



GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING AGENDA

Wednesday, July 8, 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, 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
 - a. June 10, 2026
4. Comments, Correspondence, and Concerns from the Public
5. Discussion/Action Items:
 - a. Strategic Planning; Green Tier Legacy Committee
 - b. Reusable Bags; Follow-Up
 - c. Marina Fest Booth Coordination; September 5 & 6, 2026
 - d. Standing Meeting Adjustments
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. 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).

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Posted On: 07/02/2026

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES
WEDNESDAY, JUNE 10, 2026
(Unapproved)

1. Call to Order & Roll Call

The June 10, 2026 meeting of the Green Tier Legacy Community Committee was called to order by Chair Louise Howson at 10:30 A.M.

Present: Louise Hoson, Jill Wiebe, Lisa O’Hearn. Mary Smythe- Excused, Paula Anschutz- Absent.

Staff: Benjamin Andrews Village Administrator, Sarah Bertges Administrative Assistant

2. Approval of the Agenda

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

3. Approval of the Minutes – May 20, 2026

Motion by Wiebe to accept the minutes as presented, second by O’Hearn. Motion carried-all ayes.

4. Comments, Correspondence, and Concerns from the Public

No correspondence was received.

5. Discussion/Action Items

a. Updates; Budget Request Consideration for Bags and Composting Equipment

Andrews provided a budget update. He reported that the Finance Committee had reviewed the Green Tier budget and, recognizing that the 2026 budget had been reduced and capped at \$2,500, authorized an additional \$2,500 to bring the total annual budget in line with the prior year's level of \$5,000.

The Committee then reconciled the current budget position. Starting from the original \$2,500 allocation, approximately \$1,900 remained after prior expenditures. The Committee noted a commitment of \$850 toward composting bucket costs in partnership with the Climate Change Coalition, offset by \$231 in donations received at the tree giveaway. With the additional \$2,500 authorized by the Finance Committee, the working balance was estimated at approximately \$3,781, pending receipt of outstanding printing invoices from Innovative Printing, which were expected to reduce the available balance by approximately \$200–\$300. For planning purposes, the Committee agreed to work from an approximate figure of \$3,500.

Action Items:

- Howson to contact Jess to clarify the nature of the \$850 payment (donation vs. vendor invoice) and obtain the Coalition's mailing address.

b. Strategic Planning; Green Tier Legacy Committee

Andrews introduced the strategic planning discussion aimed at defining long-term goals and turning them into actionable items over three years, using a live document to be updated annually. O’Hearn recalled notes from a 2023 exercise that included initiatives like a compost site, community garden expansion, electric vehicle charging, and more. The Committee prioritized the food waste/composting program, planning for its expansion and public awareness. Plastic-free initiatives would continue at major events.

The reusable bag program deliberated on designs with three styles considered, with plans to distribute them at Marina Fest. For education, the Committee will add to the Earth Day tree giveaway, considering topics like invasive species due to Climate Change Coalition's strong tree programming

1 presence. The dark sky initiative may be divided into public education and broader policy
 2 development. New ideas included a water refill station at the sports complex and a plan for invasive
 3 species education with potential volunteer involvement. Discussions on optimizing communications
 4 and exploring grants and partnerships underscored the need for strategic collaborations, particularly
 5 with the Climate Change Coalition, and engaging the Village Board and Parks Committee.

6 Andrews committed to structuring the draft strategic plan into categories for Committee review
 7 before the next meeting: Community Engagement, Sustainability, Organizational Governance, and
 8 Policy and Programs. Some initiatives like charging stations were noted as "horizon items" for future
 9 development.

10 11 **Action Items:**

- 12 ● Andrews to compile all goals and objectives into a structured live working document and
 13 distribute to Committee members prior to the next meeting.
- 14 ● Howson to contact the Sister Bay Business Association (SBAA) regarding the possibility of a booth
 15 at Marina Fest for bag distribution.
- 16 ● Howson to follow up with Jess regarding Egg Harbor bag specifications, sourcing, and vendor
 17 information.
- 18 ● Howson to contact Erik regarding whether water access is available at the Logerquist property to
 19 allow for a single-step bucket rinsing process, rather than rinsing at the Community Garden.
- 20 ● Howson to investigate the Door County Invasive Species Team (DCIST) contact information and
 21 existing programs.
- 22 ● Committee members to review and contribute to the live strategic planning document before the
 23 next meeting.

24 25 **6. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee**

26 The Committee identified the following items for placement on future agendas:

- 27 ● Continued discussion and development of the Green Tier Strategic Plan.
- 28 ● Follow-up on reusable bag program sourcing and Marina Fest booth coordination.

29 30 **7. Next Meeting**

31 The next regular meeting of the Green Tier Legacy Community Committee was scheduled for
 32 Wednesday, July 8, 2026, at 10:30 AM, to be held in person in the small conference room at the fire
 33 station, with hybrid/Zoom participation available.

34 35 **8. Adjournment**

36 *A motion was made by Wiebe, second by O'Hearn to adjourn the June 10, 2026 meeting of the Green*
 37 *Tier Legacy Community Committee at 12:00 P.M. Motion carried – all ayes.*

38
39 Respectfully submitted by Sarah Bertges, Administrative Assistant



STAFF REPORT

Date: July 8, 2026

To: Green Tier Legacy Community Committee
Re: Strategic Planning
Author(s): Benjamin Andrews, Village Administrator

POLICY ISSUE(S)

“Should the Committee adopt a structured strategic-planning framework to guide Green Tier Legacy Community (GTLC) activities, including program prioritization, project timelines, and coordination with partner organizations? “

BACKGROUND INFORMATION

Throughout multiple meetings in 2026, the Committee engaged in detailed discussions regarding the need for a coordinated strategic planning process to better align initiatives, budgets, volunteer capacity, and inter-organizational partnerships.

