

Steering Committee Charter

Gateway Art Project

Purpose and Vision

The Steering Committee will support City Staff in the development, selection, procurement, and installation of a permanent public artwork in the roundabout located at the intersection of Highway 2 and Icicle Road. This intersection represents one of the most significant geographical thresholds in Leavenworth, and the artwork selected will be the first impression of the city for countless motorists. While the Steering Committee will be responsible for developing the technical selection criteria, an installation of this magnitude should:

- Honor Leavenworth's identity as an Old World Bavarian alpine village and the community pride that has sustained that identity across generations
- Celebrate the natural landscape of the area surrounding Leavenworth
- Create a welcoming and memorable experience for all who travel through this intersection each year
- Reflect on the qualities of artistic excellence and long-term durability
- Echo Leavenworth's prioritization of cultural investment

Scope of Responsibilities

The primary function of the Gateway Art Project Steering Committee (Steering Committee) is to guide the project scope and design and assist with prioritization and sequencing of deliverable project elements. In practice, these responsibilities are carried out by performing the following functions (non-exhaustive):

- Developing and finalizing project design elements, including thematic guidance, site constraints, material requirements, and aesthetic choices rooted in Leavenworth's Bavarian theme and alpine identity
- Establishing artist eligibility criteria
- Developing and publishing the Request for Qualifications (RFQ) through appropriate channels, including the CaFÉ (Call for Entry) platform or comparable public art call systems
- Reviewing submissions and selecting finalists (recommended: 3–4 finalists), consistent with the two-phase selection process used in comparable projects
- Organizing finalist site visits and design presentation sessions
- Coordinating and hosting public input opportunities on finalist proposals
- Making a final commission recommendation to the City Council for approval
- Serving as the City's oversight body during the contract, fabrication, and installation phases, in coordination with the City's Project Manager and City Engineering Staff
- Ensuring ongoing documentation and a conservation/maintenance plan is established prior to final acceptance of the work

Scope of Authority

The Steering Committee serves in an advisory capacity to the City Staff and City Council. The Steering Committee is authorized to make the following decisions without requiring full City Council approval at each step:

- Selecting 3–4 finalists for Phase 2 design development

- Awarding finalist stipends (within pre-approved budget)
- Conducting and maintaining records of public input

The following actions require City Council approval:

- Final commission selection and authorization of the contract
- Modifications to the commissioned design after contract execution
- Any change orders that would alter the total contract's dollar amount
- Any agreements and/or memorandums of understanding with local agency partners (e.g., WSDOT)

Membership

The Steering Committee may consist of the following voting members, and non-voting advisory members:

Title	Role
City Councilmember	Chair
Recreation & Tourism Manager	Project Manager (non-voting)
City Staff Engineer	Advisory (non-voting)
City Councilmember	Member
Leavenworth Design Review Board	Member
Local Artist/Arts Community Member	Member
Local Artist/Arts Community Member	Member
Representative of Chamber of Commerce	Member
Outdoor Recreation/Environmental Representative	Member
Community Member at Large	Member
Community Member at Large	Member
Community Member at Large	Member
Community Member at Large	Member

Recommendations for other non-voting advisory members include:

- A representative from the Washington State Department of Transportation (WSDOT)
- Professionals with a background or skillset pertaining to this project who the committee determines can provide meaningful guidance.

If the Steering Committee determines that it is necessary to expand membership, it may formalize that recommendation to the City Council by a majority vote. The term of appointment for all members shall be for the duration of the project or until a member resigns, is removed by a majority vote of committee members, or is otherwise unable to continue in their commitment to the committee.

Selection criteria will include:

- Willing and able to commit to the necessary multi-year timeline
- Commitment and interest in the successful development of the Gateway Art Project, informed by a balanced community perspective
- Skills and experience related to previous work with municipal or community-based art projects or cultural assets

- A reasonable assurance that the selected member does not have a financial interest related to the development of the project

City Staff and Councilmembers will review, select, and appoint committee members.

Role of a Steering Committee Member

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals that have a stake in the successful development of the Gateway Art Project. Steering Committee members are not directly responsible for managing project activities, and will provide support and guidance for those who do.

Thus, individually, Steering Committee members should:

- Understand the long-term impact this project has on the cultural identity of Leavenworth
- Appreciate the significance of the project for stakeholders and represent their interests
- Take a genuine interest in the project and its intended outcomes

In practice, this means they:

- Review the status of the individual project elements and the project as a whole
- Ensure the Gateway Art Project is tracking with the overall vision for the project.
- Help balance conflicting priorities and resources
- Provide guidance to the project team
- Consider ideas and issues raised internally and by the community
- Foster positive communication with the Leavenworth community regarding the project's progress and outcomes

Budget

All project activities will be conducted within the City Council approved budget of \$150,000.

Meeting Schedule and Process

The Steering Committee will meet monthly or as required to keep track of issues and the progress of the project. The Chair facilitates the Steering Committee meetings. The Steering Committee may make decisions regarding the need for additional committee organization, such as a Vice Chair to facilitate meetings in the absence of the Committee Chair, or a Secretary to take notes of the meeting to disseminate to Steering Committee members, the City Council, and the public. The quorum will be made up of the members present.

A written summary of discussion and comments from each meeting will be prepared by city staff, or by the Secretary, should the Steering Committee choose to appoint a member as such. Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement, or decision, and recommendations or options. Meeting minutes will be circulated to the Steering Committee and project staff within two weeks of the meeting and made available on the city website.

When City Council, City Staff, or Project Staff request a recommendation from the Steering Committee as a body, the Steering Committee should aim for consensus by discussion. If a clear consensus cannot be reached by way of discussion, the Chair may call for a non-binding vote.

Conflict of Interest

The Steering Committee shall be bound by the policy set forth in [Leavenworth Municipal Code 2.24 CODE OF ETHICS](#), and individual members are expected to honor all the standards therein, including but not limited to [LMC 2.24.030A- Conflicts of Interest](#).

Review and Amendment

The Steering Committee may recommend amendments to this charter by way of majority vote. Authority to adopt recommended amendments lies with the City Council. This charter shall be subject to review every two years, or as directed by the City Council.