



GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING AGENDA

Thursday, November 13, 2025, at 1:00 P.M.

This Meeting Will Be conducted Via Zoom Video Conferencing

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

For additional information check: www.sisterbaywi.gov

1	Chair – Louise Howson	2	Paula Anschutz
3	Jill Wiebe	4	Lisa O’Hearn
5	Mary Smythe		
	<i>Village Admin Assistant – Sarah Bertges</i>		<i>Village Administrator – Julie Schmelzer (as needed)</i>
	<i>Public Works Supervisor – Erik Linczmaier (as needed)</i>		

1. Roll Call
2. Approval of the Agenda
3. Approval of the Minutes – February 19, 2025
4. Comments, Correspondence, and Concerns from the Public
5. Discussion/Action Items:
 - (a) Recap of 2025 Activities
 - (b) Planning for Volunteer Day(s) 2026
 - (c) Planning for Earth Day activities 2026
6. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee
7. Adjournment

Public Notice

Questions regarding the nature of the agenda items above or more detail on the agenda items scheduled to be considered by the governmental body can be directed to Sarah Bertges, Administrative Assistant, at adminassist@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118, (FAX) 854-9637, or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. – 4 p.m. Mondays through Thursdays, 8 a.m. to noon on Fridays).

The Village of Sister Bay is an Equal Opportunity Employer and Provider

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES
Wednesday, February 19 2025
(Approval Pending)

Agenda Item No. 1. The February 19, 2025 meeting of the Green Tier Legacy Community Committee was called to order by Chairperson Kurt Harff at 10:30 A.M.

Present: Kurt Harff, Lisa O'Hearn, Paula Anschutz and Lilly Orozco. Sarah White was absent. Mary Smythe was excused.

Staff: Village Clerk Heidi Teich

Others: Laurel Harff

Agenda Item No. 2. Approval of the Agenda

A motion was made by Orozco, seconded by O'Hearn that the Agenda for the February 19, 2025 meeting of the Ad Hoc Green Tier Legacy Community Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of the Minutes

A motion was made by O'Hearn, seconded by Orozco that the minutes of the January 16, 2025 meeting of the Ad Hoc Green Tier Legacy Community Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence, and concerns from the public

At the start of the meeting, Teich forwarded an email from the state GTLC which contained a sample scoresheet report submitted by the Village of Ephraim. In the email, the state GTLC representative noted that this sample is complete and correct according to what they are looking for when applying for grants. No other correspondence was received. Harff asked if anyone would like to share a comment, and none were offered.

Agenda Item No. 5. Discussion/Action Items:

a) Discussion on Annual GTLC Report due March 31, 2025

Green Tier requires that communities report annually on their progress towards sustainability issues identified as areas of interest and concern within the municipality. Included in the meeting packet was the report submitted by the Sister Bay GTLC in 2023 for reference. Also included were descriptions of the various metrics to be used when evaluating actions and reporting progress.

Teich noted that the first few pages of the report will be unchanged, except for changing the date, and asked the committee to identify those activities they would like to see included in the report of 2024 achievements. In addition, she asked that the committee identify areas of success, areas they found challenging, and a target goal for the future.

O'Hearn asked if Schmelzer would be available to review the report before submission this year as there are many areas that the committee has little knowledge or experience with, such as zoning and development. In her review of the prior year's report, O'Hearn noted that there were several items that needed updating and offered to email Teich a copy of her notes to use in the report preparation.

The committee identified a challenge in trying to maintain awareness of all the metrics included on the sustainability strategies scoresheet, as they are not using the scoresheet to guide their committee discussions. Instead, they are working independently of the scoresheet and pursuing other interest areas. Teich stated that in the limited time they have to create a report by the March 31st deadline, that she will focus on those three areas – challenges, successes, and future goals – to report on the DNR website and see what transpires from there.

Orozco identified a challenge in trying to pass a ban on plastic bags in the community and learning that there is a state prohibition on such an ordinance. Sister Bay will instead need to focus their efforts on plastic reduction if they cannot have an all-out ban.

Orozco asked if the accomplishments they have seen the past year needed to be unique to the Green Tier Committee or the village as a whole, specifically the work being done in the community on trails connecting to neighboring communities. It was agreed that the committee should report on all community activities as well.

The committee identified some areas of achievement in purchasing a new shuttle bus (more energy-efficient) and installing bike racks, and bike repair stations near the beach. The village will also have its street lights converted to LED's in the coming year, which should also be mentioned in the annual report. A question arose on whether wheelchair accessible picnic tables were installed, and Teich said she would inquire. She will also follow up on the use of recycled rubber at the playground versus mulch, which can smell bad and be toxic.

