City of Helena and Lewis & Clark County

City-County Building Management Advisory Board

316 North Park, Helena, MT 59623

Minutes
Regular Board Meeting
July 20, 2026 @ 2:30 PM
City-County Building, Room 309

☒Commissioner Julia Gustafson
☒Commissioner Tom Rolfe
☒Alana Lake
☒Roger Baltz

Staff/Guests:
☒ Troy Sampson
☐ Bridget Johnston
☒Cindy Nelson
☐ Sheila Danielson
☒Frank Cornwell

1. **Call to Order at 2:31 P.M.**
   (00:00:45) The following Board members and staff introduced themself:
   - Alana Lake, City Manager
   - Julia Gustafson, City Commissioner
   - Frank Cromwell, County CFO
   - Roger Baltz, County Administrative Officer (CAO)
   - Tom Rolfe, County Commissioner
   - Cindy Nelson, Community Facilities Admin III
   - Troy Sampson, Community Facilities Director

2. **Approval of Previous Minutes**
   (00:01:15) The minutes were approved as written.

3. **FY2027 Budget Update**
   (00:02:00) Troy Sampson reported. The Preliminary Budget was approved in June, and the department is currently working through the Carryover process, which will be presented to the City Commission on July 29, 2026. The final budget approval is scheduled for August 31, 2026.

4. **Department Priorities**
   (00:03:02) Troy Sampson reported. One of the security improvement recommendations from the LJC security committee was a secure entry at the Law & Justice Center. Facilities staff have been working on this project and have a meeting later in the week with CAO Baltz and CM Lake to discuss.

CAO Baltz let board members know that use of space decisions and decisions regarding landlord or tenant improvements are approved by the CAO and the City Manager. These methods and processes have been successful in the past and should continue. The Security Group needs to know that their recommendation has been heard, and it is being taken seriously.

Troy Sampson reported. Staff continue focusing on preventative maintenance and operational needs across both facilities, as well as advancing capital improvements and facility projects throughout the organization. Balancing ongoing maintenance needs with available funding remains to be a high priority.

5. **Board Priorities and Concerns**
   (00:26:40) CAO Baltz inquired about the West Parking Lot and fence. Troy responded staff is currently working with an engineer on a proposal and that internally we are planning to restripe it.

   CAO Baltz asked if the eaves at CCAB is a part of the current work plan. Troy answered the painter he had planned to use is not available and he is researching options.

   CAO Baltz informed everyone that the L&C Health Department is interested in obtaining a larger space to relocate to and asked how much space is available on the upper floor of the Pillar building at LJC and is it up to code for occupancy and logistically usable. He asked for staff to look into it. Another option could possibly be moving some staff back to CCAB. Troy said staff would look into it.

   Commissioner Gustafson would like to explore opening the shades in the Commission Chambers during meetings. Troy said he would check with the Historical Society on opening the shades.

   CAO Baltz asked if the intent of the CCAB building is to be climatically sealed, noting some staff open their windows and others do not due to being painted shut. Troy answered that the simple answer is no. If employees would like to use their window, they are welcome to submit a work order.

6. **Next meeting – October 19, 2026, 2:30 PM**

A. **Agenda items**

(00:42:00) Final Budget
(00:42:15) Eave Painting, and West Parking lot project
(00:42:37) Changes to LJC & safety committees
(00:43:12) Project update, status of all projects

(00:43:40) Commissioner Gustafson asked if this Board reviewed new leases. Troy stated in the past, those conversations and decisions were made with staff and the CAO and CM.

7. **Public Comment** **None.**
(00:44:50)

8. **Adjournment** **3:16 P.M.**
(00:45:04)