



GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING AGENDA

Wednesday, August 12, 2026, at 3:30 P.M.

Sister Bay Liberty Grove Fire Station

2258 Mill Road, Small Conference Room

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. July 8, 2026
4. Comments, Correspondence, and Concerns from the Public
5. Discussion/Action Items:
 - a. Composting Program Updates; DC Climate Change Coalition
 - b. Strategic Planning; Green Tier Legacy Committee
 - c. Reusable Bags; Follow-Up
 - d. Marina Fest Booth Coordination; September 5 & 6, 2026
6. Committee Updates
7. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee
8. Next Meeting
9. 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 online.

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Posted On: 08/07/2026

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 8, 2026
(Unapproved)

1. Call to Order & Roll Call

The July 8, 2026 meeting of the Green Tier Legacy Community Committee was called to order by Chair Louise Howson at 10:34 A.M.

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

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 – June 10, 2026

A spelling error was noted on page one.

Motion by Wiebe to approve the minutes as amended, second by O'Hearn. Motion carried-all ayes.

4. Comments, Correspondence, and Concerns from the Public

Staff noted that recent email communication had been sent among committee members in a manner that could constitute a walking quorum. Members were reminded that as a best practice, any group communications should be blind carbon copied to all recipients, and that correspondence intended for the committee should be routed through staff for distribution. It was noted that the communication in question was well-intentioned and that the member was unaware of the requirement.

5. Discussion/Action Items

a. Strategic Planning; Green Tier Legacy Committee

Staff presented the strategic planning framework that was distributed following the June 10 meeting. The document was sent to members on June 11 along with instructions for populating objectives and was noted to exist as a working document accessible via a shared link.

The committee discussed the overall approach to completing the plan. Howson raised the question of whether this was an appropriate time to narrow the focus to a limited number of key objectives, given the volume of items identified. O'Hearn suggested identifying two to three near-term priorities while retaining other items for future years. Staff clarified that the plan is structured as a three-year framework covering 2026 through 2028, with items assigned by year, and that items not yet assigned could be placed at the bottom as a future cut list.

Staff recommended that each objective be clearly defined, including a timeline, assigned committee lead, budget estimate, relevant committees or approvals required, and anticipated implementation steps. The committee agreed that the most productive approach would be to assign individual members as leads for specific objectives, allowing work to proceed between meetings according to each member's strengths and areas of interest.

The committee worked through the strategic plan document and discussed several categories in detail:

Organizational and Governance Howson noted the need for quarterly status reporting. Staff confirmed this would be an administrative function supported by staff, with a reporting framework to be developed. Howson indicated she would coordinate with staff on this. Grant identification was discussed, with staff clarifying that grants are most useful when tied to clearly defined projects

1 rather than sought generally. Once priority projects are established, a grant calendar can be
2 developed around application deadlines.

3 Website and Communications The committee discussed the current state of the Green Tier page
4 on the village website. Bertges confirmed she had attempted to update the page earlier in the year
5 and welcomed content submissions. The committee agreed that a single point of contact should
6 manage content submissions to staff. O'Hearn was designated as the committee lead for website
7 content, responsible for reviewing the current content, coordinating updates, and serving as the
8 liaison to Bertges for ongoing changes. Other members were directed to route suggested content
9 through O'Hearn.

10 The committee also discussed a GoDaddy domain name renewal invoice that had previously been
11 paid from the committee budget. Bertges confirmed the charge was under fifty dollars. Members
12 noted uncertainty about which domain names are registered and how long they are paid through,
13 and agreed this should be clarified.

14 The possibility of leveraging social media for outreach was raised. Members acknowledged that a
15 sustained social media presence requires dedicated time and a consistent posting plan, and that
16 the village does not currently maintain social media accounts. Anschutz suggested approaching the
17 Sister Bay Area Association (SBAA), which has an established following and a social media presence,
18 about occasionally featuring Green Tier content. Members agreed this was worth exploring, with
19 Anschutz volunteering to make the inquiry. The committee recognized that a fully developed social
20 media program would require a committed volunteer or committee member and is better suited
21 for a future planning year.

22 Engagement, Communication, and Education The committee discussed strategies for increasing
23 public awareness, including in-person events, printed materials with QR codes linking to the village
24 website, and coordination with partner organizations. Anschutz proposed developing a simple
25 poster or display summarizing the committee's top initiatives, to be used at events such as the
26 Farmer's Market, Marina Fest, and other community touchpoints. Members agreed this was a
27 practical near-term step.

28 The committee discussed the value of participating in broader regional coalitions, including the
29 Door County Green Tier network coordinated by Jeff Lutzey of the Climate Change Coalition.
30 Howson suggested that a unified regional presence — rather than isolated municipal social media
31 accounts — may be a more effective communications strategy and noted this as a topic for a future
32 conversation with Lutzey.

33 The committee discussed the possibility of presenting brief updates to the Village Board or Parks
34 Committee once or twice per year to maintain visibility and report on progress, particularly once
35 the strategic plan is finalized.

36 Regarding partnerships with local businesses, the committee discussed initiating a conversation
37 with Piggly Wiggly management about reducing single-use plastic bag usage and potentially
38 coordinating a bag giveaway or reusable bag station in their lobby. Members agreed that a meeting
39 with store management should be pursued. Howson volunteered to coordinate this outreach.

40 Sustainability and Environmental Impact The committee discussed the food waste composting
41 program currently operated in partnership with the Climate Change Coalition. Howson noted the
42 expectation that the program may be transitioned to the committee's management around 2028,
43 and indicated she would continue coordinating with Jess from the Coalition. Members noted that
44 if the committee were to independently operate a composting program, grant funding would likely
45 be necessary to cover equipment and operational costs.

