

## Rules of Order.

No. 1. The Mayor and Council shall meet at such time and place as the Council may from time to time designate.

No. 2. The business at each meeting shall be taken up in the following order:

1<sup>st</sup>. Calling the roll.

2<sup>nd</sup>. Reading the minutes of preceding meeting.

3<sup>rd</sup>. Unfinished business.

4<sup>th</sup>. Report of Special Committees.

5<sup>th</sup>. Report of General Committees.

6<sup>th</sup>. New Business.

7. Petitions.

The following shall be the standing Committees.

Committee on Finance:

Mayor Gilbert, Lewis and Smith. ✓

Committee on Sidewalks:

Mayor Gilbert, Bailey and Lung. ✓

Committee on Assessments:

Messrs. Lung, Bailey and Lewis. ✓

Committee on Ordinances:

Messrs. Bailey, Smith and Lewis.

Committee on Streets:

Messrs. Smith, Bailey and Lung.

Committee on Electric Lights:

Messrs. Lewis, Smith and Bailey.

A motion shall not be open for debate until seconded, and stated by the presiding officer.



All accounts presented for payment must be approved by the proper committee. No bill shall be paid until presented, and so ordered by the Council.

All funds received shall be deposited in Bank by the Clerk, and shall be drawn only by checks signed by the Clerk and countersigned by the Mayor.



The Minutes of the Meetings of the Common Council of the Town of Takoma Park, Maryland.

May 15<sup>th</sup> 1890.

The Mayor elect B. F. Gilbert, and Councilmen elect Geo. H. Bailey, Daniel Smith, J. Vance Lewis and Frederick J. Ljung, met at the residence of B. F. Gilbert in Montgomery County, Maryland and took the oath of office before Condict a Justice of the Peace in and for Montgomery County, Maryland, duly appointed by law, and authorized to administer oaths.

Thereupon the Mayor as Chairman of the Council, called the Council to order, and proceeded to organize.

The Council then appointed Mr. J. B. Kinnear as pro. tempore, clerk, and Mr. G. M. Davis, as assistant clerk pro. tempore.

The Clerk then read the charter, and the Council proceeded to discuss the various sections of the same as to their effect on their further action under the charter. The Council authorized the presentation of bills of expenses of the election of May 5<sup>th</sup> 1890, at the next meeting of the Council. A Memorial from certain citizens of Takoma Park, asking for the passage of ordinances for the prevention of certain nuisances therein mentioned, was read. A committee consisting of Mr. Bailey and Mr. Lewis was appointed for the purpose of drafting rules for the regulation of the Council meetings. There being no further business the



Council adjourned to meet Tuesday May 20<sup>th</sup> / 1890  
at the residence of the Mayor.

G. M. Davis

Asst. Clerk pro tem. —

May 20<sup>th</sup> / 1890. —

The Council met at the residence of Mayor Gilbert. The meeting was called by the Mayor. Councilmen Bailey, Lewis, Lung and Smith being present. Mr. C. M. Heaton Jr. was appointed Clerk pro tempore. The Mayor stated that first business of the Council would be the election of a clerk to serve for the ensuing year. Mr. Smith moved seconded by Mr Lung the Mr. Thos. J. Bailey be appointed for the ensuing year, which motion being put to a vote by the Mayor was carried unanimously in the affirmative, and it was so ordered. On motion of Mr. Lewis and second by Mr Lung Frederick W. Longley was appointed Baliff to perform the duties of Collector and Chief of Police. On motion of Mr Lewis and second by Mr Bailey J. H. Bond was appointed an under Baliff.

Mr. Lewis moved to adopt the following resolution, 2<sup>nd</sup> by Mr. Smith. Resolved that the design prepared by Mr Heaton be adopted by this Council as the Corporate Seal.



Said design is circular, containing on the



outer edge the following words Corporate Seal of Takoma Park Maryland, in the centre is a device representing the rising sun with the following words there under, Incorporated April 3<sup>rd</sup> 1890. A bill of \$14.50 was allowed by the Mayor and Council for expenses of election and ordered to be paid out of any funds not otherwise appropriated. On motion of Mr Lewis the council adjourned to meet in one week, Tuesday July 27<sup>th</sup>.  
 C. M. Heaton Jr.  
 Secy. C. C. Sewer

June 24<sup>th</sup> 1890.

