



## **MINUTES OF THE LANDMARKS COMMISSION**

**MONDAY, NOVEMBER 12, 2018, 4:30 PM  
CITY HALL, ROOM 310**

### **A. ROLL CALL.**

I. Members: Justin Balsley, Ald. Veronica Corpus-Dax, Ron Dehn, Ian Griffiths, Susan Ley, Paul Martzke, and David Siegel

Present: Susan Ley, David Siegel, Ron Dehn, Ald. Veronica Corpus-Dax, Paul Martzke, Justin Balsley and Ian Griffiths. Excused: None

Others Present: Ald. Mark Steuer

### **B. APPROVAL OF THE AGENDA.**

I. Approval of the agenda for the November 12, 2018, meeting of the Landmarks Commission.

Moved by Susan Ley, seconded by Ian Griffiths to approve. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

### **C. ELECTION OF OFFICERS.**

I. Discussion and action on the annual Election of Officers of the Landmarks Commission- Chair and Vice-Chair.

Moved by Susan Ley, seconded by Justin Balsley to nominate Ian Griffiths as Chairperson. Griffiths declines nomination.

Moved by Ian Griffiths, seconded by Ron Dehn to nominate Paul Martzke as Chairperson. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None Abstain-None

Moved by Ian Griffiths, seconded by Justin Balsley to nominate Susan Ley as Vice-Chairperson. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

#### **D. LEGAL REVIEW.**

No action required.

#### **E. APPROVAL OF MINUTES.**

I. Approval of the minutes from the August 13, 2018, meeting of the Historic Preservation Commission.

Moved by Susan Ley, seconded by Ald. Veronica Corpus-Dax to approve the minutes. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

#### **F. REGULAR BUSINESS.**

None.

#### **G. INFORMATIONAL.**

I. Staff-Level COA Applications

Moved by Ron Dehn, seconded by Ald. Veronica Corpus-Dax to receive and place on file. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

2. Review City Raze/Repair Orders and Demolitions

Moved by Ald. Veronica Corpus-Dax, seconded by Ron Dehn to receive and place on file. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

### 3. Staff Update

Moved by David Siegel, seconded by Ald. Veronica Corpus-Dax to open the floor for discussion. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

Moved by Ald. Veronica Corpus-Dax, seconded by David Siegel to close floor for discussion. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

### 4. Date of next meeting: Monday, December 10, 2018.

No action required.

## **H. ADJOURNMENT.**

Moved by Ian Griffiths, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

## **VERBATIM MINUTES**

- Okay, thanks for coming. This is our first meeting, so we're just gonna do a little housekeeping. We have some of our legal department here to go over some of the processes as far as the meeting is concerned, and then IT if this all fails on us, so if you have any questions, as we go, please just let us know. We'll start going through the agenda and Veronica's going to lead until we do the election of officers. For that portion, we ask that people nominate whomever. I don't know if you guys have discussed it all who might be interested in doing that. The only caveats with that is that anyone who is employed or elected as a city official cannot be the chairperson, so that takes out both David and Veronica for chair, but vice chair's open to anybody on the commission, so just keep that in mind as we go through. Is this working?

- All Right.

- Oh, sorry.

- All right.

- Oh. Okay, so we should be good to go. So, whenever you'd like to take over.

- Okay, so we'll start with roll call or do I need to call this meeting into order?

- Roll call's fine.

- Okay. Justin Balsley?
- Here.
- Alder Veronica Corpus-Dax. Ron Dehn?
- Here.
- Ian Griffiths?
- Here.
- Susan Ley?
- Here.
- Paul Martzke?
- Here.
- And David Siegel?
- Here.
- Okay, next, we'll move on to approval of the agenda, approval of the agenda of the November 12th, 2018 meeting of the Landmarks Commission. So, do we have a second?
- Second.
- And the agenda is approved. Next, we are onto election of officers, discussion and action of the annual election of officers of the Landmarks Commission, chair and vice chair. Do you have a nomination for chair?
- Can I back you up one second?
- Sure can!
- There was a motion in the second. You have to vote on it for the approval of the--
- Oh, I'm sorry!
- That's okay.
- Okay, so we have a motion and a second for approval of the agenda. All in favor?
- Aye.
- Favor.
- Aye.
- Aye.

