



GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING AGENDA

Wednesday, April 22, 2026, at 3:00 P.M.

This Meeting Will Be conducted Via Zoom Video Conferencing

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqNufcVUE8XWCUSkKaH.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 | Staff Representative(s): |
| 2 Paula Anschutz | Village Admin Assistant – Sarah Bertges |
| 3 Jill Wiebe | Village Administrator – Benjamin Andrews |
| 4 Lisa O’Hearn | (as needed) |
| 5 Mary Smythe | Public Works Supervisor – Erik Linczmaier |
| | (as needed) |

1. Roll Call
2. Approval of the Agenda
3. Approval of the Minutes – March 27, 2026
4. Comments, Correspondence, and Concerns from the Public
5. Discussion/Action Items:
 - a. Strategic Planning Framework For 2026 Green Tier Activities
 - b. Reusable Bag Procurement and Design Updates
 - c. Composting Program Implementation Status
 - d. Sustainability Policies for Municipal Landscaping and New Building Project
 - e. Updated Budget Request Consideration for Bags and Composting Equipment
6. Matters to be Placed on Future Agenda, Referred to a Committee, Official, or Employee
 - a. Tree Canopy Enhancement and Reforestation Initiatives
 - b. Protecting Night Skies from Light Pollution
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

Posted On: 04/21/2026

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES

FRIDAY, MARCH 27, 2026

(Unapproved)

1. Call to Order & Roll Call

The March 27, 2026 meeting of the Green Tier Legacy Community Committee was called to order by Chairperson Louise Howson at 11:01 A.M.

Present: Louise Howson, Mary Smythe, Jill Wiebe. Excused: Lisa O'Hearn and Paula Anschutz.

Staff: Benjamin Andrews Village Administrator, Sarah Bertges Administrative Assistant

Others: Jake Gazlay

2. Approval of the Agenda

Motion to approve the agenda by Smythe, second by Wiebe. Motion carried – all ayes.

3. Approval of the Minutes March 4, 2026

Motion to approve the minutes by Wiebe, second by Smythe. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public

Jake Gazlay introduced himself as a property owner at 2698 South Bay Shore Drive with a background in landscape architecture and custom woodworking. He expressed strong interest in green systems, technologies, and environmental sustainability, stating his desire to learn more about the committee and contribute to future initiatives.

Smythe reported that Focus on Energy had extended their grant deadline, which she noted as important correspondence related to Green Tier activities.

5. Discussion/Action Items

a. Work Session; Annual GTLC Report due March 31, 2026

Andrews provided background on the annual report preparation process. Staff compiled information in a OneDrive document earlier in the month, with committee members invited to contribute additional information by the 18th. The deadline was extended due to timing adjustments, and the final document represents contributions from both staff and committee members.

Andrews emphasized this year's focus on establishing a good baseline for future submissions, noting that any additional 2025 or 2026 activities not captured could be included in next year's report. He acknowledged staff contributions from Erik and Megan.

Smythe thanked Andrews and staff for their significant work on the report, particularly noting the effort required for new administration to complete this task within months of joining the village.

Andrews suggested that future strategic planning should identify specific objectives, responsible parties, and action steps for 2026 activities.

b. Earth Day Activities; Door County Big Plant Planning

Howson reviewed progress on the May 9th tree giveaway event at Piggly Wiggly, confirming the 9 AM to 3 PM timeframe. She reported completion of several action items from the February meeting, including venue confirmation and tree procurement coordination with Jeff for 180 trees at \$600 cost.

The committee discussed tree tag design and printing logistics. Howson will coordinate with Innovative Printing regarding card stock donation and printing of 180 tags, potentially using multiple designs from Lisa's submissions.

For event promotion, Andrews offered to create a simplified poster using Canva, focusing on essential information (who, what, where, when) with clear call-to-action messaging. The committee agreed the current poster design was too text-heavy and needed streamlining with Green Tier logo inclusion.

Distribution planning identified key locations including banks, grocery stores, libraries, post offices, and administration buildings. Committee members will divide distribution responsibilities, with Howson handling Bailey's Harbor area and coordinating with SBAA for social media and bulletin board posting.

