



AGENDA OF THE GREEN BAY PUBLIC ARTS COMMISSION

WEDNESDAY, SEPTEMBER 25, 2024, 8:30 AM
City Hall, Room 604 - The Harry Maier Room.
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

- I. Join Zoom Meeting Online:
<https://us02web.zoom.us/j/82324699453?pwd=SWtrUUNVdIYlSlcXaTRPaFpXMHBqZz09>

Or call in by phone: +1 312 626 6799
Meeting ID: 823 2469 9453
Passcode: 924755

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

B. Roll Call.

- I. Members: Chair Katie Ries, Vice-Chair Chuck Yang, Ald. Alyssa Proffitt, Michelle Winter, and Alex Zacarias.
Liaison Representatives: Beth Kowalski - Neville Museum, Rissel Peguero Almonte - Independent Music Instructor, Sadie Wilson - Oneida Arts Board, and Timothy Perlewitz - Salvation Army Kroc Center.

C. Approval of the Agenda.

- I. Approval of the agenda for the Wednesday, September 25, 2024, meeting of the Green Bay Public Arts Commission.

D. Approval of Minutes.

- I. Approval of the minutes from the July 24, 2024 meeting.

E. Regular Business.

- I. Consideration with possible action to review and approve the City of Green Bay Poet

Laureate RFP.

F. Informational.

1. Coordinator's report and project updates.
2. Date of next meeting: October 23, 2024.

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.



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

MEETING DATE

September 25, 2024

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # E.I

Consideration with possible action to review and approve the City of Green Bay Poet Laureate RFP.

BACKGROUND

In response to a communication from Alder Johnson, staff has developed a draft program outline for the City of Green Bay Poet Laureate program. Proposed program details are included in the attachment.

RECOMMENDATION

Approve the City of Green Bay Poet Laureate RFP.

FISCAL IMPACT

The draft program guidelines recommend an annual stipend of \$2,000, and up to \$1,000 for program expenses (\$5,000 max for the two-year term.) The proposed funding source is general unrestricted art funds.

ATTACHMENTS

1. DRAFT - City of Green Bay Poet Laureate RFP
2. 2024-05-06 Dist 9 to Public Arts

CITY OF GREEN BAY POET LAUREATE

Request for Proposal (RFP)



CITY OF GREEN BAY
Public Arts Commission
www.greenbaywi.gov/pac
920-448-3400

INTRODUCTION

The City of Green Bay is seeking applications for the City of Green Bay Poet Laureate Program. The City's Public Arts Commission will fund the program and administer the process of selection and oversee the Poet Laureate during the two-year term. The project description, scope of services, selection process, and application details are included in the RFP below.

PROJECT DESCRIPTION AND SCOPE

The City's official Poet Laureate, shall serve as a leading voice for poetry, spoken word and the literary arts, and create quality original pieces inspired by their surroundings, as well as grow appreciation for the literary arts through public engagement opportunities. The goals of the City's Poet Laureate Program are to:

- Promote poetry as an art form
- Utilize poetry to contribute to a sense of place
- Expand access to the literary arts
- Connect the community to poetry

The Poet Laureate shall represent Green Bay and the literary arts through related activities; develop and present original works at selected City events and Common Council meetings.

The selected Poet Laureate is encouraged to talk with city staff and elected officials, as well as local businesses and organizations, about potential events and/or spaces to present original poetry and connect the community to poetry and the literary arts. Projects could take the form of:

- Reading poems at select City Council meetings (to be scheduled with staff)
- Celebrating special events or ribbon cuttings in the city
- Community engagement opportunities such as workshops, in-person readings, and/or outreach events. Applicants are encouraged to think creatively, and may share ideas within their application.

The Poet Laureate shall serve a term of two years from the time of contract execution. The selected Poet Laureate is expected to collaborate with City staff and the Public Arts Commission. The Poet Laureate is expected to onboard the incoming Poet Laureate following their term. The Poet Laureate is encouraged to accept opportunities and attend events from other organizations as Green Bay's Poet Laureate during their term of service.

