

MEADOWBROOK PARK GARDEN MANUAL

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INTRODUCTION

Welcome to the Urbana Park District. We are excited to have you as a participant in the Organic Gardens—Community Gardens at Meadowbrook Park. The gardening program has served several thousand Champaign County residents since 1974. This manual describes the program procedures and guidelines and will assist you along the way.

The Organic Garden program offers a variety of plot arrangements:

- Full-sized plots (17' x 30')
- Half-sized plots (17' x 15')
- Perennial plots (17' x 30') *available to returning gardens only*
- Raised Beds (11' x 3')

Plots are rented “*as is*” meaning that what you rent is what you get. The fee for a Meadowbrook Park garden plot assists with paying for a part-time Garden Supervisor, equipment (wheelbarrows and hoses), and administrative costs (registration, record keeping and marketing). Services such as water and park maintenance are tax supported. This enables the district to offer the garden program at an affordable price.

Gardeners are responsible for providing all of their own materials. As with any vegetable garden, soil should be amended each year to replace nutrients and organic matter that have been removed by previous plantings. Gardeners are responsible for performing their own soil amendments. The park district is providing manure and compost in the 2023 garden season. Future allocations of soil amendments will be based on soil testing.

Organic gardening means that the **use of synthetic chemical pesticides or fertilizers is not permitted**. This policy places an additional responsibility on the gardener to deter pests/weeds without using chemicals.

Community gardening allows gardeners to get to know their neighbors and share techniques. Gardeners are encouraged to network, share information, and look to each other for advice and assistance. *If you would like to join the Urbana Park District garden discussion board, SLACK, to stay connected online contact the Environmental Education Coordinator.*

Perennial garden plots are tended year-round and are not tilled by the park district in the fall. Only returning gardeners in good standing (those who have earned their full deposit refund at the end of the season) are eligible to register for perennial plots. The district maintains a wait-list of gardeners who would like to rent perennial plots. Gardeners who would like their names to be added to this list must contact the coordinator (see contact information below).

CONTACT INFORMATION

Questions and concerns regarding the Organic Garden Service are to be directed to the Environmental Education Coordinator at the Anita Purves Nature Center.

Anita Purves Nature Center
1505 N. Broadway
Urbana, IL 61801
Phone: (217) 384-4062

Chelsea Prael
Environmental Education Coordinator
(217) 384-4062, ext. 360
ckprahl@urbanaparks.org

Paula McCarty
Garden Supervisor
CUgarden@gmail.com
Feb-Nov only

ORGANIC GARDENING RULES & GUIDELINES

Upon registration for the Urbana Park District's Organic Gardens—Community Gardening at Meadowbrook Park, you agree to abide by these rules and guidelines, or you are subject to relinquish your plot and deposit. Please read the following guidelines carefully. Contact the Environmental Education Coordinator, 217-384-4062, with any questions or concerns.

1. Non-organic pesticides, herbicides and/or fertilizers are strictly prohibited. (Rotenone, although listed as an organic method, is not allowed.) If something is questionable, please ask.
2. The garden season runs from the first Sunday in March to the first Sunday in November. Gardeners must maintain weed control in their plots for the duration of the garden season.
3. Remove all weeds in a timely manner. Plots with weeds taller than 12" or weeds going to seed will receive a warning. This includes any weeds along the garden edge—see Rule #4. Unattended weeds are cause for garden forfeiture.
4. Plots are for *active* use by gardeners. A plot will be deemed inactive if more than three weed warnings have been issued from March-November. *Following that, any subsequent weed warnings will result in an automatic eviction and forfeiture of deposit.*
5. **Keep your plantings within your assigned plot area, and maintain a mandatory weed-free edge around your garden. Leave a one foot pathway on the east and west borders and a six inch pathway on the north and south borders.** These borders allow access to water hoses and gardens, and also clear a mowing edge for maintenance of the grass paths.
Full plots w/ border will measure 17' x 30'
Half Plots w/ border will measure 17' x 15'
6. Fences must allow for the mandatory edge outside of the fence. Keep in mind, fencing is not required. All fencing materials must be hauled to and from the parking area by hand—no vehicles are allowed beyond the paved parking area.
7. Thin, plastic mesh netting will not be allowed. This light netting can blow away and poses a threat to park visitors and wildlife. If you have questions regarding your fencing, please ask.
8. Provide and store your own tools, equipment/supplies, seeds/plants, and organic soil amendments. Wheelbarrows, hoses, and water are provided. The Urbana Park District is not responsible for loss of personal equipment/supplies, plants or produce by acts of human or acts of nature.
9. Perennial plantings are only permitted in perennial plots. If something is questionable, please ask.
10. Diseased plants should be removed from the park and disposed of in your home waste bin to prevent spreading disease to other gardens. Do not put diseased plants in the organic refuse pile or trash bins at the park. **Transport unwanted, disease-free plant material to the organic refuse pile. Only biodegradable materials are allowed in the organic refuse site.**

