



**COMMUNITY GARDEN COMMITTEE
MEETING MINUTES
March 16, 2022 ☐ 11:00 a.m.**

CALL TO ORDER. Chairwoman Yvette Hellyer was in attendance with Ms. Linda Barrick and Ms. Audrey Connery of the Committee, Councilmember Mr. Michael Drake, Town Clerk Ms. Sheri Medina, Public Information Officer Mr. Robert Blomquist and Director John Adair of Public Works.

1. PUBLIC COMMENTS. (For Agenda items only) No public comments.

2. BUSINESS.

a. Nominations. Chr. Hellyer motion to defer the vote for vice-chair and secretary until the fifth member has been appointed by council. Ms. Barrick second the motion. MOTION CARRIED.

b. Plot assignments for 2022 (Continued). Ms. Medina provided four (4) plot applications, which were assigned. There are three (3) remaining plots. The plots of the 2021 gardeners who have not submitted a renewal application as of Sunday, March 13th will expire and will be assigned to new applicants. Ms. Medina will date each application's submission and email it to Chr. Hellyer, who will email the application to all the committee members. Each application will be reviewed for confirmation of residency. Members are asked to email their votes to Ms. Barrick. Ms. Barrick will maintain the plot roster. The committee will monitor plot registrations and roster changes at each meeting. Ms. Barrick will draft a "welcome to the garden" letter for all the 2022 gardeners informing them of their plot number and the upcoming Orientation.

c. Garden Rules/The Code of Conduct – Finalization. Chr. Hellyer has circulated a draft revised 2022 community garden packet to the committee members for comment. The changes are based from the previous discussion and comments. Ms. Connery suggested the document be known as the "Orientation Packet." All agreed. The packet includes the summary page, the "welcome page," the plot application form, and a 2-page handbook with the code of conduct and the rules. Councilmember Drake, Ms. Barrick and Ms. Connery provided comments. Chr. Hellyer will incorporate the changes.

Councilmember Drake has recommended Ms. Medina coordinate with Public Works to provide an outdoor sign with the Code of Conduct (from page 4 of the packet). Ms. Medina and the Committee agreed.

3. Open Discussion.

a. Orientation. The Committee has scheduled the Orientation Meeting for March 24, 2022 at 6 PM in the Community Garden. Gardeners and their families are welcome. Each plot-gardener will be sent a Welcome letter with their plot number and the Orientation Packet. There will be extra Orientation Packets provided. Councilmember Drake, Ms. Medina and the Committee will be present.

b. Social Media - Robert Blomquist, Public Information Officer. Mr. Blomquist provide an overview of the Town's requirements for a social media. There are over 23,000 followers on the Town of Surfside Beach Facebook page. Two of the most important points to follow are the Freedom of Information Act (FOIA) provisions and copyright laws. The public and private "Surfside Beach Community Garden" Facebook pages will not be supported by the Town's social media. Mr. Blomquist has agreed to work with the committee to develop the official Community Garden Facebook entries under the town's social media assets.

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c. Public Works - Director John Adair and Eric Simpson. Maintenance of the individual plots becomes the responsibility of the community gardeners, which will include clearing and cleaning each year. The 2021 gardeners returning to the community garden will be responsible for the plots assigned to them. For the new community gardeners, the Committee will clear the 'abandon' plots as needed in time for Orientation. Public Works has agreed to provide composted soil to replenish plots as needed. "Dirt Day" is tentatively scheduled for the end of March/start of April. Public Works staff will periodically mow the pathways as needed.

Community gardeners are encouraged to maintain plants within the plot spaces, so as to allow Public Works access. Plants, leaves, stalks and vines cannot grow onto the pathways, fences and into other plots. The Committee asked if the locks on the water faucets could be changed for easier access to the combination. Later this summer, park's bathroom facilities will undergo replacement. Public Works anticipates that the gravel parking lot may be closed from a few hours to a day. Public Works will add a "no parking" sign near the garden entrance to ensure compliance with the parking requirements in the right-of-way.

d. Scheduling Meetings. The Committee agrees to hold the committee meetings every 4th Monday of the month at 5 p.m. in the Civic Center. Ms. Medina will confirm the calendar for the exact dates.

4. Public comments. No public comments.

Adjournment. In summary, goals include drafting a "welcome to the garden" letter, finalizing the Orientation Packet in time for the Orientation and creating the flyer with the plot application form for distribution at the BBQ Festival booth. Meeting adjourned at 12:45 p.m.