



AGENDA OF THE GREEN BAY PUBLIC ARTS COMMISSION

WEDNESDAY, SEPTEMBER 24, 2025, 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: Chuck Yang, Ald. Alyssa Proffitt, Michelle Winter, Alex Zacarias, and Melanie Bradshaw Motiff.
Liaison Representatives: Rissel Peguero Almonte - Independent Music Instructor, and Sophie Bebeau - Independent Poet.

C. Approval of the Agenda.

- I. Approval of the agenda for the Wednesday, September 24, 2025, meeting of the Green Bay Public Arts Commission.

D. Approval of Minutes.

- I. Approval of the minutes from the 8/27/2025 meeting.

E. Regular Business.

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

2. For consideration with possible action to approve Request for Qualifications for Poet Laureate Program.

F. Informational.

1. Coordinator's report and project updates.
2. Next Meeting: October 22nd, 2025

G. Adjournment.

1. Adjournment of the Wednesday, September 24, 2025, meeting of the Green Bay Public Arts Commission.

- 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 24, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the 8/27/2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. GBPAC Minutes 08.27.2025



MINUTES OF THE GREEN BAY PUBLIC ARTS COMMISSION

WEDNESDAY, AUGUST 27, 2025, 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>

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B. ROLL CALL.

- I. Members: Chuck Yang, Ald. Alyssa Proffitt, Michelle Winter, Alex Zacarias, and Melanie Bradshaw Motiff.

Liaison Representatives: Beth Kowalski - Neville Museum, Rissel Peguero Almonte - Independent Music Instructor, and Sophie Bebeau - Independent Poet.

Present: Beth Kowalski, Chuck Yang (arrived @ 8:42am), Alex Zacarias, Alyssa Proffitt, Melanie Bradshaw Motiff

Excused:

Absent: Michelle Winter, Rissel Peguero, Sophie Bebeau

C. APPROVAL OF THE AGENDA.

1. Approval of the agenda for the Wednesday, August 27, 2025, meeting of the Green Bay Public Arts Commission.

Moved by Ald. Alyssa Proffitt, seconded by Melanie Bradshaw Motiff to approve the agenda.
Motion Passed.

Yes-Beth Kowalski, Alex Zacarias, Alyssa Proffitt, Melanie Bradshaw Motiff, No-None,
Abstain-None.

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the Wednesday, September 25, 2024, meeting.

Moved by Ald. Alyssa Proffitt, seconded by Alex Zacarias to approve the minutes.
Motion Passed.

Yes-Beth Kowalski, Alex Zacarias, Alyssa Proffitt, Melanie Bradshaw Motiff, No-None,
Abstain-None.

E. INFORMATIONAL.

1. Introduction of New Public Arts Coordinator Erick Ledesma Borrero

The new Public Arts Coordinator, Erick Ledesma Borrero, provided professional experience background.

2. Update on existing PAC programs and funding

Accountant, Stephanie Schmutzer, provided an overview of PAC programs and funding.

3. Next Meeting: September 24, 2025

F. ADJOURNMENT.

1. Adjournment of the Wednesday, August 27, 2025, meeting of the Green Bay Public Arts Commission.

Moved by Ald. Alyssa Proffitt, seconded by Melanie Bradshaw Motiff to adjourn.
Motion Passed.

Yes-Beth Kowalski, Chuck Yang, Alex Zacarias, Alyssa Proffitt, Melanie Bradshaw Motiff, No-None, Abstain-None.



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

MEETING DATE

September 24, 2025

PREPARED BY

Erick Ledesma Borrero, 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
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MEETING DATE

September 24, 2025

PREPARED BY

Erick Ledesma Borrero, Staff

AGENDA ITEM # E.2

For consideration with possible action to approve Request for Qualifications for Poet Laureate Program.

BACKGROUND

A draft of a Request for Proposals for a Green Bay Poet Laureate Program was presented and approved by the Public Arts Commission in September 2024 in response to a communication from Alder Johnson. Due to staff transitions, the RFP was never released to the public and the program was paused. Current staff has developed a new Request for Qualifications to move the program forward.

