

## **NOTICE OF PUBLIC MEETING**

### **Turner Hall Committee**

8:30 A.M. Thursday, January 7, 2016

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 December 3, 2015 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall
7. Discussion with Adam Johnson.
  - Historic Structures Report
  - Galena Foundation – Joe Miller Trust Project #2
8. Further discussion on condition of building and short term projects
  - Lighting LED Replacement
  - Lighting controls upgrade
    - Insurance claim for main panel
    - City and GF funding
  - Miscellaneous Interior Improvements
  - Report by Custodian Jeremy White
9. Pursuit of Illinois Clean Energy Grants and Jo Carroll in 2016 for boiler replacement, insulation and LED lighting replacement in 2015-2016.
10. Facility Marketing and Rental Rate Structure Update – Janelle Keeffer

11. Scheduling of next meeting – February 4, 2016?

12. Committee Member Comments

13. Adjourn

Meeting Dates for 2016: 1/7, 2/4, 3/3, 4/7, 5/5, 6/2, 7/7, 8/4, 9/1, 10/6, 11/3, 12/1

Posted by Shirley Johnson for the City of Galena, on January 4, 2016

**MINUTES OF THE TURNER HALL COMMITTEE MEETING OF December 3, 2015**

**CALL TO ORDER**

Chairperson, Charles Marsden called the meeting to order at 8:35 a.m. at City Hall, 101 Green Street.

**ROLL CALL**

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

Absent: Albaugh, 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 Fach to approve the minutes of the November 5, 2015 meeting.

**Discussion:** None

**Roll Call:** AYES: All Present

NAYS: None

Absent: Albaugh, Smith

Motion Carried

**Public Comment:** None.

**Monitoring of Questionnaires:** None. Janelle Keeffer reported on several conversations she had with users of Turner Hall.

**Discussion:** Adam Johnson previously provided a draft of the Historic Structures Report. Improvements to the draft continue to be made. Comments were provided to Adam by the committee members. These updates will be made and the document considered to be final. Revisions will be made in the future as work is completed on the hall. Janelle will contact Landmarks Illinois to discuss the final submission per the grant. Bound copies and electronic copies will be produced and distributed.

**Motion:** Johnson moved, seconded by Jackson to approve Historic Structures Report

**Discussion:** The committee complimented Adam Johnson and Daryl Watson for a job well done and thanked them for their efforts.

**Roll Call:** AYES: All Present

NAYS: None

Absent: Albaugh, Smith

Motion Carried

**Discussion:** Work is progressing on the second major project. Adam Johnson has completed all design work except for fly loft. He and Jim Baranski are exploring options for the fly loft. This could involve the use of stucco, EIFS, or metal panels similar to those used on the Top Notch building. The committee recommended that the metal panels not be considered since they are not appropriate for an historic building.

Details of how the back stage wall will be handled were discussed. Cold weather is impacting the ability to use spray foam. It was agreed to consider using insulation board and waterproofing in lieu of spray foam. The contractor has been out of town and no progress has been made. This work may have to be delayed until warmer weather in the spring, although some additional excavation may occur.

Rest room renovation is proceeding and will now involve Corian tops with integral sinks and energy conserving faucets. Corian will also be installed in the kitchen serving area and for rest room dividers.

The dumpster enclosure has been delivered. Very good workmanship by White Construction. Enclosure will not be bolted down at this time, but it will be shimmed and leveled.

The stage floor will be out for quotes in February. Currently researching materials used in other venues such as Grand Theater in Dubuque and the Adler. Jeremy White recommends plywood subfloor with a Masonite overlay. Masonite could be replaced periodically when screw and nail holes necessitate. Plywood would remain in position. Masonite would not have to be finished and painted. Committee agreed with this approach.

Roof over south door is underway.

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

- Lighting controls upgrade – Work is virtually complete. Looking for spare parts.
- Lighting LED Replacement can now proceed. There are about 200 incandescent bulbs to be replaced. Illinois Clean Energy and Jo Carroll support of the cost of the replacement will be pursued. Currently have a quote from John Osmanski. Will be sending out several more requests for quotes this month.
- Jo Carroll suggests motion detector on lights on parking lot side of building and timer (and photocell) on front of building.
- What was thought to be a boiler problem was actually a problem with a gas igniter on the rooftop unit. This was repaired by Top Notch and heating system works fine.
- South door lock and hardware will be replaced on existing door. It can be installed on new door in the future.
- Custodian Jeremy White reports no problems in the building at this time.

**Discussion:** Illinois Clean Energy grants for the Flyloft insulation and the boiler replacement were not approved. City will resubmit in the next grant cycle

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

- There are currently 39 event bookings for 2016 and one already for 2018. Next year she plans on working to fill more dates during the quiet months of the year
- Website conversion by the current vendor has been completed to make it more user friendly. Work now needs to be done by Janelle to update the content. Facebook page administration rights have been received and updates begun. Wedding photos are being secured.
- Wedding show marketing is being planned for January 16, 2016.
- Holiday thank you cards are being sent to the Save Turner Hall group members.
- Rack cards are also being developed.
- City zoning ordinance does not allow electronic signs at Turner Hall.

**Committee Member Comments:**

Fach recommended that printing of the Historic Structures Report be pursued. Fach suggested an ad in the next issue of the Galenian. Fach suggested that Janelle and Jeremy be allowed to sit at the committee table to make it easier to hear their presentations. Continued discussion took place on the possibility of having a Turner Hall Fund with the Galena Foundation. Marsden reported that the Save Turner Hall Fund is still active and that he will investigate what was done at the Elkader Opera House. Meetings will continue in 2016 on the first Thursday of the month.

**SCHEDULING OF NEXT MEETING** January 7, 2016 at 8:30 a.m. at City Hall.

**ADJOURNMENT**

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

**Discussion:** None.

**Roll Call:**  
AYES: All  
NAYS: None  
Absent: Albaugh, Smith

The motion carried.

Respectfully submitted,



Charles R. Marsden  
Chairperson