



Public Art Commission Guidelines

Commission Overview: The Crested Butte Public Art Commission is a Commission under the authority of the Town of Crested Butte. The Public Art Commission administers the Town's [Arts in Public Places Policy](#) (AIPP) and oversees the implementation and maintenance of Public Art in the Town of Crested Butte. The Public Art Commission is a partner with the Crested Butte Creative District, a certified Colorado Creative District.

Commission Terms: The Commission consists of seven members appointed by the Town Council who shall serve without compensation. The members shall serve for periods of two years each, except that the initial terms of three members shall expire on January 1, 2021 and the initial terms of four members shall expire on January 1, 2022. All members shall be eligible for reappointment (with a maximum of 2 terms).

Commission Composition: The Commissioners shall be residents of Gunnison County who have an active interest in public art, in preserving the sense of place of Crested Butte's public spaces, and in the mission of the Creative District. Past experience with art jurying and curation is beneficial. The Commission will strive to represent a diversity of community interests including citizens representing the business community. The Commission shall have the following composition:

- 1 member shall represent the Crested Butte Creative District (a separate Commission under the Center for the Arts)
- 6 members shall represent the community at large
- *There shall also be 1 member of the Town Council who shall serve as a liaison and only vote in the event of a tie*
- *There shall also be a Town staff liaison who will not have any voting power*

Commission Appointments: The initial appointments of the Commission members will be recommended to Town Council by the Town staff liaison, the Town Manager, a Town Council representative, and a member of the Creative District Commission or their staff coordinator (from the Center for the Arts). Thereafter, the Chair, Vice Chair, Town Council representative and Staff Liaison will manage the process of Commission appointments including applications, interviews and recommendations to the Town Council. The Town Council will have final approval on appointments of all Commissioners.

Commission Procedures: Because the Commission operates under the authority of The Town of Crested Butte, the Commission shall abide by the Public Art Commission's code of conduct. Commission meetings will be managed in a manner that assures an orderly and focused discussion and facilitates the input of all members of the Commission. When necessary, Robert's Rules of Order can be put into effect. The majority of all the members of a board (4) shall constitute a quorum. In order to conduct business at any meeting, a quorum must be present. No action shall be taken in the absence of a quorum, except to continue the meeting at a future date. Discussion and updates may take place, but no formal action can be taken without a quorum.

The Commission shall choose a Chairperson and a Vice Chairperson. Additional offices may be created by the Commission from time to time as necessary. If a Town Staff person is not made available to serve as recording secretary, the Commission shall also choose a recording secretary. At the first meeting of the Commission, the Chair and Vice Chair will be elected by majority vote of the Commission members from those interested in the positions. The term is one year for these positions.

Commission Duties: The Creative District Commission will follow the guidelines of the Arts in Public Places Policy (AIPP). Duties include:

- Maintaining, implementing and updating (as necessary) the Arts in Public Places Policy (AIPP) for the Town of Crested Butte
- Creation and recommendation of 2% capital improvement fund public art projects (final selection of 2% public art projects will be approved by Town Council)
- Recommendations on public art donations
- Creation of new, permanent, or temporary public art proposals to be approved by Town Council during the annual budgeting process, or applying for grants to cover funding of such projects
- Making recommendations and implementing public art maintenance or de-accessioning of public art
- Solicitation of ideas and feedback from the community on public art and/or creative place-making

The Commission may not fund art or other projects for the benefit of private properties.

Budget: The Commission's budget will be created annually during the Town's fall budgeting process. The initial budget will cover costs for public meetings, calls for artists and legal postings, any approved public art projects, public art maintenance, and any new 2% capital improvement public art projects. The Commission may also apply for grants to cover or partially cover the costs of new public art projects. The Staff Liaison will keep the Commission apprised of the budget balance and convey feedback from Town Council regarding fiscal and other issues. The Staff Liaison will report back to the Town Council regarding the activities, budget and work of the Commission.

Meetings: The Commission shall meet no less than (4) times per year. The Commission will meet in the winter, spring, summer, and fall in the Town Council chambers. All meetings will be open to the public. The Commission will also hold an annual community forum in partnership with the Creative District as an opportunity for artists and creatives to present their ideas and proposals for public art and Creative District projects. For all AIPP project decisions, the Commission shall listen to presentations by applicants and select the proposal as a full Commission. For smaller projects, or temporary public art projects, the Commission may appoint a selection committee to make a recommendation to the full Commission.

Town Staff Support: The Public Art Commission Staff Liaison will oversee the work of the Commission and is responsible for the overall implementation of public art projects. The duties of the Staff Liaison may include: managing the Commission appointment process, putting together agendas and packets for Commission meetings, administering the Public Art Commission webpage, drafting requests for proposals (RFP) for public art projects, managing the RFP processes, developing plans for new or future public art projects, coordinating with artists on public art

projects and installation, and planning community forums. Overall, the Staff Liaison will develop plans and RFPs for public art projects and the Commission will discuss ideas for such plans and make decisions on project approvals/recommendations and proposal selections/recommendations under the AIPP policy.

Conflict of Interest Policy: The objective of Town Council is that appointed members to the Public Art Commission avoid any conflicts of interest. Commissioners are not eligible to apply for any RFPs or opportunities that are released or handled by the Public Art Commission. A Commissioner should also carefully consider for himself or herself how to avoid even the appearance of a conflict of interest. Since there may be areas where Commissioners are unsure or unaware that a conflict of interest may exist, the Commissioner should consult with the Staff Liaison who will assist such Commissioner with the conflict on interest and gain the guidance of the Town Attorney. Conflicts of interest shall be governed by the Code of Conduct contained in the Crested Butte Municipal Code.