46 Regarding the community garden, the committee discussed the current underutilization of
47 available plots at the existing site. Members raised concerns about the garden's proximity to an
48 adjacent field where pesticides are applied. Discussion turned to a longer-term vision for a
49 community garden model based on shared cooperative plots rather than individual assigned beds,
50 potentially located at a more suitable village-owned site. Members expressed interest in exploring

1 this concept for a future planning year, with Anschutz noting the Logerquist site as a potential
2 location given its space and historic character.

3 Action Items:

- 4 ● Howson to coordinate with staff on a quarterly status reporting framework.
- 5 ● O'Hearn designated as committee lead for village website content; all members to route
6 suggested content through O'Hearn, who will coordinate submissions with Bertges.
- 7 ● Staff to clarify which GoDaddy domain names are registered and their renewal dates.
- 8 ● Anschutz to contact SBAA regarding the possibility of featuring Green Tier content on SBAA's
9 social media platforms.
- 10 ● Howson to contact Piggly Wiggly management to discuss plastic bag reduction and potential
11 reusable bag outreach partnership.
- 12 ● Howson to reach out to Jeff Lutzey regarding regional Green Tier communications coordination
13 and a potential invitation to a future meeting.
- 14 ● All committee members to review the strategic plan working document, populate assigned
15 sections, and add notes on objectives, timelines, and suggested leads prior to the August
16 meeting.

17
18 **b. Reusable Bags; Follow-Up**

19 The committee continued discussion on the procurement of reusable tote bags for distribution to
20 Sister Bay residents. O'Hearn presented pricing information from Tote Bag Factory for a large
21 square canvas tote measuring approximately 15.5 inches wide by 13.75 inches high by 6 inches
22 deep. At a quantity of 500 units with two-color printing, the estimated cost was approximately
23 \$5.91 per unit, for a total near \$3,000.

24 The committee discussed the purpose and distribution model for the bags. The primary goals were
25 identified as reducing single-use plastic bag usage and raising awareness of the Green Tier
26 committee's work. It was agreed that bags would be distributed free to Sister Bay residents, with
27 a voluntary cash donation accepted from non-residents. Given the village's lack of a payment
28 platform, donations would be accepted in cash only, with proceeds receipted and deposited to the
29 general fund designated for Green Tier use. The committee noted the distribution could coincide
30 with the Marina Fest booth in September and potentially a subsequent campaign at Piggly Wiggly.
31 Regarding design, the committee agreed that for this initial order a two-color version of the
32 committee's logo would be used, with no full-color artwork at this time. Members acknowledged
33 this is a first run intended to test the distribution model, and that future orders could incorporate
34 more distinctive design elements.

35 By consensus, O'Hearn was directed to order additional samples from Tote Bag Factory and any
36 comparable vendors as needed, assess quality, confirm specifications, and place the order. A
37 delivery deadline of August 15, 2026 was established to ensure bags are on hand prior to Marina
38 Fest on September 5 and 6. Staff confirmed the village credit card could be used for payment upon
39 order placement.

40 Action Items:

- 41 ● O'Hearn to order samples of canvas tote bag options, confirm final selection, and place an
42 order not to exceed approximately \$3,000, with a target delivery date of no later than August
43 15, 2026.
- 44 ● O'Hearn to coordinate with staff for payment processing at time of order.

45
46 **c. Marina Fest Booth Coordination; September 5 & 6, 2026**

47 Howson reported that she had been in contact with Marina Fest organizers regarding a booth for
48 the September 5 and 6 event. Abby, the primary contact, was out of town at the time of the
49 meeting, but it was expected that the committee would not be charged a booth fee given its
50 nonprofit status. The booth is anticipated to be a standard 10-by-10 tent. Full confirmation is
51 pending Abby's return.

1 Action Items:

- 2 ● Howson to confirm booth reservation and logistics with Marina Fest organizers upon Abby's
3 return.

4
5 **d. Standing Meeting Adjustments**

6 The committee discussed adjusting the standing meeting day and time to better accommodate
7 members' schedules. After discussion of available days, the committee agreed to move to Tuesdays
8 at 8:30 AM for the second week of each month, conducted primarily via Zoom with hybrid
9 attendance available. Staff noted that August 11 falls on a primary election day and therefore
10 cannot be used for the August meeting. The committee agreed that the next meeting would be
11 held on Wednesday, August 12, 2026 at 3:30 PM as an exception, via hybrid format.

12
13 **6. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee**

- 14 ● Continued work session on the strategic plan. All committee members to review the strategic
15 plan working document, populate assigned sections, and add notes on objectives, timelines,
16 and suggested leads prior to the August meeting.
17 ● Tote bag update and final design confirmation
18 ● Marina Fest booth logistics
19 ● Presentation or update from the composting program — staff to send an invitation to Mike
20 (Climate Change Coalition representative coordinated through Jess) to present a composting
21 program overview at the August meeting
22

23 **7. Next Meeting**

24 The next meeting of the Green Tier Legacy Community Committee is scheduled for Wednesday,
25 August 12, 2026 at 3:30 PM, to be held in person in the small conference room at the fire station,
26 with hybrid/Zoom participation available.
27

28 **8. Adjournment**

29 *A motion was made by Anschutz, second by Howson to adjourn the June 10, 2026 meeting of the*
30 *Green Tier Legacy Community Committee at 12:08 P.M. Motion carried – all ayes.*
31

32 Respectfully submitted by Sarah Bertges, Administrative Assistant



STAFF REPORT

Date: August 12, 2026

To: Green Tier Legacy Community Committee

Re: Composting Program Updates; Door County Climate Change Coalition

Background:

The Green Tier Legacy Committee has been participating in the regional food waste composting initiative coordinated by the Climate Change Coalition. Discussion at the July 8, 2026, committee meeting emphasized both the value of the current partnership and the long-term possibility that the Village may assume partial or full responsibility for the program in future years. Chair Howson noted that early projections suggest a potential transition of the program to committee management around 2028, though this remains exploratory. Climate Change Coalition is to present an overview of the composting program to help establish a baseline understanding of operations, participation, and future expectations. No action is required currently. Staff recommends receiving and discussing the presentation from the Climate Change Coalition and providing direction on any follow-up actions.