- Agenda is approved. Now the election of officers Discussion and action of the annual election of officers of the Landmarks Commission chair and vice chair. Do I have a nomination for chair?

- I nominate Ian.

- I'll second that.

- Second that? All in favor?

- [Commission] Aye.

- Ian.

- Decline.

- You are chair.

- Decline.

- I think Mr. Martzke would make a spectacular chair.

- And do I have an election for vice chair, or does Ian do that?

- I second.

- Yeah.

- A second for Paul.

- Did you really decline?

- I did decline.

- It's a legit declination.

- But I think yeah, you have to admit, somebody else has to be nominated.

- Okay, do I have another?

- We said Paul. Y'all said that.

- Oh!

- Yeah.

- Second, Paul?

- Yeah. I second Paul.

- Okay. All in favor of Paul?

- [Commission] Aye.

- Okay, Paul is our chair.
- Great!
- For the Landmarks--
- You are welcome.
- Now Paul can
- Sorry.
- So now we're looking for a vice chair? Correct?
- Mm-hmm, mm-hmm.
- Are there any nominations?
- Absolutely.
- Yeah.
- Susan Ley?
- I don't think so.
- Nomination for Susan. A matter of second.
- I'll second.
- Any discussion? We'll take a vote. All in favor say aye.
- [Commission] Aye.
- Any nays? You're in now. Next item on the agenda then is legal review.
- All right, that's me. My name is Kristen Johnson. I work in the City Attorney's Office, and I've got a couple handouts for everybody. Don't feel like you have to read this now. It is take home. It's kind of like a cheat sheet for Robert's Rules. Some of you have sat on commissions and committees before. You obviously have seen already there was a motion for something. There has to be a second for that motion and then typically a vote. There can also be discussion on some of those items, which I anticipate you'll be doing a lot, more towards the regular order of business and things like that. I also have a video that I was going to play for you guys, for those of you who aren't familiar with home meetings or runs, so if Stephanie wants to just play that, it's a pretty quick down and dirty easy--
- [Announcer] Robert's Rules of Order that are used to do informal meetings of the government, congregational meetings, and informal taskforce meetings. The following are some examples of basic rules as outlined by Robert's Rules of Order, but in no way constitutes the complete set of Robert's Rules. The moderator is responsible for controlling order, recognizing those wanting to speak, and giving opportunities for discussion. The bylaws are a document that describes the structure of the organization, the officers, standing committees, and voting rights for the members.
- [Woman] I'd like to call the meeting in order. Will you all please take your seats?

- [Announcer] Organizations that use parliamentary procedures typically have set dockets for their meetings. The docket must be approved before any business can occur.
- [Woman] I would like to call this meeting to order. We have overseen the docket. Are there any changes?
- [Announcer] Any member of the organization is able to propose changes to the docket by making a motion. A motion is a recommendation by a member for action to be taken. Any member can make a motion by raising a hand. The moderator must acknowledge this member and give the person the floor to speak. The moderator will acknowledge the member by verbal indication or a nod of the head.
- Moderator?
- When the moderator acknowledges the member, the member is said to have the floor. This means no other member can speak except the moderator. The member must address all comments to the moderator. In a large group, it may be appropriate for the member to stand so everyone can hear.
- I move that we approve the docket with one change. Please move item three. Label the presentation to the end of the docket because our presenter is going to be late.
- [Announcer] The motion must have another support before it can be discussed. Another member must second the motion before even discussion or a vote can occur. Supporting a motion does not mean the member is in favor of the motion.
- [Woman] We have a motion on the floor. Do we have a second?
- I second that motion.
- [Announcer] The motion must be restated clearly and accurately by the chairperson to make certain all members understand what is being voted on. Discussion is then opened as the chair allows.
- [Woman] We have a motion and a second to approve a docket with one modification, to move item three to the end of the meeting. Is there any discussion?
- [Announcer] When the moderator asks if there is any discussion, members have the opportunity to speak on the motions. Just as with a motion, the member must be recognized by the moderator before the person can speak.
- [Man] Without a moderator, I agree. I think number three should be moved.
- [Woman] Is there any more discussion? If not, let's vote on the approval of the docket on the change to item three. All in favor say aye.
- [Group] Aye.
- [Woman] Opposed, say nay. Hearing no opposition, the motion passes.
- [Announcer] There are several ways for the committee to take a vote. One option is to simply take a voice vote, asking for all those in favor to say aye and those opposed, nay. If it is unclear how many vote each way, members may request a show of hands. Other voting options include by general consent. When a motion is not likely to be opposed, the moderator says if there is no objection. The membership shows agreement by their silence. However, if one member says I object, the item must be put to a vote by ballot. Members write their vote on a slip of paper. This method is used when secrecy is desired. Roll call. The clerk will call each

