



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

316 North Park, Helena, MT 59623



Minutes
Special Board Meeting
February 17, 2023 @ 11:00 AM
City-County Building, Room 309

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

Staff/Guests:
Troy Sampson
Bridget Johnston
Sheila Danielson
Misty Edwards
Frank Cornwell

- 1) Call to Order – 11:01 am
- 2) Approval of Minutes – The minutes were approved as written.
- 3) Draft Budget / Rental Fees and Structure

Troy Sampson gave a review of funds 570, 571, 572, and 573 which are all City and County joint operations (attached). He stated that we would like to come out of this meeting with a proposed square foot rate for the two jointly owned buildings for FY24. Capital projects as well as operations were discussed. A xeriscape garden plan was presented for the Law and Justice Center. The consensus was to wait until we get pricing to make a decision on whether to move it forward in the FY24 budget. They would like to see the design publicly displayed.

- ❖ Roger Baltz motioned to accept the recommendation for fund 570 with an alteration to a 4% increase to rental rate rather than 6%. Tim Burton seconded the motion. Motion carried.
- ❖ Roger Baltz motioned to accept the recommendation for fund 571. Tim Burton seconded the motion. Motion carried.
- ❖ Roger Baltz motioned to accept the recommended budget for fund 572 with a reduction of revenue to match the excess reserve. Tim Burton seconded the motion. Motion carried.

- ❖ Roger Baltz motioned to accept the recommended budget for fund 573 with alteration to 4% increase to rental rate rather than 5%.

The next steps will be to obtain approval from both Commissions. Facilities staff will send out preliminary rental rates to both entities.

- 4) Rental Fees and Structure – See item #3
- 5) Capital Improvements - Troy Sampson presented major and minor capital plans for each fund (attached). Roger Baltz stated he was glad to see the LJC elevator on this list since we had made the decision to not do it with the remodel project. Tim Burton requested to bring in the landscape designer to portray the xeriscape design in the foyer of the LJC.
- 6) Capital Funding Options – Troy Sampson stated that we are currently waiting on both Commissions to make a decision on ARPA funding requests that have been made. Tim Burton said the City should know a direction in early March. Roger Baltz said the County has a monthly ARPA meeting and the next meeting is February 28.
- 7) Next Meeting - April 20, 2023 2PM
 - a) Agenda Items
 - i) Timeline on AV upgrade
 - ii) Interlocal Agreement
 - b) Roger Baltz stated there was a request from Judge Peterson for a vending machine at the LJC that vends free Narcan. There is currently a grant to fund this. He spoke with the Sheriff's office, and they have voiced their approval of the machine by Municipal court. The County is going to place a machine at Our Place Drop-in Center and are currently in discussion about a 3rd location with which they are working with CJCC. Roger encouraged Troy to work with Kellie McBride for the machine at LJC.
- 8) Public Comment - none
- 9) Adjourned at 12:44 pm