

## NOTICE OF PUBLIC MEETING

### Turner Hall Committee

8:30 A.M. Thursday, September 3, 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 August 6, 2015 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall
7. Discussion with Adam Johnson.
  - Door, window and fire escape project
  - Historic Structures Report
  - Galena Foundation – Joe Miller Trust Project #2
8. Further discussion on condition of building and short term projects
  - Lighting LED Replacement
  - Lighting controls upgrade
    - Insurance claim for main panel
    - City and GF funding
    - Committee recommendation to council on procurement of new equipment
  - Miscellaneous Interior Improvements
  - Squirrel Power Surge – miscellaneous problems
  - Report by Custodian Jeremy White

9. Pursuit of Illinois Clean Energy Grants in 2016 for boiler replacement and LED lighting replacement in 2015-2016.

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

11. Scheduling of next meeting – October 1, 2015?

12. Committee Member Comments

13. 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 Aug 28, 2015

**MINUTES OF THE TURNER HALL COMMITTEE MEETING OF August 6, 2015**

**CALL TO ORDER**

Chairperson, Charles Marsden called the meeting to order at 8:50 a.m. in the City Council Chambers at 101 Green Street on August 6, 2015. Prior to convening the meeting, a slide presentation of recent Turner Hall events was viewed.

**ROLL CALL**

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

Absent: Albaugh, Jackson

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

**ESTABLISHMENT OF QUORUM**

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

**NEW BUSINESS**

**Motion:** Smith moved, seconded by Johnson to approve the minutes of the June 4, 2015 meeting.

**Discussion:** None

**Roll Call:** AYES: All Present

NAYS: None

Absent: Albaugh, Jackson

Motion Carried

**Public Comment:** None.

**Monitoring of Questionnaires:** None

**Discussion:** Adam Johnson provided an overview of the Historic Structures Report. Daryl Watson provided a summary of the historic research going into the report. An outline of the report was presented to the committee and others in attendance. Copies will be given to the City Council. Work will continue towards completion. Daryl Watson will provide all historic research to the City so that it can be maintained and preserved.

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

- Several doors had cracks in veneer and panels. The manufacturer has fixed the doors. Painting and sealing is complete. Doors look good. Positive comments received.
- Fire escape work and handicap work wraps up this week. Slight change was made to fire escape to prevent access to fire department roof. The stage fire escape was also changed to improve water drainage and accessibility to/from the stage.

**Discussion:** Work is progressing on the second major project. Adam Johnson has completed all design work except for fly loft. Several items will be completed by Jeremy White and John Bookless. The balance will be bid. Project scope was increased. The remaining old doors will be replaced as well as the fire escape on the south side of the building. Adam will work with Andy Lewis to develop bid packages. An overall schedule for the project has been developed. Work to commence in late September after Council approval of the bids.

**Motion:** Johnson moved, seconded by Smith to approve the schedule for the work as described in "Exhibit A" and a recommendation to the City Council to move forward with the bidding of the work.

**Discussion:** None

**Roll Call:** AYES: All Present

NAYS: None

Absent: Albaugh, Jackson

Motion Carried

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

- Lighting controls upgrade – Quotes have been received from Lifeline AV Technologies to upgrade the lighting controls. The recently refurbished Colortran dimming rack is working properly and will not be replaced at this time. Leviton picked up Colortran in bankruptcy a number of years ago, so the replacement wall stations will be Leviton which are compatible with the existing Colortran equipment. A not-to-exceed cost of \$15,595.00. Additionally, there is a need to purchase some used parts at a cost of about \$1,000 to \$2,000. Lifeline is researching availability of used parts. Some of the repair work will be covered under the "squirrel" insurance claim. The City has \$10,000 in its budget for this work. The Galena Foundation has \$7,500 from the Hunter Fuerste Concert earmarked for this work.

**Motion:** Smith moved, seconded by Johnson to recommend to the City Council that the lighting controls upgrade work should be completed by Lifeline. Although the cost exceeds the City's \$10,000 threshold for bidding the work, it is the recommendation of the Committee that the work be performed by Lifeline due to their long-term familiarity with the lighting system, the uniqueness of the system, the need to obtain used parts and complete the work in a timely manner.

**Discussion:** None

**Roll Call:** AYES: All Present

NAYS: None

Absent: Albaugh, Jackson

Motion Carried

- LED Lights – Testing several LED bulbs. Prefer the first samples tested. Jo Carroll rebate is available. New bulbs will be installed after lighting controls upgrade is completed. Possible Illinois Clean Energy Grant will be pursued.

- Had problems also with descending light fixtures which did not work properly. They are currently working properly. Not known if John Bookless repaired them or Spencer the Ghost has got them working again.
- Did some patching and painting to address moisture damage. Had another water leak on south side that swelled up a door. Jeremy White repaired roof leak.
- Currently tabulating expenses for insurance claim. Will complete after knowing extent of damage to lighting controls. Jo Carroll will install squirrel guard and possibly make a contribution towards the installation of surge protection devices.

**Discussion:** It was agreed that it is time to pursue Illinois Clean Energy grants for the LED lighting replacement and the boiler replacement which are scheduled to occur in 2016.

**Discussion:** Janelle Keeffer reported on ongoing marketing initiatives:

- Janelle has received confirmation of two high school proms (Galena and Southwestern) for 2016. She will attempt to arrange some cost sharing and also possibly have a community open house to showcase the building while it is decorated for the proms.
- Working on new website next.
- Facebook page content and access being improved.
- Weddings continue to be booked. 2016 filling up nicely.
- Janelle is considering a December holiday party promotion that will offer Turner Hall to entities for a discounted rate. This will improve exposure for the work we are doing in Turner Hall and add to the revenue stream in a down time. This would make the hall available on short term basis and allow renovation work to occur at the same time. Committee approved this approach.

**Committee Member Comments:**

- Fach reminded the committee that we need to pursue a trust for Turner Hall. Marsden indicated that the Galena Foundation is willing to administer the funds raised in the trust. An example of this is the Elkader (Iowa) Opera House which is city owned but has been renovated and then operated and maintained by a trust or foundation under the guidance of a board of directors. More research on this is warranted.
- Fach thanked the committee members and The Galena Foundation for their good work.
- Smith commented on the positive experience she had with the Hunter Fuerste Concert working with Janelle and Jeremy and thanked them for a job well done.

**SCHEDULING OF NEXT MEETING** September 3, 2015 at 8:30 a.m. at City Hall. There may also need to be a special meeting if the Committee needs to make recommendations to the Council on the bids received in order to keep the project moving and finish some exterior work before winter weather sets in.

**ADJOURNMENT**

**Motion:** Smith moved, seconded by Johnson to adjourn at 10:20 a.m.

**Discussion:** None.

**Roll Call:**  
AYES: All  
NAYS: None  
Absent: Albaugh, Jackson

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