

NOTICE OF PUBLIC MEETING

Turner Hall Committee

8:30 A.M. Thursday, April 2, 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 February 5, 2015 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall
7. Further discussion regarding parking lot.
8. Discussion with Adam Johnson.
 - Door, window and fire escape project
9. Further discussion on future major projects
 - Proposed major Galena Foundation – Joe Miller Trust Project #2 based on Capital Improvement Plan. Review spreadsheet and discuss.
10. Further discussion on condition of building and short term projects
 - Window and wall repair
 - Storm windows
 - Remote access thermostat control
 - Lighting LED Replacement
 - Lighting controls upgrade
 - Miscellaneous Interior Improvements
 - Report by Custodian Jeremy White

11. Budgeting for 2015 projects

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

13. Scheduling of next meeting – May 7, 2015 or June 4, 2015?

14. Committee Member Comments

15. Adjourn

Meeting Dates for 2015: 1/8, 2/5, 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 March 26, 2016

MINUTES OF THE TURNER HALL COMMITTEE MEETING OF February 5, 2015

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 February 5, 2015.

ROLL CALL

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

Absent: None

Jeremy White, Janelle Keeffer and Adam Johnson also attended the meeting.

ESTABLISHMENT OF QUORUM

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

NEW BUSINESS

Motion: Albaugh moved, seconded by Jackson to approve the minutes of the January 8, 2015 meeting.

Discussion: None

Roll Call: AYES: All Present

NAYS: None

Absent: None

Motion Carried

Public Comment: None.

Monitoring of Questionnaires: None. Keeffer reported on a conversation she has had with a potential user of the facility. Comments revolved around the low rates and the availability of the hall in September 2015.

Discussion: Follow-up discussion took place regarding problems with cars parked in the city lot adjacent to Turner Hall. Janelle Keeffer and Chief Huntington met and developed a communications plan. A letter will be sent to local residents and posted in the Galena Gazette. Jeremy White reported improvement in the situation already.

Discussion: The Committee, with Adam Johnson, Janelle Keeffer and Jeremy White present, discussed the work currently underway.

- Doors and storm windows are installed and making the building much more weather tight. Old fire escape demolition is underway. Fabrication of new fire escape is being done offsite. Installation work to be performed weather permitting.
- Other portions of the long term project are incorporated into the FY16 – FY20 Turner Hall Maintenance and Improvement Plan and the resulting budgets

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

- Lighting controls upgrade – City of Galena met with Lifeline to discuss a replacement project. Also met with John Osmani regarding LED lighting and exit light conversion. Energy savings are substantial. To be included in Maintenance and Improvement Plan. Stage lighting could be done later. Outdoor lighting will be converted to LED and placed on timers to better light the area and highlight the building. This work is included in future budget.
- Heat tape was inspected and repaired. Still experiencing some problems with installation. May have to be reworked.
- Fire inspection resulted in 5 or 6 issues. Several have already been addressed. Longstanding issue with sprinkler piping will likely be addressed in next budget. North exit on main side of building was blocked by man lift storage. Exit is not needed now that building is sprinklered and will be removed from service.

Discussion: Janelle Keeffer handed out information regarding continued evaluation of rates at other facilities and a recommended new rate structure for Turner Hall. Discussion took place.

Motion: Albaugh moved, seconded by Johnson to approve the revised rate structure as discussed.

Discussion: Clarification of discussion took place. Albaugh and Johnson then agreed to amend their motion to include the following clarification:

- Rate structure to be revised to reflect a higher rate for Sunday and Monday of Memorial Day and Labor Day weekends.
- Hourly rate to be revised to incent parties to do an all day rental.
- The 4 day rental rate will include the custodial costs.
- Keefer to email the updated rate structure for review. Comments to go back to Keefer directly to avoid constituting an open meeting.

Roll Call: AYES: All Present

NAYS: None

Absent: None

Motion Carried

Discussion: Committee reviewed an updated draft of the Project Budget for the Turner Hall Improvement Plan. Comments were made regarding line items and costs. Several items were suggested to be added to keep the efforts moving ahead. Some of these efforts will reduce the cost of the building addition and remodel project now planned for fiscal year 2017. Additional items were added to improve conditions in the building until such time as the addition is built and make the building more appealing to the parties renting it.

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

- Marsden reported that Landmarks Illinois gave a \$1,500 grant for the Historic Structures Report. The balance of the cost is \$8,500. City will be applying to The Galena Foundation for a matching grant.
- Items in the Maintenance and Improvement Plan that could potentially receive matching grants from The Galena Foundation have been identified. Funds raised from the Hunter Fuerste Concert have been earmarked to Turner Hall in 2015 by The Galena Foundation Board at the request of the Concert Committee. There should be additional funds available in 2015 from the Joe Miller Trust to apply to Turner Hall by The Galena Foundation Board.
- A meeting took place with Peter Woodburn from Madison, IN to discuss Landmark Status for the Galena Historic District. A strategy and proposal is being developed to take the experience in Madison and apply it in Galena.

- City of Galena is investigating placing Turner Hall on the National Register of Historic Places.

Discussion: Janelle Keeffer reported on future marketing initiatives:

- Facebook page specific to Turner Hall
- Shirley Johnson and Janelle are reviewing database of past 2 years' renters sorted by zip code.
- Janelle will send survey to people on the database and also ask them if they would be willing to share photography of their event.
- Contract update is being performed.
- A list of resources and vendors is being developed.

Committee Member Comments: Smith complimented Keeffer's many efforts to get the hall to breakeven by improving all facets of the operation. Fach suggested that a roof be placed over the door to the parking lot. Albaugh agreed as the ice hanging on the eaves is a liability for the City. Fach recommended that the countertop and plumbing improvements be done in both rest rooms and not just in the men's. All agreed and this will be added to the budget.

SCHEDULING OF NEXT MEETING April 2, 2015 at 8:30 a.m. at City Hall. THERE WILL BE NO MEETING ON 3/5/2015 DUE TO SIGNIFICANT PROGRESS BEING MADE BY CITY STAFF.

ADJOURNMENT

Motion: Albaugh moved, seconded by Johnson to adjourn at 9:55 a.m.

Discussion: None.

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

The motion carried.

Respectfully submitted,



Charles R. Marsden
Chairperson