



MEMORANDUM

From: Steve Zeier, Zeier Consulting, LLC

To: SBURA Board of Directors

Date: September 6th, 2017

RE: Boys & Girls Club of Yellowstone County Application for TIF Funds

The Boys & Girls Club of Yellowstone County has submitted the attached TIF Assistance Application for your consideration at the September 5th, 2017 meeting of the South Billings Urban Renewal Association Board of Directors.

The project is a major remodel of the Bair Family Clubhouse facility located at 505 Orchard Ln. The project is the result of fundraising efforts and includes a redesign and reconfiguration of the facility to better meet the needs of the neighborhood children of all ages. This project is in conformance with the South Billings Master Plan as access to adequate community facilities is a general recommendation of the plan.

The TIF application is for a request of \$20,974 for the installation of a fire line from the public water line to serve the required full building fire suppression system. The requirement for the full building sprinkler fire suppression system was an unanticipated expense that was only discovered after the City of Billings began their review of the building plans as part of the building permit review process. The Bair Family Clubhouse is owned by a tax exempt private non-profit entity. As such, it is not subject to the same property tax treatment as a privately owned building. Therefore, any TIF funds invested will have a small impact to the property tax

base as the property does not pay the same level of ad valorem property tax but does include the special assessments levied by the City of Billings such as arterial fees and storm water fees, etc.

In summary, a recommendation of approval for this application is being forwarded for the following reasons:

- 1) The project is consistent with the adopted South Billings Master Plan for the improvement of public facilities located in the South Billings Boulevard Urban Renewal District.
- 2) The project will provide an element of safety and security for the children that utilize the Bair Family Clubhouse facility.
- 3) The community benefit component due to the improvements to the property are believed to serve the entire community and are important considerations.

Please contact me with any questions. I look forward to discussing this at the September board of directors meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Zeier".

Steve Zeier

enc: TIF Application Packet

Bair Family Clubhouse Improvement Project

Need for the Clubhouse renovation

Since 1986, the 26,000 square foot C.M. Bair Memorial Building has been the flagship for the Boys & Girls Clubs of Yellowstone County and home to tens of thousands of kids from Billings' impoverished Southside. While the building's award winning design has served the kids well, many changes have occurred that could not have been envisioned thirty years ago. Changes that include; amazing growth in daily participation, significant changes in the expectations families and children have regarding safety and the increased complexity of the Club's daily experience. These changes require our Club to make significant facility improvements if we are to continue our journey toward a world-class Club experience for those who need us most.

While we have made numerous meaningful improvements over the years, we have been unable to address several facility limitations that create logistical and safety concerns for the Club members, their families as well as our professionals and volunteers. Specifically, we lack adequate restroom capacity, we do not have a fire sprinkler system and we are limited in our ability improve the Teen member spaces to expand our Teen population. To address these issues we must;

- significantly increase the capacity and functionality of restroom facilities for younger members,
- add separate restrooms with showers for the Club's middle and high-school members,
- re-purpose an empty storeroom to provide Clubhouse professionals with adequate workspace, and
- install an updated fire alarm system and a new fire sprinkler system throughout the Clubhouse.

Current Restroom Situation

Each day after-school the Bair Family Clubhouse serves 200 members who are age 6 to 18 years old and during the summer months that number surges closer to 275 per day. To accommodate this daily crowd our building has a single girl's restroom with two (2) toilets and two (2) sinks and a single boy's restroom with two (2) toilets, two (2) urinals and two (2) sinks. While this configuration worked for many years, imagination is not required to envision the bathroom lines given today's Club participation.

Beyond capacity issues, the location of the restroom sinks and entrances create safety and hygiene concerns that we must address. Specifically, the bathroom entrances are located down blind hallways and use an antiquated design that has sinks located inside each restroom, which severely limits our team's ability to:

- safely and efficiently monitor both restrooms without placing a staff member in each hallway,
- ensure that members practice proper hand washing and hygiene, and
- provide readily accessible handwashing stations for members not using the restroom.

Finally, over the last thirty years attitudes and expectations have changed among parents, staff professionals and volunteers, which has created a perceived safety challenge with all members, staff and volunteers utilize the same restrooms.

