



AGENDA OF THE GREEN BAY PUBLIC ARTS COMMISSION

WEDNESDAY, DECEMBER 14, 2022, 8:00 AM
City Hall, Room 604 - The Harry Maier Room
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

1. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

1. Members: Alex Zacarias - Chair, Chuck Yang - Vice-Chair, Ald. Brian Johnson, Kent Hutchison, and Katie Ries.
2. Liaison Representatives: Beth Kowalski - Neville Museum, Gabrielle Metoxen - Oneida Arts Board, Rissel Peguero Almonte - Independent Music Instructor, and Timothy Perlewitz - Salvation Army Kroc Center.

C. Approval of the Agenda.

1. Approval of the agenda for the December 14, 2022, meeting of the Green Bay Public Arts Commission.

D. Approval of Minutes.

1. Approval of the minutes from the August 24, 2022, meeting of the Green Bay Public Arts Commission.

E. Regular Business.

1. Election of Chair and Vice-Chair of the Green Bay Public Arts Commission.
2. Consideration with possible action to approve the TDS utility box Call-for-Art.

F. Informational.

1. Coordinator's Report and Project Updates.

2. Next Meeting: Wednesday, January 25, 2023

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Green Bay Public Arts Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Public Arts Commission

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/82324699453?pwd=SWtrUUNVd1Y1SldXaTRPaFpXMHBqZz09>

Meeting ID: 823 2469 9453

Passcode: 924755

One tap mobile

+16468769923,,82324699453# US (New York)

+13017158592,,82324699453# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 823 2469 9453

Find your local number: <https://us02web.zoom.us/j/82324699453?pwd=SWtrUUNVd1Y1SldXaTRPaFpXMHBqZz09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a “waiting room.”
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the “raise your hand” tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the “raise your hand” tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to “open the floor for interested parties to speak.” Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users--if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
 - b. If you're using a telephone, please identify yourself with your phone number and state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button





Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

December 14, 2022

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.1

Election of Chair and Vice-Chair of the Green Bay Public Arts Commission.

BACKGROUND

The annual election for the Green Bay Public Arts Commission to select a new Chair and Vice-Chair for the upcoming year.

RECOMMENDATION

Election of a new Chair and Vice-Chair for the upcoming year.

FISCAL IMPACT**ATTACHMENTS**

None



Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

December 14, 2022

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.2

Consideration with possible action to approve the TDS utility box Call-for-Art.

BACKGROUND

The Parks Committee approved installing above-ground TDS Metrocom utility cabinets in four parks (He-Nis-R, Edison, Colburn, and Mather Heights) at their March 9, 2022 meeting. Due to the size of these utility cabinets and their placement within the public space, the Parks Committee requested that TDS assist with beautifying these cabinets. TDS has agreed to cover the costs for the fabrication and installation of the vinyl art wraps and artwork licensing fees associated with wrapping these utility cabinets.

Staff has developed a draft Call-for-Art, requesting visual artwork from artists of all mediums to be selected and developed into a vinyl graphic to be installed on the select utility cabinets. Submissions are limited to artists residing in Wisconsin, and artwork must be appropriate for the general public. Select artists will receive an artwork licensing fee of \$300 per selected image for rights to use the selected artwork on the TDS utility cabinet and in the City's promotional materials. Artists interested in applying are requested to submit a brief Cover Letter, an Image List, and up to five Artwork Designs.

The Call-for-Art will be shared through several channels online and will be open for 2 months. Following the Call-for-Art close, City staff will present their selections for the Public Arts Commission to approve. Artwork installation is anticipated to take place in late spring/early summer. Several more locations throughout the city may be approved in the future for utility cabinet placement, resulting in the Call-for-Art needing to be re-released at that time.

Estimate Project Timeline

- **January 3, 2023** - Call-for-Art Opens.
- **March 3, 2023** - Call-for-Art Closes.
- **March 22, 2023** - GBPAC approves artwork selections.
- **April** - Staff to coordinate with selected artists and printing company.
- **May - June** - Artwork installation.

RECOMMENDATION

To approve the TDS utility box Call-for-Art.

FISCAL IMPACT

ATTACHMENTS

I. DRAFT-TDS Utility Box Call-for-Art

THINK OUTSIDE THE BOX

CALL FOR ARTISTS: UTILITY BOX ARTWORK

DEADLINE TO APPLY: March 3, 2023 at 5:00PM



GBPAC GREEN BAY
PUBLIC ARTS
COMMISSION

CITY OF GREEN BAY

Public Arts Commission

www.greenbaywi.gov/pac

920-448-3400

OVERVIEW

The Green Bay Public Arts Commission (GBPAC) and City of Green Bay Parks Department are seeking visual artwork proposals from artists of all mediums (painting, drawing, textiles, photography, ceramics, etc.) to create several vinyl graphics wraps to be installed on TDS utility boxes located throughout select parks and public spaces in Green Bay. This project is intended to transform plain utility boxes into visually appealing, enjoyable additions to our public spaces. The utility box artwork project is being fully funded by TDS Metrocom.