Everyday is Earth Day Festival Participation:

Wiebe reported on Earth Day Festival opportunities at The Kress on April 25-26, particularly Saturday's 9:30 AM to 1 PM activities. She discussed potential "seed bomb" making stations as a kid-friendly activity, leveraging her early childhood education background to develop appropriate programming with festival organizers.

The committee discussed signage needs for event identification, considering feather banner options for future budget planning. For immediate needs, Andrews suggested using existing plastic sign holders with 8.5x11 poster designs.

Budget Considerations:

Current budget status shows \$2,500 allocated for 2026, with \$600 committed for trees, leaving approximately \$1,900 available. Previous estimates for reusable bags totaled \$3,000, requiring additional budget consideration.

Smythe recalled successful voluntary donation collection during previous tree giveaways, suggesting implementation of donation jar for community members wanting to contribute to environmental activities.

c. Composting Facility Discussion

Howson provided updates on commercial food scrap pickup program development in coordination with Jess from climate change coalition. Mike Schneider, former Clearing director, has volunteered for weekly Wednesday pickups in Sister Bay.

Program Participants:

Confirmed participants include NWTC commercial kitchen, Analog Coffee, and Goose & Twigs. The program is circling back with Al Johnson's due to their high volume. Wild Tomato and Happy Coffee have not yet committed, with Howson volunteering to follow up directly.

Discussions continue with Piggly Wiggly, though implementation faces challenges due to frequent inspections and regulatory considerations. The new deli manager, Nick, is working with organizers on potential participation. Northern Grill and Waterfront Restaurant have not yet been contacted, with Howson volunteering to reach out.

Infrastructure Requirements:

The program requires 5-gallon buckets with screw-top lids at an estimated cost of \$750. Additionally, the village would need to provide approximately 10x10 foot storage space where Mike can rinse buckets and store them inverted between pickup cycles.

Andrews agreed to consult with Erik regarding potential space availability in the parks building, noting the need for consistent access timing coordination.

Funding Considerations:

The climate change coalition indicated potential mini-grant availability to cover Mike's compensation and potentially half the bucket costs. This would require village contribution of approximately \$375 for buckets.

Andrews suggested exploring business cost-sharing for bucket expenses, questioning whether participating restaurants might contribute to equipment costs as part of program participation.

Committee members emphasized preference for maintaining no-cost program to maximize business participation. Wiebe suggested starting with free program model and reassessing sustainability options after establishing participation patterns.

1 Program Timeline:

2 Memorial Day target launch date provides adequate preparation time. Implementation depends on
3 space availability confirmation and funding arrangement finalization.

4
5 **d. Sustainability Policies Discussion**

6 The committee discussed various sustainability policy initiatives, including cups and straws for village
7 events and sustainability standards for municipal projects.

8 Event Sustainability:

9 Wiebe reported on Door County Coalition (DDC) plans to pilot compostable cups at Belgian Days as a
10 trial program. The committee identified Marina Fest (Labor Day weekend) as the most viable Sister
11 Bay event for similar pilot implementation, involving vendor coordination and fire station
12 cooperation for pancake breakfast service.

13 Discussion noted that most Sister Bay events have limited beverage service complexity compared to
14 larger festivals, with concerts in the park primarily using canned beverages rather than cups.

15 Municipal Landscaping Policies:

16 Smythe referenced previous meeting discussion about developing sustainability policies for village
17 landscaping projects, particularly emphasizing native plantings and environmental considerations for
18 the new municipal building project.

