

**TO: Mayor and City Council**

**FROM: Dan Howard, Public Works Director**

**SUBJECT: Roof Inspection Reports**

**MEETING DATE: Tuesday, August 17, 2021**

**BACKGROUND**

Merit Contracting performed roof inspections on Archie Swenson Field concession stand, City Hall, Fire Hall, Library and Building 70 at the WWTP. Included in the inspection report is a quote for immediate repairs needed, and life extension repairs needed. Immediate repairs are deemed as necessary due to defects that are open, currently leaking, or are likely to leak in the next twelve months. Life extension repairs are those that would extend the life of the roof, defer capital, or are in monitor status. Archie Swenson needs \$574 in immediate repairs and \$7,730 in Life extension repairs. City Hall needs \$1,164 in immediate repairs and no life extension repairs. (City staff will be removing the debris and vegetation, so please disregard the \$210 repair.) Fire Hall needs \$687 in immediate repairs and \$6,479 in life extension repairs. Building 70 at the WWTP needs \$1,563 in immediate repairs and no life extension repairs. The Library needs \$1,635 in immediate repairs and no life extension repairs. \*(The Library roof inspection report has been forwarded to Library Director Nicole Miller for consideration by the Library Board). Estimate for immediate repair of the 5 facilities is \$5,623. Estimate for life extension repair of Archie Swenson Concession Stand and Fire Hall totals \$14,209.

**REQUESTED COUNCIL ACTION**

Motion and approval to move forward with the immediate roof repairs needed at City Hall, Archie Swenson Ballfield Concession Stand, Fire Hall, and Building 70 at the WWTP facilities for a total of \$3,988. As stated above, the Library roof repairs would be approved by the Library Board.



July 7, 2021

Dan Howard  
City of Cannon Falls  
918 River Rd  
Cannon Falls, MN 55009

**RE: Roof Inspection Report**

**Location: Archie Swenson Fields**  
**1000 Cannon River Ave**  
**Cannon Falls, MN 55009**

Dear Dan,

Our Inspector recently completed a visual roof inspection at the Archie Swenson Fields on May 21, 2021. The focus was on the general condition of the roof system and documentation of any Immediate and Life Extension repairs, providing the opportunity to maintain and extend the life of the roof.

**Defect Definitions:**

- **Immediate Repairs:** Defects that are open, currently leaking, or are likely to leak within the next 12 months. Issues that require immediate attention.
- **Life Extension Repairs:** Defects that extend the life of a roof, defer capital, or are in monitor status.

