



Washington Grove Dog Park Committee (DPC)

July 24, 2018 / 7:30 PM / 500 McCauley (Warfield residence)

This document is available at <https://tinyurl.com/y93cfazg>

Attendees

Betsy K
Christine D
Karen K

Mary W
Missy Y

Last Meeting Follow-up

1. Minutes from the May 31 meeting were approved on June 8 by the members who attended that meeting. These minutes were published on the Town website at <http://washingtongrovermd.org/wp-content/uploads/2018/07/DPC-2018-05-31-Agenda-Minutes.pdf>.
2. The Town's webmaster created a "home page" for the Committee on the Town website at <http://washingtongrovermd.org/town-government/commissions-committees/dog-park-committee/>.
3. The Town Council has recognized the existence of this volunteer-led group and appreciates our efforts.
4. The DPC submitted the recommended changes to draft Resolution 2018-06, Dog Park Rules and Regulations, to the Town Council. The Town Council has incorporated most of the comments into a second draft dated July 7. The Council discussed the second draft at the July 10 Council meeting and further marked it up.
5. The Mayor has asked the DPC to recommend a list of parameters and other requirements for the construction of the dog park. The Mayor and Town Council will then take these recommendations into consideration when creating a Request for Proposal.

Minutes

1. Welcome any new members and get their email addresses. *Welcome, Betsy!*
2. Unfinished governance business:

- a. How did the process of approving minutes work the last time? Allowed three days to comment on them -- long enough? Then used Survey Monkey to vote on approval/ disapproval. *Survey was sent to Mary but she did not receive it, other than that, worked well.*
 - b. Decide whether chairpersons will be elected annually, every two years, etc. *Annually.*
 - c. Decide whether chairpersons should be allowed to be on the Town Council. *No. Any chairperson who is elected to the Council must resign as Chairperson of the DPC, although s/he may continue as a member.*
 - d. Decide whether minutes should be approved only by the members who attended the meeting at which the minutes are generated, or by all members. *Minutes should be approved only by the members who attended the meeting.*
 - e. Decide how to define "quorum". *Must have five or more members in attendance to conduct a vote.*
 - f. Define our purpose. Draft:
The Dog Park Committee is established to:
 - recommend to the Town Council:
 - parameters for the construction of a dog park in Washington Grove, and
 - rules and regulations for Washington Grove Resolution No. 2018-06, *Washington Grove Dog Park Rules And Regulations.*
 - assist, as requested by the Town Council, in the construction of the park,
 - maintain the condition of the park to ensure cleanliness, health and safety,
 - establish a registration process for dogs to be permitted to use the park,
 - register dogs,
 - establish any rules and regulations for the park not otherwise covered by Resolution No. 2018-06, and
 - enforce the provisions of Resolution No. 2018-06 and any other rules and regulations established by the Committee.
3. Review of status of Resolution 2018-06, establishing rules and regulations for a town dog park.
 4. Review of status of RFP for construction of the park.
 5. Discussion of draft inspection checklist (Charlie Negin will lead). *Minimal discussion since Charlie was not in attendance.*

Action Items

1. Draft a charter, which includes rules of governance and statement of purpose/duties/responsibilities. Once approved by the group, the charter will be posted on the town's website and the chairpersons will share the URL with the listserv.
2. Send email to Mayor Compton and Council Rep Gilmore about the next steps in the construction of the park.

Draft of Agenda for Next Meeting

TBD, depending on the response of Mayor Compton and Council Rep Gilmore concerning the next steps in the construction of the park.