STAFF REPORT

Date: August 12, 2026

To: Green Tier Legacy Community Committee

Re: Strategic Planning; Green Tier Legacy Committee

BACKGROUND INFORMATION:

At the July 8, 2026, meeting, the Committee engaged in an in-depth working session on the Strategic Planning Framework distributed by staff following the June 10 meeting. Members reviewed the three-year structure of the plan (2026–2028), including the need to clearly define each objective with a timeline, committee lead, budget estimate, required approvals, and implementation steps.

The Committee identified the importance of narrowing near-term priorities while retaining other items in a future project “cut list” for later years. Members agreed that assigning specific objectives to individual committee leads is the most effective way to advance the plan between meetings.

OVERVIEW:

- Committee members discussed several plan categories in detail, including Organizational & Governance, Website and Communications, Engagement & Education, Sustainability/Environmental Impact, and Partnerships. Many components now have initial direction or assigned leads.
- Chair Howson confirmed that quarterly status reporting will be integrated into the plan as an administrative function, with staff supporting development of the reporting framework.
- O’Hearn was formally designated as lead for website content, serving as the single point of contact for coordinating page updates with staff.
- Anschutz volunteered to contact the Sister Bay Area Association regarding future opportunities for Green Tier content on its social media platforms. This aligns with the discussion that full social media management is better suited for a future planning year.
- Other communication and outreach strategies—such as QR-code materials and event displays—were preliminarily supported for near-term implementation.
- Committee members discussed future sustainability initiatives, including the long-term possibility of managing the composting program independently and exploring cooperative community garden models. These topics were identified for later-year planning and not near-term execution.
- All members were directed to continue reviewing and populating their sections of the working document before the August meeting.

ACTION ITEMS:

- Review progress made within the strategic plan's working document and confirm priority objectives for the remainder of 2026.
- Identify gaps in assigned leads, budget planning, or required approvals.
- Discuss whether additional structural refinements are needed (e.g., formatting, categorization, timeline adjustments).
- Determine whether any objectives require early coordination with external groups or other Village committees.
- Begin building a preliminary grant calendar once priority projects for 2026–2027 are clearly defined. Staff noted during the July meeting that grants are most effective when tied to well-specified projects rather than general sustainability efforts.

NEXT STEPS:

- Staff will assist in developing the quarterly reporting framework for Louise.
- O'Hearn will continue working with staff on website updates and coordinate all content submissions from Committee members.
- Committee members will finalize updates to their assigned sections prior to discussion during the August meeting.
- Staff recommends reserving time during the meeting for structured review of each major plan category to ensure alignment, consistency, and feasibility.

RECOMMENDATION:

Village Staff recommends the Committee:

1. Receive the strategic planning update;
2. Review the working document collaboratively;
3. Establish the final set of priority objectives for late 2026 and early 2027;
4. Provide directions on next steps, including assignment confirmations and preliminary grant planning.

ATTACHMENT(S):

1. Green Tier Committee Strategic Plan (DRAFT) – Printed 08-07-2026

- a. Live Document: [Green Tier Strategic Plan 2026-2028 WORKING COPY.docx](#)

(https://sisterbaywi-my.sharepoint.com/:w:/g/personal/administrator_sisterbaywi_gov/IQDARK9nojTbSbzAC4fLD0z9Aesb3XAKh4mxl7353DwT-Es?e=yW8t3Sj)



Village of Sister Bay Green Tier Legacy Community Committee 2026-2028 Strategic Plan

INTRODUCTION

The Village of Sister Bay joined the Wisconsin Green tier Legacy Community (GTLC) program in 2021. Green Tier Legacy Community Committee was enacted by the Village Board on June 15, 2021. The Committee is tasked with suggesting and engaging in activities that lead to the attainment of Green Tier Community status for the Village of Sister Bay. The strategic plan outlines the Committee's goals, objectives, and strategies for 2026-2028.

Strategic Goals

1. Organizational and Governance

- a. Review Green Tier's Strategic Plan on a reoccurring basis and provide status updates.
- b. Identify funding sources for Green Tier's projects and initiatives.
- c. Update and maintain the Green Tier website.

2. Engagement, Communication, and Education Goals

- a. Increase visibility for the Green Tier's portion of the Village Website.
- b. Expand awareness and increase participation of the Green Tier's activities.
- c. Develop and implement a communication schedule.
- d. Increase communication to local business and residents.
- e. Attend partnership meeting (such as Clean Water Action Council).
- f. Educate business about alternatives to petroleum-based plastic products (Plastic Free).

3. Sustainability and Environmental Impact

- a. Develop and maintain a compost site and food waste program.
- b. Develop a reusable bag from the Green Tier committee.
- c. Expand the existing community garden.
- d. Increase access to clean water at community locations.
- e. Conduct an energy audit of the Village Facilities.
- f. Increase activities for invasive species management

4. Policy and Program Development

- a. Implement policies that will support Dark Sky indicatives.
- b. Annually implement the Earth Day Tree Giveaway program and strive for continuous improvement.
- c. Implement a Electric Charging Station at Village facilities.
- d. Review Wellhead Protection Zone and identify areas for improvement.