ELIGIBILITY

This project is open to experienced visual artists of all mediums who reside within Wisconsin. Previous experience with public art is not necessary. An applicant may only be selected once unless the City decides otherwise. Selected artists will be expected to submit their artwork images in a high resolution digital format upon request (not at time of application).

PAYMENT

Upon completion of an art release/waiver, selected artists will receive an artwork licensing fee of \$300 per selected image for rights to use the selected artwork image on the TDS utility box and in promotional materials. Artist's name and artwork title will appear on the utility box.

SELECTION PROCESS

City staff will present selections to the GBPAC for approval. Selected artists to provide high resolution images (for enlargement to at least 6' x 4'). Location, layout, and length of artwork installation will be determined by City of Green Bay staff.

The City will not accept any artwork involving profanities, advertising, living person's likeness without written and signed consent, plagiarism, political campaigns, negative messages or otherwise inappropriate content. *The City of Green Bay has the right to decline all submissions and retract this call for art for any reason at any time.*

VINYL WRAP PROCESS

Selected designs will be printed on a vinyl wrap and applied to select utility boxes. The City will be working with a vendor to finalize the digital artwork designs and properly apply the vinyl wrap to the utility boxes. Artists must properly scan/photograph or digitally create their artwork. Please note that vents, doors, meters, and other miscellaneous features of the utility boxes may not be wrapped so artists should take this into account when developing design proposals for the project.

HOW TO SUBMIT

All application materials must be submitted by 5:00PM on March, 3, 2023. Interested artists are to submit application materials and/or questions to:

Laura Schley | City of Green Bay Public Arts Coordinator

920-448-3142

laura.schley@greenbaywi.gov

Submit the following materials:

NOTE: Use suggested file formats and label style show in bold, replace **JDoe** with artist's first initial and last name.

1. *Cover Letter*. Include artist's name, home address, email address, telephone number, as well as a statement of interest and brief description of the artwork. One page maximum – standard type - PDF. **1_Cover_JDoe.pdf**
2. *Image List*. Include information on artwork title, size, artwork medium, and brief description (artwork theme, significance, inspiration, symbols, etc.) PDF. **2_Imagelist_JDoe.pdf**
3. *Artwork Designs*. Up to 5 images per artist will be reviewed (JPEG format or Full-page PDF). **3_ArtDesign1_JDoe.jpg, 3_ArtDesign2_JDoe.jpg**, etc. OR **3_ArtDesign1-5_JDoe.pdf**

ACCEPTABLE FILE FORMATS FOR PRINTING

- *Vector Files*: OUR RECOMMENATION FOR BEST RESULTS. 300 dpi, EPS (Encapsulated Post Script), PSD (Adobe Photoshop), AI (Adobe Illustrator), PDF (Adobe PDF), TIFF (High Resolution TIFF), EPS (CS4 or lower), AI (CS4 or lower), PDF. If submitting these files be sure all fonts are converted to outlines or curves if applicable. Vector files can be submitted at any size proportionate to the final print size.
- *Raster Files/Images*: PSD (CS4 or lower), JPEG, TIFF, and PDF.
Raster files should be submitted using the following guidelines: Full Scale at 100 dpi. 50% scale at 200 dpi or higher. 25% scale at 300 dpi or higher. 10% scale at 600dpi or higher.

