

SECTION 6: RESPONSIBILITY, AUTHORITY AND PARTNERS

See Appendix B for a comparison of the approval processes for all public art policy areas.

6.1 The Minneapolis Arts Commission

6.1.1 Purpose and Responsibilities: The Minneapolis Arts Commission, was established in 1974 “ with responsibility to foster development of the arts; to stimulate participation in and appreciation of the arts by all city residents; to encourage cooperation and coordination between artists and the various arts; to seek financial support for the arts; to act as an advocate for the arts before private and public agencies; to advise the city council with respect to arts related matters; to strive for high standards of quality in the arts; and to represent the arts whenever possible.” (Ord. of 12-20-74, § 1). The Arts Commission duties include advising the city council on gifts of art, as well as the commission, placement and maintenance of works of art within the city.

The Arts Commission may, at any time, choose to make recommendations on any City public art project to any City department, the Mayor, or the City Council. The Commission shall be represented on all artist selection panels and shall review recommendations by the Public Art Advisory Panel. A rationale shall be included with all Commission recommendations to the City Council.

6.2 The Public Art Advisory Panel

6.2.1 Purpose and Responsibilities: The Minneapolis Arts Commission shall establish a Public Art Advisory Panel for the purpose of interpreting and reviewing proposed public art projects based on the criteria identified in these policies and procedures, and making recommendations to the Arts Commission on the following:

- Project Site Selection (Section 7);
- Design Review (Section 8)
- Conservation and maintenance of artworks (Section 11);
- Gifts and Loans (Section 12);
- Permits (Section 13);
- Deaccession and Removal (Section 14).

6.2.2 Membership: Panel members shall have staggered two-year terms. Members shall be recommended by the Public Arts Administrator and approved by the Minneapolis Arts Commission’s Executive Committee. The Public Art Advisory Panel shall have a balance of members from various ethnic communities, City Council wards, neighborhoods and businesses. It shall consist of eleven members with the following representation:

- Two Artists;
- Arts administrator from an appropriate organization;
- Architect or landscape architect;
- Three arts Commissioners;
- Two engineers or technical representatives (i.e. Public Works staff);
- One planner or developer;
- Three community representatives;
- As necessary, other experts, as non-voting members.

6.2.3 **Procedures:** The panel shall be chaired by one or more Arts Commissioners. Panelists shall:

- Not recruit applicants or submit applications for projects
- Not give advice to applicants or answer their questions, and shall direct such questions to the Public Art Administrator.
- Panel meetings shall be open to the public.
- Public meetings held by the panel shall be open to the public and the dates, times and locations shall be posted on the City’s web site.
- The Public Art Administrator shall provide panelists with ballots with the appropriate criteria for review of applications or interviews.

6.2.4 **Conflict of Interest:** Panelists shall declare conflicts at the beginning of their meetings. A conflict of interest exists if a panelist, an organization the panelist is associated with, as a staff or board member, or a panelists family member, has the potential to gain financially from the project under consideration by the panel. In order to promote public confidence in this process, a panelist may also consider declaring a conflict if they think there may be a perception that they have a conflict. If a panelist has a conflict, he/she must not participate in the panel’s discussion or decision regarding the project and must refrain from discussion and from influencing colleagues.

6.3 Artist Selection Panels

6.3.1 **Purpose and Responsibilities:** The purpose of artist selection panels shall be to interpret and review artist’s proposals based on the selection criteria.

6.3.2 **Membership:** The membership of artist selection panels shall be recommended by the Public Arts Administrator and approved by the Minneapolis Arts Commission’s Executive Committee. The panel shall have a balance of members from various ethnic communities and City Council wards. They shall consist of nine members with the following representation:

- Artist
- Arts administrator

- Project architect or landscape architect (if this representative wishes to recruit applicants, they shall be non-voting)
- Arts Commissioner
- A project site representative (i.e., board member or departmental representative)
- Public Works staff member
- A community representative
- 2 at-large members (may be from project steering committee if not already represented, or students, educators, elected officials, etc.)

6.3.3 Procedures: Panel members shall not recruit applicants or submit applications for projects, except the project architect or landscape architect. Panelists shall refrain from giving advice to applicants or answering their questions, and direct such questions to the Public Art Administrator. All panel meetings are open to the public and the dates, times and locations of these meetings shall be posted in requests for proposals and on the City's web site. The Public Art Administrator shall provide panelists with a ballot to assist them in reviewing each application or interview in terms of the criteria. Decisions shall be based on a majority vote of the panel.

