



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

316 North Park, Helena, MT 59623



Minutes

Regular Board Meeting

November 28, 2022 @ 1:00 PM

City-County Building, Room 309

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

Staff/Guests:  
Troy Sampson  
Bridget Johnston  
Sheila Danielson

- 1) The meeting was called to order at 1:05pm.
- 2) Troy reviewed the Interlocal Agreement & Management Agreement. Troy verified to Commissioner Rolfe that the City County building and the Law and Justice Center are owned 50/50 by the City and the County. Tim, Troy, and Roger gave some background on the previous board.
  - a) It was originally established as a not-for-profit corporation for the purchase of the City-County building and for specific funding purposes.
  - b) It had 5 members, a county and city commissioner, the city manager, the county administrative officer, and a representative from SHIPO.
  - c) It had a bank account and a budget from which it paid bills.
  - d) It was dissolved after the corporation had been dissolved and the board was no longer needed.

A new advisory board was recommended to have a group of stakeholders that meet regularly to discuss maintenance needs and capital needs of both buildings and recommend funding to both entities.
- 3) Roger Baltz motioned to elect Commissioner Logan as chairperson. Commissioner Tom Rolfe seconded; the motion passed unanimously.

- 4) The agreement states the advisory board shall meet quarterly. There was some discussion, and it was determined they should try to meet early each quarter. A date for the next meeting was not set. Commissioner Logan will get with staff on next steps later in the week.
- 5) Capital Planning
  - a) Community Facilities' Process Overview: Troy Sampson gave a short presentation on the department's current Capital Improvement Plan process (attached). He also reviewed the external party assessment that was done last November on both buildings. He explained that staff is currently working on digesting and extrapolating the data provided. Roger asked if the facilities staff concurs with the assessment. Troy answered that staff is still combing through it line by line. Pricing has been found to be far from realistic in some cases and there are some items slated as a large project that we would not do in such a manner. Staff has also added items that have been found to not be in the assessment. Staff has developed a draft 5-year projection for capital improvements based on the current recommendation from the City finance office. Tim stated that we need to prepare to have a discussion on projections longer than five years. Roger said we need to aspire to have a realistic funded CIP. Commissioner Rolfe noted the assessment was done last November and inflation needs to be considered.
  - b) Funding Sources: Troy explained that there are several funding sources available. They are the building funds (supported by tenant rent), owner contributions, intercap loans, grants, and bonds. Currently the City-County building fund is paying on the \$750,000 intercap loan that was used for the cooling project and the Law and Justice Center fund is paying on the \$650,000 intercap loan that was and is currently being used for MEP upgrades. Commissioner Logan asked if bonds are voter approved. Sheila answered that they can be and that is determined based on the amount and structure of the bond. Regarding contributions, Tim stated there are

some equity issues that need to be addressed. Roger asked if we have done grants in the past. Troy answered to the positive, citing historic preservation grants and others have been used for projects.

6) Priorities and Concerns Discussion

a) Sheila mentioned her concern that the Law and Justice Center has no reserve cash like the City County building does. She said that any major repairs would have to come from some sort of cash infusion.

Commissioner Logan asked if that is an immediate concern. Tim confirmed it is and said it should be addressed at the next meeting along with rent structure for the facilities.

b) Roger asked for updates on current projects.

i) LJC boiler: The design is 100% complete. Staff is reviewing it now and it will go up to the building division early next week. Staff is meeting with the engineer on Wednesday and hopes to develop a timeline with them. Roger asked that be shared once available.

ii) LJC 2<sup>nd</sup> floor remodel: The construction agreement is currently in the City Attorney's office for approval with the hopes that it will be fully executed by the end of the week.

iii) CCAB north parking lot: The architect is finishing up some details and City Engineering is finishing up the civil piece. We are planning to tie those two pieces together and get it out to bid for the summer.

c) Roger asked with Scott Burke no longer with facilities, what Troy's staffing looks like. Troy said that for admin support of the department, he has himself, Bridget, and Emily. There is a vacancy for a night custodian and the facility manager position. Roger asked if they will be filled. Troy answered that we are looking at the department structure and holding off on filling the manager position. Tim said there is an internal discussion happening and it is based on operations.

7) Public Comment: None

8) The meeting was adjourned at 2:08pm.