

**City of Hillsdale  
Dawn Theater Governance Board  
Tax Increment Finance Authority (TIFA)**

**Dawn Theater  
January 25, 2024  
5:00 pm**

- I. Consent Agenda**
  - approval of Agenda
  
- II. New Business**
  - A. Community Event Application**
    - 1. ArtWorks of Hillsdale County
    - 2. 4/20/2024
  
  - B. Dawn Theater Lease Improvements, Keefer House Hotel, LLC**
    - 1. Stage railing
    - 2. Exterior Stage Access Stairs
    - 3. Additional Safety Steel
  
  - C. Dawn Theater Lease Improvements, Organ Installation**
    - 1. Wind tunnel & electrical connections under stage
    - 2. Organ chambers: shutters, pipes & instrumentation
    - 3. Organ console and pit
  
  - D. Management Agreement Review – Renewal March 2, 2024**
  
- III. Theater Update – informational**
  - A. Upcoming Events – The Founding, March 16, 2024**
  - B. Organ Capital Campaign**
  - C. Other updates**
  
- IV. Public Comment**
  
- V. Committee Members’ Comments**
  
- VI. Adjournment**

## Application Form for Community Events at the Dawn Theater\*

Name of the Sponsoring Organization or Individual: ArtWorks of Hillsdale County

Primary Contact: Connie Sexton

Contact Information: csexton1954@yahoo.com 419-508-9857

Is the Sponsor a non-profit Organization? Yes  No

Preferred Date of the Community Event: Saturday 4-20-2024 11am to 4 PM \_\_\_\_\_

Please describe the Event: (Use additional pages if necessary)

Please include who will be managing the event and who will be on-site during the event.

To offer the Hillsdale County community an afternoon to experience the Arts. They will be able to enjoy an art exhibit featuring artworks by local artists and photographers, watch live performances of local singers, dancers, actors, and musicians. Guests will experience watching artists conduct a "Life Drawing" session with a live model

Connie Sexton, Karen Marks, John Castellese, David Youngman, Sarah Gray, David Peshlakai, Danielle Rhine, Heather Tritchka, Jenn Bowers, Sam Fether and Gianna Green will be on-site during the event.

Is the Event open to the public? Yes  No

Is the event expected to generate proceeds? Yes  No

If proceeds are generated, how will they be used? To help pay venue expense and advertising expenses.

How will this Event benefit the Hillsdale community?

Artwork helps express a community's values and creates an elevated sense of awareness for community members and visitors. This event is a one of kind opportunity to see all the arts in one afternoon under one roof! Admission is FREE to the community.

Will there be food served at this event? Yes  No

If yes, who will be catering this event?

Will children be present at this Event? Yes  No

If yes, who will be supervising children? Parents/Guardian

\*Community Events in the Dawn Theater must be approved by the Dawn Theater Governance Board

Contact the Dawn Theater Governance Board: 810-844-1396

For fee information, contact the Dawn Theater: 517-312-2300



ISSUED: 1/18/2024

The Dawn Governance Board  
ATTN: Chairwoman Mary Wolfram  
97 N. Broad Street  
Hillsdale MI, 49242

RE: Dawn Theater Tenant Improvements – Railings and Stage Access

Dear Chairwoman Wolfram,

The Keefer House Hotel, LLC, operator of the Dawn Theater, would like to request approval from the Dawn Governance Board for the following three items.

1. **Stage Railing:** Prior to taking operational control of the Dawn Theater, we expressed the desire to install a removable safety railing that would run along the front of the stage. This railing will increase operational use of the stage for programming events with guests for dining and dancing in addition to its current use as a performance stage. Utilizing the stage for these additional purposes will help off-set the impact of re-installing the organ console in our prime seating and dancing area in front of the stage.

