

Town of Windsor

Memorandum

May 14, 2019

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Drainage Committee

At the April Town Council meeting, Council discussed revising the drainage committee to something similar to the Windsor Town Center Advisory Board structure. This would include two members of Council, and three citizens. The committee's next task will be to review the drainage study and prepare recommendations on how to move forward with addressing the identified drainage issues.

I have revised the bylaws to reflect the above mentioned changes. A copy is attached.

As of the writing of this memo, only two names have been brought up for possible nomination to the committee. Those are Mercer Meding and Sue Meadows.

I recommend that Council adopt the attached Drainage Committee bylaws. After adoption of the bylaws, Council will need to appoint three citizens to serve with Councilman Carr and Vice-Mayor Scott on this committee.

Drainage Committee

Bylaws

ARTICLE 1. Name

The name of this committee shall be the Town of Windsor Drainage Committee (Drainage Committee)

ARTICLE 2. Purposes and Duties

The Drainage Committee shall advise the Town Council on issues related to drainage and storm water in the Town of Windsor. They shall make policy recommendations to the Town Council in these areas.

ARTICLE 3. Membership

- 1) The Drainage Committee shall be made up of not more than 5 members to be made up of two (2) Councilmembers and two (2) citizens.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years.
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager shall serve as a non-voting member
- 6) The citizen representatives shall be Town of Windsor residents.

ARTICLE 4. Officers

- 1) The Drainage shall elect a Chair and Vice-Chair and Secretary.
- 2) The Chair shall preside over all meetings and act as official spokesperson for the Drainage Committee.
- 3) The Vice-Chair shall assume the duties of Chair when the Chair is unable to do fulfill his/her duties.
- 4) The Secretary shall be responsible for keeping minutes of meetings and all records for the Drainage Committee.
- 5) Officers may serve for more than one (1) consecutive term.

ARTICLE 5. Election of Officers

- 1) Officers shall be elected at the first meeting after January 1 each year.
- 2) A quorum, for the purpose of electing officers, shall exist if more 50% of the members are present.

ARTICLE 6. Meetings and attendance

- 1) The Drainage Committee shall hold regular meetings quarterly, in February, May, August, and November. The Chair may call a meeting of the Committee at any time he/she feels that a meeting is warranted.
- 2) A quorum, for the purposes of conducting regular business, shall exist if 50% of the members are present.
- 3) Members that miss three consecutive meetings without acceptable excuse to the Chair may be removed from the Board by vote of the membership.

ARTICLE 7. By-laws

- 1) The Town Council may amend the by-laws of the Drainage Committee any time it sees fit.
- 2) The Drainage Committee may recommend changes to the by-laws to the Town Council as it sees fit.