The regular meeting of the Council was called to order by the Mayor at 9 o'clock Councilmen Smith Bailey and Long being present. The reading of the minutes of the previous meeting was dispensed with. The subject of sidewalks was discussed and on motion of Mr. Smith it was resolved that a committee of two be appointed with instructions to report at the next meeting the proper material and the cost of sidewalks. Messers Smith and Bailey were appointed upon this committee. The Mayor explained the state of the present arrangement for lighting the streets of the Park and on motion of Mr Bailey it was resolved that a committee be appointed to inquire and report as to the means of lighting and cost, and to ascertain if the District Commissioners would make an allowance for lighting the



streets in the District portion of the Park, and also of the B. & O. R.R. would stand their share of the expense. Messrs Bailey and Long were appointed on the above committee. The meeting adjourned.

July 1<sup>st</sup> 1890

The Council was called to order at 8.30 at the residence of B. F. Gilbert with the Mayor in the chair. Councilmen Smith, Long, and Bailey being present. The minutes of the meeting held June 24<sup>th</sup> were read and approved. Mr. Bailey chairman of the committee on Side walks submitted the following report showing the cost of material for walks, and the cost of laying the same

Ordinary Facing Brick	sq. yd
Brick \$10.69 per M. 37 brick per sq. yd.	40 <sup>¢</sup>
Laying including sand, and gravel	25
Grading 1 ft deep	10
	per sq. yd
	75 <sup>¢</sup>
	Total.
Vitrified Brick \$20 per M. 37 per yd	74 <sup>¢</sup>
Laying	25
Grading	10
	Total
	\$1.09.

A. walk 4 $\frac{1}{2}$  ft wide 54 $\frac{1}{2}$ <sup>¢</sup> per running ft.

Vitrified tile @ \$40 per M. will cost the same as Vitrified Brick 54 $\frac{1}{2}$ <sup>¢</sup> for 4 $\frac{1}{2}$  ft walk

Asphalt tile at \$40 per M. will cost 58 $\frac{1}{2}$ <sup>¢</sup> per running ft. for walk 4 $\frac{1}{2}$  ft wide.



An Asphalt walk, on Hydraulic Base costs from \$1.25 to \$1.50 per sq. yd. or 62 1/2¢ to 75¢ per running ft. for a walk 4 1/2 ft wide.

Gravel walk 4 1/2 ft. wide 6" thick.  
 With gravel at 75¢ per cu. yd.                      06 1/4 ¢ per Lin. ft.  
 Rolling and grading                                      05 ¢ " " "  
Total per Lin. ft.                                      11 1/4

Gravel walk 5 ft. wide + 2 planks 1 ft bedded + spiked to 3x4 joist every 4 ft.

Gravel    04 ¢  
 Planks    06  
 Laying    08  
Total 18 ¢ linear ft.

Mr Smith moved to lay a walk 4 1/2 ft wide of vitrified tile the whole length of Oak Ave on both sides. Carried.

After the discussion of the taxation of dogs at some length Mr Smith moved that the clerk be instructed to draw up a dog ordinance for presentation at the next meeting, carried. At eleven o'clock the meeting adjourned to meet Tuesday July 8th 1890.



July 8<sup>th</sup> / 1890

The Council was called to order at 8.30 by the Mayor. Councilmen Smith, Long, and Bailey being present. The minutes of July 1<sup>st</sup> were read and approved. Mr. Bailey moved that, an ordinance relating to the manner of drawing ordinances,  
 An ordinance defining the corporate seal,  
 An ordinance relating to the manner of calling public meetings

An ordinance relating to the appropriation of public monies,

An ordinance relating to the assessment and collection of taxes

An ordinance relating to the taxation of dogs, to be drawn up and presented at the next meeting. Carried.

Upon motion of Mr. Bailey it was decided that the sum of \$5000 or as much thereof as was deemed necessary, and in such manner and amounts as may be decided on hereafter be borrowed and to bond the corporation of Jackson Park for that amount carried. A committee consisting of Messrs Gilbert and Bailey was appointed to ascertain when this money could be borrowed. The meeting adjourned at 11.30 to meet July 15<sup>th</sup> / 1890.



July 15<sup>th</sup> / 1890

The meeting was called to order at 9.05 the clerk being absent the reading of the minutes was dispensed with. Council Smith, Lewis and Long being present. Mr. Longley was appointed Secretary pro. Tem. The subject of side walks was discussed at some length but no action was taken. Upon motion of Mr. Lewis Mr. Garrett M. Davis was appointed Corporation Attorney with such compensation as the council may hereafter allow. The meeting adjourned to meet July 22. / 1890.

