GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING AGENDA

Friday, November 13, 2026, at 9:00 A.M.

This Meeting Will Be conducted Via Zoom Video Conferencing

To access the meeting electronically, click:
https://zoom.us/j/4439901723?pwd=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.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	Village Admin Assistant – Sarah Bertges
3	Jill Wiebe	Village Administrator –
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
    a. October 13, 2026
4. Comments, Correspondence, and Concerns from the Public
5. Discussion/Action Items:
    a. Jill Wiebe: CCC Green Tier Summit Meeting Recap
    b. Holiday Light recycle poster approval and distribution
    c. Choose top 3 strategic goals for 2027; create implementation plan.
6. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee
    a. Composting Program Update
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 online.

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

Posted On: 11/12/2026

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 13, 2026
(Unapproved)

1. Roll Call

The October 13, 2026 meeting of the Green Tier Legacy Community Committee was called to order by Chair Louise Howson at 8:31 A.M.

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

Staff: Sarah Bertges Administrative Assistant

Others: DC Daily News- Paige Funkhouser

2. Approval of the Agenda

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

3. Approval of the Minutes

a. September 29, 2026

The committee corrected the donation for bags in the September 29 minutes from $231 to $329.

A motion to approve the September 29, 2026 minutes as amended was made by O'Hearn and second by Howson. The motion carried — all ayes.

4. Comments, Correspondence, and Concerns from the Public

The committee received the Green Tier Legacy state meeting notes and composting correspondence for reference. Members discussed opportunities to expand pollinator-friendly plantings, consider pollinator signs and volunteer-adopted gardens, and make village planters more pollinator friendly. The committee also noted an upcoming Hazardous Waste disposal event.

5. Discussion/Action Items

a. Strategic Planning; Green Tier Legacy Committee

The committee reviewed implementation of its 2026–2028 strategic plan, including periodic review and prioritizing plan actions for future agendas. Members discussed a holiday-light recycling poster and potential collection locations at Village Hall and the Old Schoolhouse; locations and dates were to be confirmed.

A motion to approve the Village of Sister Bay Green Tier Legacy Community Committee 2026–2028 Strategic Plan was made by Howson and second by Smythe. The motion carried — all ayes.

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

a. Composting Program Update (November 2026)

The committee planned a composting program update and follow-up with the Climate Change Coalition. Members also identified recruitment of new committee members, strategic plan action items, and potential pollinator initiatives as future discussion topics. Bertges to ask Kara about including a brief holiday-light recycling notice with sewer bills; Howson to confirm whether bags could be distributed at the polls.

7. Next Meeting

The next meeting was scheduled for Thursday, November 5, 2026, at 10:00 a.m., hybrid. Howson to contact Jess- Climate Change Coalition regarding attendance.

8. Adjournment

A motion was made by Smythe, second by O'Hearn to adjourn the October 13, 2026 meeting of the Green Tier Legacy Community Committee at 9:18 A.M. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant

Outlook

Re: Hazardous waste collection

From Louise Howson <louise.howson@sisterbaywi.gov>
Date Mon 11/9/2026 7:02 AM
To Sarah Bertges <adminassist@sisterbaywi.gov>; Jill W <jill.g.wiebe@gmail.com>; Nate Bell <nate.bell@sisterbaywi.gov>; Ben Andrews <administrator@sisterbaywi.gov>; Louise Howson <louise.howson@sisterbaywi.gov>

I went to Sturgeon Bay on Saturday because I was curious about their turnout. I got there at 8:30 and the line was backed up to and blocking the intersection of Duluth and Hwy 57. It took an hour to get through the dropoff and they had created 3 lanes once you drove into the facility driveway.

Louise Howson
Village Trustee
louise.howson@sisterbaywi.gov

From: Louise Howson <louise.howson@sisterbaywi.gov>
Sent: Friday, November 6, 2026 5:53 PM
To: Sarah Bertges <adminassist@sisterbaywi.gov>; Jill W <jill.g.wiebe@gmail.com>; Nate Bell <nate.bell@sisterbaywi.gov>; Ben Andrews <administrator@sisterbaywi.gov>
Subject: Re: Hazardous waste collection

Really encouraging to see this !

Louise Howson
Village Trustee
louise.howson@sisterbaywi.gov

From: Sarah Bertges <adminassist@sisterbaywi.gov>
Sent: Friday, November 6, 2026 3:02 PM
To: Jill W <jill.g.wiebe@gmail.com>; Nate Bell <nate.bell@sisterbaywi.gov>; Ben Andrews <administrator@sisterbaywi.gov>; Louise Howson <louise.howson@sisterbaywi.gov>
Subject: Re: Hazardous waste collection

WOW!!
That's AMAZING!!
Thank you for sharing!!
We must have gotten the word out pretty good!!

