



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final Appleton Public Arts Committee

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Wednesday, December 6, 2023

8:00 AM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting  
[23-1415](#) APAC Minutes from 6-20-23  
**Attachments:** [APAC Minutes 6-20-23.pdf](#)
5. **Public Hearing/Apearances**  
[23-1416](#) Public Participation
6. **Action Items**
7. **Information Items**  
[23-1417](#) Resignation of Kim Kolbe Ritzow and removal of Claire Jamison from the Appleton Public Arts Committee  
**Attachments:** [Resignation from Kim Kolbe Ritzow.pdf](#)  
[LtrtoClaireJamisonRemovingHerFromSeat09-13-23.pdf](#)  
[23-1418](#) Welcome new appointments, Laura Hoekstra and Jayne Laste, to the Appleton Public Arts Committee  
**Attachments:** [23-1059 - Sept 6 Public Art Appt Memo Laura Hoekstra.pdf](#)  
[23-1322 - Nov 1 Public Art Appt Memo Jayne Laste.pdf](#)  
[23-1419](#) Discuss next selection process of new artwork to be placed in the Welcome Tower in Houdini Plaza  
**Attachments:** [Houdini Welcome Tower Memo 12-6-23.pdf](#)  
[Houdini Welcome Tower Photo Contest Rules 2022 .pdf](#)

8. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Any questions about items on this meeting are to be directed to Kara Homan, Director, Community and Economic Development Department at 920-832-6468.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes - Final Appleton Public Arts Committee

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Tuesday, June 20, 2023

8:30 AM

Council Chambers, 6th Floor

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### SPECIAL

(Due to equipment failure, there is currently no audio/video available for this meeting.)

1. Call meeting to order

Chair Mische called the meeting to order at 8:30 a.m.

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Riesterer, Mische, McKenzie and Vang

**Excused:** 2 - Kolbe Ritzow and Fernandez

**Absent:** 1 - Jamison

4. Approval of minutes from previous meeting

[23-0720](#)

APAC Minutes from 2-1-23

**Attachments:** [APAC Minutes 2-1-23.pdf](#)

**McKenzie moved, seconded by Riesterer, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Riesterer, Mische, McKenzie and Vang

**Excused:** 2 - Kolbe Ritzow and Fernandez

**Absent:** 1 - Jamison

5. **Public Hearing/Appearances**

[23-0721](#)

Public Participation

There was no public participation.

6. **Action Items**

[23-0722](#)

Request to approve the final design of the proposed Sexual Assault Survivors Monument to be located within Ellen Kort Peace Park as shown on the attached plans and subject to the conditions in the attached memo

**Attachments:** [Memo\\_SexualAssaultSurvivorMonument\\_For6-20-23.pdf](#)

**Riesterer moved, seconded by McKenzie, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Riesterer, Mische, McKenzie and Vang

**Excused:** 2 - Kolbe Ritzow and Fernandez

**Absent:** 1 - Jamison

[23-0723](#)

Elect Vice Chair

*Catherine McKenzie was elected as Vice Chair.*

**Riesterer moved, seconded by Mische, to approve Catherine McKenzie as Vice Chair. No other nominations were received. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Riesterer, Mische, McKenzie and Vang

**Excused:** 2 - Kolbe Ritzow and Fernandez

**Absent:** 1 - Jamison

[23-0724](#)

Set Meeting Date and Time

*The Appleton Public Arts Committee will now meet the 1st Wednesday of the month at 8:00 a.m. (changed from 8:30 a.m.)*

**Riesterer moved, seconded by Vang, to approve changing the meeting date and time to 8:00 a.m. on the 1st Wednesday of the month. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Riesterer, Mische, McKenzie and Vang

**Excused:** 2 - Kolbe Ritzow and Fernandez

**Absent:** 1 - Jamison

[23-0725](#)

Designate Contact Person

*Director Kara Homan was designated as the contact person.*

## 7. Information Items

## 8. Adjournment

**McKenzie moved, seconded by Riesterer, that the meeting be adjourned at 8:40 a.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Riesterer, Mische, McKenzie and Vang

**Excused:** 2 - Kolbe Ritzow and Fernandez

**Absent:** 1 - Jamison

## Brenda Broeske

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**From:** kritzow@aol.com  
**Sent:** Wednesday, July 5, 2023 4:35 PM  
**To:** Amanda K. Abshire; Brenda Broeske; ekmische@gmail.com; Jessica L. Titel; Kara J. Homan  
**Subject:** Email from Kim Ritzow re: Public Arts Committee

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Elyse and Fellow City of Appleton Committee Members:

After careful consideration I am tendering my resignation from the Appleton Public Arts Committee effective immediately. I have recently taken on some new responsibilities that limit my availability and as a result I feel I am not able to fully participate as the position rightfully requires.

I appreciate the opportunity getting to know each of you over the past few years and working on various community arts-related initiatives with the committee members.

