

Andy Schor  
Mayor



City Hall - 9th Floor  
124 W. Michigan Avenue  
Lansing, MI 48933-1694  
PH: 517.483.4141 – FAX: 517.483.6066  
Lansing.Mayor@lansingmi.gov

**OFFICE OF THE MAYOR**  
CITY OF LANSING, MICHIGAN

**TO: COUNCIL PRESIDENT, COUNCIL VICE PRESIDENT, MEMBERS OF  
LANSING CITY COUNCIL; ALL OFFICERS, EMPLOYEES, AGENCIES,  
BOARDS, AUTHORITIES, AND DEPARTMENTS OF THE CITY OF LANSING**

**RE: EXECUTIVE ORDER APPROVING THE PUBLIC ART POLICY AND  
GUIDELINES 2019-06**

---

I recognize that the creation of public art will improve the aesthetic quality of public spaces and structures, provide cultural and recreational opportunities, contribute to the local heritage, stimulate economic activity, and promote the general welfare of the community. In addition, I recognize the role that government can play and the support that government can offer to foster the development of culture and the arts. Consequently, I hereby issue the following Executive Order.


The proposed Public Art Policy and Guidelines have been presented to me for my review and approval.

The following Executive Order shall be effective immediately.

**EXECUTIVE ORDER 2019-06**

**I hereby adopt the City of Lansing Public Art Policy and Guidelines attached to this Executive Order. I designate the Mayor's Arts and Culture Commission ("MAACC") to develop further guidelines as necessary.**

Issued and ordered this 12<sup>th</sup> day of August, 2019.

  
\_\_\_\_\_  
**Andy Schor**  
**Mayor**



## **CITY OF LANSING PUBLIC ART POLICY ESTABLISHED BY EXECUTIVE ORDER 2019-06.**

### **INTENT AND PURPOSES**

The State of Michigan has recognized, through the enactment of The Faxon-McNamee Art in Public Places Act (MCL 18.71 et seq.), the importance of promoting art in public spaces and public facilities.

The City of Lansing (the “City”) has determined that the creation of public art will improve the aesthetic quality of public spaces and structures, provide cultural and recreational opportunities, contribute to the local heritage, stimulate economic activity and promote the general welfare of the community. The City also recognizes the role that government can play and the support that government can offer to foster the development of culture and the arts.

Where possible, the City of Lansing will incorporate or work with outside parties to incorporate art into the interior spaces of public facilities and into the design of all public buildings, ways, bridges, parks, plazas, promenades, or other public spaces.

The placement of public art adds to the unique character and quality of life of a community. Public art can play a part in strengthening civic identity, community pride, and create a cultural economy. By adding public art to an otherwise ordinary space, it can introduce a surprising, unexpected and energizing element. Public art has the capacity to humanize our city environment.

The correct public art located in the correct location can be the foundation for the creation of a "sense of place." Art placed in public spaces animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate and inspire.

The City of Lansing strives to encourage the use of public art to create a feeling that this community is a special place and is distinct. Through this policy, Lansing seeks to provide opportunities for creating exciting and attractive public spaces that are used and enjoyed by the community including residents, businesses, and visitors to the area.

### **DEFINITION:**

“Public art” shall include all forms of visual art regardless of its permanence, created in any medium, material or combination thereof. Public art may take the form of individual works or site-specific installations integrated into public facilities and/or into the design and physical landscape within the City.

Public art, as defined by this policy, encompasses the broadest definition of visual art including the imaginative use and interplay of all artistic disciplines, Public art governed by this policy that is acquired by City Funds/Grants, donated to the City, or provided by a private entity as a community benefit should be visually or physically accessible to the public.

### **OVERSIGHT BODY**

The Mayor's Arts and Culture Commission (MAACC) will create guidelines and recommendations, subject to the approval of the Mayor, to implement the provisions of this Public Art Policy. An initial version of these guidelines has been received as part of this executive order.

The MAACC will also create a structure by which recommendations will be provided to the Mayor regarding public art projects and placement within the City.

