



## Economic Vitality & Town Center Task Force

### Roles & Responsibilities Summary

#### Roles

- **City**
  - Project oversight
  - Consultant management
  - Policy and technical guidance
  
- **Consultant**
  - Facilitate task force and community discussion re town center
  - Provide technical input
  - Create meaningful materials for meetings
  - Prepare recommended draft plan updates based on community input for review by Task Force & City
  - Present information to Planning Commission & Council
  
- **Task Force**
  - Provide input on the vision for Town Center
  - Engage in discussion about ideas for the future of Town Center
  - Review draft materials and provide recommendations
  - Share insights
  
- **City Council & Planning Commission Liaisons**
  - Liaison participation – Non-Voting members
  - Report back to respective bodies on project status

#### Responsibilities

- **City**
  - Provide technical and policy assistance
  - Serve as project advocate
  - Liaison with City Council and Planning Commission
  - Communicate with Consultant and Task Force regarding influences affecting the planning process or outcome
  - Review, provide input and comment draft documents
  - Review, provide input and approve task force meeting agendas

- **Consultant**
  - Prepare agendas and materials for meetings
  - Advocate for the project
  - Provide technical information and direction
  - Facilitate discussion
    - Prepare draft subarea plan
    - Organize, plan and facilitate public workshop
    - Make recommendations for plan content, changes to existing standards resulting from process, map amendments etc.
    - Communicate with the City and Task Force regarding project questions, concerns or issues
    - Document and keep record of project related decisions

- **Task Force**
  - Attend meetings regularly. Let contact person know if you will not be able to attend a meeting

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- Contribute constructively to discussions
  - Consider the perspectives of the community as a whole & particular stakeholders
  - Coordinate and communicate with city staff and consultants on key issues
  - Convey information from meetings back to the community
  - Participate in outreach efforts
  - Review and provide comments on draft materials
  - Assist in identification of challenges, opportunities
  - Identify opportunities for partnerships between the City and other entities interested/involved in an improved Town Center
  - Work proactively to identify project issues/risks and management strategies to address them
  - Inform City of partnership opportunities as they arise
  - Share concerns constructively
  - Provide feedback to task force Chair, city staff and consultants on process and progress
  - Task Force Chair - Presides at all meetings, i.e., opens and closes meetings, facilitates discussion and recognizes members who wish to speak, and manages the flow/timing of agenda items. At the end of meetings, the chair typically recaps what the group has agreed upon.
  - Vice-Chair – Performs duties of chair when chair is absent
- **City Council & Planning Commission Liaisons**
    - Attend meetings regularly
    - Consider the perspectives of the community as a whole and particular stakeholders
    - Convey information and project status back to their perspective bodies
    - Review draft materials
    - Assist in identification of challenges, opportunities

## Ground Rules

- Review materials in advance of meeting
- Participate fully -Come prepared to discuss materials, opinions, insights
- Be respectful
  - Communicate honestly and respectfully
  - Give everyone a chance to speak
  - Listen when others speak
  - Its ok to disagree, but do so collegially
- Remember all members are working together for improvement of Town Center
- Work collaboratively toward consensus
- Meetings will start and end on time