BUDGET

The City of Green Bay shall award the Poet Laureate an annual stipend of \$2,000 and up to \$1,000 for program expenses (\$5,000 max for the two-year term).

ELIGIBILITY

Applicants must live in Green Bay, or be able to make a compelling case within their application for their strong ties to Green Bay. Applicants must be able to be present in Green Bay for select occasions during their term as poet laureate.

Applicants must be at least 18 years of age. No preference will be given to race, color, religion, national origin, gender, military status, sexual orientation, marital status, or physical or mental disability. Individuals with conflicts of interest are not eligible.

SELECTION PROCESS

A panel of three to four members, approved by the Green Bay Public Arts Commission, shall review the applications and recommend a Poet Laureate to the Arts Commission. The Green Bay Public Arts Commission's recommendation will be reviewed by Common Council for a final decision.

REVIEW CRITERIA

The panel will review each application for quality and creativity of proposal, community engagement, excellence of previous work, and applicable experience, all weighted approximately equal.

Quality and Creativity of Proposal

- Proposal engages the community through the literary arts in a unique and meaningful way

Community Engagement

- Proposal has a high potential for community engagement and involvement

Excellence of Previous Work

- Work samples exhibit strong merit and are of high quality
- Work samples are consistently strong

Applicable experience

- Applicant has a history of producing poetry
- Applicant demonstrates a solid history of involvement and activity within the literary arts

TENTATIVE SCHEDULE (Timeline subject to change.)

EVENT	DATE
Release Request for Proposals (RFP)	October 7, 2024
Application Deadline	November 8, 2024
Initial Application Review by Panel	November
Panel to Interview Top Applicants	November
Panel Recommendation to Public Arts Commission	December 11, 2024
Final Selection of Poet Laureate (by Common Council)	December 17, 2024
Agreement Executed with Final Scope	January 2025

SUBMITTAL REQUIREMENTS

All eligible applications shall include the following items listed below. Failure to submit the requested materials may result in elimination from the selection process.

1. **Cover Letter:** Shall include information for the panel that may not be expressed within the work samples. Cover Letter shall not exceed one (1) page. The cover letter should:
 - Include full contact information (Name, Address, Phone, Email,)
 - Briefly explain the vision and plan for your work as Green Bay's Poet Laureate
 - Highlight relevant experience
 - Share applicable work history, ties to Green Bay, and/or other applicable support information.
2. **Work Samples:** A maximum of ten (10) original poems and/or videos of original performed spoken word may be included. All written materials shall be submitted in .pdf format and limited to ten (10) pages total. Any videos to be used as work samples shall be accessible to the review panel via web link(s).
3. **Optional** – include a writing resume

Proposals are due by 4:00 p.m. Central Standard Time, Friday, November 8, 2024.

Please email proposals to Laura Schley, Public Arts Coordinator at:

laura.schley@greenbaywi.gov

The City reserves the right to reject all proposals and re-issue a new RFP at any point in time. The City reserves the right to cancel or discontinue the Poet Laureate term of service at any time, with or without cause and with or without notice to the poet or public. The City reserves the right to accept or reject any or all applications or portions thereof without stated cause. In the selection of a finalist, the City shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal.

Online Form Submittal: Alders' Petitions and Communications

noreply@civicplus.com <noreply@civicplus.com>

Mon 5/6/2024 10:40 AM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>

Alders' Petitions and Communications

Name	Brian Johnson
Committee Name	Green Bay Public Arts Commission
Text of Communication	For consideration and possible action on the creation and support of a poet laureate for the City of Green Bay.

Email not displaying correctly? [View it in your browser.](#)



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

MEETING DATE

September 25, 2024

PREPARED BY

AGENDA ITEM # F.I

Coordinator's report and project updates.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None