Sarah Bertges

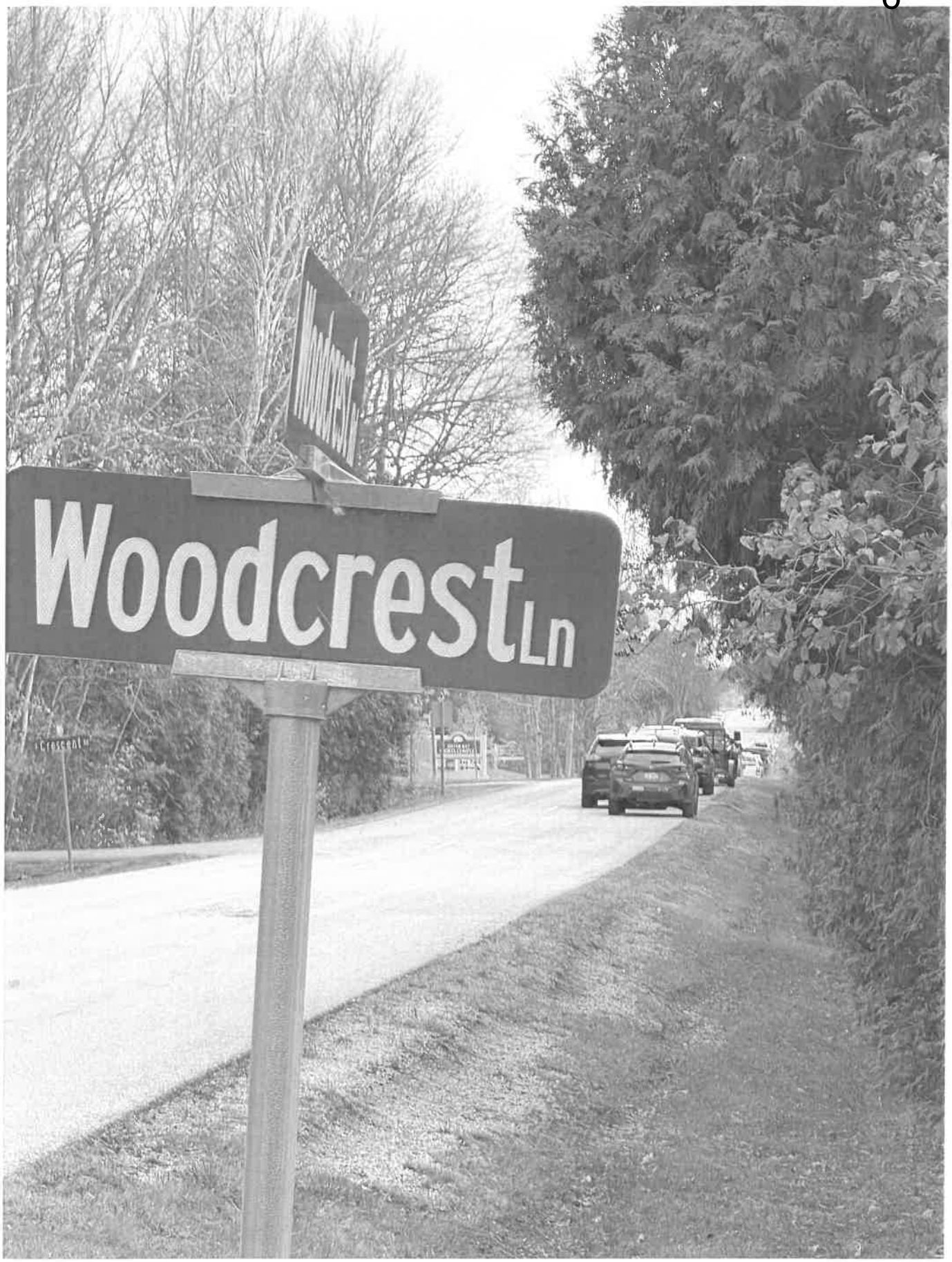
Administrative Assistant
Village of Sister Bay
PO Box 769
Sister Bay, WI 54234
(920) 854-4118

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: Jill W <jill.g.wiebe@gmail.com>
Sent: Friday, November 6, 2026 2:56 PM
To: Nate Bell <nate.bell@sisterbaywi.gov>; Sarah Bertges <adminassist@sisterbaywi.gov>; Ben Andrews <administrator@sisterbaywi.gov>; Louise Howson <louise.howson@sisterbaywi.gov>
Subject: Hazardous waste collection

If there is ever any question about the need for such events, there are about a hundred cars backed up from the fire station along Mill Rd onto Woodcrest Rd almost to Woodcrest Lane.....!