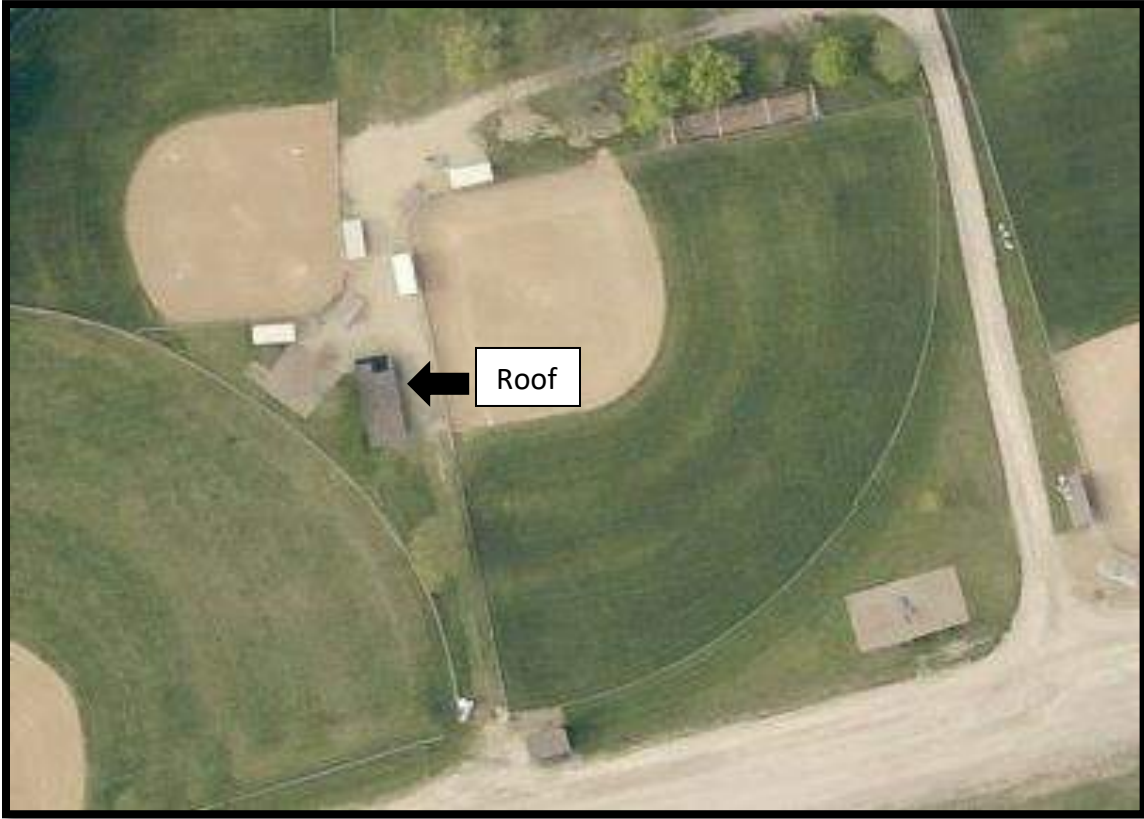
**Roof Conditions and Estimated Remaining Service Life**

\*Note: Estimated remaining service life is based on completing recommended Immediate Repairs and regular maintenance.

- **Roof System:**
  - **Type:** Ballasted EPDM
  - **Condition:** Fair
  - **Estimated Remaining Service Life:** 4-8 Years

**Roof View**

1000 Cannon River Avenue, Cannon Falls, MN 55009



### Roof Inspection Defects

- 1) **Defect:** Membrane Flashing Hole  
**Repair:** Install EPDM Patch

**Units:** 1  
**Repair Type:** Immediate  
**Repair Price:** \$229.00



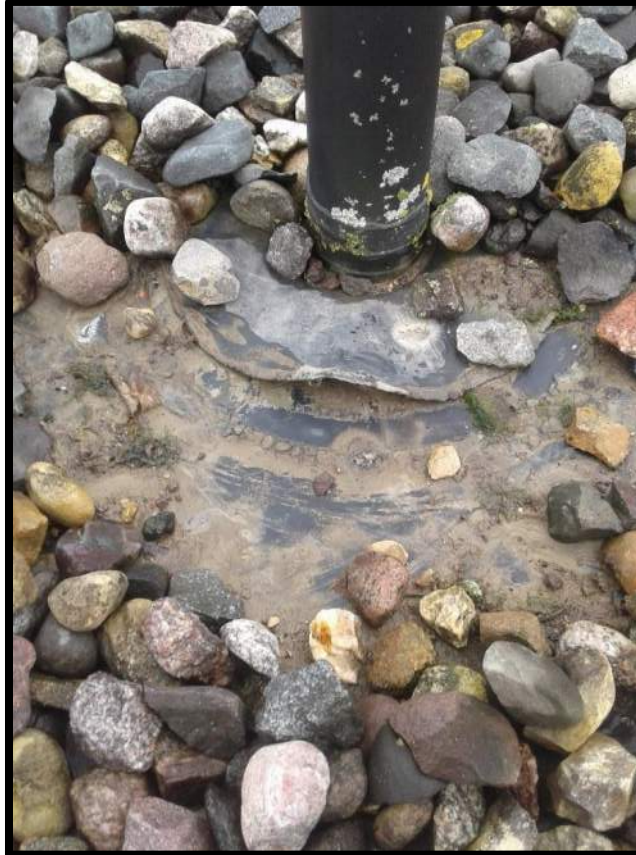
- 2) **Defect:** Perimeter Membrane Securement Defective  
**Repair:** Reflash Perimeter