Sincerely,

**Kim L. Kolbe Ritzow**

Kim L. Kolbe Ritzow

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.



*"...meeting community needs...enhancing quality of life."*



**OFFICE OF THE MAYOR**  
Jacob A. Woodford  
100 North Appleton Street  
Appleton, Wisconsin 54911-4799  
Phone: (920) 832-6400  
Email: [Mayor@Appleton.org](mailto:Mayor@Appleton.org)

September 13, 2023

Claire Jamison  
65 Bellaire Court  
Appleton, WI 54911

Re: Appleton Public Art Committee

Dear Claire,

Thank you for your interest in the Appleton Public Art Committee.

It is my expectation that committee members attend meetings as often as possible. Unfortunately, since the time you were appointed to the Appleton Public Art Committee on August 17, 2022, your busy schedule has not allowed you to be available for any committee meetings.

When we spoke by phone recently, we agreed that your resignation was the best path forward. At that time, I asked you to submit a brief email resignation to my office. Although my assistant has followed-up with you on this request, your email has not yet been received. Therefore, in accordance with Wisconsin Statute 17.12 Removal and Suspension of City Officers, your membership on the Appleton Public Art Committee will be terminated effective today.

Considering your expertise and interest in creative art, we regret that you will no longer be participating on the committee. We will move forward with posting the vacancy to fill the committee seat.

Wishing you continued success in your future endeavors.

Sincerely,

Mayor Jake Woodford

c: Director Kara Homan, Community and Economic Development



*"...meeting community needs...enhancing quality of life."*

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**OFFICE OF THE MAYOR**  
Jacob A. Woodford  
100 North Appleton Street  
Appleton, Wisconsin 54911-4799  
Phone: (920) 832-6400  
Email: Mayor@Appleton.org

**TO:** Members of the Common Council  
**FROM:** Mayor Jacob A. Woodford   
**DATE:** August 30, 2023  
**RE:** Confirmation of Appointment

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It is with pleasure that I present the following recommendations for your confirmation at the September 6, 2023, Common Council meeting.

**APPLETON PUBLIC ART COMMITTEE**– Appointment

Laura Hoekstra

Term Ends December 2026

Laura is a native of the Fox Cities who has recently moved back to the area. She currently lives in downtown Appleton with her husband and works as the career advisor for students in the visual and performing arts at Lawrence University. Laura holds an MA in Art History from UW-Madison and is pursuing a PhD in the same program. While living in Madison, Laura worked as a student employee who managed UW's public art collection. She is also a painter who enjoys portraiture. Laura is very excited to help the City of Appleton manage its public art.



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**OFFICE OF THE MAYOR**  
Jacob A. Woodford  
100 North Appleton Street  
Appleton, Wisconsin 54911-4799  
Phone: (920) 832-6400  
Email: Mayor@Appleton.org

**TO:** Members of the Common Council  
**FROM:** Mayor Jacob A. Woodford   
**DATE:** October 26, 2023  
**RE:** Confirmation of Committee Appointment

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It is with pleasure that I present the following recommendation for your confirmation at the November 1, 2023, Common Council meeting.

**APPLETON PUBLIC ART COMMITTEE** – Appointment

Jayne M. Laste

Remaining Term Ends December 2024

Jayne is the sole proprietor of Jayne Laste Design Solutions, a local graphic design firm. Prior to her move to downtown Appleton, Jayne was the art director for a major Milwaukee-based publishing company, for which she received many design awards. Living in Appleton a little over a year, she has had opportunities to view much of Appleton's public art and looks forward to being part of future projects. A long-time art collector, Jayne understands the positive impact of public art and how it creates special events, moments, and places, in addition to its ability to help a city grow its brand and identity. She is interested in giving back to the community as a member of the Public Art Committee.



# MEMORANDUM

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“...meeting community needs...enhancing quality of life.”

TO: Appleton Public Arts Committee (APAC)  
FROM: Jessica Titel, Principal Planner  
DATE: December 6, 2023  
RE: Houdini Plaza Welcome Tower Artwork

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The chosen photos from the “Images that Define Appleton” photo contest were placed in the Welcome Tower in spring of 2023. In an effort to keep the panels in the tower changing, I would suggest the committee begin discussions about the next installation.

Below staff has provided some suggestions for consideration by the committee, but the committee is welcome to choose any theme:

- Favorite Buildings/Structures in Appleton – this would include images of our built environment like buildings, bridges, pavilions, monuments, etc. located within the City.
- Appleton Riverfront – photos would include anything surrounding the riverfront, including redevelopment, trails, locks, dams, eagle nests, natural features, etc.
- Recreation in Appleton – submittals would showcase the variety of recreational opportunities within the City (trails, parks, woodlands, kayaking, fishing, etc.)
- Favorite Images of Appleton – this could be parks, trails, buildings, artwork or anything that people love about the City.
- Photos from Kids – photos taken by kids and teenagers living in the City. The photos can have a theme (similar to the ones listed above), if desired or can just be any image submitted by individuals 18 and younger.
- **Any other suggestions or creative ideas!!!**

## **APPLETON PUBLIC ARTS COMMITTEE ACTION:**

Discuss the next Houdini Welcome Tower Theme – detail any parameters or clarifications surrounding the chosen theme. For reference, the 2022 contest rules/parameters are attached.