member by name, allowing them to vote in the affirmative or the negative. There are times when a motion is being discussed that a member may feel an amendment or a change to the motion is needed. To propose a change, the member must make a motion to amend the motion. Only the amended portion of the motion may be discussed. The amendment must be voted on before a vote can occur on the initial motion.

- [Man] Moderator, I move that we offer \$500 scholarships to the upcoming training event.

- [Woman] We have a motion on the floor. Do we have a second?

- I second that motion.

- We have a motion and a second to offer \$500 scholarships to the upcoming training event. Is there any discussion on the motion?

- [Female] I am unclear on the total amount of money to use for scholarships. I move we amend the motion to limit the number of scholarships to three.

- [Woman] We have a proposed amendment on the floor to limit the number of scholarships to three. Is there support for the amendment?

- I support the amendment.

- Is there discussion on the amendment?

- I will also support the amendment to moderate the motion. It makes it much more clear. Thank you.

- So, all in favor, raise your right hand. All opposed, raise your left. Thank you. That's three to two. The amendment passes. Now is there any discussion on the amended motion which reads to offer three \$500 scholarships to the upcoming training event? Hearing none. All in favor, say aye.

- Aye.

- All in opposed, say nay.

- Nay!

- The vote is four to one. The motion passes. Thank you for your time.

- Stephanie?

- Yeah, I think it just then talks about adjourning, yeah. Yeah. So, that is, like I said, just the bare basics. As you guys saw, the chair is gonna call the meeting to order. Basically, you just follow along the agenda, the motion to approve the agenda, the second, any discussion, and then vote on that. The informational items at the bottom, typically those, you'll just receive and place on file. That's gonna be more updates from staff, things like that, but then things that you guys are actually taking action on, you'll make a motion to approve, deny, whatever it is that you wanna do with that item. Opening the floor for members of the public to speak, you have to make a motion to open the floor if you wanna hear from any members of the public. You are allowed to put a limit on the amount of time they're allowed to speak if that's something you guys wanna do, but that's entirely up to you. You don't have to do that, and then you have to make a motion to close the floor when you wanna go back to regular order of business. You do not have to open the floor if aldermen wanna speak. So for example, Alderman Steuer is here, he wants to jump in, you don't have to open the floor to hear from him. A couple things regarding Open's Meetings Laws, just obviously, this is a governmental body, but is there now a commission, so Open's Meetings laws will apply to you. A walking quorum is when several of you are together