This process requires creating (4) - 1" x 1" holes in the stage floor. To secure the railing we will install railing sleeves under the front of the stage which will be mounted and installed flush to the concrete floor. There will be a three-piece, removable railing system, that will slide down, through the holes into the sleeves. It will be easily removable and made into sections so it can be stored away. There will be small caps to cover the openings in the stage floor which will be flush with the wood. The railing will be 48" above the stage and 1' below the stage in the sleeves. All materials and finishes will match the current railings throughout the theater. See the attached diagram.

The railing fabricator will work with Matt Taylor from Foulke Construction to coordinate the placement of the sleeve bases under the stage.

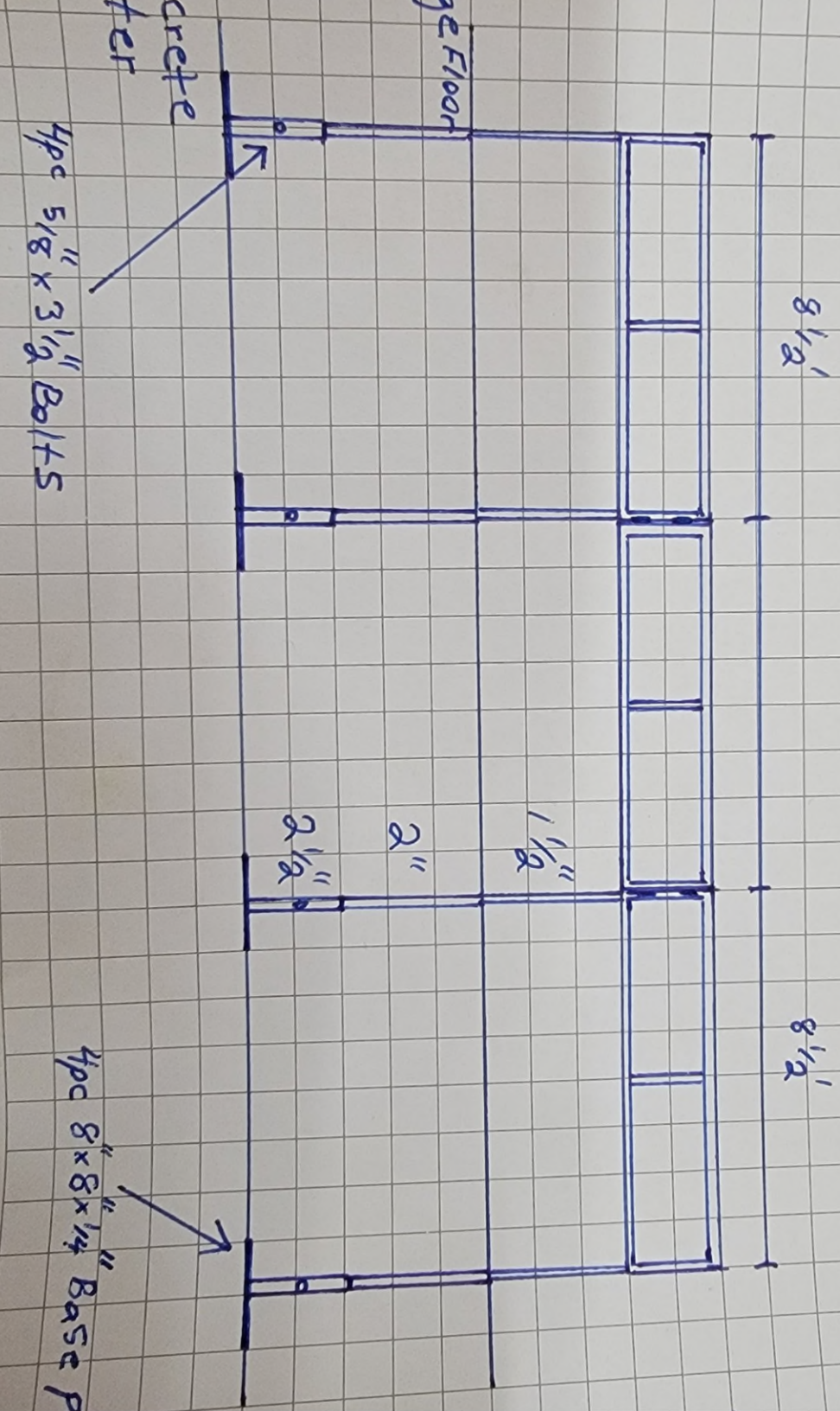
2. **Exterior Stage Access Stairs:** Stage access for loading and unloading is difficult because of the alley. We are proposing to construct a new concrete stoop starting at the door sill level and cross the alley to the retaining wall. This will include two metal stairs to access the parking level. There will be an additional step inside the theater to get down to the stage floor in front of the rear stage door.
3. **Additional Safety Steel:** There are two areas in the balcony that need an additional railing bar for safety. Above the balcony stairs there is a slanted wood cap with a rail. We are proposing an additional tube steel railing piece added to each cap railing to prevent anyone from sliding into the stairwell. The railing piece will match the current railing.