Current Staff Work Space Situation

Since 1986, the daily Club experience has changed significantly and not only because it has gotten bigger. Today's experience is much more complex, which requires our professionals and volunteers to work

much more collaboratively to plan and implement daily activities. The original office space design does not provide sufficient physical space for the current number of professionals and volunteers working in the Clubs, which necessitates spreading staff throughout the Club making effective collaboration more difficult. The planned renovation further complicates the issue by claiming the majority of the current office space for the expansion of the elementary restrooms.

The Clubhouse Renovation Plan

To remedy the current challenges we have developed a comprehensive renovation plan that will modify over 3,000 square feet of the Bair Family Clubhouse between August and November of this year. When complete the Boys & Girls Clubs of Yellowstone County will:

- significantly increased restroom capacity for our elementary members,
- add new space for our Teen members that includes separate restrooms with showers,
- add a Teen Coffee Bar to increase the appeal of our middle and high-school experience, and
- create appropriate work space for our professionals and volunteers that includes a staff restroom.

Element 1: Elementary member restroom expansion

The largest and most expensive element of this project is the redesign and expansion of the current restrooms to provide adequate capacity for our youngest members. Along with more capacity the restrooms will have new entrances and publicly accessible sinks to improve supervision, safety and personal hygiene. Specifically, we will:

- increase capacity in the girls restroom from two (2) to seven (7) toilets,
- increase capacity in the boys restroom from four (4) fixtures to seven (3 toilets and 4 urinals),
- relocate the entrances to face our Games Room and improve access, supervision & safety, and
- install sinks outside each entrance to improve member hygiene, reduce unsafe behaviors and debris in the restrooms.

Element 2: New teen program space and restrooms

As an organization we are focused on expanding our Teen membership, which has resulted in a steady growth in daily participation. However, facility constraints at the Bair Family Clubhouse hold us back from engaging additional middle and high-school students. Specifically, we lack;

- enough program spaces to allow us to conduct multiple activities simultaneously,
- dedicated restrooms for our middle and high-school members that include showers, and
- a separate entrance for Teens.

Our renovation plan provides an opportunity to make significant improvements that will address these concerns. When complete the renovations will see an un-used locker room rebuilt and repurposed to provide a:

- a multi-purpose space for additional programming flexibility,
- two (2) restrooms with built-in showers for the exclusive use of our Teens, which includes a growing number of homeless youth, and
- a new entrance / exit in one of the Teen spaces that is necessary for code compliance.

Element 3: Replace work space for Clubhouse professionals and add an adult restroom

The third element of this project will address our staff work space challenges by re-purposing and renovating a second unused locker room to create appropriate workspace that will allow our Clubhouse professionals and volunteers to effectively plan and implement the daily experience each member receives. When complete the new workspace will have:

- work stations and meeting space for the professional team at the Bair Family Clubhouse,
- a separate restroom for the exclusive use of our professionals and volunteers.
- appropriate heating and cooling in the work space to make it usable all year, and
- secure storage for Club equipment and personal items belonging to staff and volunteers

Element 4: Install Fire Alarm & Fire Sprinkler System

Installation of an updated fire alarm and a new fire sprinkler system throughout the Clubhouse was a late addition to the larger improvement project and will serve as the final piece of the renovation, which will bring the Bair Family Clubhouse up to code with current safety and building standards. With these significant additions the Bair Family Clubhouse will be positioned to have the flexibility to continue toward our goal of providing a world-class Club experience that will be a beacon of hope and opportunity for children and families across the south-side of Billings. When complete this portion of the project will include a:

- 4 inch fire service line bringing water into the building,
- comprehensive sprinkler system installed throughout the entire facility, and
- new fire alarm system with verbal evacuation horns

SOUTH BILLINGS BOULEVARD TAX INCREMENT FINANCING (TIF) ASSISTANCE
APPLICATION

Project Name: Bair Family Clubhouse Improvement Date Submitted: _____

APPLICANT INFORMATION

1. Name: Boys & Girls Clubs of Yellowstone County
2. Address: 505 Orchard Lane, Billings, MT 59101
3. Telephone Number: 406-245-4457

PROJECT INFORMATION

1. Building Address: 505 Orchard Lane, Billings, MT 59101
2. Legal Description: _____
3. Ownership: Boys & Girls Clubs of Yellowstone County
4. Address: Same
5. If property is not owned by the Applicant, list leasehold interests (Attach evidentiary materials.)