## **FUTURE ACTION:**

I will prepare a summary of the chosen theme/proposal for Committee review and formal action.



## Houdini Plaza Welcome Tower Photo Contest Rules

The City of Appleton Public Art Committee will be holding a photo contest to select the new images that will be displayed in the Houdini Plaza Welcome Tower! Below are the contest details and rules.

### **Contest Theme – IMAGES THAT DEFINE APPLETON:**

Contestants will submit images from around the City of Appleton that represent the city from their viewpoint. These images could be iconic places, structures or monuments that are unique to the City, such as the locks, riverfront, paper mills or other historic industry, bridges, downtown, parks, trails, etc. Images could also represent the cultural arts, performing arts and showcase the diversity in our community.

**NEW THIS YEAR!** New to the photo contest this year, will be two entry categories.....one category for contestants ages 18 and over and another category for those 17 and under. We encourage our younger residents to submit photos that showcase their talents and viewpoints!

### **Term:**

Submissions for the Houdini Welcome Tower Photo Contest need to be received by December 2, 2022 at 4:00 PM. By submitting an entry, each contestant agrees to the rules of the contest.

### **Who May Enter:**

The contest is open to all City of Appleton residents. Photographers of all abilities and ages are encouraged to submit entries. A winning entry from photographers under the age of 18 will require a release signed by a parent or guardian. City of Appleton employees are not eligible to enter.

### **What to Enter:**

- The winning photos will be reproduced on translucent mylar at 43"x43" size (see image of Houdini Tower).
- **All submissions must be cropped to square.** The images are large format and viewed from afar. Please consider the final image cropping and resolution when submitting your photo.
- Please keep each contest submission photo to under 5MB.
- If selected, you will be required to submit a high-resolution photo of minimum 150 dpi at full scale.
- City of Appleton residents of all ages are eligible to enter.
- Images are required to be taken within the City of Appleton.



Minor adjustments, including spotting, dodging and burning, sharpening, contrast and slight color adjustment or the digital equivalents, are acceptable for all categories. If the judges determine that a photographer has significantly altered his or her photo, they reserve the right to disqualify it. Watermarks are unacceptable.

For a photo in which a person is recognizable, you must secure a model release from the subject or, in the case of a minor, the subject's parent or guardian and provide it with your submission. A form is available on the City's website.

Photos that violate or infringe upon another person's rights, including but not limited to copyright, are not eligible.

Photos that contain sexually explicit, nude, obscene, violent or other objectionable or inappropriate content, as determined by the City of Appleton in its sole discretion, are ineligible for this contest.

Please note: the reproduction process on a clear mylar cling applied to an acrylic sheet may unintentionally alter the colors of your original photo.

**How to Enter:**

- Complete entry form and photo upload available on the City's website by following this link: [INSERT LINK]
- We will not accept photographs submitted in person or through the mail. Submit no more than two photographs per contestant (Please note, only one photo will be selected per contestant). Contact information provided will only be used to contact the contest winners and to keep contest entrants informed of the contest selection process.
- Photo submitted with entry form shall be no larger than 5MB. Winners will be asked to submit a high-resolution file.
- Digital photographs should be taken at the highest resolution possible – specifically, a minimum of 150 dpi. Photographs must be in a .png, .jpg or .gif format and cropped to square.
- Contestants certify that the photograph is unique and original and does not infringe upon any copyright or the rights of any person.

**Entry Deadline:**

All entries must be received no later than 4:00 PM on December 2, 2022. Only entries submitted via the online entry form will be accepted.

**Photo Selection:**

The Appleton Public Arts Committee will select and recommend 12 photographs for display in the Houdini Plaza Welcome Tower. The Common Council will confirm the Committee selections and they will be displayed for a minimum of 6 months.

**Photo Release:**

By submitting your photograph for this contest, you recognize the City may use your photo for other City purposes (website, brochures, facebook, etc).

**You retain your rights to your photograph; however, by entering the contest, you grant the City of Appleton (and those authorized by the City) a royalty-free, perpetual, non-exclusive license to publicly display, distribute, reproduce and create derivative works of the entries, in whole or in part, in any media now existing or later developed, for any City of Appleton purpose, including, but not limited to, website, publications, social media, etc.** Any photograph reproduced will include a photographer credit as feasible. City of Appleton will not be required to pay any additional consideration or seek any additional approval in connection with such uses.

**Questions?**

Email [Jessica.Titel@appleton.org](mailto:Jessica.Titel@appleton.org) or (920) 832-6476.