).
- Get fresh soap, containers, and Milky Spore for beetle control. **Save your receipts and submit them to the Vice President for reimbursement.**

### During season

- Send email reminders to the person scheduled for the upcoming week.
- Announcements about when fruit is ready to harvest

### End of season

- Coordinate pruning during dormancy
- Communicate work hours with President/Vice President

## Fruit Team Instructions

The fruit team is responsible for care and maintenance of the grapevines, hops, and fruit trees. During the season you can:

- Pick beetles off grapes
- Weed grape beds, fruit tree beds, hop beds, and rhubarb beds
- Water as needed

Some seasonal tasks include:

- Fresh cardboard weed barrier and fertilizer for hops area
- Mulch for all fruit areas
- Apply Milky Spore
- Glean grapevines (clean off old, icky grapes)
- Prune fruit trees when dormant

At the end of the season:

- Clean up fallen fruit around base of trees and vines
- Prune back grapevines
- Water deeply
- Mulch around base of trees and vines

# Water

## Lead Responsibilities

### Beginning of season

- Set appointment to turn water on through city (2nd week of May)
- Connect RPZ valve to plumbing system in water hutch
- Set appointment with plumber to certify the RPZ valve (which the plumber must report to the city along with a permit)
- Email President/Vice President & garden email with updates and when water is on

### During season

- Water line repairs (as needed)
- Hose & nozzle repairs or replacements
- Alert officers and gardeners when water is off for maintenance and when water service returns

### End of season

- Turn water off through city ~mid Oct (subject to weather\*)
- Contact city to remove meter over winter
- Blow out lines after water is shut off
- Email gardeners when water is turned on/off

## Delegated Responsibilities (Work Days)

- Set up hoses and water nozzles
- Spigot post replacements
- Mark water lines with flags
- Pull up flags and store in shed

# Compost

## Lead Responsibilities

- Check overall status of compost bins weekly
- Compost orientation with all gardeners (orientation days)
- Order compost from City of Minneapolis (by Oct)

## Delegated Tasks (Work Days)

- Turning/hacking/watering compost
- Repairs to compost bins if needed

# Social

## Team Responsibilities

- Initiate plans and discussion for social gatherings
  - Past events: Community Garden Stroll, plant exchange, happy hours
- Creative invitations and share with officers for communication
- Create Facebook events
- Invite gardeners to participate or lead social events

## Delegated Tasks

- Can partner with other leads to plan events



# Community Plots

## Lead Responsibilities

Community plots include 40 (rhubarb patch), 39 (kid garden), shady plots (36, 37, 38), and any plots that are abandoned after June 1.

### Beginning of season

- Ask for names of interested team members from President/Vice President
- Communicate workday tasks for community plots to Work Day Lead
- Put out community plot signs
- Plant leafy greens, mustard greens, radishes, lettuce in shady plots

### During season

- After June 1, look for abandoned or weedy plots, report to President
- Track abandoned plots with President
- When plot is designated as a community plot:
  - Inform leads
  - Add a sign to it
  - List it on the whiteboard
- Plant zucchini and beans in community plots during June. After July 1, weed and sow cover crops like buckwheat over community plots.

## Delegated Responsibilities (Work Days)

- Weed/water plots as needed
- Clear new community plots
- Pick produce and put it on the table. Email garden email when produce is ready
- Put plots to bed at end of season

# Perennials

## Lead responsibilities

### Beginning of season

- Ask for names of interested team members from President/Vice President
- Contact team members by early April -- perennials start early.
- Inspect the perennial beds in March/April to see what needs to be done.
- Set up a team meeting/work session. Together, make a plan for the major early season work that needs to be done in the perennial beds (outside east fence and under the kiosk).
  - Divide plants
  - Weed
  - Reset border and pathway rocks
  - Mulch with wood chips if needed
- Create a schedule for the season.

### During the season

- Coordinate the work to upkeep the beds, deadhead, weed, and water if needed. Depending on the weather, work could start as early as April.

### End of season

- Coordinate the work to put the gardens to bed. Clean up dead material. Cut back plants if needed.

## Team Responsibilities

- Attend the first team meeting. If not able to attend then make sure you communicate this to the lead.
- Participate in the early season work cleaning up the area, rearranging rocks if needed, transplanting, dividing plants as needed, re-planting, weeding and laying wood chips if needed.
- Clean up, weed, and water during your scheduled weeks