**Units:** 136 Ln.Ft.  
**Repair Type:** Life Extension  
**Repair Price:** \$7,730.00



3) **Defect:** Voided Pipe Boot  
**Repair:** Install New Pipe Boot Flashing

**Units:** 1  
**Repair Type:** Immediate  
**Repair Price:** \$345.00





# MERIT

BUILDING ENCLOSURE SYSTEMS

**Archie Swenson Fields – Roof Repairs:**

- **Immediate Repairs:** \$574.00 \_\_\_\_\_
- **Life Extension Repairs:** \$7,730.00 \_\_\_\_\_

\*Note: Please mark the line(s) to indicate option(s) accepted.

Conducting proper Immediate and Life Extension repairs to your roof system right now will greatly reduce the potential of a defect producing a leak in the future, extending the serviceable life of your roof and enhance the value of the original investment.

Please feel free to contact myself with any questions. We look forward to servicing all of your roofing needs now and into the future.

Sincerely,

*Laura Sheehan*  
Inspection Manager  
(507) 780-0116  
laura@meritquality.com

4661 Hadley View Court NE • Rochester, MN 55906 • p: 507.281.4317 • f: 507.281.4689 • [meritquality.com](http://meritquality.com)

**Note:** Unless specifically noted in the scope of work, all hazardous materials encountered during proposed work, are the sole responsibility of the building owner. Disclosure of electrical conduit location in roof system or directly under deck is sole responsibility of owner.  
**Conditions:** This proposal includes only such items as specifically mentioned herein. Prices are subject to change without notice and are subject to acceptance within 30 days. All arrangements are contingent upon strikes, fires, accidents or other delays beyond our control.  
**Terms of Payments:** On work started & completed within the calendar month, terms shall be net payable upon completion. Contracts that are carried month to month shall be payable as follows: On the 10th of each month, 90% of the value of all materials and labor furnished during the preceding month shall be due and payable and the balance upon completion of the contract. A finance charge of 1-1/2% per month will be due on all unpaid balances after 30 days. In the event of a failure to pay by the individual or entity signing this proposal, Merit Contracting, Inc. in addition to all other remedies available in law or equity, shall be entitled to recover all costs and attorney fees incurred in pursuing payment or collection for any work performed pursuant to this agreement.

Dated: \_\_\_\_\_  
Accepted By: \_\_\_\_\_  
Signature: \_\_\_\_\_

Respectfully submitted  
By: *Laura Sheehan*  
Merit Contracting, Inc.



July 7, 2021

Dan Howard  
City of Cannon Falls  
918 River Rd  
Cannon Falls, MN 55009

**RE: Roof Inspection Report**

**Location: City Hall**  
**918 River Rd**  
**Cannon Falls, MN 55009**

Dear Dan,

Our Inspector recently completed a visual roof inspection at the Cannon Falls City Hall on May 21, 2021. The focus was on the general condition of the roof systems and documentation of any Immediate and Life Extension repairs, providing the opportunity to maintain and extend the life of the roofs.

**Defect Definitions:**

- **Immediate Repairs:** Defects that are open, currently leaking, or are likely to leak within the next 12 months. Issues that require immediate attention.
- **Life Extension Repairs:** Defects that extend the life of a roof, defer capital, or are in monitor status.

**Roof Conditions and Estimated Remaining Service Life**

\*Note: Estimated remaining service life is based on completing recommended Immediate Repairs and regular maintenance.

