

## NOTICE OF PUBLIC MEETING

### **Turner Hall Committee**

8:30 A.M. Thursday, December 4, 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 November 6, 2014 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall
7. Discussion regarding parking lot with Police Chief Huntington
8. Discussion with Adam Johnson.
  - Door, window and fire escape project
9. 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
10. 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

11. Budgeting for 2015 projects

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

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

14. Schedule of 2015 committee meetings

15. Scheduling of next meeting – January 8, 2015

16. Committee Member Comments

17. Adjourn

Meeting Dates for 2015: 1/8, 2/5, 3/5, 4/2, 5/7, 6/4, 7/2, 8/6, 9/3, 10/1, 11/5, 12/3

Posted by Shirley Johnson for the City of Galena, on Dec 1, 2014

**MINUTES OF THE TURNER HALL COMMITTEE MEETING OF November 6, 2014**

**CALL TO ORDER**

Chairperson, Charles Marsden called the meeting to order at 8:32 a.m. in the City Council Chambers at 101 Green Street on November 6, 2014.

**ROLL CALL**

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

Absent: Fach and Smith

Architect Adam Johnson joined the meeting to discuss the current 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 October 2, 2014 meeting.

**Discussion:** None

**Roll Call:** AYES: All Present

NAYS: None

Absent: Fach and Smith

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 about to be delivered. The committee agreed to epoxy paint / stain the interior of the doors based on the recommendation of Sherwin Williams. Color to be close to doors on chair storage room.
- Window and wall repair virtually complete. Some windows were in very bad shape requiring additional work related to replacing rotten wood.
- Fire escape work is beginning. Concrete work in the next week.
- Work done to remove debris behind stage. Many artifacts found. Wall in bad shape. Jeremy White will put a temporary enclosure on the wall for the winter. Remedial work will be done in the spring. This will most likely involve wall patching and tuck pointing, insulation, moisture protection, granular backfill and drain tile.
- Funds for major project from Jeffris Foundation are 2-3 years away. (See discussion below.) City and The Galena Foundation can continue to take on projects using their funds in 2015. This could possibly include the fly loft and other improvements. Budget figures will be discussed at the next two committee

meetings so that items can be included in the City's budget for the next fiscal year.

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

- Window and wall repair / Storm windows – See above.
- Lighting controls upgrade – Ron Jenkins is helping Jeremy White understand lighting controls. Stage lighting works fairly well. Need to focus on control of house lighting as this is the source of confusion at events. The use of the building for theater will be the exception when it comes to lighting control. John Bookless has installed new switches to lower the light fixtures above the balcony for bulb replacement. One motor is bad and will be replaced.
- A proposal has been received from Blackhawk Sprinklers to address ongoing maintenance and operational problems with the sprinkler system and the alarm system. This has not been pursued further.
- Jeremy White gave a report on short term and long term work he is performing in Turner Hall. Getting ready to schedule some plaster work now that windows and doors are about to be repaired / replaced. Windows and doors were a major contributor to water damage on the interior of the building. It takes a week or two for the new work to look good. Also looking into a water seal for the exterior stone to possibly be applied next year. Old costumes will be moved out of storage next month after it is determined that they are no longer useful to theater groups. Working with Weber Paper to come up with a floor finish. Floor should be refinished next year.

**Discussion:** Janelle Keeffer handed out a spreadsheet comparing rental rate structure and amenities provided by Turner Hall and comparable facilities in the area. Janelle will have more information to be discussed at the next committee meeting. Other items that she is working on include user guide, CVB listing, listing on other sites, obtaining microwave for kitchen, installing display boards at front entrance. She is also participating in the preparation of grant applications.

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

- Marsden indicated that representatives from Jeffris Foundation and Landmarks Illinois were in Galena on October 20 to discuss the future project at Turner Hall.
- Jeffris Foundation grants for the major project take 2-3 years to complete and must be preceded by a Historic Structures Report. A public capital campaign will be required in addition to Joe Miller Trust funds. Jeffris match is one third of the anticipated cost. The proposed addition would qualify if done in accordance with historic building standards and if it contributes to the financial sustainability of the hall.
- Marsden, Keeffer and Beth Baranski are preparing a grant application to Landmarks Illinois for a \$2,500 grant for the Historic Structures Report. Deadline is November 15. The Galena Foundation will be the 501C3 applicant. If given approval by Jeffris to be a candidate project, they too will support the cost of the Historic Structures Report. Proposal was requested from Adam Johnson and Daryl Watson to prepare the report.
- Projects done in the meantime are acceptable to Jeffris and enhance our chances of getting a grant from them.

**Discussion:** Committee agreed to continue to hold meetings on the first Thursday of each month unless a conflict with a holiday exists. Marsden will present a schedule for 2015 at the next meeting.

**Committee Member Comments:** Albaugh stressed the need to have budget information developed at the next two committee meetings so that work on Turner Hall can continue in the next fiscal year with City Council budget approval.

**SCHEDULING OF NEXT MEETING** December 4, 2014 at 8:30 a.m. at City Hall.

**ADJOURNMENT**

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

**Discussion:** None.

**Roll Call:**

AYES: All  
NAYS: None  
Absent: Fach and Smith

The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "CR Marsden". The signature is written in a cursive, flowing style.

Charles R. Marsden  
Chairperson