ISSUED: 1/18/2024

All expenses associated with these improvements will be paid by The Keefer House Hotel, LLC.

Brant Cohen  
*Sr. Development Assoc., CLRED*



Dawn Theater Governance Board  
January 25, 2024

The Friends of the Dawn Theater have for some time now been managing the restoration and reinstallation of the Dawn Theater's original 1925 Wurlitzer organ, Opus 1167. Their work has included overseeing the gifting of the organ to the Friends, developing a plan for its installation and future use at the Dawn and raising funds for the project. The actual restoration began last May, and is being undertaken by J.L. Weiler, Inc., of Chicago, Illinois, internationally known experts on the history, mechanics, and museum quality restorations of Wurlitzer theater organs.

The plan is for the organ to be installed in the Dawn theater in much the same way it was first installed in 1925, a very standard theater setup for the purposes for which it was designed: to accompany silent movies, vaudeville shows, and provide incidental music in the theater.

The 300 pipes of the organ will be installed in the house left organ chamber, while the organ's percussions and special effect sounds, as well as the organ's original mechanical switching system will be installed in the house right chamber.

The console (the keyboard desk that operates the entire instrument) will be located in the same location as it was in the original 1925 installation: in a 6' x 6' organ pit approximately 18" deep at the edge of the stage at house left. This location is not only historical, but makes it practical for the organist to see any activity or movie that is happening on the stage.

The organ's wind supply consists of a large blower or fan that will be installed in a new enclosure in the basement roughly where it is assumed it would have been located originally: in the basement in the corner in front of the base of the stairs going down to the basement. Finally, a metal cabinet will be located on the house left back stage wall. The cabinet houses the digital playback system that allows the organ to be recorded and then played back at will from a computer. This feature will allow the organ to be used in situations where a live organist is not available.

These five locations will be connected together with electrical conduit for electrical supply: mostly 110 VAC, but the blower will have 3-phase 220 VAC. Additional conduit will be run to include on/off switching from the console for everything, as well as signal wire(s) from the console to the playback system cabinet, the original mechanical switching system in the house right organ chamber as well as the pipes in the house left chamber. Additionally, an 8" PVC wind line will be installed to bring pressurized air from the blower to the front two organ chambers by passing under the floor in the existing crawl space along the house right floor, and crossing to the left house chamber by passing under the stage. A 3' PVC pipe will be routed from the 8" PVC under the stage to the back of the console, as the console employs its original pneumatic action.

Foulke construction will oversee the installation of the organ pit, all conduit and wind lines according to the specifications of J.L. Weiler. J.L. Weiler's contract includes complete installation of the instrument, along with tonal finishing and tuning.

The Friends of the Dawn Theater request permission to make the above stated improvements to the Dawn Theater to allow for the installation of the newly restored 1925 Wurlitzer organ.