or talking about a certain item that you're gonna eventually take action on and trying to come to an agreement outside of the actual meeting. That is prohibited. You cannot talk to one person or several people about an item that you are all going to take action on. You're allowed to talk about it, but you can't come to an agreement about it, so it's kind of a fine line. We always just recommend just don't do it, period. If you're talking about something, hey, I wanna put this on the agenda, that's fine, but I'd like to put this on the agenda and I'd like you to vote yes, you can't do that. Obviously like I said, this is an open meeting. When several of you are all going to be at a different meeting, so say a bunch of you want to go to a Protection and Policy Committee meeting, if there's enough of you to meet a quorum, that would constitute a meeting of this commission. So, that meeting would have to be noticed. So, if you all are aware of hey, I know we're all gonna be probably interested in an item at protection and policy, maybe just give Stephanie a heads up. I think six of us are gonna be at that meeting. She'd have to print that and make a notice of this body basically having a meeting within that meeting. I know it's kind of confusing. Any questions at any time, please let us know. That's it. Stephanie's here to answer questions. She's gonna be keeping track of stuff on CivicClerk, so if there's ever any question, hey, I forgot what that motion was, we've been talking about it for 10 minutes. Can you remind me? She should be able to recite that back or whoever made the original motion can usually remember what they asked for. Any specifics, we're always available down at the City Attorney's Office. That's it for me. I've got another fire I've got to put out, so I do have to go, but--

- Thank you!

- Any questions right now? It's pretty, there's nothing you guys can screw up too bad. Stephanie's here. She's been through this.

- Bless you.

- Thank you.

- Anything for me?

- No.

- No? All right, good luck.

- Thank you.

- Welcome aboard.

- To piggyback off of that as well, during the first half usually we just do the voice votes. That way, it's a much faster process, but when it comes to actually approving anything that would be a design review or anything more substantial, we'll call for a vote on civic clerks, so you'll be prompted on the screen to vote. So, we can do that for some of these if you like to just get a feel for it, but typically, for the agenda roll call minutes, we'll just do the voice votes. That way it's much faster to get through those items for us too, but anything that would be under the regular business or sometimes in informational, we would call the votes that you guys have the record of it, that you've actually voted for it on our process here. So, you guys have any questions with meeting process, anything with the CivicClerk update?

- Not anymore.

- Well, if anything comes up along the way too, just please feel free to let me know.

- [Male Speaker] If you bring your own laptop to a meeting, siege public does not work well in this room, so we'll have to set you up to a hidden network and just contact me. I'll say yep, and I gotta type in a password that we don't want to share because it's not a hidden network.

- But then you'll save that.
- Pardon me?
- You would save it.
- Yeah, yeah.
- Okay.
- Sure.
- Okay, next item on the agenda is the approval of minutes from the August 13th, 2018 Historic Preservation Commission. I assume everybody's had a chance to see those minutes and so I would look for a motion to approve.
- Sole move.
- Second.
- Any discussion? Hearing none, I call for a vote. All in favor of approving those minutes, say aye.
- [Commission] Aye. Any nays? Hearing none, the motion carries. Next item is regular business.
- We have none to report at this time.
- Okay. Next item on the agendas informational. Staff level COA applications.
- So, during this time, we'll give you information on anything that we've approved at the staff level, so I mean that with the individually or one of the different products that we're able to approve staff. In the meantime, between us not having commission and then now, we have also approved some that would have eventually come to you. So, you guys have the full list of what those projects were. They're also listed on the screen here. So, if you have any questions, feel free to ask, but typically, they're just those smaller projects that Jason does most of the approvals on.
- So, these in between the previous meeting and today?
- Yes.
- Okay.
- These are all the applications that we saw.
- Okay, gotcha.
- So with this, we'll just be looking for a motion to receive it and place it on file, so those will all be on file with our partners.
- Gotcha.
- These are all things that didn't require a board approval there.

- Two of them would have if we had a board. I'm thinking that 630 South Madison would have the shed installation. I think that would've been it, though. Everything else was pretty minor.

- And did you say we need a motion to place these on file?

- We have to receive a place on the file.

- I will motion it, places on the file.

- Second.

- Any further discussion? All in favor say aye.

- Aye.

- Any opposed? Motion carries. Next item on the agenda, Item two, informational review city raze or repair order and demolitions.

