

SECTION 16: ACQUISITIONS

16.1 Objectives

- 16.1.1 Maintain a high-quality City portable Public Art collection.
- 16.1.2 Provide a process for staff and departments to propose artworks for display in City buildings.
- 16.1.3 Be proactive in acquiring acquisitions that help achieve the City's goals.
- 16.1.4 Accept artworks that enhance communities and welcome the community into public spaces.
- 16.1.5 Ensure artworks are safe and durable.
- 16.1.6 Respect and encourage artists.
- 16.1.7 Keep the exhibitions and acquisitions process as clear and simple as possible.
- 16.1.8 Support an efficient workload for staff.

16.2 Definitions

- 16.2.1 **Acquisition:** The addition of an artwork to the City's portable collection through purchase.
- 16.2.2 **Life Spans:** 1) Temporary-up to 5 years, 2) Midspan-up to 15 years, 3) Long term-up to 50 years, 4) Permanent or site integrated- part of site/structure and cannot be removed.
- 16.2.3 **Portable Collection:** City-owned artworks that are easily moved or removed from display, such as framed artworks and small-scale sculptures. The collection does not include any of the historic, large-scale artworks in the historically designated areas of City Hall, such as the paintings in the Council Chambers or *Father of Waters*.
- 16.2.4 **Public Area:** Any area of a City owned or operated building or property, to which the public has access. This includes open outdoor spaces, lobbies, reception areas, hallways, and meeting rooms where meetings occur with the public. It also includes the spaces assigned to the City within City Hall, with the exception of the Council Chambers.
- 16.2.5 **Employee Common Spaces Definition:** Any area of a City-owned or operated building or property, to which a large number of employees use and have access. This includes open outdoor spaces, lobbies, reception areas, commons, and hallways. It also includes these spaces assigned to the City within City Hall. It does not include offices or meeting rooms, unless they meet the definition of Public Spaces above.
- 16.2.6
- 16.2.7 **Placement:** Installation or display of an artwork.
- 16.2.8 **Applicant:** Eligible applicants are City department or division directors. Anyone wanting to acquire artworks for the portable collection, must go through a department or division director.

16.3 General Policies

- 16.3.1 **Funding and Costs:** All costs related to artwork acquisition and the exhibition of the artwork shall be the responsibility of the applicant department. This may include but is not limited to the costs of:
- An assessment by an art conservator of the condition of the artwork prior to consideration by the Public Art Panel and the Arts Commission.
 - Installation by an art installer.
 - Security hardware.
 - A plaque or signage.
 - Mechanical.
 - Maintenance required to keep the artwork in good condition.
- 16.3.2 **Placement of Artwork:** Placement of artworks obtained by acquisition shall be restricted to public areas and employee commons spaces.
- 16.3.3 **Life Span of Artwork:** For artworks that have not been assigned a life span, the Public Art Administrator may engage experts to assist in assigning the artwork a life span, based on the life expectancy of the artwork's materials and fabrication methods.
- 16.3.4 **Artwork Acquired Outside of this Process:** This Section 16.3 shall apply to all artwork acquired prior to the adoption of this policy and by any means other than by following this policy.

16.4 Acceptance Process

- 16.4.1 **Preliminary Request:** A preliminary request shall be submitted by the applicant and reviewed by the Executive Committee of the Arts Commission. This Committee shall determine whether the Arts Commission will consider the request. If this committee approves considering the request, then the Public Arts Administrator shall work with the applicant to bring a full application before the Public Art Advisory Panel and the Minneapolis Arts Commission.
- 16.4.2 **Application:** The Public Arts Administrator shall provide potential applicants with a form that shall serve as the applicant's formal application for consideration by the Arts Commission. Clear instructions for completing the form and a copy of these acquisitions policies shall also be provided.
- 16.4.3 **Review Process:**
- The Public Arts Administrator shall request departments or agencies affected by the application review and comment on technical issues, such as needed structural modification or requirements, upcoming construction or remodeling, mechanical requirements and attachments, and how the placement of the art might affect use of the space. If these departments determine that the is feasible, the applicant shall be asked to submit a formal application.
 - The Public Art Advisory Panel shall review the application and make a recommendation to the Minneapolis Arts Commission.

