



## GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING AGENDA

Wednesday, June 10, 2026, at 10:30 A.M.  
Sister Bay Liberty Grove Fire Station  
2258 Mill Road, Small Conference Room

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 meeting information visit: [www.sisterbaywi.gov](http://www.sisterbaywi.gov), click 'Agendas and Minutes'

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

1. Roll Call
2. Approval of the Agenda
3. Approval of the Minutes – May 20, 2026
4. Comments, Correspondence, and Concerns from the Public
5. Discussion/Action Items:
  - a. Updates; Budget Request Consideration for Bags and Composting Equipment
  - b. Strategic Planning; Green Tier Legacy Committee
6. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee
7. Next Meeting
8. 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](mailto: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*

1                   **AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES**  
2                                           **WEDNESDAY, MAY 20, 2026**  
3                                           **(Unapproved)**  
4  
5

6   **1. Call to Order & Roll Call**

7   The May 20, 2026 meeting of the Green Tier Legacy Community Committee was called to order by  
8   Chair Louise Howson at 1:07 P.M.

9  
10 **Present:** Jill Wiebe, Lisa O’Hearn, Mary Smythe, Paula Anschutz and Louise Howson.

11  
12 **Staff:** Benjamin Andrews Village Administrator, Sarah Bertges Administrative Assistant  
13

14 **2. Approval of the Agenda**

15 *Motion by O’Hearn to approve the agenda as presented, second by Wiebe. Motion carried- all ayes.*  
16

17 **3. Approval of the Minutes April 22, 2026**

18 Two amendments identified; spelling corrections. Additionally, O’Hearn noted that line 27 incorrectly  
19 indicated she had committed to volunteering at the tree giveaway event, and requested her name be  
20 removed.

21 *Motion by Wiebe to accept the minutes as amended, second by O’Hearn. Motion carried-all ayes.*  
22

23 **4. Comments, Correspondence, and Concerns from the Public**

24 No correspondence was received.  
25

26 **5. Discussion/Action Items**  
27

28 **a. Tree Giveaway - Recap**

29 The committee reflected on the success of the tree giveaway held on Mother’s Day Weekend at the  
30 Piggly Wiggly. Smythe reported that all trees were distributed by approximately 2:40 PM, and that the  
31 event was relocated outside due to high customer traffic for Mother’s Day, despite forecasted rain.  
32 The weather cooperated with only light sprinkling. Wiebe noted that the outdoor placement provided  
33 excellent visibility, with attendees gravitating directly to the table. The committee noted that balsam  
34 fir and white spruce were the most popular species, and that for future events, it would be advisable  
35 to request more of those species and fewer red and white pine. It was also noted that attendees asked  
36 more questions than anticipated regarding planting conditions, deer resistance, and mature height,  
37 and that the existing informational handouts were well-received and could be further refined. Howson  
38 noted she would personally deliver a thank-you to the Piggly Wiggly management on behalf of the  
39 committee. The committee also acknowledged that \$231 in voluntary donations was collected, with  
40 donors understanding the funds would support the composting effort.  
41

42 **b. Schedule - Strategic Planning Framework For 2026 Green Tier Activities**

43 *The committee reached consensus to move the upcoming strategic planning meeting on May 27, 2026*  
44 *from 10:00 AM to 11:00 AM. The meeting will be held in the smaller meeting room at the fire station.*  
45

46 **c. Composting Program Implementation Status**

47 Howson read aloud a recent email from Jess Reinke of the Climate Change Coalition (CCC) and shared  
48 a linked project outline document. The CCC is launching a restaurant food scrap pilot collection  
49 program in Sister Bay, running weekly from Memorial Day through the week following Fall Fest  
50 (approximately 22 weeks). The CCC will manage weekly pickup and transportation of food scraps to  
51 the Mighty Wind compost site, distribute and exchange 5-gallon food-grade collection buckets, and

1 provide training and educational materials to participating restaurants. The total cost of 100 buckets  
 2 and lids, including shipping, is \$1,700. The CCC originally anticipated splitting the cost with the village  
 3 at approximately \$375 each.

4 O'Hearn noted that the CCC is also coordinating weekly compost pickup at the Sister Bay farmers  
 5 market through the historical society, beginning this season, and suggested coordinating signage  
 6 efforts across both programs. The committee discussed the value of window clings or similar  
 7 recognitions for participating restaurants. Howson expressed interest in attending a restaurant  
 8 training session, and Wiebe clarified that for the duration of the two-year pilot, the program operates  
 9 under CCC management, with the stated long-term goal of transitioning to a municipally managed  
 10 program eligible for grant funding, similar to the program in Egg Harbor. Andrews confirmed that a  
 11 proposal to the parks committee would be the appropriate pathway for eventual municipal adoption.  
 12

#### 13 **d. Updated Budget Request Consideration for Bags and Composting Equipment**

14 The committee discussed the financial implications of the updated bucket cost. Based on prior  
 15 minutes, approximately \$1,500 remained in the 2026 budget after tree purchases, with \$350–\$400  
 16 previously estimated for composting buckets. Combined with the \$231 in tree giveaway donations  
 17 designated for composting, the committee estimated approximately \$600 in available funds toward  
 18 the \$850 contribution request. *The committee agreed in principle to contribute \$850 toward the*  
 19 *bucket costs, splitting the total evenly with the CCC.*

20 Regarding the previously submitted \$3,500 supplemental budget request — intended primarily for  
 21 reusable bag procurement — Smythe suggested the amount be increased to \$4,000 to accommodate  
 22 the higher-than-anticipated bucket costs. Andrews confirmed that since the item was already on the  
 23 finance committee agenda, a modest adjustment to \$4,000 would be reasonable and unlikely to raise  
 24 concern given the overall budget context.  
 25

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

27 -The committee identified reusable bag procurement as a continuing discussion item, noting it would  
 28 be addressed at the upcoming strategic planning meeting.