19
20 **6. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee**

21 **Items identified for future agenda inclusion:**

- 22 ● Strategic planning framework for 2026 Green Tier activities
- 23 ● Reusable bag procurement and design updates
- 24 ● Composting program implementation status
- 25 ● Sustainability policies for municipal landscaping and new building project
- 26 ● Tree canopy enhancement and reforestation initiatives
- 27 ● Updated budget request consideration for bags and composting equipment

28
29 **7. Schedule Next Meeting**

30 The next Green Tier Legacy Community Committee meeting is scheduled for Wednesday, April 22,
31 2026 at 1:00 PM.

32
33 **8. Adjournment**

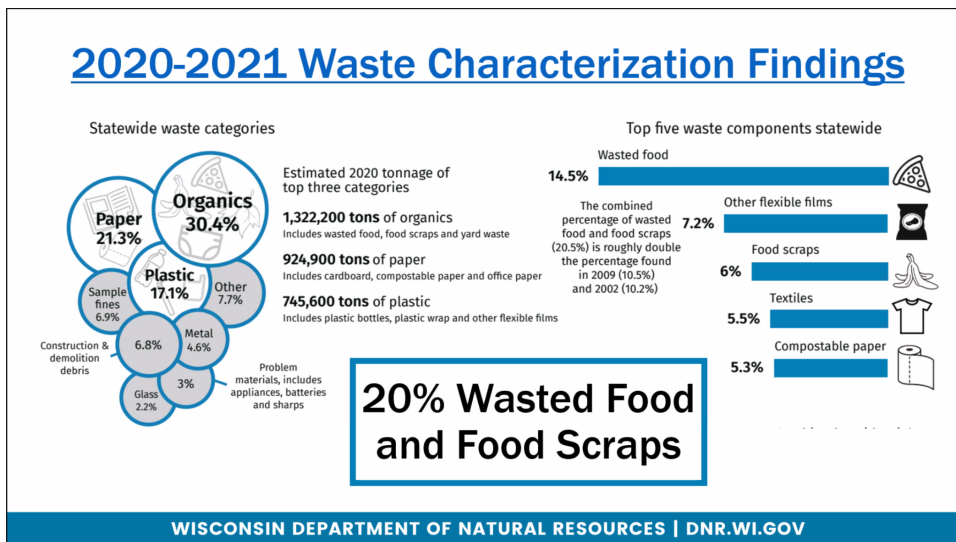
34 *A motion was made by Smythe, second by Wiebe to adjourn the March 27, 2026 meeting of the*
35 *Green Tier Legacy Community Committee at 11:59 A.M. Motion carried – all ayes.*

36
37 Respectfully submitted by Sarah Bertges, Administrative Assistant

(Brief notes by Lisa O'Hearn)

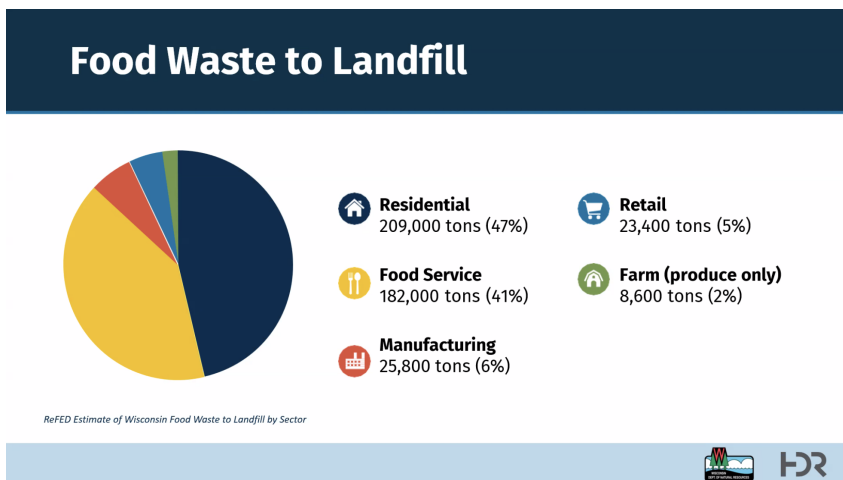
Wisconsin Food Waste: Insights for Legacy Communities

Sarah Murray, Recycling and Solid Waste Section Manager, Wisconsin DNR
Casey Krausensky, Solid Waste Coordinator, Wisconsin DNR



Breaking down food in landfills creates lots of methane which is very bad for climate change.

Study on Wisconsin found:



Yikes! That's a lot of residential waste!

New requirement for RUs (responsible units - ie. a village) to educate residents about food waste and composting - we should post updated info on our website. Check out the DNR website for more info and things we can link to.