Goal: Organizational and Governance

Strategic Objective #	Strategic Objective	Additional Information	Priority	Potential Cost/Funding Source(s)	Timeline	Assignment
1.a.	Review Green Tier’s Strategic Plan on a reoccurring basis and provide status updates.	- The committee’s strategic plan should be reviewed at least once a year for reconsideration and reviewed quarter during meeting to ensure that the committee’s work aligns with the strategic objectives. - Strategic Planning review and consideration should occur in April prior to the consideration of the following year’s Annual Budget and Capital Improvement Plan. - Meetings to review the strategic plan should be January, April, July and October of each year.	3	N/A	- Continuous - Quarterly Review: ☐ January ☐ April ☐ July ☐ October	- Green Tier Chairperson (Lead) - Village Administrator (Support)
1.b.	Identify funding sources for Green Tier’s projects and initiatives.	- Funding should be identified for major projects/indicatives and put into the comprehensive calendar. - The funding coordinator and grant writer from the committee will also need to be identified. - Funding sources and calendar will need to be evaluated on a reoccurring basis; semi-annually.	2	N/A	- Semi-Annual Review: ☐ June ☐ December	[Assignment] (Grant Coordinator) [Assignment] (Grant Writer)
1.c.	Update and maintain the Green Tier website.	- The Green Tier position of the website can be found on the Village’s homepage under ‘Green Sister Bay’. - The website contains limited information about the current initiatives of the Green Tier Committee. - Refer to other Green Tier Website (e.g., Egg Harbor) and identify a comprehensive plan for improving the website. - Action: Content can be generated by any member and emailed to Lisa who will send to Sarah B for updating	2	N/A	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	- Lisa O’Hearn (Lead) - Administrative Assistant/Deputy Treasurer (Support)

Priority 1: Important to accomplish without delay and/or easy to accomplish.
Priority 2: Second tier of importance to accomplish and/or may involve some complexity or time to complete.
Priority 3: Least urgent to complete and/or may take longer to set-up or to execute.

Goal: Engagement, Communication, and Education Goals

Strategic Objective #	Strategic Objective	Additional Information	Priority	Potential Cost/Funding Source(s)	Timeline	Assignment
2.a.	Increase visibility for the Green Tier’s portion of the Village Website.	- Consider alternatives for how the Green Tier portion of the website could be presented for additional internet traffic (eg, E-blast for “news and notices” can be used for specific info) - Include reference to the Green Tier website in literature. - Posters with QR code every quarter (post at local businesses)	3	N/A	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) - Administrative Assistant/Deputy Treasurer (Support)
2.b.	Add an event each year 2026-28 to raise awareness and increase participation in the Green Tier’s activities.	- Marina Fest 2026 (bags) -- Louise - Eg, Timed invasive species removal 2027– Jill & Mary - Eg, Leaf collection 2028 -- distribute compostable collection bags (\$) to take to composting site (find out: where does Parks take them?) --Weez - Partner w/ CCC - Paula		Grant for bags?	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	- Various (Lead) [Assigned Support]
2.c.	Develop and implement a communication schedule.	- Website - Print - In-person - Partner with DCCCC to create a social platform for county Green Tier Committees		N/A	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) [Assigned Support]
2.d.	Increase communication to local business and residents.	- Give informational presentations at meetings with local organizations		\$	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) [Assigned Support]
2.e.	Attend partnership meeting (such as Clean Water Action Council).			N/A	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) [Assigned Support]
2.f.	Educate business about alternatives to petroleum-based plastic products (Plastic Free).	- Find alternatives (or reuses) – start dining, retail - Piggly Wiggly - meet with Tom, Jay		\$	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) [Assigned Support]

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Goal: Sustainability and Environmental Impact

Strategic Objective #	Strategic Objective	Additional Information	Priority	Potential Cost/Funding Source(s)	Timeline	Assignment
3.a.	Develop and maintain a compost site and food waste program.	Continuing to partner with CCC to expand and develop	2	Composting grants	2026 ongoing	[Assigned Representative] (Lead) - Administrative Assistant/Deputy Treasurer (Support)
3.b.	Develop a reusable bag from the Green Tier committee.	- Replace plastic bags with durable bags (specs from Egg Harbor) - Raise awareness for Green Tier with Green Tier logo (and QR code on tag?) - Free to residents/cash or check donations from others	1	\$3000 in budget	2026	- Lisa&Paula (Lead) [Assigned Support]
3.c.	Expand the existing community garden.	- There is still availability at existing site - If moved, would Hidden Acres model (and managed by community nonprofit) work? -- 2030		\$	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	- Paula (Lead) [Assigned Support]
3.d.	Increase access to clean water at community locations.			\$	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) [Assigned Support]
3.e.	Conduct an energy audit of the Village Facilities.			\$	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) [Assigned Support]
3.f.	Increase activities for invasive species management			\$	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) [Assigned Support]

Goal: Sustainability and Environmental Impact

Priority 1: Important to accomplish without delay and/or easy to accomplish.
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Priority 3: Least urgent to complete and/or may take longer to set-up or to execute.

