



# CITY OF GRAND RAPIDS ADMINISTRATIVE POLICY

NUMBER: 89-03	DATE: 1989
REVISIONS: 9/14/06	
ISSUED BY: City Manager	SIGNED: <i>10/11/89 - J. Knudsen</i>

**SUBJECT: ART, MEMORIALS, AND RELATED GIFTS**

**PURPOSE:** The City of Grand Rapids is committed to providing a venue for a collection of high quality public art for the enjoyment and enrichment of citizens and visitors. The intent of this policy is to establish criteria and procedures for acceptance of public art, memorials and related gifts as public property owned by the City of Grand Rapids, pursuant to the related City Commission Policy No. 1100-06 and related goals.

The objectives of this policy are:

- To provide uniform procedures for the review and acceptance of art, memorials and related gifts for the City of Grand Rapids;
- To facilitate appropriate recognition of artists and donors of works of art to the City of Grand Rapids;
- To maintain high artistic standards in works of art displayed by the City of Grand Rapids;
- To facilitate planning for the safe and appropriate placement of works of art on City property; and,
- To ensure the proper and perpetual maintenance for the works of art.

**POLICY:**

- I. Art Advisory Committee (AAC)
  - a. The AAC shall be composed of at least six members, who shall be appointed and serve at the pleasure of the City Manager. The AAC shall be composed of the following members:

- i. City Manager or Designee: to serve as the AAC Administrator and is responsible to receive proposals and convene the AAC;
- ii. a philanthropic representative;
- iii. an art curatorial professional from a local public institution;
- iv. a landscape architect, architect, urban planner, or related design professional;
- v. an active professional artist;
- vi. a private citizen, knowledgeable in the field of public art, education or community affairs; and
- vii. representatives from other groups as the City Manager may determine necessary based on the genre of the proposed gift.

b. Review Criteria

The AAC shall consider the following criteria in making a recommendation for accepting a donation of art to the City:

- i. Aesthetic
  - 1) Artistic merit of the work of art, including consideration of its artistic, social, and/or historical significance, as evidenced by the Artwork Donation Proposal Form (which includes a written description and drawings and/or model of the proposed artwork).
  - 2) Warranty of originality of an existing artwork (only original works or limited editions shall be considered).
- ii. Appropriate and Memorial Conventions
  - 1) Compatibility of the work of art within the context of the City of Grand Rapids Art in Public Places Collection.
  - 2) Site permissions, restrictions, or covenants.
  - 3) Significance to the balanced inventory of the City's collection, representing a variety of style, design, and media.
  - 4) Avoidance of strong political affiliation, religious or commercial content.
- iii. Location
  - 1) Appropriateness of the work of art to the proposed site and its surroundings, including considerations of architecture, topography, and physical environment.

- 2) Compatibility with the environment and with the desired use and character of the proposed location and should not adversely affect the natural environment.
- 3) Relation of the scale, form, content, color, and design of the artwork to the site.
- 4) Public accessibility, including access for persons with disabilities.
- 5) Site requirements for installation (i.e., electricity, lighting, water, or other services).
- 6) Text components (i.e., signage and/or plaques).

iv. Financing

- 1) All costs associated with fabrication and installation (including site preparation, plaque and unveiling/dedication event, if any).
- 2) Source of funding and date the funds are available.
- 3) Estimated perpetual maintenance costs:
  - a. Amount of cost for ongoing costs;
  - b. Source and surety of finance for ongoing costs;
  - c. Statement of value of artwork for insurance purposes (i.e., artist's commission contract amount or professional written appraisal of existing artwork).

II. City Technical Design Committee (CTDC)

a. Membership and appointment

The City Technical Design Committee shall be composed of at least four members, who shall be City employees and who shall be appointed by the City Manager. City Technical Design Committee shall be composed of the following members:

- i. City Manager or Designee: to serve as the CTDC and is responsible to convene the CTDC;
- ii. a representative from the Parks and Recreation Department;
- iii. a representative from the Engineering Department;
- iv. a representative from the Public Works Department; and
- v. Representatives from other departments and agencies as the City Manager determines for technical review.

b. Review Criteria

CTDC shall consider the following criteria in making a recommendation for accepting a donation of art to the City:

- i. Safety

- 1) Safety and structural integrity of the piece and compliance with applicable codes, laws, and statues.
- 2) Effect on nearby utilities and/or facilities.
- 3) Effects on site clearance and traffic safety.
- 4) Effect on street signage, traffic signals, potential street alterations, vehicular line of site, etc.
- 5) Public Safety.
- 6) Insurance requirements.