Lessor's Name: _____

Lessor's Address: _____

6. Existing/Proposed Businesses: Boys & Girls Club
7. Business Description: Youth Development Program
8. Employment: Existing FTE jobs 15
9. New Permanent FTE jobs created by project Construction FTE jobs _____
10. Architectural Firm: JGA Architects

Address: 3395 Gabel Rd, Billings, MT 59102

Representative: Terry Sulcut

8. Description of Project: (Attach narrative explanation.) - Ready
9. Rehabilitation/construction plans: (Attach schematics, site and landscaping plans.) - Rhett will get
10. Project Schedule: (Attach time line or schedule through completion.) - Rhett will get -

CRITERIA FOR REVIEW

Materials contained in TIF Assistance applications are used to assess the merits of projects in relation to the goals and objectives of the South Billings Urban Renewal Master Plan in relation to other district development and urban renewal projects. Projects will be evaluated based on the following criteria. Please provide an explanation and supporting documentation for how the project addresses each criterion.

1. Relevance to the South Billings Urban Renewal Master Plan – Documentation of the project’s consistency with the goals in the Master Plan.
2. Economic Stimulus – The amount of economic activity to be generated by the, as well as the leverage ratio of public to private investment. Applications should contain credible, measurable information substantiating Applicant’s claims of economic stimulus.
3. Tax Generation – The increase in taxable value due to new construction/rehabilitation as estimated by the County Assessor’s office.
4. Employment Generation – Total employment generated by the project assessed in terms of new permanent and part-time jobs, and construction jobs.
5. Elimination of Blight – The project’s direct and indirect impact on the physical and fiscal condition within the District.
6. Special or Unique Opportunities – The extent to which the project represents a unique opportunity, meets a special need, or addresses community goals. The provision of public space or workforce housing are examples of special and unique opportunities.
7. Impact Assessment – The extent of both positive and negative environmental impacts, appropriateness of the project design, and impact on existing businesses or residents.
8. Financial Assistance – Other forms of financing available to the Applicant i.e. lender participation and state and federal grant monies,
9. Project Feasibility – Demonstration of market demand for the project as contained primarily on the pro forma and financing commitments.

10. Developer's Ability to Perform – Applicant's capability to undertake the relative complexities of the project based on past performance on similar or comparable projects.

11. Timely Completion – The feasibility of completing the project according to the Applicant's project schedule.

12. Payment of Taxes – All property taxes, special improvement district assessments, and other assessments on the project property must be paid at the time of application.

PROJECT COSTS

Land and Site Improvements (Itemized) — *N/A*

1. Equity in Land and Buildings	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
Subtotal	\$ _____

Construction/Rehabilitation Costs (Use general construction trade divisions)

1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____
6.	\$ _____
7.	\$ _____
8.	\$ _____
Subtotal	\$ _____

See attached Comparative Budget

Fees

1. Architectural design/Supervision	\$ <u>24,805.00</u>
2. Permits _____	\$ <u>2,180.00</u>
3. Other fees <u>Asbestos</u>	\$ <u>1,613.25</u>
Subtotal	\$ _____
Total Project Development Costs	\$ _____

PROJECT FINANCING

Please complete Sources of Funds detail and summarize below.

Developer Equity

Cash Invested	\$ <u>335,835.67</u>
Land & Buildings	\$ _____
Other (Specify) <u>Contractor Donations</u>	\$ <u>84,158.45</u>
_____	\$ _____
Subtotal	\$ _____

Lender Commitments (Attach evidence i.e. Letters of Credit or other documentation.)

Lender	Loan Amount	Interest	Term	
_____	\$ _____	_____%	____yrs	\$ _____/Month
_____	\$ _____	_____%	____yrs	\$ _____/Month
Total Loan Amount				\$ _____

We are not borrowing money to do this project

Discuss the Endowment Pledge toward the Sprinkler

TIF Request for improvements within the Public Right of Way

Eligible Improvements (See Schedule "A")

\$ _____

\$ _____

\$ _____

\$ _____

Subtotal

\$ _____

Sources of Funds Summary (Post totals from above.)