Strategic Objective #	Strategic Objective	Additional Information	Priority	Potential Cost/Funding Source(s)	Timeline	Assignment
4.a.	Implement policies that will support Dark Sky norms.	- Review and document what Sister Bay is already doing - Find out who else is already doing something effective – start with Beth Bartoli at Newport SP - Reach out to condo associations as to measures being taken (bulb wattage, down lighting fixtures, amber lighting) and establish best practices list - Offer free bulbs to homeowners	3	N/A	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) - Administrative Assistant/Deputy Treasurer (Support)
4.b.	Annually implement the Earth Day Tree Giveaway program and strive for continuous improvement.	With Climate Change Coalition		\$	ongoing	[Assigned Representative] (Lead) [Assigned Support]
4.c.	Implement an Electric Charging Station at Village facilities.			\$	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) [Assigned Support]
4.d.	Review Wellhead Protection Zone and identify areas for improvement.			\$	[Determine if this is in 2026, 2027, or 2028; and the specific timeframe for completion.]	[Assigned Representative] (Lead) [Assigned Support]

Priority 1: Important to accomplish without delay and/or easy to accomplish.
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Priority 3: Least urgent to complete and/or may take longer to set-up or to execute.



STAFF REPORT

Date: August 12, 2026

To: Green Tier Legacy Community Committee

Re: Reusable Bags; Follow-Up

At the July 8, 2026 meeting, the Committee reviewed pricing and distribution plans for reusable canvas tote bags intended to reduce single-use plastic bag usage and increase public awareness of the Committee's sustainability initiatives. O'Hearn presented vendor pricing from Tote Bag Factory, and the Committee agreed to proceed with a first-run order of approximately 500 two-color printed bags. Members determined that bags would be distributed free to Sister Bay residents, with optional cash donations accepted from non-residents. The distribution was planned to coincide with Marina Fest (September 5–6, 2026).

The Committee directed O'Hearn to obtain samples, verify quality, and place the order, with a not-to-exceed cost of approximately \$3,000 and a delivery deadline of August 15, 2026. Staff confirmed at that time that the Village credit card could be used for payment.

Updates:

- Lisa O'Hearn placed the order for the reusable bags on July 28, 2026
- The total cost of the purchase was \$2,770, paid using the Village's credit card.
- As of the date of this staff report, the bags are anticipated to arrive on August 11, 2026, ahead of the Marina Fest distribution timeline.

Staff recommends the Committee receive the update and provide any additional guidance on distribution methods, volunteer coordination for Marina Fest, and whether a subsequent outreach event (such as at Piggly Wiggly, as discussed at the prior meeting) should be scheduled.

Ben Andrews

From: Sarah Bertges <adminassist@sisterbaywi.gov>
Sent: Thursday, July 16, 2026 8:25 AM
To: Sarah Bertges
Subject: Fw: Canvas bag designs
Attachments: THANK YOU.pdf

Hello Green Tier Members,

Please read the following update from Lisa.

Thank you,

Sarah Bertges

Administrative Assistant
Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

(920) 854-4118

adminassist@sisterbaywi.gov

Population 1205 (per 2024 DOA estimate)

NEW Office Hours:

Monday – Thursday 8:00 AM – 4:00 PM

Friday 8:00 AM – 12:00 PM

(Fridays immediately preceding an election will be open until 5:00 PM for voter registration)

From: Lisa O'Hearn <irishirish5@gmail.com>
Sent: Wednesday, July 15, 2026 9:24 PM
To: Sarah Bertges <adminassist@sisterbaywi.gov>
Subject: Canvas bag designs

Hi Sarah,

Is it possible for you to share the attached with the Green Tier Committee? They are some possible design ideas - the first four that say "THANK YOU" over and over are based on an iconic NYC plastic bag

The others are just our logo with a kind of "snarky" saying. I'd love people's thoughts on these or other ideas. We are looking at just two colors to include our Green Tier logo

I have some additional bag samples that I'd be happy to share with anyone.

The two I'm leaning towards are \$5.54 each for less than 1000.

Lisa



THANK YOU
THANK YOU
THANK YOU
THANK YOU
THANK YOU

Have a plastic-free day!!



THANK YOU
THANK YOU
THANK YOU
THANK YOU
THANK YOU

Have a nice day!!



THANK YOU
THANK YOU
THANK YOU
THANK YOU
THANK YOU

Have a nice day!!



THANK YOU
THANK YOU
THANK YOU
THANK YOU
THANK YOU

Have a plastic-free day!!







use less plastic



**silently judging your
plastic bag**



**less plastic looks
good on you!**



STAFF REPORT

Date: August 12, 2026

To: Green Tier Legacy Community Committee

Re: Marina Fest Booth Coordination

BACKGROUND INFORMATION:

At the July 8, 2026 meeting of the Green Tier Legacy Committee, Chair Louise Howson reported that initial contact had been made with the organizers of Marina Fest regarding securing a booth for the Committee at the September 5 and 6, 2026 event.

Abby, the primary point of contact for the event, was out of town at the time of the meeting, and full confirmation of booth details was pending her return. Committee members anticipated that the Committee would not be charged a booth fee due to its nonprofit status and that the booth would consist of a standard 10-by-10 tent.

Current Status:

- The Committee is awaiting final confirmation from Marina Fest organizers regarding booth registration and logistics.
- No issues have been reported to date, and staff expects confirmation to be received once Abby returns and is able to finalize assignments.
- The booth is expected to serve as the primary location for distributing reusable bags, displaying informational materials, and engaging with residents about ongoing sustainability initiatives.

Next Steps:

- Chair Howson will continue communication with Marina Fest organizers to secure final booth confirmation and provide any necessary documentation.
- Staff recommends preparing booth layout materials in advance, including signage, informational sheets, and any engagement tools the Committee wishes to display.
- Committee members may wish to identify volunteers or a staffing schedule for the two-day event.