- So with these, we get these as they come in through our legal office. They're not all historic properties. Maybe that's important to mention. We get these for everything across the city so that way if we find anything with integrity, we could either do outreach with the property owner to see if there's a way to salvage that or to talk with our Inspection Department to see if there's a different way to write those raze or repair orders. So, the ones that you guys received in your packet were from the past two months, three months, maybe. We have done some outreach with the property owners as they came in between Jason and I. These photos were included in your packet, but they go in order, so left to right are the first three that are in your packet. On the next slide, we have the other two. So, if you see anything within these raze or repair orders that raises a red flag for you, this would be the opportunity to do it, but typically as we get these in, we will email them out to you if we find anything with any sort of historical integrity to see if you think that we need to get involved within that month between our meetings. So, we'll still bring that forward at this commission level, But you'll also get emails periodically if we find anything that we think needs our attention as well.

- So these are likely to get a repair, or is it?

- I think also all these except for maybe the fire will probably get repaired, from what I can gather from our inspection team. So, the one on the far right is on East Mason. That one may be a demo, depends on what the property owner would like to do, but the other ones have minor enough repairs that I think that they should be repair orders versus raze orders.

- How do these properties come to your attention?

- Inspection Department.

- Just the Inspection Department?

- Mm-hmm.

- And they get notified, like in the instance of the fire, through the fire department and--

- Yeah, usually we get the next day. Our inspection team is out there to see what kind of, 'cause if the fire is not large enough to cause any issues, then we don't do much as far as the safety of repair, but if there is any issues for making it inhabitable, we wanna make sure we're getting tenants and residents out of those locations. So, our inspection department's pretty on top of it, and usually this is just used as a tool to get our property owners more invested in their properties to actually make the changes that are required, but it takes

a while to get the raze or repair order. Usually, they're working with our inspection team pretty thoroughly till they get to this point. Specifically, that house on Ash and that red house right there, Jason and I have already done some work with our inspection team because it's a really nice house and there's a lot of things that could be saved on there versus, what did they call for, Jason?

- They called for the replacement of the siding and it was the original wood clapboard siding, which frankly, looked pretty good from the sidewalk. With that in mind, we had a little bit of back-and-forth, I mean, why are we calling for the replacement of the siding? I think the answer was that perhaps, perhaps you could keep the original siding, the end of that story. So, we reached out to the property owner saying as much, saying that although your house is not a designated historic structure, that is not to say that the history and the historic pieces of your house do not add value to the property, in particular, your original clapboard siding may be more valuable in place than it would be covered up by new vinyl siding, so.

- So the raze or repair, the owner has the choice as to--

- For now. It depends on how far deteriorated the property becomes, so usually they get--

- Sometimes they come as a raze only or, okay.

- Usually if there's huge fire damage, we'll just require them to raze because there's no salvaging the property, so it really just depends.

- But there's no repair order only?

- I think those are what we do for citations, like when someone has a complaint against the property, you get the citations. Also, we consider repair orders 'cause it says please fix this. If you don't, you'll be cited at these different times in the schedule, so this is the last ditch effort to try to get a property owner to respond to those citations.

- Got it. And so, when we get these lists, I guess I missed that. So, the action that this commission's take on these items?

- Receive the place on file. So, if there were anything that you would want to take action on, you can recommend that to the staff to take care of, but typically, we would just do this kind of correspondence via email to say we've already done these steps on this raze or repair order, so if we find that there's anything additionally we'd like to see, you can usually just email us back and let us know, but at this level, if there was anything on that list of raze or repairs that you would like us to do further than what we've already done, then you can just recommend that back to staff to take action on.

- And to ask you to repeat yourself again, these items are brought forth by the Inspection Department, and then are they directed to either you or you to review those, or at what point?

- Not usually.

- Okay.

- If it's a historic property, we're involved in the beginning because they're trying to do the exterior work. We do all the exterior review, so we're usually involved pretty early, but just for properties of the city. Once it gets to this step, it's the legal department who's letting us know that this is up for raze or repair, so then it's this commission's charge to make sure that we're not losing a historical property through that.

- One part of the concern is that there are properties within the city that have not yet been formally designated as a historic property, but are eligible to be designated, so kind of doing a double-check on those to

make sure we're not going to tear down something that would be National Register-eligible, for example, and if it is, then it leads to a side spiral of what can we do?

