WINTER 2022
Community Garden Public Advisory Minutes

Date & Time: November 15th, 2022, 3:30 PM – 4:30 PM
Location: NLR Neighborhood Services

Committee Members:
Present – Dan Scott, Susan Gibson, Rachelle Kelly
Absent – Starr Crow, Jane Ginn

AGENDA

1. **3:30 – 3:40,** *Welcome Committee Members*
    a. Submit personal information sheets
    b. Review committee responsibilities
    c. Elect Chairman and Vice Chairman
2. **3:40 – 4:10,** *Revise Funding Application*
    a. Application due-dates
        i. Committee meeting dates
    b. Allowable vs. unallowable expenses
    c. Disbursements
    d. New-garden funding procedures
3. **4:10 – 4:15,** *Garden Progress Reports / Updates*
    a. Dark Hollow
        i. Missing mid-year report from FA 2021 for $3,008
    b. North Heights
        i. Missing final report and receipts from SP 2021 for $460
        ii. Missing mid-year report from FA 2021 for $830
    c. Establish policy for gardens that do not submit reports
4. **4:15 – 4:20,** *Annual budget*
    a. Remaining funds
5. **4:20 – 4:25,** *Greenhouse at NLR Academy*
    a. MOU and License Agreement with NLRSD
6. **4:25 – 4:30,** *Garden Overview*
    a. Review excel spreadsheet
7. **4:30,** *Adjourn*

Minutes: Anna Sawyer

WINTER 2022
Community Garden Public Advisory Minutes

1. **Welcome Committee Members**
    a. Starr Crow, Rachelle Kelly, and Susan Gibson submitted personal information sheets. Missing paperwork for Jane Ginn and Dan Scott.
    b. Committee responsibilities are detailed in Resolution 9167. They include but are not limited to; reviewing seasonal funding applications, advising program management, and visiting/assessing gardens at least two (2) times a year. The committee is proposing a revised resolution to indicate the program department shift from Fit 2 Live to Neighborhood Services and to outline the role of the Community Garden Coordinator ***(see attached).***
    c. **Susan Gibson is elected Chairman with a term of 1-year. Rachelle Kelly is elected Vice-Chairman with a term of 2-years.** The Chairman (or Vice-Chairman in the event of an absence) is responsible for facilitating the quarterly committee meetings and ensuring the agenda is followed.
2. **Revise Funding Application**
    a. **Spring funding applications are due on December 15. Fall funding applications are due on June 15. Gardens are eligible to apply for either spring or fall funding with a maximum request of $5,000. New gardens joining the program will only be eligible for $1,500 in the first year.**
        i. **The committee will meet on the 3rd Monday in January, April, July and October.**
    b. The table below indicates allowable vs. unallowable expenses for the program as of November, 2022.

Allowable	Unallowable
• Garden construction material • Walkways • Tools • Irrigation system • Soil Amendments • Seeds / Plants • On a limited basis: fuel, water, electricity, tool rental / repair, labor, educational workshop/conferences	• Improving private property • Tree removal • Play equipment • Overhead costs (staff, office supplies, phone bills) • Fountains / decorative structures

The committee motions to expand allowable expenses to include tree removal (citing safety concerns), water meter installation, and to require business licenses for any labor paid with city funds. The committee motions to expand unallowable expenses to include ongoing bills (water, electricity, etc.), finishing buildings/structures, and benches.

    c. **The committee motions to implement disbursement for approved funding exceeding $2,500. However, the committee reserves the right to waive this precedent on a case-by-case basis.**
3. **Garden Progress Reports / Updates**
    a. Dan Scott will follow up with Dark Hollow.

Minutes: Anna Sawyer

b. Dan Scott will follow up with North Heights.
c. **In cases where a garden does not submit reports and receipts, the Community Garden Coordinator will follow up with three (3) written reminders. Gardens that do not submit progress and budget reports on-time will not be eligible for seasonal funding and may be removed from the Community Garden Program based on a committee vote. Failure to account for funds spent will result in funding reimbursement from the applicant to the City of North Little Rock equaling the amount of total expenditures. Failure to account for spent funds may be subject to prosecution under existing City Law. Should maintenance or other challenges arise at a Garden, the Community Garden Coordinator will contact the on-site Garden Manager. Following three (3) written warnings, the garden may be removed from the Community Garden Program based on a committee vote.**

4. **Annual Budget**
   a. **Funds remaining the Community Garden Program towards the end of the fiscal year will be allocated to program expenses and/or emergency funding. Emergency funding will be available on a year-by-year basis dependent on remaining funds. Applications for emergency funding will be due Sept 15, and will be reviewed by the committee during the October meeting. Emergency funding will only be accessible to gardens already in the program and for special projects (i.e. addressing a new and urgent need of the garden).**
5. **Greenhouse at NLR Academy**
   a. The committee is in full support of repairing the NLR Academy greenhouse for program use. Beau Cooper, Neighborhood Services Liaison, is working with the Legal Department to establish a memorandum of understanding and license agreement with North Little Rock School District.
6. **Garden Overview**
   a. Review of all gardens and garden manager contacts as of November 2022 ***(see attached).***
7. **Adjourn**

Minutes: Anna Sawyer