

NOTICE OF PUBLIC MEETING

Turner Hall Committee

8:30 A.M. Thursday, March 2, 2017

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 5, 2017 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall / new questionnaire
7. Discussion with Adam Johnson.
 - Galena Foundation – Joe Miller Trust Project #2
 - Stage floor
 - Main floor
 - Fly loft exterior project and insulation
 - RFQ's for additional work in Turner Hall this year
 - Remaining budget funds
 - What is left to do?
8. Further discussion on condition of building and short term projects
 - Lighting LED Replacement
 - Exterior door work and locks
 - Miscellaneous Interior Improvements
 - Light fixture restoration
 - Theatrical items
 - Sprinkler work
 - Boiler replacement

- Report by Custodian Jeremy White
9. Pursuit of Illinois Clean Energy Grants and Jo Carroll for boiler replacement, insulation and LED lighting replacement in 2016-2017.
 10. Facility Marketing and Rental Rate Structure Update – Janelle Keeffer
 11. Galena Foundation Items
 - National Register of Historic Sites
 - Chamber of Commerce Business After Hours in 2017
 12. Begin planning for future addition.
 13. Scheduling of next meeting – April 6 or May4?
 14. Committee Member Comments
 15. Adjourn

Meeting Dates for 2017: 1/6, 2/2, 3/2, 4/6, 5/4, 6/1, 7/6, 8/3, 9/7, 10/5, 11/2, 12/7

Posted by Shuley Johnson for the City of Galena, on Feb. 27, 2017

MINUTES OF THE TURNER HALL COMMITTEE MEETING OF January 5, 2017

CALL TO ORDER

Chairperson, Charles Marsden called the meeting to order at 8:40 a.m. at Turner Hall, 115 S. Bench Street. Committee members and others in attendance took a look at the stage floor replacement work prior to calling the meeting to order.

ROLL CALL

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

Absent: Smith

Janelle Keeffer, 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 November 3, 2016 meeting.

Discussion: None

Roll Call: AYES: All Present

NAYS: None

Absent: Smith

Motion Carried

Public Comment: None

Monitoring of Questionnaires and Comments: Janelle Keeffer has received several comments. First involved lighting improvements in certain areas of the facility to increase the lighting level especially for winter market. Second involved the New Year's Eve wedding attended by over 300 people. The caterer had electrical problems with their equipment which Jeremy White assisted in fixing. Paul Jackson commented on the success of the Winter Market and encouraged all to attend.

Discussion: Discussion took place regarding the Galena Foundation – Joe Miller Trust Project #2. Current projects underway:

- Exterior cleaning, tuckpointing and sealing is complete as bid.
- New stage floor is underway. Looking good.
- Flyloft work is progressing as previously approved. chance of unseen internal water damage and the need for ongoing maintenance of the exterior finish.
- Main hall floor wood refinishing and sealing will be done after May.

Motion: Albaugh moved, seconded by Johnson to recommend to the City Council that we proceed with the main floor refinishing by doing a complete strip and finish of the floor rather than just a recoat of the floor finish with an original budget of about \$10,000.

Discussion: Floor has not been completely refurbished in a number of years, leaving it dirty and pitted. Maintenance program is recommended as edges of floor boards are getting thin and additional sanding should be avoided.

Roll Call: AYES: All Present

NAYS: None

Absent: Smith

Motion Carried

- Once the stage floor and main floor work is completed, there will be approximately \$73,331 left in the budget for the Joe Miller Trust Project #2 according to Marsden's evaluation. It is recommended that a contingency of \$7,500 be set aside until all work is completed. This would leave \$65,831 to be applied to the Flyloft and Insulation work. If funds are left over after that, discussion would take place as to how we might spend the funds.

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

- LED Lighting replacement – 200 bulbs have been ordered at accost of \$1,800. Jo Carroll rebate is \$2 per bulb. Bulbs will be installed as soon as they are delivered. Reprogrammed the lighting controls as requested by hall users. Looking for LED bulbs for stair tread lighting in the balcony.
- Jeremy White has found replacement globes for the main hall light fixtures. Could possibly recast light weight tassels and epoxy them to the globes. May need to add a collar to the globes. Appearance should be similar. Continuing to pursue. Jeremy is also lining up an electrician to refurbish the electrical. Should be able to do all of the upgrade with the funds from the Hunter Fuerste Concert.
- Lock for south door has been purchased. Will be installed after doors are restored by Jeremy White. All door refurbishment will be done this winter. This work will be paid for by the Joe Miller Trust Project #2 rather than as a maintenance expense for the City.
- New boiler will be done in spring-summer 2017. Grants may be available at that time.
- Sprinkler work will be done in 2017.
- Janelle is pursuing a realtor lockbox system as suggested by Jonathan Miller. This will improve operations dramatically.
- Galena Festival of the Performing Arts is pursuing an acoustical curtain that would hang from the balcony. Janelle looking for grants. It was suggested that a grant from Country Fair might be an option. Discussion took place regarding acoustic in general. Caution is recommended if acoustical panels are considered.
- Janelle is pursuing a theatrical advisory group to assist this committee by giving recommendations regarding LED stage lighting, lighting control board, stage curtains, etc. People have come forth to volunteer. This committee supports the concept so long as the recommendations of the theatrical group are vetted by this committee in order to make sure all improvements fit the overall goals for Turner Hall and the Historic Structures Report.
- Jeremy White has refurbished the janitor's closet area with the hope that it is better used by people renting Turner Hall.