ii. Maintenance

- 1) Long range maintenance requirements.
- 2) Minimal maintenance requirements to both site and piece.
- 3) Durable material and construction which withstand climatic changes without appreciable deterioration.
- 4) Minimal increase lawn, shrub, turf and hard surface maintenance requirements.

iii. Liability

- 1) Accumulated Depreciation calculation.
- 2) Requirements and resistance to vandalism.
- 3) Potential risk to the public.
- 4) Special Insurance Requirements.

iv. Special Conditions

- 1) Any conditions of the gift imposed by the donor.
- 2) Any conditions of the artwork imposed by artist.

III. Review and Approval Process

The process outlined below will be followed in reviewing all proposals for donations of art, memorials and related gifts. The donor reserves the right to withdraw the proposal by notifying the City Manager in writing.

a. Review by the Art Advisory Committee

- i. The potential donor is to submit a completed Artwork Donation Proposal Form (Appendix A) with the required attachments to the City Manager. The AAC Administrator will convene the AAC to review the proposal.
- ii. The AAC evaluates the proposal based upon the criteria previously described: Aesthetic, Appropriate and Memorial Conventions, Location, Financing.
- iii. The AAC provides feedback to donor:
  - 1) Criteria assessment;
  - 2) Suggestions for modifications.

iv. The ACC forwards the donation proposal to the CTDC for review if no modifications are recommended.

b. Review by the CTDC

i. After the proposal has been preliminarily approved by the ACC, the CTDC will evaluate the proposal based upon the criteria previously described: Safety, Maintenance, Liability, and Special Conditions; however, the CTDC may also consider other criteria as required.

ii. Remand to AAC with suggested modifications.

iii. The CTDC provides written comments or recommendations to the AAC, which is to be forwarded to the donor.

iv. Forward to AAC with preliminarily recommendation for approval.

c. Recommendation for approval

i. The AAC submits proposal to the City Manager with a recommendation for approval.

d. Approval by City Manager

i. City Manager reserves the right to approve or reject proposal.

IV. De-accession

In order to maintain growing collections of public art and other property it may be necessary, from time to time, to de-accession the donated item(s). The City Manager maintains the right for de-accession of the donated item(s) pursuant the Visual Artist Rights Act of 1990.

V. Legal Documents

Before the donated item(s) is accepted by the City of Grand Rapids, transfer of title documents, including any limitations or restrictions on the transfer or continued ownership of the donated item(s), as well as any agreements between donor and the City of Grand Rapids regarding same, must be prepared by or approved by the City's Law Department.

VI. Appraisals

The City of Grand Rapids will not provide or assume responsibility for appraisals for tax-deduction or other external purposes.

**CITY OF GRAND RAPIDS**  
**Artwork Donation Proposal Form**

Donor's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_(Day)\_\_\_\_\_ (Eve)\_\_\_\_\_ (Fax)

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please list (in order of preference) the proposed location(s), including name of facility and street address:

1. \_\_\_\_\_

2. \_\_\_\_\_

Is the public artwork intended to be permanent or temporary? (Circle one)

If temporary, please specify the timeframe for display: \_\_\_\_\_

***Please submit the following attachments:***

- A. Narrative proposal including the concept, media, dimensions, timeframe for completion, site preparation requirements, method of installation, and estimated annual and perpetual maintenance costs.
- B. Project budget detailing all costs associated with the project, including design, fabrication, liability insurance during installation, sources of funding for artwork and maintenance, and installation (please note that engineer sealed drawings may be required).
- C. Photograph and map of the proposed site(s).
- D. Drawing and/or model of the proposed public artwork, indicating its relationship to the site.
- E. Artist's resume and 3 professional references.

I/we understand that I/we must (1) Participate in the Review Process; and, ( 2) Present my/our proposed artwork donation for review by the Art Advisory Committee and the City Design Technical Committee and other appropriate boards, commissions and/or neighborhood associations in accordance with the City's Artwork Donation Policy. Final approval or denial of proposed artwork donation is reserved by the City Manager.

\_\_\_\_\_  
Donor's Signature

\_\_\_\_\_  
Date

Submit completed forms to:

City Manager  
City of Grand Rapids  
City Hall, Executive Offices  
300 Monroe NW  
Grand Rapids, MI 49503