RECOMMENDATION

To approve Request for Qualifications for Poet Laureate Program.

FISCAL IMPACT

The program recommends an annual stipend of \$3,000 for the two-year term and up to \$1,000 for programmatic and production expenses (\$7,000 max for the two-year term). The proposed funding source is general unrestricted art funds.

ATTACHMENTS

- I. Poet Laureate - RFQ

Call for Artists - Green Bay Poet Laureate

Request for Qualifications (RFQ)

Introduction:

The City of Green Bay is seeking applications from qualified Literary Artists or teams to offer services, talent and creativity for the Poet Laureate Program as the inaugural Poet Laureate of Green Bay. The City's Public Arts Commission will provide funding, support, and administer the selection process, as well as oversee the two-year term of the Poet Laureate's tenure.

This request for Qualifications (RFQ) describes the project, the Artist selection process, the required scope of engagement, and the information that must be submitted to be considered for the position. Failure to submit required information in accordance with the RFQ may be cause for disqualification. Up to 5 finalists will be invited to submit a formal proposal (RFP).

Scope of Project:

The selected artist will become the city's inaugural Poet Laureate, serving as an advocate and ambassador for poetry, literary arts, and the spoken word. The Poet Laureate is expected to produce engaging and original works that are inspired by and in conversation with our city, our community and with the many untold stories of Green Bay.

The Poet Laureate will expand appreciation of the art form through civic events, public readings, and other events as assigned. They will propose, implement, and lead an engaging public project that celebrates our city and poetry. They will serve a two-year term and will work in tandem with city staff through the Green Bay Public Arts Commission and collaborate with other project allies. Poet Laureates may only serve one full term (January 1st, 2026 – December 31st, 2028)

Public Project:

The selected poet will lead a two-year poetry project that connects the Green Bay community to poetry, spoken word, and the literary arts. The project will be shaped by the poet's vision while prioritizing community involvement. It could take many forms—workshops, performances, collaborations, or public art—always focused on making poetry accessible and engaging.

Project Allies:

The Poet Laureate will be encouraged to collaborate with project allies throughout their two-year term to create a small program—workshop, reading, presentation--within their respective spaces and with their audiences.

- Lions Mouth Bookstore
- Brown County Public Library
- Green Bay Area Public Schools

Eligibility:

- Must be 18 years or older.
- Must reside in Green Bay or make a strong case for their connections to the city.
- Minimum of 3 years documented investment in poetry, literary arts, or spoken word.
- Individuals with a conflict of interest are not eligible to apply.

Responsibilities of the Poet Laureate:

- Create a minimum of 6 new and original poems during their two-year term.
- Present poetry at city events, including civic ceremonies, festivals, celebrations, etc.
- Successfully complete their public project.
- Hosting public readings, workshops, or other forms of community engagement with our allies or independently.

Selection Process:

- The Green Bay Public Arts Commission will review the nominations and applications selecting up to 5 finalists.
- The finalists will be asked to submit a full proposal outlining in detail their public project.
- A panel consisting of regional poets, educators, artists, and community leaders will review the public projects and conduct interviews with the finalists.
- The selected Poet Laureate will be announced at a city event at the beginning of 2026.
-

Timeline:

- **November 1st - November 24th** open application
- **December 5th** finalists notified
- **December 15th – December 19th** finalist interviews
- **January 5th** public announcement

Program Support:

- Honorarium of \$3,000 per year.
- Up to \$1,000 stipend for expenses related to the production of their public project.
- Resource access to local venues, educational institutions, public spaces, and resources to amplify their work.

Submission requirements:

- Resume or CV
- Letter of interest
- Minimum 4, Maximum 8 recent poems, literary work, or spoken word presentation created within the last 5 years.



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PREPARED BY

AGENDA ITEM # F.1

Coordinator's report and project updates.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None