Requested Committee Action:

Staff recommend the Committee receive the update and provide directions on booth materials, staffing coordination, and any additional outreach activities planned for the Marina Fest booth.



STAFF REPORT

Date: August 12, 2026

To: Green Tier Legacy Community Committee

Re: Committee Updates

Below are committee updates that do not require action as part of this meeting.

From: Mary Smythe
Sent: Friday, July 31, 2026 10:12 AM
To: Sarah Bertges
Subject: DNR GTLC Sustainable Strategy Webinar 7/30/26

Good morning, Sarah,

I found this webinar yesterday to be very informative. Under the Wisconsin State Bureau of Procurement, there is a Procurement and Waste Reduction section whose charge is to reduce the environmental impact of Wisconsin governmental purchases. They do that by making recommendations on contract parameters so that Wisconsin state contracts continue to expand being “green and clean” and also “reduce embodied carbon for goods and services.”

Wisconsin municipalities are included in those who may order through the State Bureau - products ranging from vehicles down through cleaning agents. I think it would be helpful for our Sister Bay GTLC to understand how our Village interfaces with the State Bureau of Procurement’s sustainable purchasing strategies.

Thank you!

Mary



GTLC: State Purchasing Webinar Wrap-up

From DNR GTLC <DNRGTLC@wisconsin.gov>

Date Mon 8/3/2026 4:11 PM

To DNR GTLC <DNRGTLC@wisconsin.gov>

Greetings, Legacy Communities –

The recording, slides, and transcript for last week's [Sustainable Strategies Webinar “Smarter Purchasing Through State Contracts”](#) are posted [here](#).

Speaker contact info:

- [Cheryl Edgington](#), Director of the State Bureau of Procurement in the Department of Administration
- [Winston Thompson](#), Office of Sustainability and Clean Energy
- [Dylan Rollo](#), Mechanics Division Manager, City of Oshkosh
- [J.R. Brimmer](#), Fleet and Maintenance & Contracts Supervisor, City of Sun Prairie

Links and other contact info:

- [VendorNet](#) – for contracts, forms, and general procurement information
- [eSupplier](#) – for all state agency solicitations
- For general procurement questions:
 - WisPro Help Line: 608-268-7897 or 800-482-7813
 - doawispro@wisconsin.gov
- [Bureau of Procurement Staff Contact Information](#)
- Bonus link from Caity Carmody (OSCE) in the chat: [The current list of alternative fueling and charging stations around the nation](#)

All the Continuing Education Credits have been issued – let us know if you did not get one and would like one.

Let us know if you have any questions!

Jennifer Feyerherm & Mandaline Bergstrom

Green Tier Legacy Communities

DNRGTLC@wisconsin.gov

Our core values include professionalism, integrity, and customer service.

Please visit our [survey](#) to provide feedback on your experience interacting with any DNR employee.

Ben Andrews

From: Sarah Bertges
Sent: Friday, July 17, 2026 11:03 AM
To: Louise Howson
Cc: Ben Andrews
Subject: Green Tier-Go Daddy Domain Info
Attachments: SKM_C450i26071712000.pdf

Hello Louise,

Requested Green Tier-Go Daddy Domain Info is attached.
Renewal date 5/23/2027 \$23.19 for domain name: GREENSISTERBAY.ORG

Please let me know if you need anything additional,

Sarah Bertges

Administrative Assistant
Village of Sister Bay
PO Box 769
Sister Bay, WI 54234
(920) 854-4118
adminassist@sisterbaywi.gov
Population 1205 (*per 2024 DOA estimate*)

NEW Office Hours:
Monday – Thursday 8:00 AM – 4:00 PM
Friday 8:00 AM – 12:00 PM
(Fridays immediately preceding an election will be open until 5:00 PM for voter registration)

CONTACT US 24/7 1-480-505-8877

Receipt
№ 4095253205

DATE:
5/23/2026

CUSTOMER #:
573466283

BILL TO:
Heidi Teich
2383 Maple Dr,
PO BOX 769,
Sister Bay, Wisconsin 54234,
United States
VILLAGE OF SISTER BAY
+1.9208544118

PAYMENT:
Visa •••• 3414 \$23.19

Previous Balance \$23.19

Received Payment (\$23.19)

Balance Due (USD) \$0.00

Term	Product	Amount
1 yr	.ORG Domain Renewal	\$22.99
	GREENSISTERBAY.ORG ¹	
Subtotal		\$22.99

30

\$0.00

\$0.20

Taxes

Fees

Total (USD)

\$23.19

REFERENCE

Taxes

\$0.00

GoDaddy.com, LLC

100 S Mill Ave, Suite 1600,

Tempe, Arizona 85281,

United States

\$0.00

Fees

\$0.20

1 . ICANN

GREENSISTERBAY.ORG

\$0.20

\$0.20

Universal Terms of Service

Ben Andrews

From: Sarah Bertges
Sent: Friday, July 31, 2026 10:33 AM
To: Ben Andrews; Louise Howson
Cc: Mary Smythe
Subject: Quorum Discussion Requested- Mary Smythe

Hello Ben and Louise,

Mary Smythe is requesting a formal quorum/walking quorum discussion item be added to a future Green Tier Committee Agenda.

A training session regarding what is allowed and not allowed if you will.

Thank you,

Sarah Bertges**Administrative Assistant****Village of Sister Bay**

PO Box 769

Sister Bay, WI 54234

(920) 854-4118

adminassist@sisterbaywi.gov

Population 1205 (*per 2024 DOA estimate*)

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2. Can members of a governmental body violate the open meetings law by communicating electronically regarding municipal business?

