

NOTICE OF PUBLIC MEETING

Turner Hall Committee

8:30 A.M. Thursday, May 4, 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 March 2, 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
 - Main floor
 - Fly loft exterior project and insulation
 - Fly loft fans
 - Tile in front foyer
 - 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 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
 - Driehaus Award
 - Joe Miller Trust for 2017 will be \$32,384.79
 12. Begin planning for future addition.
 13. Scheduling of next meeting – June 1 or July 6?
 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 *Johnson* for the City of Galena, on *April 28, 2017*

MINUTES OF THE TURNER HALL COMMITTEE MEETING OF March 2, 2017

CALL TO ORDER

Chairperson, Charles Marsden called the meeting to order at 8:30 a.m. at Turner Hall, 115 S. Bench Street.

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

Absent: None

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: Albaugh moved, seconded by Johnson to approve the minutes of the January 5, 2017 meeting.

Discussion: None

Roll Call: AYES: All Present

NAYS: None

Absent: None

Motion Carried

Public Comment: None

Monitoring of Questionnaires and Comments: Janelle Keeffer has received positive comments from the Dubuque Ballroom Dance Group.

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

- Main hall floor wood refinishing and sealing will be done after May.
- Stage floor work is complete and looks great.
- Flyloft design work is progressing. Adam Johnson has been researching insulation of old masonry walls with State Historic Preservation Agencies in Iowa and Illinois. Both do not recommend insulating these walls because of unseen moisture damage. Therefore, it is recommended that the walls be tuckpointed and sealed. Roof to be insulated.

Motion: Albaugh moved, seconded by Jackson to recommend to the City Council that we proceed with the Flyloft work as recommended by Adam Johnson.

Discussion: Further discussion on the theory involved, the removal of the old paint on the north wall and the extent of tuckpointing.

Roll Call: AYES: All Present

NAYS: None

Absent: None

Motion Carried

- Further discussion took place regarding the Flyloft. Other means of reducing heating and air conditioning costs were discussed. It was noted that the newly formed theater advisory committee recommends getting the Flyloft rigging working again. Jeremy White also suggested that the Cyc when re-installed should be raised up to prevent heat from the heating units on the back wall from rising straight up into the Flyloft. It appears that it may be best to reconsider the installation of a fan in the Flyloft to push the heat and cool back down. The original fans in the hall were installed by Top Notch. At that time, it was decided that a fan in the Flyloft was a challenge.

Motion: Albaugh moved, seconded by Smith to recommend to the City Council that Jeremy White and Top Notch again investigate the installation of a ceiling fan in the Flyloft. Cost of installation would be covered by Joe Miller Trust's remaining funds.

Discussion: **Roll Call:**

AYES: All Present

NAYS: None

Absent: None

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. Now that there will be less insulation work, it is possible to do other work in the hall. Discussion is underway to replace the tile floor in the front lobby. It was originally a marble floor. Jeremy White could remove the old tile. Todd Lincoln has volunteered to lay the new tile. Tile samples to match the original marble are being pursued.

Motion: Albaugh moved, seconded by Smith to recommend to the City Council that we pursue the replacement of the tile floor in the main lobby as proposed. Cost of the materials would be covered by the Joe Miller Trust's remaining funds.

Roll Call:

AYES: All Present

NAYS: None

Absent: None

Motion Carried

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

- LED Lighting replacement – Light bulbs in main hall have been replaced. Rest rooms will be done next. 231 bulbs replaced so far. Color is good. Dimming controls have been adjusted. Rebate has been filed. Parking lot lighting and LED lights over exit doors are being pursued. Code compliance is a must.
- Jeremy White continues to pursue the light fixture restoration. Prototype should be available next week. He 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. Richard Burlingame is donating a historically accurate light fixture for the main vestibule.

- Lock for south door has been installed.
- New boiler will be done in spring-summer 2017. Grants may be available at that time.
- Sprinkler work will be done in 2017.
- Janelle reported that the realtor lockbox system has been installed and is working extremely well.
- Galena Festival of the Performing Arts is pursuing an acoustical curtain that would hang from the balcony. They are applying for a Country Fair Grant.
- Janelle has met with the theatrical advisory committee. Their initial focus will be on curtain replacement, light board improvements, lighting and plumbing to support the theatrical function of the hall.
- Janelle is pursuing theatrical curtain replacement and fire proofing. Nothing has been done since the curtains were installed in 1993. She has been in touch with Grand Stage, the company who provided the original curtains. The cost is estimated at over \$30,000. Need to find a source of funds.
- Proposed 2017/2018 Budget has been submitted to the City Administrator for review. Operations are very close to breakeven.

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.
- The Galena Foundation and City of Galena will do a Business After Hours at Turner Hall on April 18, 2017.
- Galena Bridal Fair took place on February 18, 2017. Attendance was low probably because of nice weather. Approximately 10 groups toured Turner Hall that day.
- Membership in the League of Historic American Theaters is complete. Flow of information has been very good.
- Galenian ad will be 1/3 page. It will be delayed until next year due to budget.
- Janelle noted that a draft of the Economic Impact Study will be sent out later by email.
- Janelle has received a request from an individual to rent Turner Hall for 21 days at \$1,200 as described in the current rate structure. Considerable discussion took place. While it is desirable to promote the use of the hall for the arts, it should not be done to the detriment of cash flow by renting it at this rate in high season. The committee requested that Janelle take the discussion into account and come back at the next meeting with a recommended update to the rate structure that would be recommended to City Council.
- Janelle described the setting for the upcoming Chamber Business After Hours. Both the Galena Foundation and City of Galena will have exhibits. Adam Johnson will provide drawings of the proposed addition to Turner Hall.

Committee Member Comments: Charles Fach thanked Janelle, Jeremy White and the Turner Hall Committee for work well done. Jackson commented that Turner Hall has never looked so good.

SCHEDULING OF NEXT MEETING May 4, 2017 at 8:30 a.m. at Turner Hall.

ADJOURNMENT

Motion: Albaugh moved, seconded by Smith to adjourn at 10:15 a.m.

Discussion: None.

Roll Call: AYES: All

NAYS: None
Absent: None

The motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "C. R. Marsden".

Charles R. Marsden
Chairperson