

MINUTES OF THE TURNER HALL COMMITTEE MEETING OF May 5, 2016

CALL TO ORDER

Chairperson, Charles Marsden called the meeting to order at 8:32 a.m. at Turner Hall, 115 S. Bench Street.

ROLL CALL

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

Absent: Albaugh

Janelle Keeffer, Adam Johnson 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: Smith moved, seconded by Jackson to approve the minutes of the March 3, 2016 meeting.

Discussion: None

Roll Call: AYES: All Present

NAYS: None

Absent: Albaugh

Motion Carried

Public Comment: None

Monitoring of Questionnaires: None. Janelle Keeffer did receive a favorable feedback from the GHS Prom. See attached report for details.

Discussion: Discussion took place regarding the Galena Foundation – Joe Miller Trust Project #2. See attached report for details. Current projects underway:

- Rear wall and rain channel – will fix flat spots in concrete to produce better flow.
- Kitchen Roof – work is virtually complete. Old wall removal went well. Now painting the exterior wall to look like limestone. Jeremy White was able to make a door for the front side of the kitchen.
- Side roof – working on paint touch up and bat proofing.
- Balcony painting – scheduled. Will put drip edge on the posts to help preserve them.
- Exterior Door Refinishing – Jeremy White will refinish the remaining doors to match the new doors installed last year. Cannot find an electronic lock to work with panic hardware that meets the fire code. Looking for alternatives.
- Tuckpointing project RFQ is due May 16.
- Interior Painting RFQ will be issued in May for work to be performed during August shutdown period. Adam Johnson to provide painting diagrams for the RFQ documents.

- Stage Floor Replacement / Main Floor Refinishing – Plan is to get RFQ out in June and block out time in December – January to do the work.

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

- No update on LED replacement.
- New tables are in the budget. They will be ordered soon.
- Sprinkler repair is in the budget.
- Water softener is in the budget.
- Two first aid kits have been purchased. Emergency information has been posted.
- City staff is developing plans to improve the green space on the hillside behind Turner Hall and the parking lot.
- Top Notch is still working on repairing ceiling light fixtures.
- Looking at alternatives for light fixture restoration. The problem is with the glass globe replacements. Jeremy White and Richard Burlingame are looking into another source in Chicago. May also consider going to a different style of fixture similar to a church fixture that was installed in Turner Hall before the fire. Funds raised from Hunter Fuerste Concert will be applied to cost of light fixture restoration.
- No further report on grants for boiler and lighting replacements.

Discussion: Janelle Keeffer provided the following report (see attached for details) regarding facility marketing and rentals:

- New rentals continue to come in. Galena Winter Farmer's Market, Blackhawk Hills Economic Development Meeting, Bob Dylan Tribute Band, GHS Prom in 2018, and more weddings make up the list. There was already a booking on the date of the 2017 GHS Prom.
- Currently there are 49 bookings in 2016, 21 in 2017, and a couple in 2018.
- Marketing in the Galenian and other events planned.
- Janelle reported that there is a need to have a convenience fee for a half day on Friday. Several alternatives were discussed.

Motion: Johnson moved, seconded by Jackson to recommend to the City Council that a \$250 convenience fee be added to the rental rate structure to allow Friday evening access to Turner Hall for setup for scheduled weekend events. No convenience fee will be allowed for similar activities on Saturday since this is already covered in the rate structure. Hourly rentals to continue Sunday – Thursday.

Discussion: None

Roll Call: AYES: All Present

NAYS: None

Absent: Albaugh

Motion Carried

Discussion: Keeffer presented utility information. Electric use is down considerably in 2014/2015 and 2015/2016 fiscal years even though use of the hall is up considerably. Jo Carroll rate increase after purchase of Alliant service area is obvious. Natural gas usage has remained fairly constant even with increased use of the hall. Energy conservation efforts and building renovations are having a positive impact.

Committee Member Comments:

Jackson commented that it is good to see the improvements and the increased usage of Turner Hall. It has been a long time coming, but we now have momentum going.

SCHEDULING OF NEXT MEETING July 7, 2016 at 8:30 a.m. at Turner Hall, unless it is necessary for the committee to hold a special meeting to discuss the bids received from the RFQ's.

ADJOURNMENT

Motion: Johnson moved, seconded by Jackson to adjourn at 9:40 a.m.

