

**MINUTES OF THE TURNER HALL COMMITTEE MEETING OF November 7, 2013**

**CALL TO ORDER**

Chairperson, Charles Marsden called the meeting to order at 8:32 a.m. in the City Council Chambers at 312½ North Main Street on October 3, 2013.

**ROLL CALL**

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

Absent: None

**ESTABLISHMENT OF QUORUM**

Chairperson Marsden announced a quorum of Committee members present to conduct business.

**NEW BUSINESS**

**Motion:** Smith moved, seconded by Johnson to approve the minutes of the October 3, 2013 meeting.

**Discussion:** None

**Roll Call:** AYES: All

NAYS: None

Absent: None

Motion Carried

**Discussion:** Tracy Furlong joined the meeting to further discuss the development of a questionnaire to be presented to current and past users of Turner Hall. A draft was reviewed and discussion took place. Several past users of Turner Hall completed the draft survey. Their responses were discussed and the committee authorized Tracy to make any changes suggested. An online survey was suggested. This could be tied to the online reservations program being developed by the City. There was a suggestion by caterers that portable curtains be provided by the City to conceal their functions. These curtains are inexpensive and can be stored easily. Also, there was a suggestion by Galena Schools that significant upgrades to the stage area be provided. Perhaps this could be a volunteer project of theater groups in Galena. It was agreed that the completed survey will go to recent past users and to future users as previously discussed.

**Discussion:** Fach described what he observed while recently attending an event at Turner Hall. This related to control or lack of control of the HVAC, lighting, and other features of the hall. It points out that there is a liability problem for the City and a need to have supervision and assistance when events are held in the hall. The need is different based on the type of event being held, but a need exists in all cases. The supervision required should be factored in to the future rental rates of the hall. Marsden described the supervision and assistance provided recently at his daughter's wedding in St. Paul. He will pursue this further to see if there are lessons learned. Other examples were discussed as well. As a minimum, someone familiar with the hall should be available.

**Discussion:** Further discussion was held on the condition of the building based on the site visit. They were:

- Exterior masonry water penetration, especially on the north building wall and the stage area. Marsden has not been able to contact Terry Cole. This could possibly be made part of an exterior renovation project in the future.
- Lighting controls have been repaired. Apparently they work properly.
- Fire escapes need repair or replacement. It was agreed to make this a part of the work to be performed by Adam Johnson regarding a possible addition. See below.
- Marsden continues to work with Andy Lewis on the ceiling fans.

**Discussion:** Since a number of the respondents to the draft survey strongly suggested that an updated serving kitchen and storage area should be a priority, the committee discussed hiring Adam Johnson to develop sketches so that preliminary pricing could be obtained. They also requested that he then look at the situation with the fire escapes because it is impacted by a new kitchen addition.

**Motion:** Fach moved and Jackson seconded a motion to recommend that the City hire Adam Johnson as discussed.

**Discussion:** None

**Roll Call:** AYES: All except Johnson

NAYS: None

Abstain: Johnson

Absent: None

Motion Carried

**Discussion:** Discussion took place regarding the process to review and implement the Jo Carroll Energy Study. Marsden met with Duff Stewart to review the energy study and old drawings for the air conditioning project, etc. to determine the feasibility of the individual recommendations. Marsden prepared a report describing the recommendations (see attached.) In summary, the committee agreed to pursue the following items and defer on the rest:

- Fach to work with Andy Lewis to get the remote access thermostat control already budgeted completed.
- Fach to work with Andy Lewis to have Kevin Sinagra caulk all windows, close off the circular window on the back of the stage, and patch and seal holes around the exterior of the building. A quote has been received for storm windows. Perhaps this could be tied in with an exterior door replacement project next year.
- Fach to work with Andy Lewis to install motion sensor lighting controls in rest rooms and LED exit signs. The lighting study by Crescent Electric pursued by Duff Stewart will be followed up by Andy Lewis.
- Jackson and Marsden to look at debris and fill that has piled up behind the stage. This is causing moisture intrusion that increases the energy consumption of the hall.
- Fach to work with Andy Lewis to get Giese Sheet Metal to investigate and repair the dampers on the two old gravity roof vents to reduce the amount of cold air entering the attic space.
- Fach to work with Andy Lewis to verify that the automatic heat tape control has been installed.
- The committee will continue to explore closing off the fly loft since it is not being used by theater groups.

**Discussion:** It has been approximately twenty years since significant interior repair work has been done. The committee will begin to pursue this matter at future meetings. Perhaps this again could be a volunteer project of citizens of Galena.

**SCHEDULING OF NEXT MEETING** December 5, 2013 at 8:30 am at City Hall.

**ADJOURNMENT**

**Motion:** Albaugh moved, seconded by Fach to adjourn.

**Discussion:** None.

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

The motion carried.

The meeting adjourned at 10:20 a.m.

Respectfully submitted,



Charles R. Marsden  
Chairperson