- **Roof 1**
  - **Type:** Fully-Adhered EPDM
  - **Condition:** Good
  - **Estimated Remaining Service Life:** 10+ Years
- **Roof 2**
  - **Type:** Fully-Adhered EPDM
  - **Condition:** Good
  - **Estimated Remaining Service Life:** 10+ Years.
- **Roof 3**
  - **Type:** Fully-Adhered EPDM
  - **Condition:** Good
  - **Estimated Remaining Service Life:** 10+ Years



**Roof View**

918 River Road, Cannon Falls, MN 55009



### Roof Inspection Defects

- 1) **Defect:** Membrane Flashing Unbonded  
**Repair:** Install EPDM Patches  
**Roof Location:** 1

**Units:** 2  
**Repair Type:** Immediate  
**Repair Price:** \$353.00



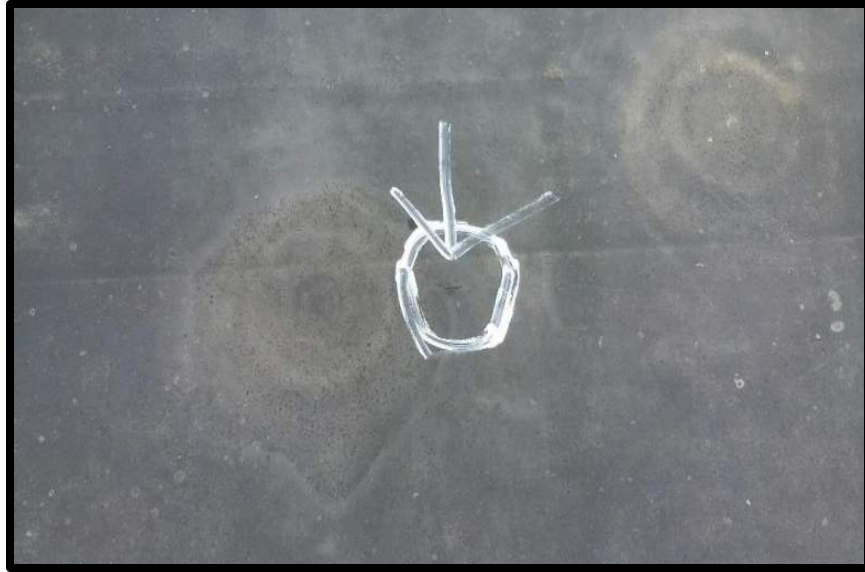
- 2) **Defect:** Debris & Vegetation  
**Repair:** Remove Debris from Roof  
**Roof Location:** 1,2,3

**Units:** 40 Sq.Ft.  
**Repair Type:** Immediate  
**Repair Price:** \$210.00



3) **Defect:** Membrane Hole  
**Repair:** Install EPDM Patch  
**Roof Location:** 1

**Units:** 1  
**Repair Type:** Immediate  
**Repair Price:** \$229.00



4) **Defect:** Membrane Flashing Hole  
**Repair:** Install EPDM Patch  
**Roof Location:** 2

**Units:** 1  
**Repair Type:** Immediate  
**Repair Price:** \$229.00



**5) Defect:** Membrane Flashing Unbonded  
**Repair:** Install EPDM Patch  
**Roof Location:** 2

**Units:** 2  
**Repair Type:** Immediate  
**Repair Cost:** \$353.00





**Cannon Falls City Hall – Roof Repairs:**

- **Immediate Repairs**                      \$1,374.00 \_\_\_\_\_
- **Life Extension Repairs**              *No Repairs*

\*Note: Please mark the line to indicate option accepted.

Conducting proper Immediate and Life Extension repairs to your roof system right now will greatly reduce the potential of a defect producing a leak in the future, extending the serviceable life of your roof and enhance the value of the original investment.

Please feel free to contact myself with any questions. We look forward to servicing all of your roofing needs now and into the future.