The City of Lansing Parks Board will continue to review projects and changes recommended within parks throughout the city, as per charter and ordinance, and make appropriate recommendations. The City of Lansing Public Service Board will continue to review projects and changes recommended within the publicly owned space throughout the city, as per charter and ordinance, and make appropriate recommendations. The MAACC, or its designee, will be the liaison between the Parks and Recreation Commission, the Public Service Board, and/or any other city commissions or departments that need to offer technical expertise or address concerns on any public art project.

### **FUNDING**

The City will financially support the installation and maintenance of public art whenever possible within the constraints of the yearly budget and/or encourage use of grants and private funding as additional sources of funding for public art.

### **REVIEW OF POLICY**

Periodically, the MAACC will review this Public Art Policy to determine how it can be improved to better meet the community's needs and interests, and recommend changes to the Mayor.



## **City of Lansing Mayor's Arts and Culture Commission Public Art Policy Guidelines**

### **Introduction**

By Executive Order 2018-03, the Mayor created the Mayor's Arts and Culture Commission (MAACC) for the City of Lansing. By the attached Executive Order, the Mayor established a Public Art Policy, and the Mayor directed MAACC to develop further guidelines to implement the provisions of the Public Art Policy. By establishing a Public Art Policy, the City of Lansing joins cities around the country that have enlivened their appearance and appeal through placement of art where the community gathers such as parks, buildings, plazas, and pedestrian and vehicular access paths.

### **Statement of Purpose**

As part of its Public Art Policy, a Public Art Program is established. The Public Art Program enhances life in the City of Lansing. Art in public places provides opportunity for visual delight; it can stimulate community dialogue by challenging familiar experience. Public art enriches lives as it creates a more cultural urban environment.

### **Mayor's Arts and Culture Commission (MAACC)**

The MAACC Public Art Committee (or successor committee) is responsible for the administration and overall management of the City of Lansing's Public Art Program, including but not limited to: budget supervision; securing site locations; releasing a call for proposals or call for artists; seeking Mayoral approval; supervising placement; creating signage; coordinating public art dedications; and carrying out any applicable educational programming.

## **Goals of the Public Art Program**

The goals of the City of Lansing's Public Art Program are to:

- Promote the visual arts in Lansing;
- Include works of art representing a broad variety of media, styles and community interests;
- Provide opportunities for artists of all racial, ethnic and cultural backgrounds, disabilities and other diverse groups;
- Enhance the urban environment and public spaces throughout the City;
- Pursue opportunities to inform the public regarding public art including public participation in all phases of the public art process; and,
- Document, maintain and conserve works of art in any public art collection(s).
- Provide public art of exceptional quality which adds to the community's vibrancy and identity of this area.
- Use public art to help express the City's history and cultural heritage.
- Foster the public's understanding and enjoyment of public art,
- Use public as a means to foster the community's sense of spirit, pride, and development.
- Enrich the quality of life for the community and the region by creating exciting, appealing and harmonious public spaces.
- Integrate public art into new City facilities.
- Enhance the City's image locally, regionally and nationally.
- Recognize the contribution of public art in economic development.

## **Public Art Policy Guideline Revisions**

The MAACC may recommend changes to these Public Art Policy Guidelines to the Mayor at any time, and are subject to the Mayor's final approval.

## **Funding**

The City of Lansing will financially support the installation and maintenance of public art whenever possible within the constraints of the yearly budget and/or encourage use of grants and private funding as additional sources of funding for public art.

## **Oversight**

Any recommended projects or changes that occur within a City of Lansing park will also be referred to the Mayor, and will be referred to the Lansing Parks Board for review and recommendation to the Mayor. Any recommended projects or changes that occur in a publicly owned space in the City of Lansing will be referred to the Mayor, and will also be referred to the Lansing Public Service Board for review and recommendation to the Mayor.

