



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

316 North Park, Helena, MT 59623



Minutes
Regular Board Meeting
April 20, 2023 @ 2:00 PM
City-County Building, Room 309

- Commissioner Sean Logan
- Commissioner Tom Rolfe
- Tim Burton
- Roger Baltz

Staff/Guests:
Bridget Johnston
Sheila Danielson

- 1) The meeting was called to order at 2:08pm.
- 2) The February 17, 2023 minutes were accepted as written.
- 3) Staff Reports
 - a) CCAB AV Upgrade Timeline: Bridget reported that all the audio visual upgrade equipment for conference rooms 309 and 326 as well as the Commission Chambers has been received except for 2 speakers. The contractor is working to program the equipment now. The installation will begin in 309 and the chambers the week of May 15. The following week will begin 326 and wrap up chambers. Staff training will take place after installation is complete at the end of May.
 - b) CCAB First Floor Wayfinding Signage: Bridget explained that there are a lot of temporary signs on first floor and a lack of wayfinding signage. She provided the board with pictures of how the signage currently looks and presented a new signage system. She explained the FY24 budget provides for \$12,000 for this new signage on first floor and that facilities staff will work with the divisions/departments on first floor to bring as much temporary signage as possible within policy and replace existing signage with the new system. The new system would replace the current reader boards, room identification signs, and add hanging wayfinding signage by entrances and turns. The new signage will be

tactile, easier to read with larger font, and is easy to change when offices or services change. Manager Burton stated this is a definite upgrade. CAO Baltz stated that his questions were addressed and requested that facilities staff work with Amy Reeves on details related to her department's signs. Bridget answered Manager Burton's questions in that this would be the first phase of eventually resigning the entire building. Bridget also informed the board that acoustic panels will be installed above the picture rail that matches in color to the paint and that a carpet runner is currently on order. Both of these items will help to keep noise levels lower in this space. Lastly, she stated that eventually they would like to put up a TV monitor by the front desk that could list meetings in the building.

- 4) Interlocal Agreement – Bridget reported that both the “Interlocal Agreement for the Maintenance & Management of the City-County Building & the Law & Justice Center” and the “City of Helena-Lewis & Clark County Buildings Management Agreement” are both in force and stand-alone documents. There was thought that the latter superseded the first; but as they both read, it does not. Facilities staff wanted the board to review them and recommend if any changes needed to be made to either document so that they do not contradict one another. One concern Bridget voiced was Item 5B of the interlocal agreement states the Facilities Superintendent will present the proposed budget for approval by the City Commission and the County Commission following a joint City-County public meeting. Staff was unsure if that meant it needed to be presented three times. Manager Burton said that it should suffice for each Commission to approve their budgets after a joint meeting, which would include whatever this board agreed to. CAO Baltz agreed with Manager Burton's assessment and he thinks the two documents are fine. Manager Burton stated that he thinks the new agreement's purpose was to get the building board back together so we could meet on a more regular basis, particularly with the issues of the Law and Justice Center and some capital needs and to work for a longer multi year approach to our capital improvements and ongoing maintenance.
- 5) Priorities and Concerns
 - a) Manager Burton spoke to the monetary contributions for FY24 capital. He said that no final decision has been made yet, but it has been discussed in the context

- of ARPA funding and also the regular 440 capital fund. He expects it should take another month to get through that discussion. CAO Baltz reported the County Commission approved their half of the contribution of \$234,000 at their Tuesday meeting. Manager Burton said it is a good opportunity to leverage each other's funds to a common goal.
- b) Bridget reported that Ryan Wardell has resigned and his last day will be May 16. He is going over to the County's maintenance department.
 - c) Manager Burton said this room (Room 309) looks really good with the changes and the addition of all the Bob Morgan Art. Bridget reported that the front desk looks bare now that this art was moved into room 309 and the plan moving forward is to start a featured artist program on the walls quarterly.
- 6) Next Meeting
- a) July 20 at 2pm is the date currently scheduled – the meeting was moved to accommodate some conflicts and will now be July 12 at 1pm.
 - b) Agenda Items – Commissioner Logan asked that any agenda items not mentioned today can be emailed to Bridget.
 - i) Update on projects
 - ii) Update on approved budgets
 - iii) Rent structure
- 7) Public Comment - none
- 8) The meeting was adjourned at 2:47pm.