Developer Equity \$ _____

Lender Commitments \$ _____

TIF Request \$ _____

Other Funds (Specify) _____ \$ _____

Total Project Financing \$ _____

DEVELOPER STATEMENT OF QUALIFICATIONS AND FINANCIAL RESPONSIBILITY

Applicant

1. Name: Boys & Girls Clubs of Yellowstone County

Address: 505 Orchard Lane, Billings, MT 59101

2. If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of _____.

3. The applicant is:

_____ A corporation.

A nonprofit or charitable institution or corporation

_____ A partnership known as _____

_____ Other (explain): _____

Date of organization: Oct 4, 1970

4. Names, address, title of position (if any), and nature and extent of the interest of the officers and principal members, principal shareholders, investors, or partners of the applicant.

Name and Address

Nature and Extent of Interest

<u>Name and Address</u>	<u>Nature and Extent of Interest</u>
_____	_____
_____	_____
_____	_____
_____	_____

Financial Condition

1. Provide a current financial statement for each private entity involved in the project. Documentation of financial capacity may include net worth statements, balance sheets, or profit and loss statements.
2. Has the applicant or any individual or entity affiliated with the development of this project been adjudged bankrupt, either voluntary or involuntary, within the past ten years?
No Yes _____ If yes, give date, place, and under what name:

3. Has the applicant or any individual or entity affiliated with the development of this project been indicted for or convicted of any felony within the past ten years:
No Yes _____ If yes, give date, charge, place, court and action taken for each case.

CONSTRUCTION CONTRACTOR

1. Identify the construction contractor or builder who will undertake this project.

Name: Langlas & Associates

Address: 2270 Grant Road, Billings, MT 59102

2. Has such contractor or builder ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a construction or development contract within the last ten years?

No Yes If yes, explain.

CERTIFICATION

I (we), _____ (please print),
certify that the statements and estimates within this Application as well as any and all
documentation submitted as attachments to this Application or under separate cover are true
and correct to the best of my (our) knowledge and belief.

Signature _____

Signature _____

Title _____

Title _____

Address _____

Address _____

Date _____

Date _____



Bair Family Club House		7/11/17		
	BUILDING			
	Based Upon: Revised Plans by JGA dated 5/24/2017			
			<u>Bid</u>	<u>Price W/ Donations</u>
DIVISION 1	GENERAL CONDITIONS		\$28,891	\$27,780
	INCLUSIONS:	BID BY		
	Superintendent			
	Project Manager			
	Dumpster			
	Equipment			
	Administration			
	Phone			
	Toilet			
	Final Clean	Pretty Pretty		-\$1,111
	Safety Supplies			
	EXCLUSIONS:			
	Builders Risk Insurance			
	Building Permit & Plan Review Fee			
	Impact Fees			
	System Development Fees			
	Testing & Special Inspections			
	Temporary Heat			
DIVISION 2	DEMOOLITION		\$21,598	\$21,448
	INCLUSIONS:	BID BY		
	Demo Existing Ceiling			
	Demo Interior CMU Walls			
	Demo Interior Stud Walls			
	Cut Out Doors & Window In CMU & Brick Veneer			
	Remove Interior Doors & Frames			
	Remove Existing Flooring			
	EXCLUSIONS:			
DIVISION 3	CONCRETE		\$2,947	\$1,463
	INCLUSIONS:	BID BY		
	Saw Cut Interior Slab For Plumbing Lines	Yellowstone Concrete Cutting		-\$854
	Pour Back Interior Slab	Fisher Sand & Gravel		-\$300
	Pour Exterior Stoops	Fisher Sand & Gravel		-\$300
	EXCLUSIONS:			
DIVISION 4	STONE/MASONRY		\$3,220	\$1,705
	INCLUSIONS:	BID BY		
	Patch & Repair Brick Veneer From Demolition	Hill Masonry		-\$1,500
	EXCLUSIONS:			