July 22. 1890

The Council met at the residence of Mayor Gilbert. The Mayor presiding called the meeting to order at 9 P. M. Councilmen Smith, Lewis Long and Bailey being present. The minutes of July 15<sup>th</sup> were read and approved. Mr. Garrett M. Davis the recently appointed Corporation Attorney, addressed the council asking to be informed what his duties were to be. The Mayor stated that he would be expected to put into legal form all ordinances deemed necessary and to see that they in no way conflicted with the charter. Mr. Lewis presented the following Resolution. Resolved that the Corporation Attorney be instructed to draw a Town ordinance authorizing a loan of \$5000 to be issued in bonds of the denomination of \$100 each drawing 4% interest payable quarterly to run 5 years



that the same shall be signed by the mayor and attested by the clerk of the Town Council. Mr Smith moved to amend by leaving the rate of interest the bonds should bear and the time they were to run blank. Mr Lewis accepted the amendment and the resolution was adopted.

Mr. Lewis presented the following resolution. Resolved that the Corporation Attorney be instructed to draw an ordinance providing for the levy of a tax of 40<sup>c</sup> cents on each \$100 in value of all real and personal property within the incorporate limits of Takoma Park, and also a tax of \$3 upon each male dog and \$5 upon each female dog. After amending the resolution to read (a tax of 50<sup>c</sup> cents &c) instead of a tax of 40<sup>c</sup> cents. the Council adopted the resolution.

Mr Lewis presented a resolution as follows. Resolved that the Corporation Attorney be instructed to draw an ordinance to lay Vitrified Tile sidewalk 4<sup>1</sup>/<sub>2</sub> ft wide on both sides of Oak Avenue its whole length in Takoma Park and that the cost thereof be assessed against the abutting lots payable by the several owners thereof 1/4 on the 1<sup>st</sup> day of September 1890 1/4 on the 1<sup>st</sup> day of December 1890 1/4 on the 1<sup>st</sup> day of March 1891 and 1/4 on the 1<sup>st</sup> day of June 1891. After amending the resolution by striking out all after the words payable by the several lot owners ~~thereof~~ and inserting (1/2 within 15 days after the assessment has been made and the balance, in 90 days thereafter) the resolution



was adopted by the council.

Mr Lewis moved that the Mayor be authorized to order 25000 Vitrified Tile to cost \$35 per M. carried.

Mr Long moved that Messers Lewis and Bailey be appointed a committee to draw up a set of rules for governing Council meetings. Carried.

Upon motion by Mr. Lewis the corporation attorney was authorized to draw up a set of criminal ordinances. Mr. Lewis moved that Mr. F. N. Longley be appointed superintendent of the work of laying sidewalks on Oak Ave. carried.

Mr Lewis moved that proper grade of the side walks on Oak Avenue be left entirely with Councilman Bailey carried. Mr Lewis moved that the Mayor and Council sign a note for \$500 for 60 days said note to be paid out of the first moneys paid into the Treasury. carried.

Upon motion by Mr Long the clerk was authorized to purchase a corporate seal, the size and style adopted by the council at a previous meeting and also such books and stationery as was needed. Upon motion the meeting adjourned to meet Tuesday July 29<sup>th</sup> 1890.



July 29<sup>th</sup> / 1890

The Council of Takoma Park met at the residence of B. F. Gilbert, with the Mayor in the chair. The meeting was called to order at 9.30 members present being Messrs Bailey, Lewis and Long. The minutes of July 22 were read and approved. An ordinance authorizing the bonding the town of Takoma Park for \$5000, by issuing bonds, was presented and voted to be laid over until next meeting. Carried. An ordinance authorizing the laying sidewalks on Oak Avenue was also presented and adopted. No. 1

An ordinance for levying a general tax on the property in Takoma Park was presented, and after being amended was referred back to the Corporation attorney to be revised.

An ordinance regulating the taxation of dogs was presented, and after a general discussion by the council was referred back to the Corporation Attorney for revision. An ordinance regulating certain misdemeanors was presented and adopted. No. 2

An ordinance regulating street railways in Takoma Park was laid over until next meeting, as was also an ordinance relating to shade trees on the streets.

The meeting adjourned at 12 o'clock to meet Tuesday August 5<sup>th</sup> / 1890.