

## NOTICE OF PUBLIC MEETING

### **Turner Hall Committee**

8:30 A.M. Thursday, February 5, 2015

City Hall

101 Green 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 8, 2015 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall
7. Further discussion regarding parking lot.
8. Discussion with Adam Johnson.
  - Door, window and fire escape project
9. Further discussion on future major projects
  - Exterior masonry water penetration, especially on the north building wall and the stage area / tuckpointing / miscellaneous
  - Exterior project
  - Kitchen / Rest Room and Storage Area
  - Fly loft / stage upgrades
  - Interior repair and painting
10. Further discussion on condition of building and short term projects
  - Window and wall repair
  - Storm windows
  - Remote access thermostat control

- Lighting LED Replacement
- Lighting controls upgrade
- Debris behind stage / waterproofing
- Miscellaneous Interior Improvements
- Report by Custodian Jeremy White

11. Budgeting for 2015 projects

12. Facility Marketing and Rental Rate Structure Update – Janelle Keeffer

13. Potential grants for improvements to Turner Hall / Galena Foundation

14. Scheduling of next meeting – March 5, 2015

15. Committee Member Comments

16. Adjourn

Meeting Dates for 2015: 1/8, 2/5, 3/5, 4/2, 5/7, 6/4, 7/2, 8/6, 9/3, 10/1, 11/5, 12/3

Posted by Shirley Johnson for the City of Galena, on February 2 2015

**MINUTES OF THE TURNER HALL COMMITTEE MEETING OF January 8, 2015**

**CALL TO ORDER**

Chairperson, Charles Marsden called the meeting to order at 8:35 a.m. in the City Council Chambers at 101 Green Street on January 8, 2015.

**ROLL CALL**

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

Absent: Johnson

Jeremy White, Janelle Keeffer and Andy Lewis also attended the meeting. Chief of Police Huntington participated in the discussion about parking problems at Turner Hall.

**ESTABLISHMENT OF QUORUM**

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

**NEW BUSINESS**

**Motion:** Albaugh moved, seconded by Jackson to approve the minutes of the December 4, 2014 meeting.

**Discussion:** None

**Roll Call:** AYES: All Present

NAYS: None

Absent: Johnson

Motion Carried

**Public Comment:** None.

**Monitoring of Questionnaires:** None. Keefer reported on several conversations she has had with potential users of the facility. Comments revolved around the low rates, the need for good lighting controls, and availability of resource materials regarding setup, catering, etc.

**Discussion:** Discussion took place regarding problems with cars parked in the city lot adjacent to Turner Hall. Cars are sometimes parked there for weeks at a time. Cars are parked in areas set aside for construction on the building. Cars remain parked there inconveniencing the users of the building. City ordinance requires that cars be moved every 24 hours on city lots, 48 hours on city streets. Signage needs to be developed and installed. Calendar of events needs to be made public. Neighbors need to be informed of ordinance. Police department will pay more attention to the problem now that they have been made aware. Committee requested that Huntington and Keeffer work on a program to resolve the problems and bring it back to the committee.

**Discussion:** The Committee, with Andy Lewis, Janelle Keeffer and Jeremy White present, discussed the work that has been recommended to be completed prior to winter weather.

- Doors and storm windows are installed and making the building much more weather tight. Doors have been painted. Doors are being installed weather permitting. Committee agreed with recommendation to replace brick mould as necessary with material to match existing. Fire escape materials are delivered. Work to be performed weather permitting.

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

- Window and wall repair / Storm windows – See above.
- Lighting controls upgrade – City of Galena met with Lifeline to discuss a replacement project. Also met with John Osmanski regarding LED lighting and exit light conversion. Energy savings are substantial. To be included in Maintenance and Improvement Plan. Stage lighting could be done later. Outdoor lighting will be converted to LED and placed on timers to better light the area and highlight the building.
- Looking into floor mats to be used around bar area.
- Tables and chairs have been relocated to make storage and setup easier and with less chance of injury.
- Heat tape was inspected and repaired.

**Discussion:** Janelle Keeffer handed out information regarding continued communications with the users of the facility. Good feedback. Jan Lavacek has been working on the planning for the Historical Society's April event. He has been extremely helpful in offering advice regarding the lighting system. Janelle is also continuing to research rate structures for additional venues in the Dubuque area. Other venues have additional charges and also discounts for residents. This will be incorporated in future information. A revised rental structure will be presented to the City Council for their approval in 2015. Rental dates and income for this year are good.

**Discussion:** Committee reviewed an updated draft of the Project Budget for the Turner Hall Improvement Plan. Comments were made regarding line items and costs. Several items were suggested to be added to keep the efforts moving ahead. Some of these efforts will reduce the cost of the building addition and remodel project now planned for fiscal year 2017.

**Discussion:** Potential Grants for Improvements to Turner Hall / Galena Foundation

- Marsden reported that Landmarks Illinois gave a \$1,500 grant for the Historic Structures Report.
- The Galena Foundation approved the City's grant application in the amount of \$26,475 as well as The Save Turner Hall Fund disbursement of about \$80,500.
- Marsden has contacted Peter Woodburn of Madison, IN. He will meet with us to give advice and information regarding Madison's Landmark Historic District. A meeting will be set up in Galena in January.

**Committee Member Comments:** Albaugh suggested that things are going well and that we could meet less frequently than every month. Committee agreed that we would continue to meet monthly until budget process is completed and current project is wrapped up. Could meet every other month thereafter unless something comes up. We will leave monthly meetings on schedule and cancel meeting if there is no business to conduct. Smith commented on how well the city staff is doing, especially now that Janelle Keeffer is on board. Fach commented that storm windows look great. He also mentioned that there is some interest in having the winter farmers market at Turner Hall next year. Janelle Keeffer will be discussing with the market leaders and coordinating with other events.

**SCHEDULING OF NEXT MEETING** February 5, 2015 at 8:30 a.m. at City Hall.

## **ADJOURNMENT**

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

**Discussion:** None.

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

The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "CR Marsden". The signature is written in a cursive style with a horizontal line through the middle of the name.

Charles R. Marsden  
Chairperson