- Of course, put another way, it could be a property in one of the historic districts or no?

- These could. You could definitely have a raze or repair order on something in the historic district.

- [Jason] And we have, but that entails a lot of discussion from the onset. In those cases, I think the raze or repair orders are primarily meant to intimidate the property owner into taking action in a positive direction. I don't know that we would push 'em to the point of razing. I don't think I've seen that.

- No.

- Although I certainly use them anyway.

- No, we usually work with our inspection team from the beginning if something were to happen versus letting it get to this stage. We would try to get as proactive as we can, and now that we have the binding ordinance in place, we're much more usable in that essence, so.

- [Jason] Any other discussion? So, I think we're looking for a motion then to accept these and place on file.

- Sold.

- I'll second.

- [Jason] Any other discussion? All in favor, say so by saying aye.

- [Commission] Aye.

- [Jason] Any opposed? The motion carries, and next item on the agenda is a staff update.

- Not a lot, so, but you guys onwithin the past month, Jason just put in our application for this, sort of our local government status, which was the second stuff from getting a binding ordinance, so we have some things to take care of on the technical side of things, but we're hoping to have the CLG status by the end of the year, I think, is still the goal, so as we know more about that, we will let you all know.

- Okay. Okay, there are some people in the gallery. Do we wanna open for public for public comment? I think we need a motion for that, right?

- Yep, it's open floor.

- I'll make that motion.

- Second.

- [Jason] And we need to vote on that, right?

- Mm-hmm.

- All in favor say aye.

- Aye.

- Does anybody wanna speak to the Landmark Commission?

- Well, I'm one of the alders. I'm Alder Steuer and I came here to observe, but I had chaired the Historic Preservation Commission for some time, so this is a true love of mine, this sort of preservation and all the elements that go with it, and I just wanted to state that Alder Dax, Corpus-Dax, myself, as president of the council and other council members are very much in gear with this whole process, so we just wanna let you know that we're in support and we wanna work with you and if you have any questions or that above and beyond your commission here, please let us know, and we're willing to work with you all the way through. That's it!

- Great.

- Thank you, Alderman Steuer. Appreciate that. Anybody else like to speak? I'm hearing no, but I think I would ask for a motion to close the floor.

- Oh, just would like to say one question. So, we're gonna see our packets ahead of time like we did and the screens will not always be here?

- Mm-hmm.

- So I don't need to print them off? Can we look at them, that, come in here?

- Yes.

- Those pictures will be available on the screen.

- I also believe that there is an option for making notes on your agenda.

- Yeah.

- Yeah, you can either take remote, yeah.

- So, if you wanna just only have a tech version, that's fine. It's really personal preference. I like to have a paper copy just in case.

- Yeah, I would too.

- Yeah.

- Yeah, but we'll always have the presentation, so that way any photos that are associated would be up there. The staff recommendation, all of that would be there, but everything would be digital.

- Especially if there's people from outside coming in, we'll have it on the screen.

- Yes.

- Okay, yeah, that's what I thought.

- And the commission meetings will always be in this room typically?

- Yes.

- Okay.

- I believe. We just added another Monday meeting to our department, so I don't think we'll get our hands on the sixth floor room any time soon, so we'll probably be here.
- It was open because I did check on my way here.
- Well, today it is 'cause Planning Commission knows we're but usually it's not.
- So, I think where we were at, where we were looking for a motion to close the floor for public comment.
- So moved.
- Second.
- All in favor, say aye.
- Aye. Any opposed? Motion carries. Next item on the agenda is the date of the next meeting, which is Monday, December 10th, 2018.
- Mm-hmm.
- Any actions needed for that?
- No.
- And so, I guess, unless anybody else has any items that they wanna bring up for discussion, we're looking for a motion to adjourn.
- I'll make a motion to adjourn.
- Second.
- Any other discussion? All in favor, signify by saying aye.
- Aye.
- Any opposed? Meeting adjourned.
- All right.
- All right.