END OF THE SEASON CLEANUP

The following must be completed by 4:00pm on the first Sunday in November.

11. All full-plot, half-plot, and resigning perennial plot gardeners must clear their plots of all non-plant (fencing, stakes, strings, plastics, cardboard, fabric, etc.) and large plant material (corn, broccoli, sunflower stalks, weeds over 12", etc.)
12. All non-plant items (stakes, fencing, tomato cages, etc.) must be removed from the park. In order to keep fees affordable, the Urbana Park District relies on gardeners to remove **all** materials brought in during the season. Do not put non-plant materials in the park waste bins.
13. Return the plot to a level state to enable fall tilling by park district equipment. Break up large soil clumps and raised beds, and fill in holes and furrows.

Failure to adhere to these guidelines will result in the following procedures:

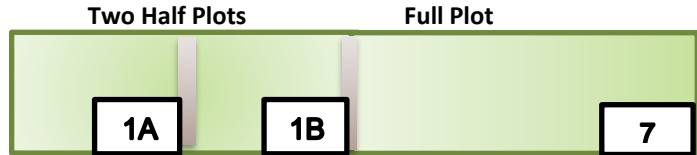
- **Gardener in violation can receive up to two warnings by phone, e-mail and/or postcard**
- **Gardener in violation will have one week to correct the violation**
- **If the issue has not been resolved by the deadline on the second warning, the garden plot, its contents, and the deposit will be forfeited to the Urbana Park District**
- **Plots are for *active* use by gardeners. A plot will be deemed inactive if more than three weed warnings have been issued from March-November. *Following that, any subsequent weed warnings will result in an automatic eviction and forfeiture of deposit***

FINDING YOUR GARDEN PLOT

MEADOWBROOK PARK MAP

Meadowbrook Park is in south Urbana, just south of Windsor Road. Parking for the gardeners is located off of Race st.

Plot Markers are located in the **southeast** corner of each plot (see diagram below). Full plots are marked by metal stakes, and half plots are marked with metal stakes. Please consult the Organic Garden Plot Map below or posted at the garden kiosk to ensure that you have the correct plot. If you are uncertain, call the Anita Purves Nature Center at 217-384-4062 prior to beginning your gardening, and a staff member will arrange a time to help you find your plot. *Note: Locations of half plots vary from year to year.*



Parking, Compost, Manure, Kiosk & Wheelbarrows

1	7	13	19	25
	8	14	20	26

X

X

3	9	15	21	27
4	10	16	22	28

X

X

5	11	17	23	29
6	12	18	24	30

X

31	39	47	55	63	71
32	40	48	56	64	72

X

33	41	49	57	65	73
34	42	50	58	66	74

X

35	43	51	59	67	75
36	44	52	60	68	76

X

X

			10
79	87	95	3
80	88	96	10
			4

X

			10	
81	89	97	5	111
82	90	98	10	112
			6	

X

			10	
83	91	99	7	113
84	92	10	10	114
			8	

X



X



GENERAL INFORMATION

GARDEN SEASON

The garden season runs from the first Sunday in March to the first Sunday in November. Participants are granted access to their plot as soon as they have received their plot number confirmation.