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

- Saving down time for work this winter.
- Most inquiries now are for 2018.
- Weekends in 2017 booked solid from March 3 to November 20 with the exception of June 24 and August 5. A Hispanic Bible Study group now rents the hall on Tuesday evenings.
- The Galena Foundation and City of Galena will do a Business After Hours at Turner Hall in Spring 2017.
- Galena Bridal Fair will take place on February 18, 2017. Janelle is working on ways to participate and show off Turner Hall.
- Membership in the League of Historic American Theaters is complete. Committee members will be given access to the website along with City staff.
- Galenian ad will be 1/3 page.
- Janelle noted that the Grand Opera House is holding a capital campaign.

Discussion: Galena Foundation items were discussed:

- Galena Foundation wants to pursue a National Register of Historic Sites designation specifically for Turner Hall. A meeting was held this past month and the concept was pursued. Daryl Watson and the IHPA question the need since Turner Hall is already listed since it is in the Historic District. This will be discussed with Frank Butterfield at Landmarks Illinois since the Jeffris Foundation was the one group that recommended individual designation. It might be a better approach to obtain Landmark Status for the entire Historic District. Have not heard back from Frank. Marsden will pursue.
- Janelle and Beth Baranski will work on putting together the Business After Hours. Spotlight will possibly be on Turner Hall improvements, a future addition to Turner Hall, things the City of Galena wants to showcase, things The Galena Foundation wants to showcase, and possibly Grant Park Restoration.

Committee Member Comments: None

SCHEDULING OF NEXT MEETING March 2, 2017 at 8:30 a.m. at Turner Hall.

ADJOURNMENT

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

Discussion: None.

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

The motion carried.

Respectfully submitted,



Charles R. Marsden
Chairperson

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Turner Hall Committee
FROM: Janelle Keeffer, Facilities Manager *Janelle*
DATE: 3-March-2017
SUBJECT: Monthly Update

FEEDBACK

- **Dubuque Ballroom Dancing**—"Great job on Turner Hall. Just having a key to the side door made things a lot easier as did the chair rack. {Following installation of new lock / new key made.}"

BUILDING & MAINTENANCE ISSUES

Light Fixture / Globes

- Jeremy is having the globe fabricated and will have an update at the next meeting.
- We will plan for rewiring as soon as we know the cost of the globes and our budget.

LED Lighting / Lighting

- New LED bulbs installed in main hall and the rebate information was submitted.

Door Lock / Rently box

- New lock installed in door.
- New keys made that work much better; still unlock both side and front doors.
- Rently lock box installed. Successfully working and monitoring traffic in and out of the hall.

Stage Floor

- Complete.
- Wood was picked up by someone who plans to repurpose as a floor and also create wooden items to donate back and sell to benefit Turner Hall (wine racks, etc.).

RFQs

- Fly Loft—going out the week of February 27
- Sprinkler—going out the week of February 27
- Main Floor Refinishing
- Boiler

BUDGETING

- **2017/18 Proposed Budget**—has been submitted to the city administrator for review.
- **Theater Consultant Advisory Committee**—met and has started discussing future projects. Next meeting will be in March. Budgeted for used lightboard upgrade, \$2,500 in FY2017-18. Recommendation of committee will be researched and proposed for future enhancement. Researching grants available.
- **Grant Application / Galena Festival of the Performing Arts**—GFPA has submitted a grant application to Country Fair for their acoustic curtain.
- **Curtains** As the stage floor has been completed, our attention has turned to the need to flame proof or replace the stage curtains, which were purchased in 1993. I have been researching options: retardant should be applied every 5-10 years, and the drapes should be taken down to be cleaned on that schedule as well. New curtains, through Grand Stage, the same company from which the current curtains were purchased, provided a rough estimate of \$30,000 for new curtains. I would like to discuss thoughts with the committee on how to pursue replacing and fundraising for new curtains.

RENTAL

- **Bridal Show and Open House 2/18** Approximately 10 couples / families visited Turner Hall during the open house on 2/18. Two were curious about the building, no interest in an event; one new prospect; the remainder were brides who already have contracted for their wedding who had questions or wanted to show the hall to parents and friends. Wedding show had 85 brides pre-register. Beautiful weather is believed to have deterred many from coming.
- **TO DISCUSS—Rental Rates**
I have a potential tenant who would like to rent the hall during our open mid-week and weekend dates in September and October 2017. The dates are not consecutive, as the openings came from cancellations.

September 25-30, October 2-7, and October 16-24, 2017

Our website and current rate structure offers a 21-day rental for theater performances for \$1,200. Our standard daily rate value for these 21 days is \$5,550, but also likely would not be rented over Country Fair weekend or mid-week. The potential renter is asking permission for the discounted rate for the

non-consecutive dates for this year. She is also interested in booking fall dates for 2018.

I would like to request the committee review this request and potentially make a recommendation to take to city council, if appropriate.

MARKETING

- **League of Historic American Theatres** All committee members should be receiving emails from LHAT with group discussions. They are frequent; you may opt out if you prefer not to receive them. I have found the information valuable.
- **Economic Impact Study** I am planning to bring a draft copy to our March 2 meeting. Focus is to have information available at our Galena Chamber After Hours event on April 18 to share with the community.
- **Galenian Ad / Spring Summer** Declined advertising opportunity due to budget constraints. Planning to reinstate in new fiscal year; monies included in budget proposal.
- **4/18 Chamber After Hours** Beth Baranski and I have met several times to plan for the event. We are currently reviewing options for food and alcohol, working within our budget. We are planning for 125 attendees, will have eight tables set up, and expect to have brief introductions / thoughts by Galena Foundation and city representatives.