

NOTICE OF PUBLIC MEETING

Turner Hall Committee

8:30 A.M. Thursday, November 5, 2015

Turner Hall

115 S Bench 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 October 1, 2015 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall
7. Discussion with Adam Johnson.
 - 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 and Jo Carroll in 2016 for boiler replacement, insulation and LED lighting replacement in 2015-2016.

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

11. Scheduling of next meeting – December 3, 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 Oct 29, 2015

MINUTES OF THE TURNER HALL COMMITTEE MEETING OF October 1, 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 September 3, 2015

ROLL CALL

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

Absent: Albaugh and Smith

Jeremy White 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 Jackson to approve the minutes of the September 3, 2015 meeting.

Discussion: None

Roll Call: AYES: All Present

NAYS: None

Absent: Albaugh and Smith

Motion Carried

Public Comment: None.

Monitoring of Questionnaires: None

Discussion: Adam Johnson provided an overview of the Historic Structures Report. Adam had forwarded a draft of the report previously. Daryl Watson is almost complete with his portion of the report. Marsden suggested that the history of the hall be brought up to the present so that the work of the committee is documented. Carl Johnson had some comments and updates to the report which he will pass on.

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

- Fire escape work and handicap work is complete.
- Change orders have been approved and processed
- Application has been made to the Galena Foundation. About \$80,000 will come from the Save Turner Hall Fund, \$29,000 from Joe Miller Trust. The balance of the Joe Miller Trust money will be applied to the second project work that is already underway.

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 or quoted if under \$10,000. An overall schedule for the project has been developed. The committee recommended that the schedule be revised to speed up work on kitchen roof and the main roof flashing. The committee recommended that the stage floor be finished and painted plywood for ease of replacement in the future. The committee agreed that the small roof over the side entrance be steel panels. The committee suggested that a waterproof membrane be added to the work on the back stage wall. Janelle Keeffer, Jeremy White and Adam Johnson will be discussing extent of rest room work to be sure it can be completed in a timely manner at an acceptable cost.

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

- Lighting controls upgrade –Proposal approved by City Council. Lifeline will perform the work between October 19 and 31. Work could spill over into time when GHS Drama Club is preparing for their play.
- Weber Paper has been looking at short term floor finishing options.
- Weber Paper has donated 2 floor mats for the front entry. They donated one for the side entrance last year.

Discussion: Illinois Clean Energy grants for the Flyloft insulation and the boiler replacement are being pursued. Same high efficiency boiler as installed for fire department. Marsden will talk with Andy Lewis about sizing boilers for better warmup of building before events. LED bulb rebate will be pursued with Jo Carroll.

Discussion: Janelle Keeffer was unable to attend meeting. She provided a written report reported on ongoing initiatives:

OCTOBER RENTALS

Oct 10—Woodstock Revival / Credence Clearwater Revival Concert

Oct 11—Dinner for 2

Oct 14-18—Hillard Wedding

Oct 18—Ballroom Dancing

Oct 19-31—Closed for Lighting Repair

Nov 1-22—GHS Drama Club

BUILDING UPDATE

- Balcony Fire Escape—Jeremy will be putting up a piece of plywood and covering the exit sign on the south side of the building. Fire inspector Brett Temperly confirmed that the north exit and main entrance are capable and within code of accommodating the balcony at full capacity / 335 people.
- Balcony Structural Analysis—In speaking with building inspector Jonathan Miller, Brett and Jonathan questioned the current weight threshold of the balcony. Structural Engineer Todd Birkel was called, and he inspected the building on Monday. He gave his approval that the balcony is structurally sound. Letter attached.
- Blackhawk Fire Inspection—last Saturday, the trouble alarm was sounding, likely as a result of a temporary power outage in the building. When the switch was turned to reset, Janelle heard a large flush of water through the system. Brett advised that Blackhawk Fire Inspection be called in to assess the system. Blackhawk Fire Inspection

arrived today and confirmed that all systems are normal and functioning properly. They did advise that the system is old and needs to be upgraded.

- Fresnel Lighting—Jan Lavacek will be working in the hall this next week to replace bases for the Fresnel lighting—commonly known as the stage lighting. The new bases (estimated cost \$15 each / maximum 15 to replace) will help the bulbs burn more efficiently and avoid early burn out. We felt this good timing to complete the project with the upcoming concert and drama club performance.
- Code compliance—in researching current fire codes, Brett found an ordinance stating that any gathering of more than 250 people requires a crowd manager to be on premise to direct people in the event of an emergency. An online certification is required to be a crowd manager. I discussed with Mark, and we are currently looking for an individual(s) who might be interested in this “as needed” position. We also recommend adding a new portion to the contract asking how many will be in attendance at the event and if over 250 people, charge and additional fee per hour to cover the cost of a crowd manager. I will be working on updating the contract this week.
- Restrooms & projects—I would like to revisit our restroom plans to make sure we have the time and financial resources to complete this upgrade. I would also like to try to secure our schedule. If there are simple upgrades that can be scheduled before the October 10 concert or October 14 wedding, we may want to get those underway. We also have a window of time October 19-31 while the lighting systems are being upgraded.

GALENA FOUNDATION

- A year-end summary / grant application for FY14/15 projects has been submitted to the Galena Foundation and approved.

Committee Member Comments:

- Jackson suggested that we should have committee meetings occasionally at Turner Hall. Committee agreed to hold next meeting at Turner Hall.
- Fach reminded us to pursue the trust for Turner Hall. Johnson suggested it could be an extension of the Save Turner Hall Fund administered by The Galena Foundation. Marsden again suggested we should contact the Elkader Opera House group and see how they set things up.

SCHEDULING OF NEXT MEETING November 5, 2015 at 8:30 a.m. at Turner Hall

ADJOURNMENT

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

Discussion: None.

Roll Call:
 AYES: All
 NAYS: None
 Absent: Albaugh 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 style with a long horizontal stroke at the end.

Charles R. Marsden
Chairperson