Woodcrest Ln

Outlook

Water Use- Community Garden-Hinske

From Sarah Bertges <adminassist@sisterbaywi.gov>
Date Tue 10/20/2026 12:07 PM
To Louise Howson <louise.howson@sisterbaywi.gov>
Cc Sarah Bertges <adminassist@sisterbaywi.gov>

Hello Louise,

Kathy Hinske of the Community Garden reached out to the WWTP on 10/20/2026 and is wondering if the water used for rinsing the food pails will be reimbursed to the Community Garden?
Kara wasn't even sure how we would track how much water was used and would the Green Tier Committee pay this?

Is this something that needs to be discussed in committee?

Please advise,

Sarah Bertges

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Outlook

Agenda request and meeting packet addition

From Jill W <jill[redacted]@gmail.com>
Date Sun 11/8/2026 6:58 PM
To Sarah Bertges <adminassist@sisterbaywi.gov>
Cc Louise Howson <louise.howson@sisterbaywi.gov>

Hi Sarah,

It would be nice if we could have a moment **on the agenda** for Friday's meeting to recap the Summit.

* * * * * *
Notes for the Green Tier meeting packet:

A very productive Green Tier Summit was held at the Kress in Egg Harbor Friday, 11/6/2026, hosted by Jeff Lutsey and Jess Reinke-Sword of the **Door County Climate Change Coalition**.

Below are a few relevant highlights/action items for Sister Bay:

Sister Bay Composting Initiative update

1. Over 19,000 pounds of food waste were collected over the summer from our 11 participating businesses for composting at Mighty Winds Farm.
2. ACTION: In looking at the ways the process could be simplified, DCCCC offered to pay for (or at least go halfsies on) **a storage shed by the water source at the Community Garden**, eliminating one extra step. How could we make this happen if we decide to continue the program?
3. ACTION: Another discussion was about soliciting another farm closer to Sister Bay to take the food waste so that the collection trip is shorter.

The Big Plant

1. On their website https://climatechangedoorcounty.org/big-plant, DCCCC now has an interactive map that is tracking their community planting projects, showing details about the impact, including the growth from year to year.
2. DCCCC is also developing and piloting a new interactive tool that will help answer the most frequently asked question: "What tree(s) should I plant on my land?" We should be able to use this at the spring tree give-away.

Recycling Update

1. The DCCCC field trip to the Outagamie site used by Going Garbage yielded a new appreciation for the complicated nature of the process.
2. ACTION: Perhaps our next quarterly Sister Bay Green Tier poster could feature good recycling practices and highlight the TriCounty BetterBin app that helps consumers understand whether or

not something should go into a Going recycling bin.

Climate Forward Business Program

1. DCCCC is currently partnering with 44 businesses, primarily with marketing support for eco-tourism.
2. CFBP is looking into a group-buy for things like eco-friendly containers to replace plastic ones.
3. ACTION: Are we already handing out their pdf with every business application? Are we also handing out Dark Sky guidelines/suggestions too? If not, let's!

Solar Group Buy
The second year's 26 installations are in progress and will continue into spring.
The 2027 informational meetings will be held Feb-May.

Electric Vehicle Charging Stations
There is some interest in getting fast pay-as-you-go EV charging stations somewhere in northern Door, in keeping with Door County as an eco-friendly destination.

For the full meeting powerpoint, see: [LINK FORTHCOMING]

* * * * * * * * *

On Fri, Nov 6, 2026 at 8:59 AM Sarah Bertges <adminassist@sisterbaywi.gov> wrote:

> **Sarah Bertges** reacted to your message:
>
> ---
>
> **From:** Jill W <jill.g.wiebe@gmail.com>
> **Sent:** Friday, 06 November 2026 01:48:13
> **To:** Sarah Bertges <adminassist@sisterbaywi.gov>
> **Subject:** Re: Green Tier- Meeting Reschedule
>
> I am pretty sure that date and time will work for me, Sarah.
> Thanks,
> Jill
>
> On Thu, Nov 5, 2026 at 11:58 AM Sarah Bertges <adminassist@sisterbaywi.gov> wrote:
>> Hello Green Tier Members,
>>
>> We are needing to reschedule the upcoming Green Tier Meeting.
>> We are looking to hold the meeting Friday Nov 13th at 9AM via Zoom.
>> Please let me know if you are available to attend.
>>
>> Thank you,
>>
>> Sarah Bertges
>>
>> Administrative Assistant
>> Village of Sister Bay
>> PO Box 769

SISTER BAY RECYCLES HOLIDAY LIGHTS!

GREEN SISTER BAY

Keep Sister Bay GREEN!!

Drop lights off at:

- Old School House
  (at Hwys 57 & 42)
- Village Hall
  (10693 N. Bay Shore Dr.)

thru January 15

FOR MORE iNFO:



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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Priority 3: Least urgent to complete and/or may take longer to set-up or to execute.

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.
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.

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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