Orozco felt that it would be worth noting the on-going conservation efforts the village has undertaken with the acquisition of the Pebble Beach property and recent improvements clear walking trails and improve a small parking lot on the site. The addition of restrooms had been discussed but no action has taken place yet.

Harff shared the work of the Utilities Department to explore a sludge-drying facility in the village that would result in the creation of milorganite which can then be used for fertilizer.

The committee agreed that one of their primary goals for 2025 and beyond is plastic reduction, and ways in which to educate the community to reduce their plastic usage in all areas.

b) Discussion on Budget Allocations

At the previous meeting, the committee discussed ways in which to expend the money budgeted for this committee to further their sustainability initiatives. Having already determined that a portion of the budget will go towards the purchase of reusable shopping bags for distribution, the only other expenditure noted at this time will be for trees to distribute

1 during the Big Plant 2025. An estimate of that cost has not yet been provided.

2
3 **c) Scheduling of Joint Meeting with Parks, Property & Streets Committee**

4
5 The Sister Bay Parks, Property & Streets Committee is interested in hosting a Volunteer Day in
6 Sister Bay. As this could be related to the work of the Green Tier Legacy Community
7 Committee, it was suggested that the two groups meet jointly to discuss options after GTLC
8 develops a list of potential projects for which to volunteer. The committee members suggested
9 that they appear at the meeting of the Parks Committee on April 7, 2025.

10
11 Orozco also suggested that the GTLC Committee meet with the Sister Bay Advancement
12 Association (SBAA) to see if there are ways the SBAA can support their efforts to spread the
13 word in Sister Bay about their sustainability efforts. Anschutz added that she has asked to be
14 added to the SBAA meeting agendas on a regular basis to provide GTLC updates.

15
16 **d) Earth Day Events Update**

17
18 Earth Day is April 22, 2025. O'Hearn began the design of a poster to encourage earth-friendly
19 events, which was distributed to the members prior to this meeting. What remains is to
20 determine the locations of the bag distribution site and tree pick-up. Firm dates on when those
21 activities will take place have yet to be determined. The bags will not be ready for distribution
22 by Earth Day but can instead be scheduled for later in the summer, possibly September.

23
24 Anschutz reported that she has received a commitment from a local artist for the design of the
25 bag the committee would like to have printed and available for distribution. The bags will be
26 offered for sale at a small fee, or sponsors will be sought to help offset the production costs. The
27 approximate cost of each bag, including set-up fees, is \$1.30. The material is recycled water
28 bottles, not paper, which will be durable and easy to wipe clean. The shape closely resembles
29 that of a paper bag with a flat bottom.

30
31 The committee discussed sizes and agreed that a size roughly 13" x 15" x 7" is preferred. The
32 bag will be printed with the GTLC logo and other sponsor logos as space permits. O'Hearn
33 offered to share a letter that she had created for another organization that can be revised and
34 used to seek sponsorships for the bag project. The Piggly Wiggly will be given free sponsorship
35 in exchange for use of their store lobby when the bags are ready to be distributed.

36
37 The committee will continue to work on creating educational materials to distribute to the
38 public.

39
40 Anschutz will check in with Jeff Lutsey about picking up trees so that they can be distributed,
41 with a desired distribution date of April 26, 2025.

42
43 *A motion was made by Anschutz, seconded by O'Hearn to purchase 3000 reusable shopping bags as*
44 *discussed, at a cost not to exceed \$3.00/bag, including all costs of materials, production, and*
45 *shipping/handling charges. Motion carried – all ayes.*

Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee, official, or employee

It was the consensus of the committee that the following topics be discussed at a future meeting:

- Review of the 2024 annual report
- Update on reusable bag project
- Update on tree availability

The next meeting of the Sister Bay GTLC Committee will take place Wednesday, March 26, 2025 at 10:30 A.M. via ZOOM.