Timeline:

First Sunday in March	Garden season begins
Mid-April	Water turned on and public restrooms open
May 1	Deadline for full refunds (minus \$5 processing fee per plot)
Mid-October	Water turned off and public restrooms close for winter**
First Sunday in November	Garden season ends at 4pm
Mid-November	Registration opens for returning gardeners
January 13, 2024	Returning gardener registration deadline for all garden plots
January 15, 2024	Registration opens to the public for new gardeners

***A Port-a-Potty, located in the parking lot, is available mid-Oct to mid-April.*

Full-plot, half-plot and resigning perennial gardeners must have their plots cleared of all plant and non-plant material and returned to a level state by 4pm on the 1st Sunday of November.

Returning Perennial Gardeners have access to their plots all year and are not required to remove anything at the end of the season unless they do not plan on returning the following year.

GARDEN SUPERVISOR

The Urbana Park District employs a part-time Garden Supervisor to assist gardeners by providing information, sharing concerns with district staff, checking garden status, enforcing garden guidelines, monitoring weeds and making sure all guidelines are met.

The supervisor visits the garden plots 1-2 times per week to answer questions and assist gardeners in person. Look for the small flag on the Kiosk to be raised when the Garden Supervisor is on site.

Since the Garden Supervisor works limited hours, the park district encourages gardeners to work cooperatively. When problems or questions arise, call the Environmental Education Coordinator at 217-384-4062. The environmental staff are available to answer questions and relay messages to the garden supervisor.

CONVENIENCES & AMMENITIES

The following conveniences are provided by the park district. If you encounter problems with any of these, please call 217-384-4062 immediately or notify the Garden Supervisor.

- **Wheelbarrows** are found near the parking lot. There are only a few wheel barrels for all the gardens, so please share and return wheelbarrows to their proper place.
- **Water spigots** are located throughout the gardens and are marked by an X on the plot map (see Pg. 4 or the garden kiosk). **Gardeners MUST be present when watering. Use of timed sprinklers is prohibited.**
- **Restrooms** are located at the pavilion. They are open for the season from mid-April through mid-October. *A port-a-potty is available near the parking lot during the off-season.*
- **Picnic tables** are located near the gardens. The **Garden Pavilion** is available to reserve by calling 217-367-1544. Otherwise, it is available on a first-come basis.
- **Garbage barrels** are available for the disposal of small items. Any large items like fencing materials or stakes must be completely removed from the park by the gardeners. If gardeners want to offer fencing, stakes or other items to other gardeners they must do this on an individual basis. Plant refuse is not permitted in the garbage bins.
- **Organic Refuse** deposit site is located on the west side of the gardens next to the parking lot. Gardeners may use this site to dispose of disease-free plant material. **Place plant waste as close to the back of the holding area as possible** to help contain the waste. *Diseased plant material from your plot must be taken home and dispose of it in your home waste bin to prevent spreading disease to other gardens.*
- **Tool Share** boxes are available onsite. Feel free to use any tools from the box and return them. You can donate any tools by putting them in the box for others to use. No guarantee how many or what tools you will find in the box.

WATER ACCESS

The water service at the gardens is turned off and winterized in mid-October to prevent water pipes from freezing and breaking. Water service resumes in mid-April or whenever the severe winter freeze cycle is over. The winterization dates are determined by the annual freeze dates. If you have questions, please contact the Planning and Operations Office at 217-344-9583.

END OF THE SEASON

Clean-up Procedures

The garden season ends on the **first Sunday in November at 4pm** regardless of weather conditions. Full-plot, half-plot and resigning perennial plot gardeners must clear their plots of all plant and non-plant material and return the soil to a level state. See the guidelines on Pg. 3 for more information. See photos on the following page for examples.

If you have cleared your garden earlier in the season, you are responsible for keeping weeds under control for the remainder of the season. It is recommended that you visit your plot within one week of the cleanup deadline to make sure that it is still in an acceptable state in order to get your deposit refunded. **Contact the Coordinator in advance if you have any concerns about clearing your plot** (see contact information on Pg. 2).

Refunding Deposits

Garden deposit refunds will be issued either by check or directly to credit card in February for gardens in “good standing”, that pass the end of the season inspection. Returning gardeners that are considered to be in “good standing” can roll over their deposits and apply it to the next year as well as get first choice of the same plot for the next garden season- as long as you re-register by January 13, 2024.

For those gardens that do not pass the end of the season inspection or were negligent of garden guidelines during the season, the garden deposit will be forfeited. These gardeners do not get first choice of the same plot, must re-register as a new gardener. Multiple-year deposit forfeits may result in loss of future garden plot registration privileges.