- The Commission shall consider and act on the Public Art Advisory Committee's recommendation. The Arts Commission or the department may determine whether to forward a recommendation to the City Council, should the need be determined based on City-wide significance and/or value.

- 16.4.4 **Acquisitions of Artworks Not Yet Created:** In the case of proposed acquisitions for artworks that are in the design phase and have not yet been created, the Arts Commission may make a decision regarding the acquisition of the artwork prior to its completion.
- 16.4.5 **Contracts:** The applicant shall work with the Public Arts Administrator to execute an agreement with the artists involved (if living) that is consistent with these public art policies and procedures.
- 16.4.6 **Public Meeting:** The Minneapolis Arts Commission may hold a public meeting for the purpose of gathering community feedback on a proposed acquisition. The Public Art Advisory Panel or the Commission may also decide to hold additional public meetings or gather community input through other methods.
- 16.4.7 **Placement and Term of Placement:** The application may include a proposed location. The Arts Commission's determination shall include whether this is an acceptable location based on the criteria for site selection (Section 7.6), whether the artwork should be displayed elsewhere and the time period of the placement.
- 16.4.8 **Compliance with Applicable Policies and Regulations:** Acquisition of artwork shall be done in a manner that complies with all other applicable city, state and federal procedures, policies and regulations, including City procurement policies, where applicable.

16.5 Review Criteria

The criteria listed below shall be used for evaluating applications for acquisitions:

- 16.5.1 **Stimulate Excellence in Urban Design and Public Arts:**
- Is the artist's previous work or proposed artwork engaging and high quality in concept and construction?
 - Is the quality of the artist's previous work and/or this artwork comparable to other artwork commissioned by the City?
 - Is the artwork unique, one-of-a-kind or part of a limited edition?
 - Is the artist over-represented in the City's collection?
 - Does the proposed project comply with the City's on premise and off premise sign regulations (use of logos or other trademarked materials is prohibited)?
 - Does the artist have a significant or engaging body of work?

- 16.5.2 **Enhance Community Identity and Place:**
- Does the proposed project demonstrate awareness of the community or setting and its characteristics, including history, identity, geography and cultures?
 - Is the proposed project in accordance with adopted policy, historic use or master plans?
 - Is a suitable site currently available for the artwork?
 - Is the content of the proposed artwork compatible with its proposed setting?
- 16.5.3 **Contribute to Community Vitality:**
- Does the proposed project or artwork have the potential to attract visitors and residents?
 - Does the proposed project or process build that capacity and cooperation between the private and public sectors, artists, arts organizations and community members?
 - Does the artist's previous work or proposed artwork encourage civic dialogue about City issues?
 - Is the proposed project or artwork safe?
- 16.5.4 **Involve a Broad Range of People and Communities:**
- Does the proposed process involve community members in the design or creation of the artwork?
 - Does the artist have experience working with communities and with diverse groups?
 - Does the proposed project or artwork meet ADA regulations?
 - Does the work, the artist's previous work or the proposed artwork celebrate one or more cultural communities?
- 16.5.5 **Value Artists and Artistic Processes:**
- Does the proposed artwork include a unique or appropriate cultural, geographic or artistic perspective?
 - Does the proposed artwork nurture an emerging artist?
 - Is the original artistic integrity of the artwork intact?
 - Will displaying the artwork undermine the artist's intention or reputation?
 - Do the applicant's contracts with the artist comply with the law?
 - Does the proposed artwork or design process include the artist and the artistic process as a central element?
 - Does the budget demonstrate appropriate support for the artist and the artistic process?
- 16.5.6 **Use Resources Wisely:**
- Is the proposed project or artwork durable, secure and physically and financially feasible?
 - Has the applicant appropriately budgeted for maintenance and expenses?

- Is the proposed project workable within City timelines?
- Does the proposed project include a detailed budget which covers City expenses for managing the project, including supporting administrative costs, paying the artist, preparing the site, delivering and installing the work, and providing signage?
- Have all restrictions by applicant been clearly identified and can the City meet these restrictions?
- Does the proposed artwork leverage private investment in public art or other City ventures?
- Does it comply with other City building and code regulations