DIVISION 5	STEEL		\$3,487	\$3,307
	INCLUSIONS:	BID BY		
	Rebar & Smooth Dowels	Langlas & Associates		-\$150
	Galvanized Angle For CMU Lintels			
	EXCLUSIONS:			
DIVISION 6	CARPENTRY		\$35,218	\$25,015
	INCLUSIONS:	BID BY		
	Temporary Enclosure At Work Area			
	Steel Stud Rough Framing	Neil Drywall		-\$5,670
	Cabinets & Countertops			
	Suspension Frames For Hard Lids	Yellowstone Acoustic		-\$990
	Casing Around Windows			
	Framing Material	Pacific Supply		-\$3,060
	EXCLUSIONS:			
DIVISION 7	THERMAL/MOISTURE PROTECTION		\$4,970	\$3,715
	INCLUSIONS:	BID BY		
	Sound Batt Insulation At Interior Walls	Billings Insulation		-\$1,210
	Repair & Patch Existing Vapor Barrier & Insulation			
	Miscellaneous Roof Penetration			
	Flashing & Caulking			
	EXCLUSIONS:			
DIVISION 8	DOORS AND WINDOWS		\$38,184	\$30,894
	INCLUSIONS:	BID BY		
	Exterior & Interior Doors, Frames, & Hardware	Granite Door		-\$6,000
	Exterior & Interior Windows	Pella		-\$1,050
	Access Doors			
	Interior Sliding Window			
	EXCLUSIONS:			
DIVISION 9	FINISHES		\$70,132	\$64,810
	INCLUSIONS:	BID BY		
	Ceramic Tile and Installation	Fischer Flooring		-\$1,500
	Drywall/Hang/Tape			
	Painting			
	LVT Flooring	Fischer Flooring		-\$1,500
	Carpet Flooring			
	Staining & Sealing Of Wood Doors			
	Stainless Steel Panels	Skyline Stainless		-\$1,512
	Concrete Leveling Compound			
	Acoustic Ceiling	Yellowstone Acoustic		-\$300
	EXCLUSIONS:			



Rhett Kastelitz
Langlas & Associates
2270 Grant Road
Billings, MT 59102
August 15, 2017

Brian Dennis
Boys & Girls Clubs of Yellowstone County
505 Orchard Lane
Billings, MT 59102

Dear Mr. Dennis:

Please see the attached Contract Change Order Request form to add a fire sprinkler system and a fire alarm system with voice evacuation to the existing building on 505 Orchard Lane in Billings, Montana. This price includes installing a 4" fire line into the building, restoring all pavement and concrete, installing a complete NFPA 13 wet automatic fire sprinkler system, upgrading the security system with fire alarm and voice evacuation, General Conditions, and overhead and profit for the General Contractor. This price does not include Montana State Prevailing Wage Rates.

Also, attached is the Construction Schedule for the Bair Family Club House Improvement project.

Upon review and approval by the Authority Having Jurisdiction, Langlas & Associates will review the fire sprinkler shop drawings and determine if a contingency will be needed for repairing or replacing the existing acoustical lay-in panel ceiling.

If there's any questions about the Contract Change Order Request or the Construction Schedule please feel free to contact me.

Sincerely,

Rhett Kastelitz
Project Engineer / Project Manager

GARY WEBER

BILLINGS, MONTANA

CONSTRUCTION, INC.

P.O. BOX 80127 • BILLINGS, MONTANA 59108-0127
Phone: 656-5066 • Fax: 656-8288

August 2, 2017

TO: Langlas & Associates
Ben Flannagan
2270 Grant Road, Suite C
Billings, MT 59102

FROM: Gary Weber Construction, Inc.

SUBJECT: BID – Boys & Girls Club, 505 Orchard Lane

The following bid to install a new 4" fire line into the Boys & Girls Club located at 505 Orchard Lane in Billings, Montana reads as follows;

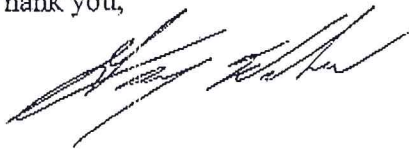
Project Bid:

Install a new 4" fire line into the building through the floor with a 4" spool; bid includes all permits, traffic control, paving, concrete, fire flow and pressure testing	<u>\$20,974.00</u>
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Total Bid Amount	\$20,974.00
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Please contact Gary Weber at 698-1492 if you have any questions concerning this bid. If you accept the bid as proposed please sign in the space indicated below and return a copy to our office or issue a purchase order to proceed.

Thank you,



Gary Weber
Gary Weber Construction, Inc.

I accept the bid as proposed:

Signature and Title

Date