Sincerely,

*Laura Sheehan*  
Inspection Manager  
(507) 780-0116  
laura@meritquality.com

4661 Hadley View Court NE • Rochester, MN 55906 • p: 507.281.4317 • f: 507.281.4689 • [meritquality.com](http://meritquality.com)

**Note:** Unless specifically noted in the scope of work, all hazardous materials encountered during proposed work, are the sole responsibility of the building owner. Disclosure of electrical conduit location in roof system or directly under deck is sole responsibility of owner.  
**Conditions:** This proposal includes only such items as specifically mentioned herein. Prices are subject to change without notice and are subject to acceptance within 30 days. All arrangements are contingent upon strikes, fires, accidents or other delays beyond our control.  
**Terms of Payments:** On work started & completed within the calendar month, terms shall be net payable upon completion. Contracts that are carried month to month shall be payable as follows: On the 10th of each month, 90% of the value of all materials and labor furnished during the preceding month shall be due and payable and the balance upon completion of the contract. A finance charge of 1-1/2% per month will be due on all unpaid balances after 30 days. In the event of a failure to pay by the individual or entity signing this proposal, Merit Contracting, Inc. in addition to all other remedies available in law or equity, shall be entitled to recover all costs and attorney fees incurred in pursuing payment or collection for any work performed pursuant to this agreement.

Dated: \_\_\_\_\_  
Accepted By: \_\_\_\_\_  
Signature: \_\_\_\_\_

Respectfully submitted  
By: *Laura Sheehan*  
Merit Contracting, Inc.



July 7, 2021

Dan Howard  
City of Cannon Falls  
918 River Rd  
Cannon Falls, MN 55009

**RE: Roof Inspection Report**

**Location: Fire Hall**  
**322 Hoffman St W**  
**Cannon Falls, MN 55009**

Dear Dan,

Our Inspector recently completed a visual roof inspection at the Cannon Falls Fire Hall on May 21, 2021. The focus was on the general condition of the roof systems and documentation of any Immediate and Life Extension repairs, providing the opportunity to maintain and extend the life of the roofs.

**Defect Definitions:**

- **Immediate Repairs:** Defects that are open, currently leaking, or are likely to leak within the next 12 months. Issues that require immediate attention.
- **Life Extension Repairs:** Defects that extend the life of a roof, defer capital, or are in monitor status.

**Roof Conditions and Estimated Remaining Service Life**

\*Note: Estimated remaining service life is based on completing recommended Immediate Repairs and regular maintenance.

- **Roofs 1-2**
  - **Type:** Ballasted EPDM
  - **Condition:** Fair
  - **Estimated Remaining Service Life:** 4-6 Years
- **Roofs 3-4**
  - **Type:** Fully-Adhered EPDM
  - **Condition:** Good
  - **Estimated Remaining Service Life:** 10+ Years
- **Roof 5**
  - **Type:** Ballasted EPDM
  - **Condition:** Fair
  - **Estimated Remaining Service Life:** 5-8 Years

**Roof View**

322 Hoffman Street W, Cannon Falls, MN 55009



**Roof Inspection Defects:**

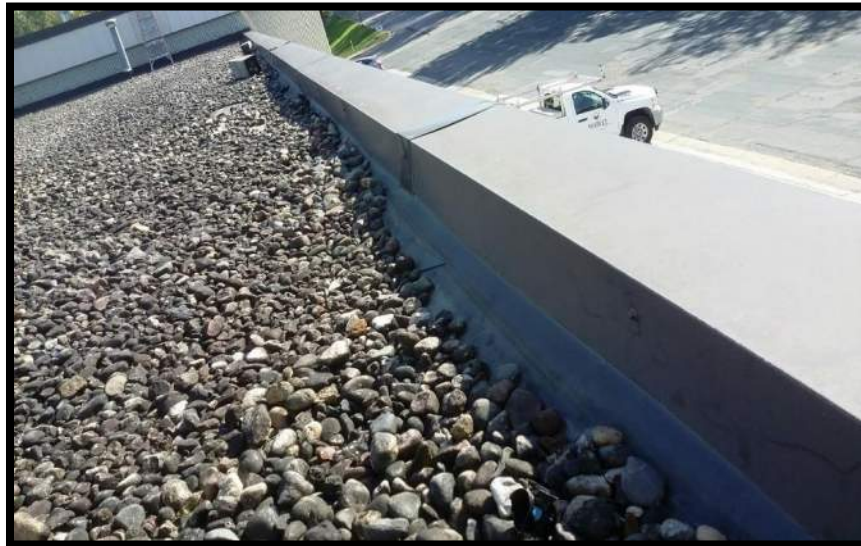
- 1) **Defect:** Membrane Flashing Unbonded  
**Repair:** Install EPDM Patch  
**Roof Location:** 1