Next Season Registration

Returning Gardeners (Full-Plot, Half-Plot, Raised Beds, & Perennials)

- Returning annual gardeners will re-register through the Phillips Recreation Center at 505 W. Stoughton, Urbana, 217-367-1544. The garden deposit is half-price for returning annual gardeners. **The park district is now able to rollover deposits from one garden season to the next.**
- Returning gardener registration will **begin mid-November**. You will be notified by the coordinator through email after the end of the season if you are in good standing and able to register for the following season
- The returning annual gardener registration **deadline is January 13, 2024**. This deadline allows returning gardeners first choice for the plot they gardened during the previous season. Failure to register by this deadline opens that plot to new gardeners.
- Returning gardeners desiring a different or additional garden plot should contact the Coordinator. After the returning gardener registration deadline has passed, the Coordinator will be able to discuss which gardens are available.

Questions regarding deposits, plots requests or registration are to be directed to the Environmental Education Coordinator at 217-384-4062.

Your garden plot should look like this at the end of the season:



Your deposit will **NOT** be refunded if your plot looks like this:

Plot Not Level



Weedy Plot



Large Plant Material Present



Non-Plant Material Present



Additional Information

Vandalism & Theft: Unfortunately there is always a risk of theft in a community garden setting. Since the gardens are on public land, vandalism and theft are extremely hard to control. The park district counts on gardeners to get to know their fellow gardeners. Building a community of gardeners allows everyone to help educate park visitors about the garden program. All gardeners should know their plot number and have proof of identification if asked.

If you think someone has tampered with a garden and the matter requires an immediate response, call the **Urbana Police Department nonemergency line: 217-384-2320. Otherwise, make a report to the Urbana Park District** by calling or emailing the coordinator. (See Pg. 2 for contact information). Provide as much information as possible including description of the person, date, time, general vicinity and if possible a description of their vehicle including license plate number.

Wildlife: The organic gardens are just one feature of Meadowbrook Park. Over 80 acres of the park are managed as natural area. Land surrounding Meadowbrook Park also provides excellent wildlife habitat. Wildlife such as deer, rabbits, raccoons and voles are some of the larger animals you may encounter. Others like beetles, slugs and caterpillars are much smaller. All may take advantage of your hard work and visit your garden for a meal. Some tactics gardeners have employed to ward off wildlife visits include:

- Using pet or human hair, soap, and other methods to deter animals
- Installing fencing; keep in mind that all structures must be removed from the park by the end of the season
- Planting companion flowers or vegetables
- Planting a bit extra in anticipation of nibblers

Insect Pests: These pests present a difficult task of removal for organic gardeners. It can be especially challenging to identify the guilty pest and remove it. Sensible use of Bt (*Bacillus thuringiensis*), diatomaceous earth, and other organic pesticides are acceptable under the guidelines. Read all labels thoroughly and follow the directions. Staggering your planting schedule, using companion plants, and planting extra will also help. The University of Illinois Cooperative Extension Service (217-333-5900 or www.extension.uiuc.edu) provides information on pest identification and control.

Pets: Visitors with dogs are common to Meadowbrook Park. All dogs must be leashed. Reminding dog owners of this rule helps everyone enjoy the park.

Sunlight: Meadowbrook Park is a beautiful open area, great for gardening. However, the gardens experience certain climate conditions not often found in town. The location provides a great deal of direct sunlight. If you want to grow plants that cannot tolerate the hot summer sun, then shade must be provided. This can be achieved by planting tall plants to the south or west of the shade-lovers, or planting the shade-loving varieties early or late in the season when the sun is not quite so intense. Garden plots on the south side of the gardens get more shade due to the nearby tree line.