Recycling responsible unit education requirements

- New requirement for RUs to educate residents about food waste and composting
- Free DNR publications and other resources
 - [Recycling education and outreach | Wisconsin DNR](#)
 - [Reducing Food Waste at Home](#)
 - [Composting in Wisconsin](#)
 - Subscribe to monthly Organics Management News



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Need to increase composting capacity within the state, existing facilities wouldn't be able to manage all food waste if it were to be composted. Seems as though composting regulations might be a barrier, but maybe it is just misunderstanding what they are? Don't need licensing to compost < 50 cubic yards. Next step up:

Adding food waste: <5,000 cubic yard source-separated compostable materials

- Same as grass clippings
 - Processed so that material is exposed within 24 hrs
 - Incorporated within 72 hours (vegetable processing operations)
- Additional
 - Incorporated on day received (other food waste)
 - Covered with 6 inches of carbon material
 - Prevent access to wild animals
 - Description of operations, site drawings and SWPPP worksheet in plan of operation



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Subscription services can also be a great option rather than having a municipality run their own compost site.

Notes from community updates:

Janesville - working on a chicken & duck ordinance - currently only on chickens ;)
 Wisconsin Rapids - adding two locations to the register of historic places
 Bayfield - adding fast EV charging stations
 Ashland - doing solar and microgrid assessment
 Bay Lake RPC - renewal energy inventory
 Phillips - doing energy efficiency inventory
 Eau Claire - navigator program looking at energy efficiency improvements
 Monona - looking for best path to fully use the GTLC scoresheet to move the needle!
 Wauwatosa - wetland restoration funding received
 Gibraltar - West downtown project with canopy control and storm water mitigation
 Waupaca - energy efficient rec center expansion, most left over food given to food pantries

Building Community Composting: Infrastructure, Engagement & Statewide Support -

Susan Schuller - Executive Director, Recycling Connections (began 10 years before Wisconsin Recycling Law went into effect!)

Public Access to Recycling and Composting

- The community (Steven Point) removed recycling containers since they ended up being too contaminated. Worked with UWSP students to test potential for increasing recycling (SP has garbage cans that can accommodate pizza boxes!!) on random bins on a number of Sundays in March / April
- Approx. 25% of downtown waste was bottles and cans - so recommend just recycling bottles and cans! Don't worry about other stuff (pizza boxes can be a big problem)
- Additional testing done by RC in summer
- Add recycling bins next to the waste bins where possible

Community Based Food Waste Reduction Strategies

- Suggest fine tuning recycling strategies first
- USDA - Prevent food loss, Prevent food waste, Increase the recycling rate for all organic waste, Support policies that incentivize and encourage food loss and waste prevention and organics recycling
- Compost - at the source OR drop-off sites OR curbside collection - each one is a bit more difficult
 - Incentives to homeowners to home compost?? Every home produces about 600 lbs of food waste per year. Since you're doing it at home - there is no carbon footprint to implement!
 - Drop off kiosks - have a code for access to compost bins - don't want contamination issues
 - 30 compost facilities in Wisconsin are approved to accept food waste vs the 286 licensed composting facilities (yard waste). 18 sites and companies offer curbside composting
- WI composting council established in 2025 with committees of education, membership and legislative. Currently 50 members. www.recyclingconnections.org/wcc
- International Compost Awareness Week - May 3 - 9, Compost! Feed the Soil that Feeds Us (compostfoundation.org/icaw-home)
- Free Webinar - Spring Into Backyard Composting - 5/7 at 4pm by Recycling Connections

Food Scrap Stop in Fitchburg - Ben Schulte

- County wide program which allows any Dane County resident to get a code to access bins
 - Half the Fitchburg population lives in multi-family buildings - this allows everyone the opportunity to compost
 - Started at end of October 2025 - since then (through end of February) at about 250 individual registrants and approximately 6000 lbs of food scraps

Village of Egg Harbor / Climate Change Coalition - Jess Reinke

- Converted green site in 2019 to allow food waste
- Currently collect from 6 different restaurants, average of 175 buckets of food scraps annually
- Ask for small donation (\$50 per year) - but done free of charge
- Partners with Gibraltar Ecology club to divert food waste from cafeteria
- You can be a little bit silly when marketing compost!
- 1400 lbs of food waste collected at the DC Triathlon!!