## **Public Art Project Process**

The phases below outline a **suggested process** for carrying out a public art project. These phases are intended to be guidelines, as it is recognized that each project is unique and adjustments will need to be tailored to each individual project. This process is inclusive of projects initiated internally from the City of Lansing and/or for projects initiated by external stakeholders interested in placing art in public spaces.

The City of Lansing encourages projects initiated by external stakeholders interested in placing art in private spaces to utilize these Public Art Policy Guidelines as appropriate. The MAACC may be used in a consultative role to these external stakeholder/private property art projects as requested and as capacity is available.

### **Phase 1: Assess the Project**

At the earliest stage, the MAACC Public Art Committee discusses the feasibility of a proposed public art project. These discussions include, but are not limited to, the following questions:

1. How would the public art project serve the goals of the Public Art Program and the needs of the community?
  - What art is currently included in the City of Lansing's program?
  - What themes, materials and style will add to the diversity of public art in the City of Lansing?
  - Is there an expressed interest of style preference for this site or project?
2. What site is currently available for placement and is a feasible, visible location for public art?
3. If a site is first chosen, what medium would be best suited for this space?
4. Will the community have sufficient access to the art once it is placed and will its placement enhance the public art program as a whole?
5. What is the proposed budget for the project, including the cost of the public art, installation costs, signage and all other associated costs?
6. Is the budget sufficient to pay for this placement or will additional funds be required from another source? If other funds are to be sought, will these funds come from a grant, contribution, or by collaboration with a private sector entity such as a developer?
7. What difficulties or resistance are likely to be met?
8. What time lines and other site factors that may affect placement need to be considered?
9. What are the maintenance considerations?
10. Who besides the MAACC will be actively involved in this project? Will there be architects, landscape architects, engineers, residents, affected property owners (commercial or resident), other City of Lansing staff, or donors involved?
11. What is the timeline for the project?

Once the MAACC Public Art Committee has considered the above, it may choose to formally pursue the project, or it may continue with the discussion to resolve issues of concern.

### **Phase Two: Call for Proposals or Artists (if needed)**

Prior to sending out a Request for Proposal (RFP) or Request for Qualifications (RFQ), the MAACC Public Art Committee will assess the project, establish selection criteria, and meet with stakeholders, if any, to be involved in the vision. It is suggested that selection criteria be included in the RFP or RFQ.

The selection criteria may include originality of artwork, credentials of artist(s), relevance of artwork's theme, sustainability and maintenance. Criteria can be changed or modified depending on the needs in the RFP. The creation of selection criteria will set up an agreed-upon expectation as to what basis the RFP or RFQ should be judged upon.

Upon agreement, the MAACC Public Art Committee, or its designee, will prepare and send out the RFP or RFQ. This call includes project specifics regarding the location, style or nature of the placement, type and theme of the project; maintenance considerations; and a budget. It is distributed to artists locally, throughout Michigan and nationally, so that the best possible pool of candidates can be assembled. Applicants may be asked to provide examples of work (2D or 3D), a resume, a statement of interest in the project, an artist's statement and a budget. Artists are free to include other materials as they wish.

The MAACC Public Art Committee or its designee catalogs all the artists and/or proposals.

### **Phase Three: Artist Selection Panel (if needed)**

If it is appropriate to the project, the MAACC Public Art Committee may name an Art Selection Panel to evaluate the proposal(s) based on the goals of the Public Art Program and make a recommendation to the MAACC, which will ultimately seek authorization from the Mayor to place the public art.

#### **The Art Selection Panel members must be:**

- Free of conflict of interest or the potential for financial gain from either the project or the purchase of that specific work of art by the City of Lansing; and,
- Willing to sign a conflict of interest statement.

The chosen Art Selection Panel will have a strong working knowledge of public art, including aesthetic concerns, community involvement, compatibility issues, funding and contracts, documentation, placement, landscaping and site concerns. The Art Selection Panel members may consult with landscape architects or other project design professionals as needed. It may choose to interview artists to gather additional information on the proposals, including revisions to artwork. The Art Selection Panel will include strong representation from residents of the City of Lansing. Recommended Art Selection Panel size is five members.

