



City of Helena and Lewis & Clark County
**City-County Building Management
Advisory Board**

316 North Park, Helena, MT 59623



Minutes
Regular Board Meeting
January 19, 2023 @ 2:00 PM
City-County Building, Room 309

- | | |
|--|---------------|
| <input type="checkbox"/> Commissioner Sean Logan | Staff/Guests: |
| <input checked="" type="checkbox"/> Commissioner Tom Rolfe | Troy Sampson |
| <input checked="" type="checkbox"/> Tim Burton | |
| <input checked="" type="checkbox"/> Roger Baltz | |

- 1) Call to Order: 2:07 PM – Troy Sampson led the meeting in absence of the Chairperson.
- 2) Meeting Structure: Troy said that staff and Commissioner Logan discussed the first meeting and talked about the fact that these meetings are public and advertised and minutes will be taken, but just wanted to express that they don't need to be formal in nature and can be more conversational.
- 3) Approval of Minutes: Tim Burton moved to accept the minutes, Commissioner Rolfe seconded the motion. Minutes accepted as written.
- 4) Staff Reports: Troy gave an update on current projects for the City-County Building and Law and Justice Center.
 - a) City County Building
 - i) Replacement of pad heat for the ADA ramp
 - ii) Insulation of some condensate lines for cooling system
 - iii) Conference room tech upgrades, 330, 309, 326 is underway and about 90% of equipment has been received. We are expecting the remaining equipment in April.
 - iv) Conference room furniture installed in 309 and installing 426 tomorrow. LJC is also getting the new furniture.
 - v) LED lighting upgrade 1st Floor & hallways; budget allocated \$50,000.
 - vi) North parking lot upgrades to make it ADA accessible is close to going out to bid.
 - vii) West parking lot fencing, assessment has been done and getting costs to replace.
 - viii) City HR remodel is in design phase; adding some walls in their existing space to give more privacy.

- ix) City Public Works room 412 is about 90% complete with completion date expected of mid-February.
- x) Terracotta tile roof repairs are slated this spring.
- xi) MVD phase 2 of window upgrades is 100% designed and contracts are being executed with contractors to start work. Commissioner Rolfe asked how long it will take. Troy stated it will probably be a 4 - 5 day project but we will be getting with the contractor soon and have a better idea.
- xii) South sidewalk panels will be replaced.
- xiii) New wayfinding signage on first floor to accomplish that signage meets ADA and directs traffic efficiently. Facilities is currently working on designing a layout with some good signage and will be working with the Treasurer's office once they have a proposal. Tim said the other floors seem to work really good. Troy said he agrees and that this is more about walking in the doors and not knowing where to go. People will walk right through MVD and then ask where it is.

b) Law and Justice Center

- i) Boiler replacement: Design almost complete and bid documents soon to be started.
- ii) Fire alarm phase 3 for the pillar section is in the work phase and being scheduled around the remodel.
- iii) Second floor remodel has had all demolition complete and contractor is now working on the flooring and then they will start building walls. The mechanical contractor informed us two weeks ago that the air handling units are an estimated 44 weeks out. Once we get a build date, we will have a better estimate on time. Commissioner Rolfe asked if the AHU will be on the roof. Troy said that 2 new units will be installed on the roof and there is no route to that space currently as it was redirected to the first floor during that remodel. The 2 new units will provide the proper air to second floor and may hold up a certificate of occupancy. The windows will open so that may be an option. The contractor and the City are looking into other options such as an "on the shelf" unit that could be a similar model. Roger asked if there was an appetite on the City side to find additional funds for the elevator modification. He stated the county is fine keeping things the way they are planned now, but they would look into one time funds if the City was interested. Tim asked Troy to meet with Amanda about possible ARPA funds and then we will get back to Roger.
- iv) Helena Citizens Conservation board would like to help with some more xeriscape landscape design and we will be meeting with them soon.