Administrator Andrews introduced a structured method intended to convert long-range goals into actionable 1–3-year plans, updated annually and maintained as a live document. O’Hearn noted that previous strategic-planning efforts lacked complete follow-through, underscoring the importance of a dedicated in-person workshop.

PRIOR ACTION/REVIEW

- Strategic planning was discussed during February, March, April, May, and June 2026 meetings, leading to an agreement to hold a dedicated workshop.
- A draft working structure was initiated by Administrator Andrews with a commitment to present a full document for Committee participation before the following meeting.
- The Committee has previously attempted informal strategic planning but has not formally adopted a multi-year plan.

RECOMMENDED ACTION(S)

Village Staff recommends that the Committee continue working on the Strategic Plan leading up to the July 8th meeting and continue refining the document leading up to adoption.

ATTACHMENT(S)

1. Email Submission of Microsoft OneDrive Document; Strategic Planning; 6/11/2026



Strategic Planning Follow-Up (Green Tier)

From Ben Andrews <administrator@sisterbaywi.gov>
Date Thu 6/11/2026 3:08 PM
To Ben Andrews <administrator@sisterbaywi.gov>
Cc Sarah Bertges <adminassist@sisterbaywi.gov>

Hello Members of the Green Tier Committee,

At yesterday's meeting we discussed the strategic planning activities for the committee. The members at the committee outlines various goals and objectives to meet this year and into the future (2028). Based on the work of the committee, Village Staff put together an working Strategic Plan document; see below.

 [Green Tier_Strategic Plan_2026-2028_WORKING COPY.docx](#)

Staff started the document with some examples of completed columns. The Committee can keep the work going by further defining how the objectives would be met, the priority, the potential cost and funding sources, timeline, and assigned representative.

The intention is to group back together at the upcoming green tier committee meeting on July 8th, 2026 with the work of the committee on the document.

Please contact me if you have trouble accessing the document.

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

 [Book time to meet with me](#)



STAFF REPORT

Date: July 2, 2026

To: Green Tier Legacy Community Committee
Re: Reusable Bag Program – Status Update and Next Steps
Author(s): Benjamin Andrews

POLICY ISSUE(S)

This report provides an update on the development of the reusable bag program, summarizes Committee deliberations from April through June 2026, and outlines next steps ahead of strategic planning and potential 2027 budgeting.

BACKGROUND INFORMATION

Discussion of the reusable bag initiative has occurred at multiple Committee meetings since April 2026. Key topics have included material selection, procurement pricing, artwork, integration with broader sustainability goals, and alignment with the Committee's strategic planning process.

PRIOR ACTION/REVIEW

Procurement and Material Options

- In April, O'Hearn provided historical pricing for recycled PET bags: \$1.86 per unit for a quantity of 1,000, with an estimated 3-4 month production timeline from Thailand. Updated pricing is required before any order can proceed.
- Concerns were raised over the sustainability of recycled PET as a material. The Committee discussed alternatives, including canvas bags, though cost implications would need review. Wiebe suggested researching Egg Harbor's canvas bag vendor as a comparison.
- Members agreed to bring bag samples to the upcoming in-person workshop/strategic planning session for evaluation of durability, sustainability, visual appeal, and cost.

Bag Artwork and Design

- Anschutz recommended that the bag design align more closely with Sister Bay's local identity, as the donated design currently under review was felt to be more abstract. Locally-themed artwork may improve program visibility and community pride.
- By the June meeting, the Committee had narrowed design concepts to three styles. These options will be refined for distribution at Marina Fest.

Relationship to Broader Outreach Efforts

- Members expressed interest in connecting the bag program to a larger plastic-awareness campaign, including restaurant resource sheets and event-based plastic-free initiatives.
- The Committee intends to enhance public education efforts at existing events such as the Earth Day tree giveaway.

STRATEGIC PLANNING CONTEXT

At the June strategic planning session:

- The reusable bag program was reaffirmed as an active initiative, with distribution targeted for Marina Fest and supported by a potential SBAA booth.

ACTION ITEMS

From the June meeting, the following actions relate directly or indirectly to the bag program:

- Howson will contact the Sister Bay Business Association regarding a Marina Fest booth for distributing bags.
- Howson will obtain Egg Harbor's bag specifications and vendor information for comparison.
- Committee members will review design options and provide input prior to final selection.
- Reusable bag procurement remains a standing agenda item for meetings.



STAFF REPORT

Date: July 8, 2026

To: Green Tier Legacy Community Committee
Re: Marina Fest Booth Coordination
Author(s): Benjamin Andrews, Village Administrator

POLICY ISSUE(S)

Should the Committee proceed to secure and coordinate a booth at Marina Fest to distribute reusable bags and provide sustainability-related public education?

BACKGROUND INFORMATION

The 2026 document notes multiple discussions identifying Marina Fest as a strategic opportunity for community engagement, particularly for the reusable bag program.

The Committee identified Marina Fest as the preferred event for launching or distributing the reusable bag program. Marina Fest presents a high-traffic, highly visible venue ideal for sustainability outreach.

Howson was assigned the responsibility for contacting the Sister Bay Business Association (SBAA) to determine the availability and feasibility of securing a booth at Marina Fest. This action was defined as a follow-up item in the June 10, 2026, meeting.



STAFF REPORT

Date: July 8, 2026

To: Green Tier Legacy Community Committee
Re: Matters to be Placed on Future Agenda, Referred to a Committee...
Author(s): Benjamin Andrews, Village Administrator

List of Items Identified:

- Strategic Plan
- Composting Program
- Sustainability Policies
- _____
- _____
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