Adjournment: *A motion was made by Orozco, seconded by O'Hearn to adjourn the February 19, 2025 meeting of the Green Tier Legacy Community Committee at 11:53 A.M. Motion carried – all ayes.*

Respectfully submitted,



Heidi Teich,
Village Clerk

9/29/25 GTLC State Meeting 1-4 p

Middleton, WI Sustainable Purchasing Policy/Implementation

Gross roots up

1) Sustainable Purchasing Policy
Laura Buchholz - Sustainability Committee
 Vice-Chair

2) Implementation Plan - takes time
 Middleton - 100 people with access to credit card
 Start with polished draft

Face to face staff meetings

Departmental Leaders

Financial Leadership

Budget process

Report back to staff - concerns raised
 how addressed

Update

5 Yr plan

Priority - CLIMATE/ENERGY

Chemicals and water

Paper = smaller impact

Asked for checklist

3) All on the same page - present to Council

4) Council approved going back to Middleton Committees

5) Council adoption

Kelly Hilyard - City of Middleton Sustainability Coordinator

Process important - citizens ++

Plan to execute the plan - approved 2/25

Co-develop with staff

Kelly

Have to build trust

Value skepticism, feedback

Be really responsive

Built a lot of relationships

Go through RFPs - clarify expectations - low carbon concrete

not trying to add to work, taking requirements off work list

Member updates:

What is a project you took on because of something you heard in

1 y.o. Sun Prairie - greenhouse gas inventories, trees, wastewater expens
3 schools composting, Leaves for Cities

Green Bay - Food sust

Oshkosh - Comprehensive energy plan

Wisconsin Rapids - Zoning amendments - Yes to gravel driveways,
amend - out door lighting parking lots

Egg Harbor - Jess Share ideas among adjacent GLCs
Festivals generate less waste
Food waste

Tim

Swadlow

Stoughton - Solar panels, metal roofs, bioswales

Waupaca - 23,000 trees planting

Kelly

Hidalgo - Energy efficiency, solar, updating low-income
housing + guidance for builders, food composting
met 2 Door County

Wausau - Smart Certification, Sustainability Award
Solar array at water treatment plant - advocating
likes new GLE score sheet

Bay Lake - Bayshore trail - Door County
Lydia Bernhoft

Stevens Point -

Break

Middleton

Policy - 3 pp Purpose, Benefits, Scope, Exemptions (State)
Guidance on policy implementation

Implementation - First page - THANK YOU!
Align with policy up front
Includes - whole city
Minor, Moderate, Major Purchases
5,000 25,000+
Dept Head City Admin Council

Sustainability is the Default - Justify All Else

Research

Decision Justification Process

Priority chart

→ Can use Middleton's plan - don't need to reinvent the wheel

Capture what's already being done.

DRVE Tool

Electrification Coalition - to evaluate EV needs/
possibility

Work with Finance

Life Cycle Costing

Economic Sustainability

→ Hire a consultant to evaluate all HVAC

Revise all RFBs (Request for bids)

Spread out training -

All happens at the speed of trust-build relationships

Legacy Communities ScoreSheet Analysis

30 submissions out of 40

Top categories

Energy, Waste, Water Quality

Energy 11

Transportation 8

Land Use 7

Climate Planning 6

Waste 5

Water Quality 5

Staffing 4 communities added

Challenges - staffing

funding

staff buy-in

volunteer shortage

recycling accuracy

Oshkosh - got grant to add sustainability staffer

Share slides for 2024 Supporting Actions
to Sister Bay GTE members

Scoresheet due March 31, 2026

- Sign up for My Wisconsin 10
Need for next score sheet -
only 1 person enter Sister Bay data

Happy to help with scoresheet - reach out.

Sister Bay

TY to Middleton for hosting Door County (CCDC)

SB - least tree canopy in Door County, Wauwata 23,000 trees,
us - amended zoning code to further restrictions on
tree cutting, Tree Fund - whatever is left over from
previous year

Jess Reinke, Egg Harbor - agree - Door County communities
work together and interface with community groups

Bayhake - trail from Egg Harbor to Sister Bay - grants to
be filed by 10/31

New parks maintenance building - energy efficient.
Old building not to be torn down - reuse.

Bayfield County - 31 grant projects - 30 are microgrid

Rock County - Solar implementation

Fitchburg - Sustainability plan this yr, 2 yrs ago began
20 station e-bike network

McClaren - 8 acre solar farm & school district, seed library

Ashland - preliminary solar/micro-grid, shore concerns,
market rate housing - close in, GTEC has helped
with funding grants

Wauwatosa - EV purchasing, solar installations,

Gibraltar - Fish Creek restoration - multiple initiatives,
Tree scape policy - improve canopy, Chambers
Travis Island - everything green energy, fleet
Thyssen replacement

Phillips - looking for money

Seville - brownfield redevelopment slowly, storm sewer

Kaukauna -