29 -Smythe raised the need to begin preliminary budgeting for 2027.

30 -The committee agreed that the strategic planning session would serve as the appropriate forum for  
 31 identifying 2027 priorities and associated resource needs.

32 -Committee members were reminded to bring reusable bag samples to the strategic planning meeting.  
 33

#### 34 **7. Adjournment**

35 *A motion was made by O'Hearn, second by Smythe to adjourn the May 20, 2026 meeting of the Green*  
 36 *Tier Legacy Community Committee at approximately 1:50 P.M. Motion carried – all ayes.*  
 37

38 Respectfully submitted by Sarah Bertges, Administrative Assistant



## STAFF REPORT

Date: June 10, 2026

**To:** Green Tier Legacy Community Committee

**Re:** Summary of Budget Request Outcome – Bags and Composting Equipment

**Author(s):** Benjamin Andrews, Village Administrator

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

### **BACKGROUND INFORMATION**

The Green Tier Committee identified remaining costs for its 2026 projects, with \$1,900 left from the original \$2,500 budget, and an anticipated \$350–\$400 cost for shared composting buckets, leaving about \$1,500 for remaining initiatives. To support a reusable bag procurement project, the committee sought up to \$3,500 in additional Village reserve funds, based partly on prior-year spending levels and program needs.

### **FINANCE COMMITTEE OUTCOME – MAY 11, 2026**

At the meeting, it was noted that the Green Tier annual budget had been reduced from \$5,000 to \$2,500 in the last cycle. Committee members discussed the request and its expected community benefit.

Instead of the full \$3,500 request, **the Finance Committee authorized \$2,500 from unreserved funds**, thereby restoring the committee to its previous budget level and funding the 2026 reusable bag initiative. The Village Administrator was authorized to expend these funds accordingly.



## STAFF REPORT

Date: June 10, 2026

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**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

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### **BACKGROUND INFORMATION**

The Green Tier Committee will conduct its strategic planning session on June 10th. The purpose of this meeting is to clarify the Committee’s priorities, establish its 2026–2027 goals, and create a shared framework for decision-making. A structured planning process supports alignment with Village sustainability goals and improved coordination of Committee efforts.

An outline of the strategic planning framework, including steps for reviewing current conditions, defining priorities, developing measurable objectives, and establishing implementation actions, is attached for Committee reference.

Committee members are encouraged to come prepared with initial ideas but should also remain open to collaborative discussion and brainstorming during the session to ensure a well-rounded and inclusive planning process.

## Strategic Planning Instructions

### 1. Opening the Meeting

- a. Review the purpose of the strategic planning session.
- b. Confirm the meeting goals: identifying priorities, defining objectives, and outlining actions for 2026-2027.
- c. Establish ground rules (e.g., one person speaks at a time, stay on topic, productive debate encouraged).

### 2. Review of Current Status

- a. Provide an overview of completed projects and ongoing initiatives.
- b. Discuss lessons learned—what worked well, what barriers were encountered, and what opportunities emerged.
- c. Invite committee members to share observations or data relevant to upcoming priorities.

### 3. Define Strategic Priorities

- a. Identify the broad thematic areas for the next two years (e.g., energy efficiency, waste reduction, outreach, water quality, policy development).
- b. Narrow the list to 3–5 high-level priorities.
- c. Ensure each priority aligns with Green Tier scope and goals.

### 4. Develop Goals and Measurable Objectives

- a. For each priority:
  - i. Draft a goal statement describing what the Committee aims to achieve.
  - ii. Identify measurable objectives or metrics (e.g., number of workshops, percentage reductions, number of partnerships).
  - iii. Clarify timeframe and expected results.

### 5. Create Action Steps

- a. Break each objective into actionable tasks.
- b. Assign responsibilities.
- c. Identify resource needs (budget, staff time, partnerships, external grants).
- d. Establish realistic timelines or milestones.

### 6. Discuss Implementation and Accountability

- a. Determine how progress will be monitored.
- b. Identify who will compile progress reports.
- c. Confirm the process for adjusting the plan if conditions change.

### 7. Summarize and Confirm Consensus

- a. Review all goals, priorities, and actions as a group.
- b. Address any remaining questions or needed refinements.
- c. Agree on next steps, including drafting and presenting the formal written Strategic Plan.

### 8. Closing the Meeting

- a. Outline follow-up tasks, including who will prepare the written plan draft.
- b. Set the target date for reviewing the draft at a future meeting.

**Framework**

Goal:

Objective:

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