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Gloria Pittman  
Deputy  
Commissioner –  
DSS

Alderman  
Hopkins  
2<sup>nd</sup> Ward  
Alderman

## Native Pollinator Advisory Garden Registry Board Minutes

**Meeting Aug. 7, 2025**

Minutes submitted by Lorraine Kells, Secretary

### 1. Call to Order

Meeting was called to order at 2:46 pm.

### 2. Roll Call

In attendance: Jessica Fong, Lorraine Kells, Brittany Buckles, Gloria Pittman, and Breanne Heath. Laura Milkert joins at 3:19pm

Attending: Gabriela Wagener-Sobrero, Liz Anne, Kozik

**3. Public Comments** Public Comment: Liz Anne brought to the attention of the board that a Botanic Garden master's degree student is currently involved in a mapping program which brought discussion to seeking a FOIA request for the most current citywide map of residential lots, community gardens, growing spaces that have been fined.

Action Item: Liz Anne will make the request of FOIA.

Motion to approve Aug. 7 Meeting Minutes was called by Jessica, seconded by seconded by Breanne

Board discussion centered on the capacity of DSS for support, education, and enforcement of the ordinance. It was agreed that there is no immediate need to hire or seek funds for the above as there is small interest in the registry at this time, however administration of the registry will require more than monitoring from the Commissioner. The point of view remains that staffing is not an issue. A DSS tech team will put something together through Microsoft SharePoint with a link to it from DSS. Gloria does not think managing it will demand a lot. For instance, DCASE has to extra staff and this Registry is smaller.

Concerning education and enforcement on the ground, Gloria cited there are over 150 DSS people on crews for garbage collection, recycling, other services and to clear lots of weeds and dangerous debris, but only those people with inspector rights would have access to the Registry. There are 25 skills- technical and communication skills-

inspectors must have. The Dept of Revenue cannot use the Registry but they can search the Registry. Door hangers are used to warn of weed violations. The law dept requires proof of service posted on any property on the front door, when there is no structure a yard sign is placed. Protocol: a first warning contact attempt is made to contact a responsible party to try to keep the peace between the alderperson and city resident. The alderperson to ward superintendent communication is an important piece of communication.

A recommendation was made to have an additional door hanger to one for warnings to include information about the Ordinance both for introduction and education which can tell/advise anyone how to get on the Native Garden Registry. It will include a link to the Registry. Gloria pointed out an interesting observation that the demographics of where inspectors work has a relationship to fewer weed violations. Better relationships mean fewer citations. The board will look at material for the inspectors as part of the roll-out of the Registry during implementation.

#### Protocol Process Structure (Breanne and Laura)

Outline the process: The March 2025 document was reviewed with noted changes below in sections where applicable.

- 1) Applications will be submitted to a Streets and Sanitation employee designated by Commissioner. It is not necessary at this time for applicant renewal. Language may be included in process to say it may be required moving forward.
- 2) DSS City Employee verifies: property ownership and contact info, conducts City debt check-- reviews whether the property has received any violations for example for not shoveling sidewalks and allows for debtor to enter repayment plan for large debts— makes sure the application is complete and includes all required items. Repeated violations will show that there is lack of care for public space.
- 3) Streets and Sans will maintain a database as stated in the March 25 document.
- 4,5,6) Approval process, submissions will be made to the Board with a “plant list additionally submitted for review. Flagging will be via DSS employee allowing for clarification with educational points and “how to fix it” as an additional educational piece.
- 7) The garden plan must be sustainable; photos may be submitted by pdf.

8) A spreadsheet of approved properties will be kept up to date with new gardens registering. The process is as outlined in the Ordinance, i.e. with administrative notice on noncompliance and a \$100 fine. If a property owner sells permissions must be verified. Any transfer of property affects gardens in Registry. Property owners are responsible for tickets.

#### Application

- Photos must be current
- Site plans can be hand drawn
- Proposed planting must be intentional, shows thinking
- Maintenance plan will be three-year, by season, and should include an agreement that could be initialed "I agree that I've read the maintenance guidelines". It should also include these:
  - Amount of time the applicant is willing to dedicate to maintenance
  - A description of how the site will be prepped (ex. compost, additional topsoil, mulch) Cutting back anything in the public way
  - Prompt removal of IL Noxious Weeds (Canada thistle and ragweed esp.)
  - Picking up litter and everyday trash

These would be dropdown, required check boxes of best practices, or click on "I agree to follow best practices."

The plant list would be some Microsoft form owned by DSS

If fencing/building a raised bed is proposed, would we also need to see an approved parkway permit? This needs to be confirmed with Ron to include language about height, no materials or plantings should be over parkway height restriction.

The board agrees to a proposed zoom introduction to the Application process.

Action Item: Include the additional suggestions to the process.

Action Item: Determine if a Microsoft survey form would best serve. Breanne and Laura will bring a draft form. Survey will be housed by DSS. Gloria will confirm with tech and employee assigned and will look at tech landing page for the process.

Action Item: Review text for Native and Pollinator Garden Registry on website to note set back change and for fire hydrants. The Board awaits legal clarification to change information on fire hydrant.

Action Item: Design a Pollinator Garden tool or use one already in existence. Liz Ann will mock up using the tool and assist using it for the Board.

4:00pm Jessica motions to adjourn. Brittany seconds.

The next meeting will be Sept. 4