Soil Moisture: Some plots, particularly those on the northeast side of the gardens, are subject to flooding during heavy rains. This can be beneficial to plants during hot, dry summers but can be troublesome during wet periods. You may have to wait longer to work in your garden because of the wet conditions. Gardening while the soil is still very wet can compact the soil, limiting plant growth. Setting up paths early in the season can reduce soil compaction. Some of the drainage problems can be relieved by using raised beds, trenches, or mixing compost into the soil. *The Urbana Park District is not responsible for loss of plants or produce by acts of nature.*

Mulch: Mulch is anything applied to the top of the soil, under the plant leaves. You can use leaves, straw, grass clippings, composted materials, and even newspaper—as long as it’s free from pesticides, herbicides, and non-organic fertilizer. Mulch is used to improve soil quality and moisture content. In hot months the soil temperature may be lowered significantly by this process. Mulch also helps to prevent the growth of weeds. In most cases, it is best to mulch early in the season. Early mulching for tomato and pepper plants will help with moisture retention and weed control. Remember to check the kind of mulch you use. Mulch varies in pH, and some plants are pH-specific. Most gardening books or stores can help with this information.

Solidarity Gardens CU Initiative:

Meadowbrook Park houses twelve garden plots on the south end of the gardens used to grow and harvest produce to reduce local food insecurity. Solidarity Garden CU helps at-home and community gardeners to grow food for themselves and neighbors in need through:

- Vegetable donation drop-off sites at Meadowbrook Park, Sola Gratia Farm, and the Channing Murray Foundation
- Organizing a community and home gardener network
- Access to the Seed Exchange at The Urbana Free Library and other resources

Gardening Volunteer Opportunities:

Are you a gardener or aspiring gardener interested in volunteering? Solidarity Gardens CU can match you with a community garden in need of extra hands. Or, bring some of your friends together and create your own garden with their support! Email Chelsea Prah at ckprahl@urbanaparks.org if you are interested or would like more information.

FREQUENTLY ASKED QUESTIONS

I can no longer garden. How do I request a refund? Personal circumstances sometimes necessitate that gardeners withdraw from the garden program before the end of the season. If you feel you can no longer garden and would like to request a refund, contact the coordinator as soon as possible. (See Pg. 2 for contact information). The deadline for requesting full refunds, minus a \$5/plot processing fee, is May 1. After that date, refund requests will be handled on a case-by-case basis.

How do I protect my garden from deer? Deer are prevalent in Illinois and throughout Urbana, and they will always present a problem to gardeners who share space with them. Many resources say that it is best to implement deer-deterrent strategies early on, before the deer discover your garden. Keep in mind, no strategy is perfect. Deer will eat practically anything if they are hungry enough.

Here are some tips that can help you deter deer from eating your produce:

- Plant strong-smelling herbs along your garden border like garlic or lavender.
- Plant prickly, thorny, or hairy-leaved plants along your garden border.
- Scaring techniques can include scarecrows (visually frightening) or hanging aluminum pie plates that will bang together in the wind. It is best to use a combination of scare tactics and alternate them every few weeks.
- Place wire or netting around individual plants when they are ready to fruit.
- Homemade repellents include hanging bars of lanolin soap, strips of fabric softener, or bags of human or pet hair around plants.
- Hot pepper sprays (like watered-down hot sauce) can be applied directly to plants. Remember, these will need to be reapplied after a rainfall.

How do I protect my garden from theft?

There is always a risk of theft in a community garden setting. Fences have been proven not to deter theft. Here are some techniques that may help to deter theft of produce from your garden:

- Get to know your fellow gardeners so that it will be easier to recognize people who are up to no good.
- Personalize your plot by hanging a sign with your name. Outsiders may make the connection that the gardens are not communal but “belong” to somebody.
- Plant leafy or thorny plants as cover.
- Plant difficult-to-harvest crops, like beans and carrots, near the outside of your garden.
- Harvest your crops regularly. Harvest brightly-colored produce before it turns its full color.

Why doesn't the Park District put a fence around the gardens?

At the request of gardeners, staff at the Urbana Park District have researched the installation of a fence around the perimeter of the organic gardens. There are several reasons why the park district does not wish to provide a peripheral fence. First, as many as 32 garden plots might need to be removed from the garden program in order to accommodate a peripheral fence, and the fence would limit future growth of the gardens. Fencing would limit access to the gardens for park maintenance like mowing, plumbing repairs, and annual tilling. Additionally, fences built to deter deer are recommended to be at least nine feet tall—imagine a fence of this size surrounding the gardens! Much of the aesthetic beauty and welcoming feel of the gardens would be lost.