Yes, members of a governmental body can violate the open meetings law by communicating electronically regarding municipal business if there is communication amongst a sufficient number of the members. The open meetings law applies whenever members of a governmental body meet to engage in government business if the number of members present is sufficient to determine the body's course of action regarding the subject matter discussed. *State ex rel. Newspapers, Inc. v. Showers*, 135 Wis. 2d 77 (1987).

Members can “meet” even if they are not all in the same place at the same time. A walking quorum is a series of gatherings among separate groups of members, each of which is less than quorum size, who agree, *tacitly or explicitly*, to act or vote in a certain manner in numbers sufficient to reach a quorum. The essential feature of a walking quorum is the element of agreement among members to act uniformly. Where there is no such agreement, exchanges among separate groups of members may generally take place without violating the open meetings law so long as a quorum or negative quorum isn’t gathered (see Open Meetings Law 1 for more information on negative quorums).

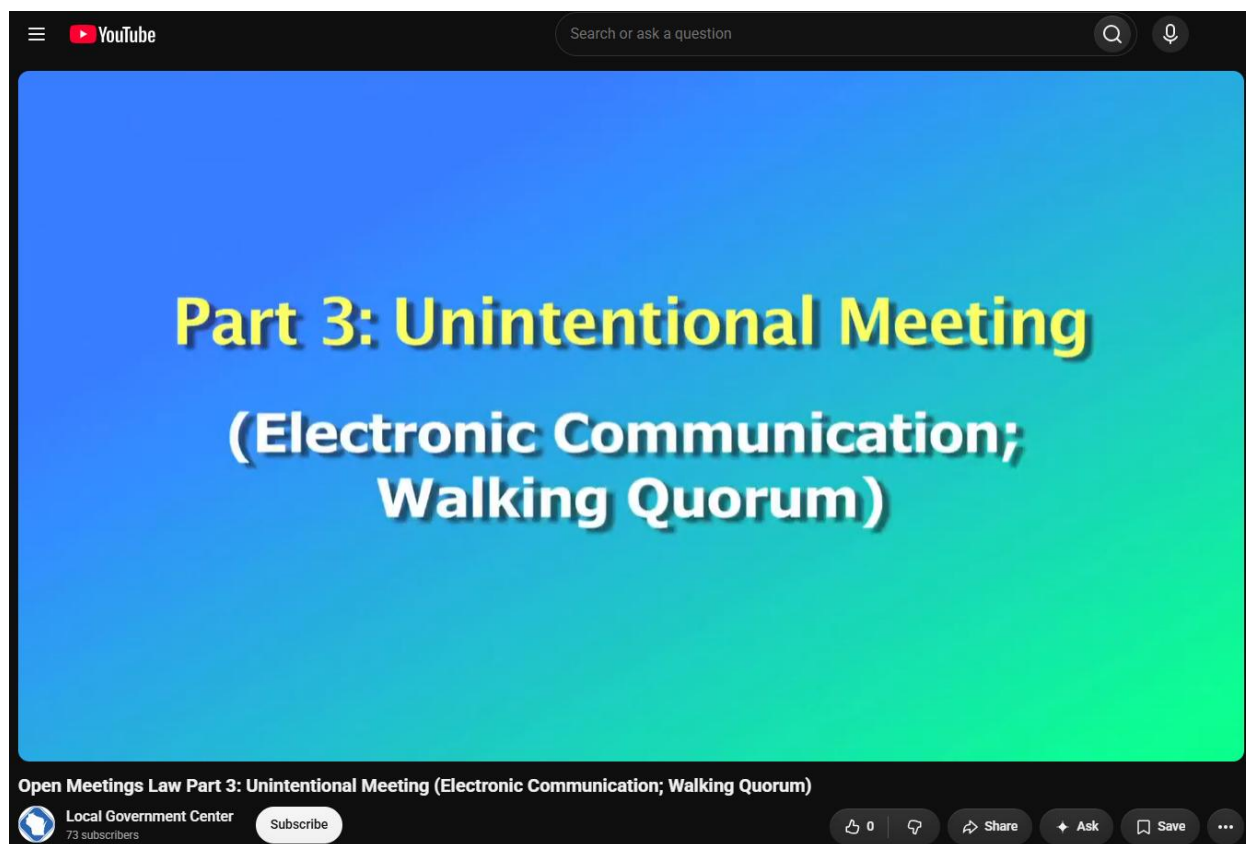
However, in addition to concerns about a walking quorum, electronic communications create a risk of convening a meeting even without an agreement to act uniformly. Texting allows quick conversation-like communication, and emails can be easily forwarded or senders can accidentally hit “reply all.” No Wisconsin court has applied the open meetings law to these methods of electronic communication. However, the Department of Justice has stated that if the communications closely resemble an in-person discussion (e.g., a rapid back-and-forth exchange of viewpoints among multiple member), then they may constitute a meeting if they involve enough members to control an action by the body.

Because of the risk involved, the Attorney General’s Office strongly discourages members of governmental bodies from using electronic mail to communicate about issues within a governmental body’s realm of authority. See 69 Op. Att’y Gen. 143 (1980); and League opinion Governing Bodies 339. Though one-way communications do not violate the law, senders should try to ensure those communication remain one-way. Steps that a member could take include reminding recipients to reply only to the sender; using the blind copy field to ensure that recipients cannot inadvertently reply all; or having the clerk send the information out on the members’ behalf.