More notes from Community Updates:

Wausau - program at library on Community Food Systems and backyard gardening

Stoughton - considering a pocket neighborhood

Rock County - small compost site at community garden

Beloit - Compost bin workshop including bin sold out last year - same for rain barrel program this year!

Egg Harbor - working on wetland protection

From: Beyond Pesticides <alerts@beyondpesticides.org>

Date: April 18, 2026 at 9:02:03 AM CDT

To: Mary Smythe <dick.smythe@yahoo.com>

Subject: On Earth Day, become an advocate for organic parks! 🌳

Reply-To: alerts@beyondpesticides.org



🌳 On Earth Day, Become an Advocate for Organic Parks 🌳

Dear Mary,

The first Earth Day marked the beginning of a worldwide movement to protect the Earth from threats such as oil spills, raw sewage discharged into waterways, toxic chemical dumps, rampant pesticide use, the degradation of important habitats, and wildlife loss—a movement that led to passage of crucial environmental legislation, which is now at risk. While we try to ensure that the gains of the past years are not lost, we can act locally to improve our local environments.

Does your community have a pesticide-free park managed with organic practices? Do you wish it did? The time to take action to protect those parks and create new ones is now.

In partnership with major retailers like Natural Grocers and Stonyfield Organic, the Beyond Pesticides' Parks for a Sustainable Future program provides in-depth training to assist community land managers in transitioning two public green spaces to organic landscape management, while aiming to provide the knowledge and skills necessary to eventually transition all public areas in a locality to these safer practices.

👉 **Become a [Parks Advocate](#).** Beyond Pesticides will develop materials for your community. **Also, please consider taking one of the Actions below!** ⬇️

- If your community is one of a growing number across the country that has taken action to protect its citizens and environment by adopting organic policies and practices in its public spaces, 👉 [please take this opportunity to thank your community leaders](#). However, be aware that the pesticide industry is seeking to take those policies away from you.

Message: *Thank you so much for implementing pesticide-free, organic policies and*

practices in our parks and public places! I love to spend time in our parks, knowing that I will not be exposed to toxic chemicals. It is great to know that toxic chemicals will not run off from our public spaces into streams and other water. It is wonderful to know that flowers in our parks can provide nectar to pollinators who face so many threats these days. In honor of Earth Day, thank you on behalf of our local community.

- If your community has not yet taken action to protect its citizens and environment by adopting organic policies and practices in its public spaces,  [tell them how much you want them to do so](#).

Message: *When I learned about how many communities protect their citizens and local environment by transitioning to organic landcare in parks and other public places (<https://bpd.org/tools-for-change>), I became jealous. I asked why we can't do the same in our own community. Pesticides used in parks, playing fields, and other public places threaten our health—especially that of our children, who are closer to the ground and have greater exposure. Pesticides and chemical fertilizers run off, finding their way to streams. They also threaten pollinators, who are at risk from multiple threats. Communities no longer need to figure out how to do this alone. Beyond Pesticides' Parks for a Sustainable Future (<https://bpd.org/sustainable-parks-land-care-training>) program aims to bridge the gaps resulting from staffing constraints and tight budgets, allowing communities to pilot the transition to organic land care on two public sites. I urge you to email info@beyondpesticides.org (<mailto:info@beyondpesticides.org>) or call Beyond Pesticides at 202-543-5450 to get started. Thank you!*

 [Click HERE](#) to access links connected to further actions, including the following:

- Create your own pesticide-free space in your backyard. Advertise your commitment with a Beyond Pesticides "Pesticide Free Zone" sign. Please share with us pictures of your organic yard or local park. Tell us why your pesticide-free parks are important to you.
- Switch from a conventional to organic diet and drastically reduce the levels of pesticide in your body, with one week on organic food showing a 70% reduction in glyphosate in the body, according to one study.
- Get ready to grow your spring garden the organic way by "Springing Into Action."
- Join us in celebrating, propagating, and educating about a misunderstood and beneficial plant: clover.