5) Immediate Capital Needs: Troy provided a DRAFT document with potential FY24 needs (attached). Major capital are items \$80,000 and over. These items include:

- a) LJC Center roof \$93,020
- b) LJC Temperature Control System \$110,130
- c) LJC North Bldg. Elevator Upgrades \$81,950 – Questions regarding the LJC center elevator modification that has been postponed: The elevator currently works fine. The modification allows the controls to be tied to the fire alarm. Troy spoke with the fire Marshall and he is okay if it takes a couple of years to get to it because of funding.
- d) CCAB 1st Floor & Rm 330 AHU Efficiency Upgrades \$100,800
- e) CCAB LED Lighting Upgrades Phase 2 \$56,000

6) Building Fund Reserves and Funding Options

Roger asked if the idea is to pay for these capital items through rents or through another manner. Troy explained that we separated operational cost from capital costs in the rent structure last year which gives us a good idea of what the two costs are. Roger said he's had a good preliminary conversation with his elected officials about investing into the two buildings with earmarked funds for their CIPs. The county has set aside ARPA funds for internal needs that could go to setting up a fund. He mentioned they've been thinking about \$300-\$400 thousand as a start. Tim said the City is open for that discussion. He said that historically we set aside building reserves but it doesn't build fast enough to really get enough to get anything done. This board would need to discuss and come up with a full recommendation to each governing body. He said we've started that discussion but there is more work to do. Roger suggested that we continue that conversation and identify one-time funding sources to jump start our CIP program needs. Tim said he's always felt strongly that as one of the stewards; that the public pays attention and we are measured by the condition of these facilities. Roger agreed. Troy asked if the County uses the same model for their county owned facilities. Roger said each department is responsible for building their CIPs.

7) Interlocal Agreement Amendment – Troy presented the original agreement that was written when the LJC was purchased. This agreement is separate from the building management board document. Roger and Tim both said that their recollection is that the new agreement supersedes the other. Troy will look into that.

8) Priorities and Concerns

- a) Roger reported that Commissioner Hunthausen has received complaints about the noise level on first floor in the MVD area. It is a large area and it does not get loud. He mentioned sound buffering panels. He said he doesn't know if he'd want to see that in a

historical building. Troy said he's been made aware and with his office on the first floor, he definitely notices the sound can get loud often. He said that his staff has already been looking into this. We've gotten pricing on sound panels and they would be placed up between the ceiling level and picture rail. Staff has also investigated carpet runners. These all help reduce sound. The ballistic glass has created a need for communication with microphones/speaker system so people think they have to speak louder and of course there is the amplified sound from the speakers. Roger said that he's sure staff has already considered more maintenance for carpet and Troy said we have.

9) Next Meeting – Tim and Roger agreed that we need to have a special meeting to talk about rental rates and budget. Then we will set quarterly meetings going forward.

10) Public Comment - None

11) Meeting was adjourned at 3:00pm

573 LAW AND JUSTICE CENTER

Major Capital Project Detail - (\$80,000 and Up) **Excluding vehicles and equipment**

Preliminary 5-Year Capital Plan

Spring 2023

PROJECT DESCRIPTION	Estimated Cost	FY2024	FY2025	FY2026	FY2027	FY2028
LJC - Center Roof on 1972 Addition (Ballasted EPDM) Replacement	\$ 93,020	93,020	-	-	-	-
LJC - Temperature Control System	110,130	110,130	-	-	-	-
LJC - Elevator Upgrades - North building	81,950	81,950	-	-	-	-
LJC - BAS/HVAC Controls, Extensive/Robust BMS or Smart Building System, Upgrade/Install	155,320	-	155,320	-	-	-
LJC - HVAC Upgrades	181,620	-	-	181,620	-	-
LJC - Elevator Upgrades - South building	98,540	-	-	98,540	-	-
LJC - Chillers	123,240	-	-	-	-	123,240
LJC - Elevator Upgrades - Center	130,000	-	130,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	\$ 973,820	\$ 285,100	\$ 285,320	\$ 280,160	\$ -	\$ 123,240
Minor Capital	326,520	72,890	36,280	63,800	10,000	143,550
Vehicles/Equipment	-	-	-	-	-	-
Total Capital	\$ 1,300,340	\$ 357,990	\$ 321,600	\$ 343,960	\$ 10,000	\$ 266,790

