

## NOTICE OF PUBLIC MEETING

### **Turner Hall Committee**

8:30 A.M. Thursday, November 6, 2014

City Hall

101 Green Street

Galena, Illinois 61036

#### Agenda:

1. Call to order
2. Roll call
3. Declaration of quorum
4. Review and approval of the Minutes of the October 2, 2014 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall
7. Discussion with Adam Johnson.
  - Door, window and fire escape project
8. Further discussion on future major project
  - Exterior masonry water penetration, especially on the north building wall and the stage area / tuckpointing / miscellaneous
  - Exterior project including front balcony
  - Kitchen / Rest Room and Storage Area
  - Exterior Doors and Fire Escape
  - Fly loft / stage upgrades
  - Interior repair and painting
9. Further discussion on condition of building and short term projects
  - Window and wall repair
  - Storm windows
  - Remote access thermostat control
  - Lighting study by Crescent Electric

- Lighting controls upgrade
- Debris behind stage / waterproofing
- Miscellaneous Interior Improvements
- Report by Custodian Jeremy White

10. Facility Marketing and Rental Rate Structure Update – Janelle Keeffer

11. Potential grants for improvements to Turner Hall / Galena Foundation

12. Scheduling of next meeting – December 4, 2014

13. Schedule of 2015 committee meetings

14. Committee Member Comments

15. Adjourn

Meeting Dates for 2014: 1/9, 2/6, 3/6, 4/3, 5/1, 6/5, 7/10, 8/7, 9/4, 10/2, 11/6, 12/4

Posted by Shirley Johnson for the City of Galena, on Oct 31, 2014

**MINUTES OF THE TURNER HALL COMMITTEE MEETING OF October 2, 2014**

**CALL TO ORDER**

Chairperson, Charles Marsden called the meeting to order at 8:30 a.m. in the City Council Chambers at 101 Green Street on October 2, 2014.

**ROLL CALL**

Upon roll call the following members were present: Albaugh, Jackson, Johnson, Marsden and Smith.

Absent: Fach

Architect Adam Johnson joined the meeting to discuss the recent bids and the future major project at Turner Hall. Jeremy White, Janelle Keeffer and Andy Lewis also attended the meeting.

**ESTABLISHMENT OF QUORUM**

Chairperson Marsden announced a quorum of Committee members present to conduct business.

**NEW BUSINESS**

**Motion:** Johnson moved, seconded by Albaugh to approve the minutes of the September 4, 2014 meeting.

**Discussion:** None

**Roll Call:** AYES: All Present

NAYS: None

Absent: Fach

Motion Carried

**Public Comment:** None.

**Monitoring of Questionnaires:** None.

**Discussion:** The Committee, with Adam Johnson, Andy Lewis, Janelle Keeffer and Jeremy White present, discussed the work that has been recommended to be completed prior to winter weather.

- Doors and storm windows ordered. Hoping for October delivery.
- Just about done with window and wall repair. Some windows were in very bad shape requiring additional work related to replacing rotten wood.
- Will use weather-stripping to seal storm windows so they can be removed in the future.
- Round window on front of building will have storm window mounted on outside rather than inside.
- Fire escape work in planning stage. Need some tuckpointing and waterproofing of building before deck is installed. Adam Johnson to evaluate and make recommendation.
- No work done yet to remove debris behind stage. Schedule for next month.

**Discussion:** Further discussion on condition of building and short term projects.

- Window and wall repair / Storm windows – See above.
- Lighting controls upgrade – Andy Lewis reported that the vendor in Platteville is not capable of providing information on a new system.
- A proposal has been received from Blackhawk Sprinklers to address ongoing maintenance and operational problems with the sprinkler system and the alarm system. Lewis will pursue and get back to the committee at our next meeting.
- Jeremy White gave a report on short term and long term work he is performing in Turner Hall. The Staver family recently donated mats to place the beer kegs on as well as a portable bar. Janelle to send them a thank you note. Weber Paper is helping to identify cleaning supplies that will do a better job in the hall. Old costumes will be moved out of storage next month after it is determined that they are no longer useful to theater groups.
- Jeremy White indicated that private individuals parking cars in the lot sometimes block his trailer such that he can access his tools, or they park where he needs to set his lift to work on the windows. Several short term options were discussed including roping off the parking lot. Long term, the police department and city council need to take action regarding the parking lot. Chief of Police will be invited to the next committee meeting to discuss long term options so that a recommendation can be made to the city council.

**Discussion:** The Rental Rate Structure Update was discussed. Marsden noted that the Galena Schools have a new rate structure on their website that recognizes the cost of renting their facilities. Like in Dixon, the goal needs to be that the cost of utilities and janitorial services must be reflected in the hall rental. Each event needs to stand on its own as far as costs. Right now Turner Hall is rented by the school district for 22 days each time there is a play. Cost is \$350. During this 22 day period, several other paying events cannot be scheduled, making for a loss of several thousand dollars. Albaugh suggested that annual expenses be evaluated so that daily rental costs can be determined. Keeffer is looking at rate structures at other venues in the area. Keeffer is also developing marketing strategies for all city facilities including Turner Hall. Preliminary information was presented to the committee. Photography is being obtained to be used in website and "look book" to show potential renters how the facility can be used. Keeffer is also going to review previous questionnaire responses.

**Discussion:** Potential Grants for Improvements to Turner Hall / Galena Foundation

- Marsden indicated that representatives from Jeffris Foundation and Landmarks Illinois will be in Galena on October 20 to discuss the future project at Turner Hall.

**Committee Member Comments:** None.

**SCHEDULING OF NEXT MEETING** November 6, 2014 at 8:30 a.m. at City Hall.

## **ADJOURNMENT**

**Motion:** Smith moved, seconded by Johnson to adjourn at 9:35 a.m.

**Discussion:** None.

**Roll Call:**

AYES:	All
NAYS:	None
Absent:	Fach

The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "CR Marsden". The signature is written in a cursive style with a long horizontal stroke at the end.

Charles R. Marsden  
Chairperson