

**NOTICE OF PUBLIC MEETING**

**Turner Hall Committee**

8:30 A.M. Thursday, January 8, 2015

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 December 4, 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 projects
  - Exterior masonry water penetration, especially on the north building wall and the stage area / tuckpointing / miscellaneous
  - Exterior project
  - Kitchen / Rest Room and Storage Area
  - 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
- 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. Scheduling of next meeting – February 5, 2015

15. Committee Member Comments

16. 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 Johnson for the City of Galena, on Dec 30, 2014

**MINUTES OF THE TURNER HALL COMMITTEE MEETING OF December 4, 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 December 4, 2014.

**ROLL CALL**

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

Absent: 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 November 6, 2014 meeting.

**Discussion:** None

**Roll Call:** AYES: All Present

NAYS: None

Absent: 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 installed. Doors have been painted. They need to cure for 20-30 days prior to installation. Storms are being painted. They will be installed next week if weather-stripping material is delivered on time.
- Window and wall repair virtually complete. Some windows were in very bad shape requiring additional work related to replacing rotten wood. Change order was approved by city council.
- Fire escape work is beginning. Will tent and heat the area for winter work.
- Work done to remove debris behind stage. Wall in bad shape. Jeremy White has 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, concrete drain cap, granular backfill and drain tile.

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

- Window and wall repair / Storm windows – See above.

- Lighting controls upgrade – City of Galena is setting up a meeting with Lifeline to discuss a replacement project.
- 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 and Janelle Keeffer gave a report on short term and long term work they are performing in Turner Hall. Display boards have been installed on each side of the main entry. One is for the history of Turner Hall, the other for information about current events. Information posted in display giving a brief history, upsell and contact info to rent the hall. Link / QR code to [www.turnerhall.com](http://www.turnerhall.com)  
 Holiday greens / decorations are up (decorations paid for by City; labor to put up donated by White Construction—thanks, Jeremy!)  
 Luminaria will be placed in front of Turner Hall on Saturday (Keeffer family)  
 Old costumes will be moved out of storage next weekend after it is determined that they are no longer useful to theater groups. Area will be cleaned upon removal of costumes. Working with Weber Paper to come up standardized cleaning supplies in all city facilities. Cleaning supplies locked up at Turner Hall in a separate closet so that users of the building have access to mop sink and basic cleaning supplies. Installing door stops on all interior doors. Building is drying out now that exterior wall repair and excavation behind the stage has been completed. School theater group doing a better job of keeping building clean. Microwave has been purchased for the kitchen; cost was \$65.

**Discussion:** Janelle Keeffer handed out a memorandum which analyses average daily costs based on energy and custodial expenses and also annual budget items including and excluding depreciation and building improvements. The memorandum also looked at rental history over the past eight fiscal years. It was noted that rentals for this fiscal year are ahead of where we were last year at this time. Total rentals for the entire fiscal year are already at 160 with several months remaining to book additional rentals. Using this information, the breakeven rental cost per day is about \$218. Recent improvements to Turner Hall should reduce energy costs and make the hall more marketable in the future. The committee asked city staff to develop a revised rental rate structure that reflects this information so that it can be brought to the City Council for review and approval as part of the fiscal year budget and planning process. The revised rental rates also need to reflect some agreement with the school district about covering the basic costs of energy and custodial during the period of time when they prepare for the high school play. Rental rates have not been updated since about 2008. Cost of inflation makes the current rates about 25% low. Fach suggested that rental rates in similar properties in Dubuque be included in the previous analysis because of the people who typically rent Turner Hall, many of whom come from Chicago and the suburbs.

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

- Marsden reported that the Jeffris Foundation is not interested in the Turner Hall project. Other means of funding the improvements and the building addition need to be identified.
- Marsden, Keeffer and Beth Baranski submitted a grant application to Landmarks Illinois for a \$2,500 grant for the Historic Structures Report. It was agreed to continue to pursue this grant even though Jeffris has bowed out. This will enhance our ability to properly restore the building and also be considered for other outside funding.
- Jackson, Keeffer, Lewis, and Marsden met this week to finalize the grant application to The Galena Foundation for the work approved this past summer. The Galena Foundation's Project Committee will review the grant application and make its recommendation to The Galena Foundation Board on December 19.

**Discussion:** Committee reviewed an early draft of the Project Budget for the Turner Hall Improvement Plan, specifically related to the 2015 fiscal year budget. The list of improvement projects was acceptable to the committee with the addition of stage curtain cleaning and replacement and replacement of the boiler to improve energy efficiency. City staff will now start

to establish estimated costs for each line item for further committee discussion prior to it going to the City Council. Some of these efforts will reduce the cost of the building addition and remodel project now planned for fiscal year 2017.

**Discussion:** Committee agreed to continue to hold meetings on the first Thursday of each month unless a conflict with a holiday exists. Marsden presented a schedule for 2015 which was listed at the bottom of the agenda. It was approved by the committee at this meeting.

**Committee Member Comments:** Fach indicated he wanted to work with Lewis to have city staff continue to excavate the area behind the stage using their new mini excavator. Access would be from the parking lot and would be done under the enclosure that was installed by White. All agreed that this would be a good thing to do.

**SCHEDULING OF NEXT MEETING** January 8, 2015 at 8:30 a.m. at City Hall.

**ADJOURNMENT**

**Motion:** Albaugh moved, seconded by Johnson to adjourn at 10:00 a.m.

**Discussion:** None.

**Roll Call:** AYES: All  
NAYS: None  
Absent: Smith

The motion carried.

Respectfully submitted,



Charles R. Marsden  
Chairperson