573 LAW AND JUSTICE CENTER
 Minor Capital Project Detail - (\$5,000 - \$79,999) **Excluding vehicles and equipment**
 Preliminary 5-Year Capital Plan
 Spring 2023

VEHICLE/EQUIPMENT DESCRIPTION	Estimated Cost	FY2024	FY2025	FY2026	FY2027	FY2028
LJC - Pneumatic Heating System Air Compressor	\$ 10,160	10,160	-	-	-	-
LJC - Parking Lot #2 Repairs, Seal Cracks, Stripe and Seal	11,600	5,800	-	-	-	5,800
LJC - Engineering Study, Plumbing, Domestic Water Supply System, E	7,650	7,650	-	-	-	-
LJC - Elevator Controls, Automatic, 1 Car, Replace	5,460	5,460	-	-	-	-
LJC - Exhaust Fan, Centrifugal, 36" Damper, Replace	6,120	6,120	-	-	-	-
LJC - Air Compressor, Tank-Style, Replace	11,580	11,580	-	-	-	-
LJC - Radiator, Hydronic, Baseboard (74 LF), Replace	12,130	12,130	-	-	-	-
LJC - Split System, Condensing Unit/Heat Pump, Replace	13,990	13,990	-	-	-	-
LJC - Packaged Terminal Air Conditioner, PTAC, Replace	12,610	-	12,610	-	-	-
LJC - Split System, Air Cleaner, Replace	8,220	-	8,220	-	-	-
LJC - North Parking Lot, Pavement, Asphalt Repairs, Seal & Stripe	15,450	-	15,450	-	-	-
LJC - Uninterruptible Power Supply, Individual Battery, Replace	22,260	-	-	22,260	-	-
LJC - Exterior Fixture w/ Lamp, any type, w/ LED Replacement, Repla	8,350	-	-	8,350	-	-
Flooring, Vinyl Tile (VCT), Replace	23,190	-	-	23,190	-	-
LJC - Flooring, Carpet, Commercial Standard, Replace	30,000	-	-	10,000	10,000	10,000
LJC - North Roof on 1980 Addition (white TPO or Hypalon)	62,810	-	-	-	-	62,810
LJC - Radiator, Hydronic, Column/Cabinet Style (per EA), Replace	64,940	-	-	-	-	64,940
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	-					
	\$ 326,520	\$ 72,890	\$ 36,280	\$ 63,800	\$ 10,000	\$ 143,550

570 City-County Building
 Major Capital Project Detail - (\$80,000 and Up) ****Excluding vehicles and equipment****
 Preliminary 5-Year Capital Plan
 Spring 2023

PROJECT DESCRIPTION	Estimated Cost	FY2024	FY2025	FY2026	FY2027	FY2028
1st floor & 330 AHU efficiency upgrades	\$ 100,800	100,800	-	-	-	-
LED Lighting Upgrades	206,000	56,000	50,000	50,000	50,000	-
East Entry Cornice Replacement	357,000	-	357,000	-	-	-
South Parking Lot Mill & Overlay	88,000	-	88,000	-	-	-
West Hypalon Roof Replacement	98,000	-	-	-	98,000	-
West Parkinglot Mill & Overlay	130,300	-	-	-	130,300	-
Exterior Grout Pointing	141,000	-	-	-	-	141,000
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	\$ 1,121,100	\$ 156,800	\$ 495,000	\$ 50,000	\$ 278,300	\$ 141,000
Minor Capital	112,500	50,000	-	7,000	45,500	10,000
Vehicles/Equipment	-	-	-	-	-	-
Total Capital	\$ 1,233,600	\$ 206,800	\$ 495,000	\$ 57,000	\$ 323,800	\$ 151,000

