

NOTICE OF PUBLIC MEETING

Turner Hall Committee

8:30 A.M. Thursday, May 7, 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 April 2, 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 MOU and make recommendation to Council. Need to get Historic Structures Report going ASAP.
10. Further discussion on condition of building and short term projects
 - Lighting LED Replacement
 - Lighting controls upgrade
 - Miscellaneous Interior Improvements
 - Report by Custodian Jeremy White
11. Facility Marketing and Rental Rate Structure Update – Janelle Keeffer

12. Scheduling of next meeting –June 4, 2015?

13. Committee Member Comments

14. 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 _____ for the City of Galena, on _____ 2015

MINUTES OF THE TURNER HALL COMMITTEE MEETING OF April 2, 2015

CALL TO ORDER

Chairperson, Charles Marsden called the meeting to order at 8:35 a.m. in the City Council Chambers at 101 Green Street on April 2, 2015.

ROLL CALL

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

Absent: Smith

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: Johnson moved, seconded by Albaugh to approve the minutes of the February 5, 2015 meeting.

Discussion: None

Roll Call: AYES: All Present

NAYS: None

Absent: Smith

Motion Carried

Public Comment: None.

Monitoring of Questionnaires: A questionnaire was received from the group which held a sock hop at Turner Hall. Issues with heat and comfort and also lighting were described. Committee along with Janelle Keeffer and Jeremy White discussed solutions. Thermostats will be turned up from 68 to 72 in cold weather in time for building to warm up. New lighting controls are in the budget and will be pursued ASAP.

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. This will be done after budget process is complete and time permits. One car with a flat tire was recently towed by the police department. Jeremy White reported continued improvement in the situation.

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

- Several doors have cracks in veneer and panels. Adam Johnson will contact manufacturer.

- Demolition related to new fire escape will begin next week. Catwalk has been fabricated offsite. Work continues.
- Locksmith Express is coming to Turner Hall to resolve some problems with several locks that do not accept all keys.

Discussion: Marsden reported that he has been working with Janelle Keeffer and Mark Moran to develop a second major project which will complete all of the remaining non-maintenance items on the FY 2016-2020 Turner Hall Maintenance and Improvement Plan with the exception of the new addition and energy improvement projects that could be funded by other grants. This project will be done by The Galena Foundation using Joe Miller Trust funds in the same manner as was done on the Depot project. Total estimated cost is approximately \$180,000 including contingency, fees and expenses. Next step would be approval by The Galena Foundation Board at its April meeting. A written agreement will be prepared, which will include the requirement that the City continue to budget annually for proper maintenance of the facility.

During discussion, Fach suggested that a "Turner Hall Trust" be established similar to the Joe Miller Trust. It was agreed that this could be established as a Restricted Fund administered by The Galena Foundation. Marsden will discuss with The Galena Foundation Board.

Motion: Fach moved, seconded by Johnson to start proceedings to develop a "Turner Hall Trust" as a Restricted Fund administered by The Galena Foundation.

Discussion: Additional discussion on possible fundraising activities took place.

Roll Call: AYES: All Present

NAYS: None

Absent: Smith

Motion Carried

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

- Lighting controls upgrade – Lighting controls are failing again. Money is in new budget to replace system. Janelle Keeffer will contact supplier so that work can commence as soon as possible in May upon Council approval of budget.
- LED Lights – Testing several LED bulbs
- Having problems with fluorescent lighting on stage and also with descending light fixture which does not work properly.
- Did some patching and painting to address moisture damage.

Discussion: Janelle Keeffer handed out information regarding recent activities regarding Turner Hall. Also, a simple economic impact study will be performed. Discussion took place.

Discussion: Janelle Keeffer reported on ongoing marketing initiatives:

- Marketing budget is included in FY budget. Website will be developed in-house to reduce cost
- New rates are being positively received, including cost of setup and takedown for a four day rental.
- Continuing to develop flexible arrangements to allow people to setup and takedown.
- A list of resources and vendors is being developed.

Committee Member Comments: Fach complemented The Galena Foundation for its role in improving Turner Hall. Fach inquired of Keeffer if VisitGalena would have funds available for the marketing of Turner Hall. She replied that neither VisitGalena nor CVB have funds, but they both have been very willing to help in the marketing effort using their resources. Chris Hamilton has been especially helpful since he has experience with a similar facility. Fach and Johnson suggested that high school students could paint the outside of the old kitchen (faux stone) as an art project. This could be done after the repair work is done. Johnson will pursue with historic board.

SCHEDULING OF NEXT MEETING May 7, 2015 at 8:30 a.m. at City Hall.

ADJOURNMENT

Motion: Johnson moved, seconded by Albaugh to adjourn at 9:40 a.m.

Discussion: None.

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

The motion carried.

Respectfully submitted,



Charles R. Marsden
Chairperson