

## NOTICE OF PUBLIC MEETING

### **Turner Hall Committee**

8:30 A.M. Thursday, February 4, 2016

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 January 7, 2016 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall
7. Review rest room upgrades
8. Discussion with Adam Johnson.
  - Galena Foundation – Joe Miller Trust Project #2
  - Historic Structures Report is being well received
9. Further discussion on condition of building and short term projects
  - Lighting LED Replacement
  - Lighting controls upgrade
  - Miscellaneous Interior Improvements
  - Light fixture restoration
  - Report by Custodian Jeremy White
10. Pursuit of Illinois Clean Energy Grants and Jo Carroll in 2016 for boiler replacement, insulation and LED lighting replacement in 2016-2017.
11. Facility Marketing and Rental Rate Structure Update – Janelle Keeffer

12. Galena Foundation Board will meet at Turner Hall on February 26, 2016.

13. Scheduling of next meeting – March 3, 2016?

14. Committee Member Comments

15. Adjourn

Meeting Dates for 2016: 1/7, 2/4, 3/3, 4/7, 5/5, 6/2, 7/7, 8/4, 9/1, 10/6, 11/3, 12/1

Posted by Stanley Johnson for the City of Galena, on Feb 1, 2016

**MINUTES OF THE TURNER HALL COMMITTEE MEETING OF January 7, 2016**

**CALL TO ORDER**

Chairperson, Charles Marsden called the meeting to order at 8:35 a.m. at City Hall, 101 Green Street.

**ROLL CALL**

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

Absent: Smith

Janelle Keeffer and Jeremy White 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 December 3, 2015 meeting.

**Discussion:** None

**Roll Call:** AYES: All Present

NAYS: None

Absent: Smith

Motion Carried

**Public Comment:** None.

**Monitoring of Questionnaires:** None.

**Discussion:** Janelle Keeffer distributed bound copies of the Historic Structures Report. Committee discussed further distribution and use of the report. Additional copies will be made. Galena Foundation received the grant check from Landmarks Illinois and passed the funds onto the city with a GF check.

**Discussion:** Janelle Keeffer has developed a spreadsheet to track the various components of the second project and other ongoing work. This was discussed in detail. There was a change order cost increase for the work on the back wall of the stage now that the excavation has fully exposed the wall. Rest Room renovation is almost complete. Some additional maintenance work on flush valves, etc. was required. After talking to caterers, it was decided not to install the 220 volt outlets in the kitchen. Paint colors will need to be selected at the next committee meeting in order to get the interior work underway. The stage floor will be out for quotes in February. Jeremy White previously recommended plywood subfloor with a Masonite overlay. Masonite could be replaced periodically when screw and nail holes necessitate. Plywood would remain in

position. Masonite would not have to be finished and painted. Committee agreed with this approach at the December meeting. Several contractors have suggested other flooring methods. Committee suggested to Janelle that other methods should only be considered if they provide a better solution at a significant cost savings.

At the present time, fees and expenses are well below the budgeted amount. This, as well as contingency funds and some other line items can be used to offset cost overruns on things like the back stage wall. Remaining work will be prioritized and quotes received so that important work is prioritized going forward. To reduce costs, Jeremy White suggested that the remaining exterior doors could be refurbished rather than replaced. This would include the numeric lock to be installed on the side door.

**Motion:** Albaugh moved, seconded by Fach to refurbish the remaining exterior doors and include the numeric lock on the side door.

**Discussion:** None.

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

The motion carried.

Albaugh indicated that he had previously researched firms that could restore the existing light fixtures. He indicated that the information should be on file. Galena Foundation is considering this as a Hunter Fuerste Concert funded project. Beth Baranski is also researching firms to restore the fixtures by way of the firm she previously worked for in Chicago.

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

- Lighting controls upgrade – Work is complete. Looking for spare parts. Not as many needed as originally thought. Galena Foundation provided a check back in December for its contribution to this effort.
- Jo Carroll suggests motion detector on lights on parking lot side of building and timer (and photocell) on front of building. These are being installed.
- Balcony stairway lighting is being refurbished.
- Custodian Jeremy White reports no problems in the building at this time. Plumbing repair work as part of rest room remodel is complete. Building is staying warm with reduced energy bills. Less interior paint damage since exterior walls have been repaired.
- Ice buildup around exit doors and ice coming off of roof were a problem with the last storm. Public works needs to do a better job of removing the snow and ice before it freezes hard. Police department needs to remove parked cars in violation of parking ordinance so that public works can clear the parking lot near the building. Non corrosive ice melt should be considered for use in area between Turner Hall and Fire Station.

**Discussion:** Janelle Keeffer provided the following report regarding facility marketing and rentals:

- There are currently 41 event bookings for 2016 and one already for 2018. Next year she plans on working to fill more dates during the quiet months of the year. January and February are quiet but things pick up in March and remain busy for the rest of the year.
- Galena Foundation Board would like to have a monthly meeting at Turner Hall to review the work and the Historic Structures Report. GF Marketing Committee is also considering a fundraiser specific for Turner Hall so this would be a good time for the GF

board to see the progress made in the building. Janelle then suggested that this committee meet at Turner Hall for the February meeting to see the rest room work.

- Janelle indicated that she has several other parties she is talking to regarding the use of Turner Hall.
- Wedding show is being rescheduled to avoid conflicts with other events.

**Committee Member Comments:**

Fach suggested that the GF fundraising concept be explored so that we have adequate time to plan and begin to raise funds. This would be similar to what has been previously discussed including what was done at the Elkader Opera House.

**SCHEDULING OF NEXT MEETING** February 4, 2016 at 8:30 a.m. at Turner Hall.

**ADJOURNMENT**

**Motion:** Albaugh moved, seconded by Jackson to adjourn at 10:25 a.m.

**Discussion:** None.

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

The motion carried.

Respectfully submitted,



Charles R. Marsden  
Chairperson