The Art Selection Panel will be composed primarily of arts professionals, to assure objective judgment based on the critical success and professional accomplishments of the artists under consideration, and to find the best possible match between the site, the community, and the artist(s).

After deliberating on the proposal(s), the Art Selection Panel will make a recommendation to the MAACC. The Art Selection Panel may choose to recommend one artist and/or proposal or a set of finalists or may recommend that the City not move forward with a proposed project.

**Phase Four: The Artist and the Work of Art**

Once the Art Selection Panel has made its recommendation to the MAACC, the MAACC then reviews the recommendation. The MAACC may arrange a site visit with the artist(s) so that the MAACC may learn about the project in more detail. In addition, the MAACC may choose to have the artist(s) meet with community members, stakeholders, and City of Lansing staff involved in the project. The MAACC may recommend that finalists be displayed to the public for community feedback if a choice is involved.

Finally, MAACC will vote to accept or reject the recommendation.

**Phase Five: Public Awareness/Information**

A Public Art Program can only be as successful as its community support. This requires ongoing educational programming that provides ample opportunities for community discussion, analysis and debate about the significant topics involved with public art. It may also provide for the informational needs of the community as a particular project is developed. Educational awareness programming is a part of the responsibilities of the MAACC and should be an ongoing part of the MAACC's annual activities.

**Phase Six: Contracts and Budget**

Once the MAACC approves a recommendation for a public art project, final contract negotiations will take place according to the nature of the project.

For a commissioned artwork, the City of Lansing will enter into a contract with the artist. The dollar amount of the contract is subject to the funds allocated to the project and the artists' fees and fabrication costs, as well as other expenses as allowed under the terms of the call for proposals or artists.

The contract itself is completed under the supervision of the Mayor and the City Attorney. It is a standard contract for services and transfers ownership of the art to the City of Lansing at the time of installation. The contract should ensure that the art becomes the full property of the City of Lansing, with no rights remaining with the artist, and should also provide for the removal of the art at such time that this is deemed necessary. The contract may also protect the City of Lansing from the artists duplicating the exact work for sale to others.



The MAACC Public Art Committee or its designee may work together with the artist(s) to bring the project to completion. The MAACC may enhance its understanding of the work as it is fabricated by visiting the artist's studio, exchanging photographs or inviting the artist to a meeting for an update. Other City of Lansing staff, community members, and professionals related to the project also collaborate to complete the project. This process may take a number of months, depending on the complexity of the art, the extent of fabrication, and the time needed to install the art.

Once the art is installed, the City of Lansing may hold a dedication ceremony to formally introduce the art and the artist to the community. The art and artist(s) will be identified with appropriate signage on the site.

### **Phase Seven: Documentation/Evaluation**

The MAACC Public Art Committee will periodically review these Public Art Policy Guidelines to determine how they can be improved to better meet the community's needs and interests, and the goals of the Public Art Program, especially immediately following a selection.

The MAACC Public Art Committee will be responsible for documenting the City of Lansing's public art. This documentation will include a file on each work with basic information including date, acquisition process, artist, and photographs. It may also include a public art brochure, videos and other records of the City of Lansing's art works.

---

### **Donations**

Groups or individuals may contribute monetary gifts to the Public Art Fund for use in initiating a new or sustaining a current public art project. Groups or individuals may also request that the MAACC consider the placement of a donated work of art. Any newly proposed public art project or placement of a donated work of art will go through the process listed above.

### **Relocation and/or Decommissioning Artwork**

At the sole discretion of the City of Lansing, relocation or decommissioning of art work may occur. One or more of the following reasons may be considered in the relocation/decommissioning process:

- The condition or security of the art work cannot be reasonably guaranteed in its present location.
- The art work presents a public safety risk.
- The art work is damaged and repair is not feasible.
- Significant changes in the use, character or actual design of the site requires a re-evaluation of the art work's relationship to the site.
- The art work requires excessive maintenance or has failures of design or workmanship.