The targets for this Action are U.S. mayors, as available in the system. If your mayor is not listed, please send their office an email! One tool is the USA.gov "[Find and contact elected officials](#)" page, which also lists other options for finding local elected officials in your community.

 For more information, please stay tuned for the [Daily News](#) post on April 20, 2026, in celebration of Earth Day!

Thank you for your active participation!

'tuned for an upcoming Action! Organic advocates are gearing up to participate in the hearing process for the [semi-annual meeting of the National Organic Standards Board \(NOSB\) this spring](#) to protect

and enhance the integrity of defined, certified, and enforceable organic standards as an alternative to harmful chemical-intensive practices. As a means of taking on the challenges of health threats, biodiversity collapse, and the climate emergency, the review and updating of organic standards requires the public's involvement in the current public comment period—to keep organic strong and continually improving.



Thank you for your continuous support and commitment to creating a world free of toxic pesticides. We are the *Beyond Pesticides Team*

Want to update your contact information, email preferences, recurring contributions, or payment information? It's easy! >> [SELF-SERVICE PROFILE](#).

Support our vital work. [DONATE TODAY](#) or [MAKE A DONATION](#).

Learn more about [Parks for a Sustainable Future!](#)



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STAFF REPORT

Date: April 22, 2026

To: Green Tier Legacy Community Committee

Re: Strategic Planning – Green Tier

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☐ Motion ☒ Receive/File

POLICY ISSUE(S)

“Should the Green Tier Committee develop and adopt a Strategic Plan for 2026–2027 to better align its sustainability initiatives, priorities, and performance expectations?”

BACKGROUND INFORMATION

The Green Tier Committee has expressed a desire to more clearly define its goals, priorities, and implementation pathways for the 2026–2027 cycle. A Strategic Plan is a formal document that outlines key objectives, identifies priority actions, and establishes a shared framework for decision-making. Developing such a plan will help the Committee ensure alignment with the Village's sustainability goals, optimize the use of resources, and support transparent communication with residents, partners, and elected officials.

How to Develop the Strategic Plan:

1. Establish Purpose and Scope

- Confirm what the plan will cover: environmental priorities, program development, outreach strategies, and performance goals.
- Identify the planning timeframe (2026–2027).

2. Conduct an Assessment of Current Conditions

- Review ongoing projects, past accomplishments, and lessons learned.
- Identify strengths, weaknesses, opportunities, and challenges (SWOC).
- Assess community needs, regulatory requirements, and partner feedback.

3. Define Strategic Priorities and Goals

- Draft high-level goals aligned with Village sustainability objectives.
- Establish measurable outcomes

4. Develop Action Steps

- Identify specific projects, timelines, and responsible parties.
- Determine the resources required (staff time, funding, partnerships).

5. Adopt and Implement the Plan

- Present the draft to the Committee for review and revisions.
- Approve the final plan and begin implementation.

6. Evaluate and Update

- Review progress quarterly or semi-annually.
- Make adjustments as necessary to respond to new opportunities or challenges.

Purpose of the Strategic Plan:

- Provide clear direction on priorities and expected outcomes.
- Improve coordination and decision-making.
- Help allocate staff and financial resources more effectively.
- Enhance transparency and accountability.

How the Strategic Plan Should Be Utilized:

- As a guiding document for all Committee activities and recommendations.
- As a decision-making tool to ensure new proposals align with established goals.
- As a communication platform to inform the public and elected officials.
- As a performance measurement tool to monitor progress and adjust efforts.
- As a resource prioritization framework for budgeting and staffing.

PRIOR ACTION/REVIEW

The Committee has previously expressed the need for a structured process to guide planning and evaluation. No formal strategic plan has been adopted for the upcoming cycle.

Framework

Goal:

Objective:

[Goal]						
Strategic Objective #	Strategic Objective	Additional Information	Priority	Potential Cost/Funding Source(s)	Timeline	Assignment
[Objective]						