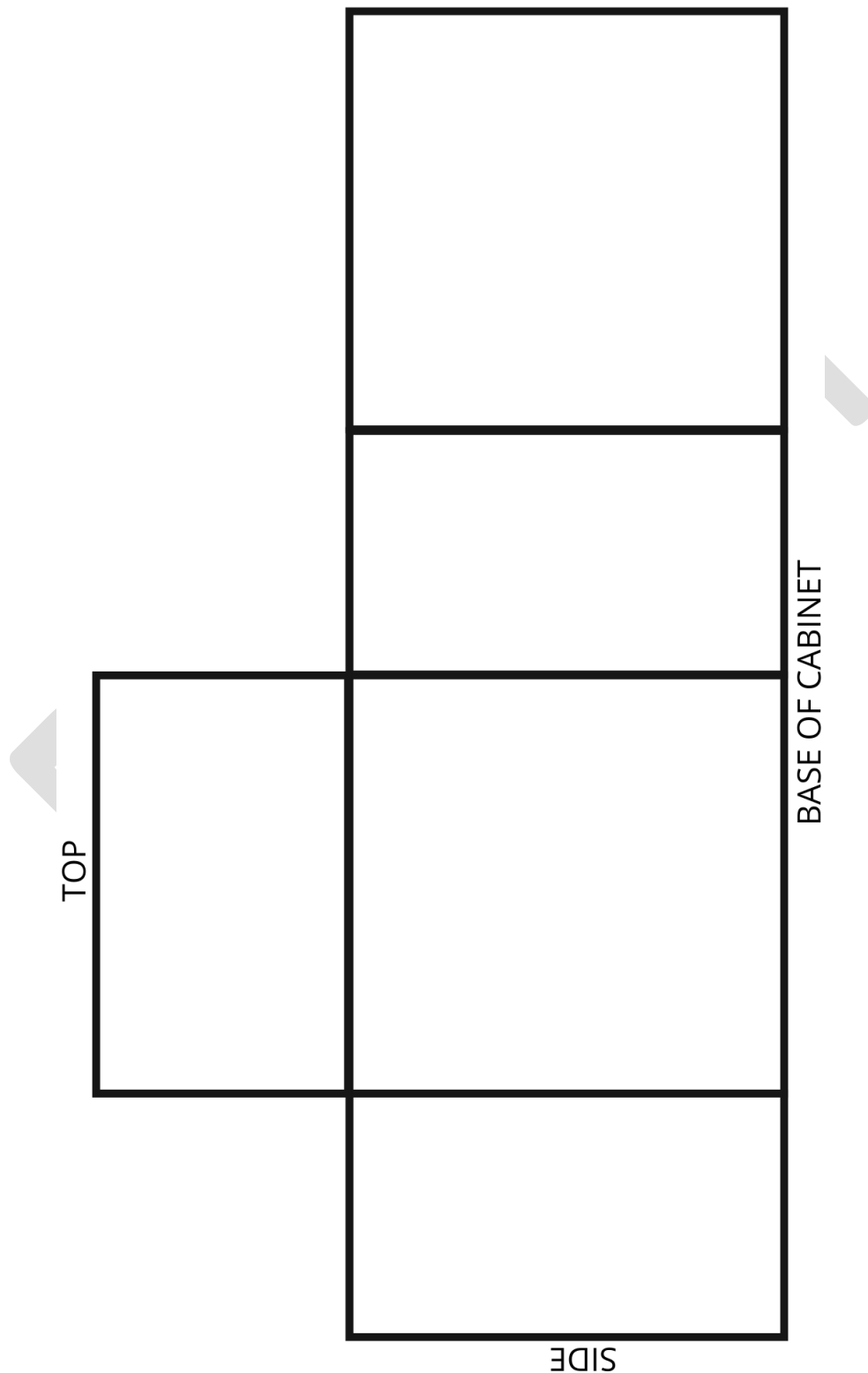
DESIGN GUIDELINES

The City will select artwork based upon the following considerations:

- Artwork submitted is the original work of the artist, is high in quality, engaging and positive. Artwork does not need to be newly created for this project, and can be work created earlier by the artist.
- Artwork should contain no legible logos, words, letters or numbers that could constitute a sign in the right-of-way.
- Artwork submitted does not promote or advertise a particular community group or organization. Artwork must be appropriate for the general public, appeal to a broad constituency, and adapt to every season as the artwork will be in place for several years.
- Art submitted for consideration should be able to translate well to a utility box wrap, such that parts of the image may be repeated, doubled, flipped, or even removed to accommodate openings, keyholes, protrusions and other general design constraints that come with wrapping a utilitarian utility box that is a working part of the City's infrastructure.