6.3.4 Conflict of Interest: Panelists shall declare conflicts at the beginning of their meetings. A conflict of interest exists if a panelist, an organization the panelist is associated with as a staff or board member, or a panelists family member, has the potential to gain financially from the project under consideration by the panel. In order to promote public confidence in this process, a panelist may also consider declaring a conflict if they think there may be a perception that they have a conflict. If a panelist has a conflict, he/she must not participate in the panel's discussion or decision regarding the project and must refrain from discussion and from influencing colleagues.

6.4 The Public Art Administrator

The Public Art Administrator shall oversee the Art in Public Places program, as well participate in the planning, purchasing, commissioning, donation, placement, handling, conservation and maintenance of public artwork under the jurisdiction of all City departments.

6.5 City Departments

City Departments may recommend projects for possible funding or staff support by the Art in Public Places program. They may also include proposing sites and funds in their own Capital Improvement Plans. City departments are also accountable to the City's Public Art Policies and Procedures. Public art projects under the jurisdiction of any City Department must be reviewed and approved according to these public art policies and procedures.

6.6 Independent Boards, Commissions of the City and the Neighborhood Revitalization Program (NRP)

Independent Boards and Commissions may recommend their capital projects for participation in the Art in Public Places program. They may also include public art projects in their own requests to the Capital Long-Range Improvement Committee. Public art projects developed in partnership with these entities must be reviewed and approved according to these public art policies and procedures. City staff coordinating public art projects shall work closely with the staff of these boards and commissions when working in partnership with them or placing projects on their property. Agreements with these boards and commissions shall reflect the policies and procedures of all partners.

6.7 The Capital Long-Range Improvement Committee (CLIC)

CLIC reviews proposals for funding the Art in Public Places program and makes recommendations to the Mayor for the capital budget. CLIC may also review funding proposals for public art in the budget of other City Departments or independent boards of the City.

6.8 The Minneapolis Planning Commission

The preliminary location and design of public art projects (Section 7) and gifts (Section 12) shall be reviewed by the Planning Commission (unless they waive this review). The Planning Commission shall review gifts and loans when applicable under Minn. Stat. sec. 462.356 or the City Charter, Chapter 13, Section 4 to determine compliance with the City's Comprehensive Plan.

6.9 The Mayor

The Mayor develops an annual budget based on the recommendations of CLIC for the funding of the Art in Public Places program. The Mayor appoints eight members of the Minneapolis Arts Commission, which plays a strong role in city public art projects.

6.10 The City Council

The City Council approves the budget for the Art in Public Places program, as well as other budgets for public art. The Minneapolis Council President appoints nine members of the Minneapolis Arts Commission. The execution of all contracts over \$50,000 and the must be approved by the City Council. The City's ownership of artworks must be documented through a Receive and File Action of the City Council upon receipt and completion.

6.11 The Community

Everyone within the city is invited to participate in City of Minneapolis public art projects. “Community” is not solely defined by geographic boundaries and may include residents, users, community organizations and institutions, neighborhood associations, businesses, cultural communities, advocacy groups, students and youth. This definition shall be included in all notices of community meetings, community surveys and requests for proposals.

6.12 Artists

Artists may be invited to submit RFPs for the creation of works of public art. Local Artists shall also serve on project and artist selection panels.

6.13 Project Steering Committees

A Steering committee shall be created to advise each public art project and to inform the community about the public art projects as they develop. In lieu of creating separate steering committees, the Art in Public Places program or commissioning department may choose to work with existing steering committees working on a related project for the same site. The membership of Steering Committees shall be flexible, but shall contain representatives who are capable of assessing the project and designs based on the review criteria. Steering Committee membership for each project shall be approved by the Minneapolis Arts Commission.

6.13 Private Site Owners

Site owners must also comply with the City’s Public Art Policies and Procedures when working in partnership with the program. City staff coordinating public art projects shall work closely with the representatives of these sites and adhere to their policies when working in partnership or placing projects on their property. Agreements entered into with private site owners shall reflect the policies and procedures of all partners.