(rev. 10/25)

Open Meetings Law

Open Meetings Law Part 3: Unintentional Meeting (Electronic Communication; Walking Quorum)



https://youtu.be/rxoMCWSpyq0?si=tRrx-_EoZoeKMh9E

Ben Andrews

From: Mary Smythe
Sent: Friday, July 3, 2026 11:56 PM
To: Green Tier Commiittee
Subject: Quebec town recognizes trees as living beings with rights | CBC News

Fascinating!
Mary

<https://www.cbc.ca/news/canada/montreal/terrasse-vaudreil-quebec-tree-rights-9.7243634>

ontreal

Quebec town recognizes trees as living beings with rights

Terrasse-Vaudreuil 1st municipality in Canada to sign on to Universal Declaration of the Rights of the Tree

[Morgan Lowrie](#) · The Canadian Press · Posted: Jun 21, 2026 1:42 PM CDT | Last Updated: June 21



Listen to this article ⓘ
Estimated 4 minutes



The resolution in support of the Universal Declaration of the Rights of the Tree means Terrasse-Vaudreuil will review its existing rules and bylaws to ensure that trees are protected or replaced, if they must be cut down. (Graham Hughes/The Canadian Press)

A small town west of Montreal has decided to officially recognize trees as living beings with rights of their own, in what an environmental organization describes as a first in Quebec and Canada.

A resolution adopted by Terrasse-Vaudreuil city council on June 9 declares that trees are worthy of protection, "including the right to life, to natural growth, to integrity and to regeneration."

Mayor Michel Bourdeau says Quebec filmmaker André Desrochers inspired the community to take action.

He said Desrochers' film, called *Des arbres et des arts* convinced citizens that trees are living entities that breathe and communicate with each other through their root systems.

"A tree is like a human being," Bourdeau said. "It breathes, it lives, it takes in water. It protects us from all sorts of things."

Small Quebec town introduces \$200 tax for treeless yards in effort to combat heat islands

The International Observatory of Nature Rights says the town of about 2,000 also became the first municipality in Quebec and Canada to sign on to the Universal Declaration of the Rights of the Tree, which is an international initiative spearheaded by environmental groups.

Its three main core articles state that trees are living beings and a common human good, that life on Earth depends on their existence, and that humans must act in "fraternity and solidarity" with them.



The mayor of Terrasse-Vaudreuil said he plans on implementing measures to further increase the canopy, including offering trees for residents to plant. (Graham Hughes/The Canadian Press)

Bourdeau says the new resolution means the town will review its existing rules and bylaws to ensure that trees are protected or replaced if they must be cut down. He also plans to implement measures to further increase the canopy, including offering trees for residents to plant.

"Trees are a true green infrastructure," he said. "They help reduce urban heat islands, improve air quality, manage precious water resources and protect biodiversity."

Bourdeau said the move was adopted unanimously by councillors, and appears popular with citizens as well. He also doesn't anticipate it causing any problems, such as interfering with development, although that's partly because the town has no more vacant land on which to build.

He says his town is a natural fit to become a tree ambassador. It's built in the woods, and its citizens value a rural lifestyle. They're also intimately aware of the damage caused by extreme weather and climate change, after being flooded three times in recent years.

More rain expected in southern Quebec as Montreal area deals with flooding

When it comes to fighting climate change, "our biggest ally is the trees," he said.

Yenny Vega Cardenas, the president of the International Observatory of Nature Rights, says the declaration on tree rights is part of the same push that has seen jurisdictions around the world, from New Zealand to Colombia, grant legal personhood to rivers and other natural areas.

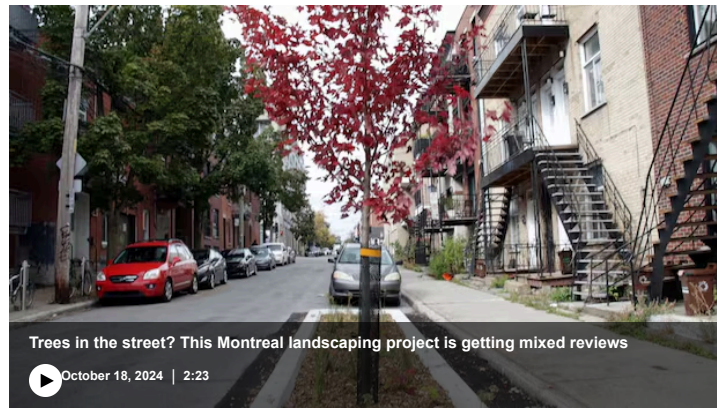
It has also happened in Canada, where Quebec's Magpie river was granted legal rights by a regional government and the Innu Council of Ekuanitshit in 2021.

This pristine Canadian river has legal personhood, a new approach to conserving nature

But Vega Cardenas says the tree declaration is special because it acknowledges that a single tree is an ecosystem of its own, which can provide shade, food and habitat for other species.

"We need to understand that [trees] have dignity and they have senses," she said. "Not sentiments, but senses ... They can feel and they communicate with each other in a very specific way."

WATCH | Tree-planting initiative sees some pushback over lost parking spaces:



City councillor says the project is a low-cost effort to add some greenery. Others say it takes away already limited parking space in the Plateau.

Karine Peloffy, a lawyer with Ecojustice, described Terrasse-Vaudreuil's decision as a "very hopeful gesture in the broader movement for the rights of nature," and said the idea isn't as strange as it might initially seem.

"We know corporations have legal personhood and rights and they are definitely not living," she said in a phone interview. "So if some nonliving things can have legal personhood, what's stopping living beings from equally getting legal personhood?"

In her mind, there's no reason why trees shouldn't be granted legal status.

"What do trees do if not standing?" she said. "If anything has standing, it's a tree."