TEMPLATE

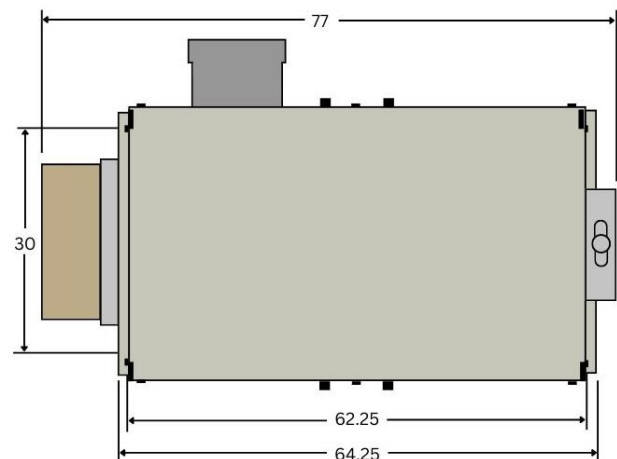
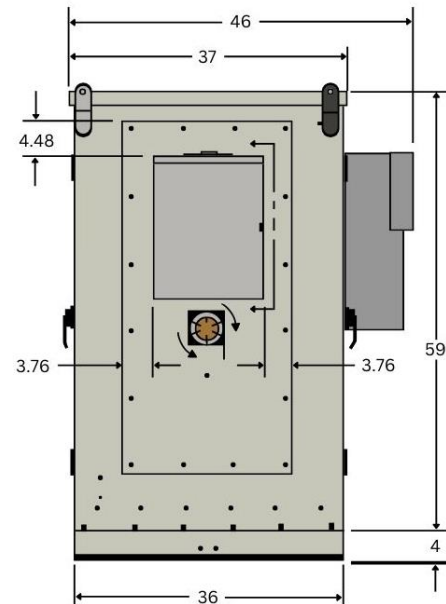
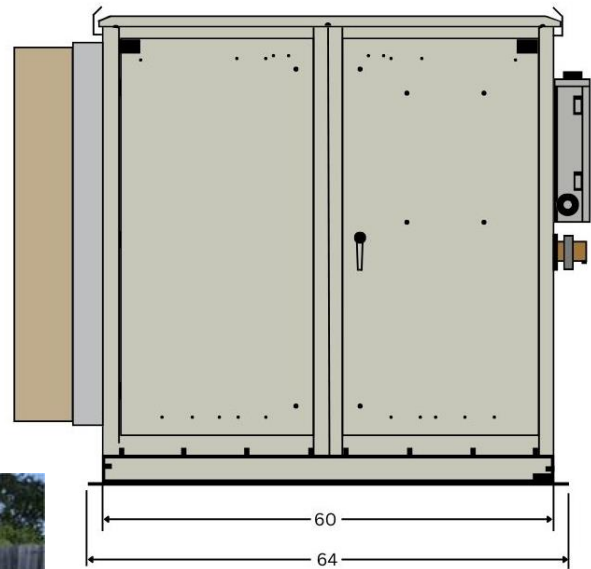
Below are sample templates. It is recommended but not required to use a template like these when developing your design. If you use the template, make sure your sides are proportionate to the dimensions of the real box. Keep in mind that small sections of vinyl wrap may need to be repeated or will have to be cut or trimmed to maintain the function of the utility box or to fit the various edges. Example images on page 6 help show how the design may turn out on the finished product.



DIMENSIONS



Node Footprint: ~ 10' x 10'
 Concrete Pad: 72" x 88" x 6"
 Cabinet Dimensions: 64"W x 46"D x 63"H



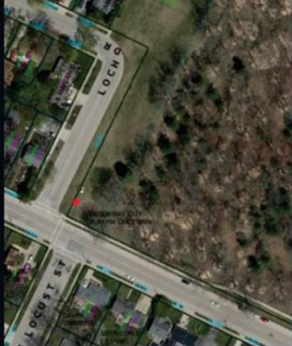
SITE PHOTOS

STREET ADDRESS: S Point Rd, Green Bay, WI



- **MARKET LOCATION:** Green Bay, WI
- **LAT/LONG:** (44.513375, -88.061131)

- **STREET ADDRESS:** Loch Dr, Green Bay, WI
- **PERMIT AUTHORITY:** Green Bay Owned Parcel – Enos Colburn park (Parcel# 6-192-5)



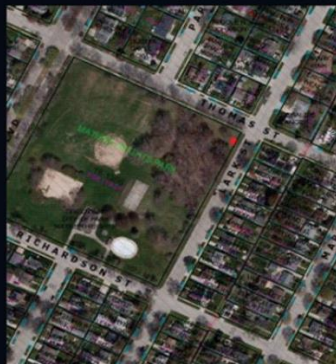
- **MARKET LOCATION:** Green Bay, WI
- **LAT/LONG:** (44.491376, -87.948126)

- **STREET ADDRESS:** Alpine Drive, Green Bay, WI
- **PERMIT AUTHORITY:** Green Bay Owned Parcel – Edison Park



- **MARKET LOCATION:** Green Bay, WI
- **LAT/LONG:** (44.538445, -88.037891)

- **STREET ADDRESS:** Thomas St & Lark St, Green Bay, WI
- **PERMIT AUTHORITY:** Green Bay Owned Parcel – Mather Heights Park



EXAMPLES



Mark Lidke, City of Edina, MN



Sarah Simon, City of Ballard, WA



Kenneth Jungjohann,
City of Coeur d' Alene, ID



Suhyun Alice Park , City of Dublin, CA



Tom Hanson,
City of Coeur d' Alene, ID



Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

December 14, 2022

PREPARED BY

AGENDA ITEM # F.2

Next Meeting: Wednesday, January 25, 2023

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None