Discussion: None.

Roll Call:

AYES: All
NAYS: None
Absent: Albaugh

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: 5-May-16
SUBJECT: Monthly Update

Feedback

GHS Prom

Thank you Janelle for all your help!

It was a great evening and the multiple day access to Turner Hall was a big help.

I think Ron has some photos to share and we can ask the kids to upload some as well.

The binder in the kitchen was helpful (for wifi).

My only complaint--I don't think the microwave works!!

New Rentals

Galena Winter Farmers' Market

GHS Prom 2018 (tentative)

Blackhawk Hills Regional Council / Economic Development Meeting

Bob Dillon Tribute Band

Weddings (4)

Projects In Progress

Tuck pointing RFQ due May 16 (Monday)

Light Fixture Restoration / LED on hold until fixtures are decided upon
(Janelle / Jeremy / different lights?)

Balcony Painting

Complete / Near Complete

Kitchen Roof

Real Wall / Channel

Side Roof / touch up

New Projects

Painting RFQ in May (for August active project)

Painting Diagrams for RFQ

Paint Specs—repair, efflorescence (new plasterwork), finish (matt, egg shell, semi-gloss, satin), base coat, #.of top coats, color, manufacturer, include trim and doors

Open / Future Projects
Stage Floor Replacement
Main Floor Refinishing

New Budget / Enhancements

Tables
Sprinklers
Water Softener
First Aid Kits
Emergency Contact
Green Space

To Discuss

Friday / Saturday Rate Policy

2016

- Dbq Ballroom Dancing—February 21
- Sock Hop—February 27
- Birthday Party—March 4 (\$100 / 6 hour rental)
- Wedding—March 6
- Galena Fireman's Dance—March 11-13
- General Election—March 15
- Dbq Ballroom Dancing—March 20
- Life Line Health Screening—March 23
- Dinner for Two—March 24
- Weddings Enlightened Bridal Show—March 25-26
- GHS Drama Club—March 27-April 17
- Earth Day—April 20
- Boy Scouts—April 21-23
- GHS Prom—April 28-30 + May 1
- Southwestern Prom—May 7
- GHS Drama Club Banquet—May 10
- Dbq Ballroom Dance—May 15
- Mayor's Hunger Luncheon—May 16-17
- Wedding—May 19-22
- Wedding—June 2-5
- Blackhawk Regional Council—Economic Development Meeting—June 9
- Hunter Fuerste Concert—June 17-18
- Dbq Ballroom Dance—June 19
- Wedding—July 1-4
- Galena Festival of Performing Arts—July 8-9
- Galena Festival of Performing Arts—July 15-16
- Wedding—July 22-24
- Wedding—August 6-7

- CLOSED FOR PAINTING August 8-27
- Dbq Ballroom Dancing—August 28
- Wedding—September 1-2
- Wedding—September 4
- Wedding—September 8-11
- Dinner for 2—September 12
- Wedding—September 15-18
- Wedding—September 22-25
- Wedding—September 29-October 2
- Wedding—October 15-16
- Wedding—October 21
- Bob Dillon Tribute Band Concert—October 23
- GHS Play—October 30-November 20 (possibly early out)
- General Election—November 8
- Winter Farmers' Market—November 9
- Dbq Ballroom Dance—November 27
- Winter Farmers' Market—December 14
- White Family Christmas—December 25
- Dinner for 2—December 28
- Wedding—December 29-January 1

2017

- Wedding—Feb 16-19
- Galena Firemen's Dance—March 10-12
- Dbq Ballroom Dance—March 19
- GHS Drama Club—March 20-April 9
- General Election—April 4
- Earth Day—April 19
- Dbq Ballroom Dance—April 23
- Boy Scouts—April 27-29
- Wedding—May 4-7
- Mayor's Luncheon—May 15-16
- Hunter Fuerste Concert—June 16-17
- Dbq Ballroom Dance—June 25
- Dbq Ballroom Dance—September 17
- Anniversary / 1 day rental—October 1
- Dubuque Ballroom Dance—October 8
- Wedding—October 19-22
- GHS Drama—October 29-November 19
- Dbq Ballroom Dance—November 26
- White Family Christmas—December 25
- Dinner for 2—December 28
- Wedding—December 29-January 1