**Units:** 1  
**Repair Type:** Immediate  
**Repair Price:** \$229.00



- 2) **Defect:** Perimeter Membrane Securement Defective  
**Repair:** Reflash Perimeter  
**Roof Location:** 1

**Units:** 70 Ln.Ft.  
**Repair Type:** Life Extension  
**Repair Price:** \$4,694.00





3) **Defect:** Obsolete Equipment  
**Repair:** Remove Sleepers and Patch Area  
**Roof Location:** 2

**Units:** 2  
**Repair Type:** Life Extension  
**Repair Price:** \$1,785.00



4) **Defect:** Membrane Flashing Unbonded  
**Repair:** Install EPDM Patch  
**Roof Location:** 2

**Units:** 1  
**Repair Type:** Immediate  
**Repair Price:** \$229.00



5) **Defect:** Membrane Flashing Unbonded  
**Repair:** Install EPDM Patch  
**Roof Location:** 5

**Units:** 1  
**Repair Type:** Immediate  
**Repair Price:** \$229.00





**Cannon Falls Fire Hall – Roof Repairs:**

- **Immediate Repairs:** \$687.00 \_\_\_\_\_
- **Life Extension Repairs:** \$6,479.00 \_\_\_\_\_

\*Note: Please mark the line(s) to indicate option(s) accepted.

Conducting proper Immediate and Life Extension repairs to your roof system right now will greatly reduce the potential of a defect producing a leak in the future, extending the serviceable life of your roof and enhance the value of the original investment.

Please feel free to contact myself with any questions. We look forward to servicing all of your roofing needs now and into the future.

Sincerely,

*Laura Sheehan*  
Inspection Manager  
(507) 780-0116  
laura@meritquality.com

4661 Hadley View Court NE • Rochester, MN 55906 • p: 507.281.4317 • f: 507.281.4689 • [meritquality.com](http://meritquality.com)

**Note:** Unless specifically noted in the scope of work, all hazardous materials encountered during proposed work, are the sole responsibility of the building owner. Disclosure of electrical conduit location in roof system or directly under deck is sole responsibility of owner.

**Conditions:** This proposal includes only such items as specifically mentioned herein. Prices are subject to change without notice and are subject to acceptance within 30 days. All arrangements are contingent upon strikes, fires, accidents or other delays beyond our control.

**Terms of Payments:** On work started & completed within the calendar month, terms shall be net payable upon completion. Contracts that are carried month to month shall be payable as follows: On the 10th of each month, 90% of the value of all materials and labor furnished during the preceding month shall be due and payable and the balance upon completion of the contract. A finance charge of 1-1/2% per month will be due on all unpaid balances after 30 days. In the event of a failure to pay by the individual or entity signing this proposal, Merit Contracting, Inc. in addition to all other remedies available in law or equity, shall be entitled to recover all costs and attorney fees incurred in pursuing payment or collection for any work performed pursuant to this agreement.

Dated: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Signature: \_\_\_\_\_

Respectfully submitted

By:

Merit Contracting, Inc.



July 7, 2021

Dan Howard  
City of Cannon Falls  
918 River Rd  
Cannon Falls, MN 55009

**RE: Roof Inspection Report**

**Location: Library**  
**306 W Milll Street**  
**Cannon Falls, MN 55009**

Dear Dan,

Our Inspector recently completed a visual roof inspection at the Cannon Falls Library on May 21, 2021. The focus was on the general condition of the roof systems and documentation of any Immediate and Life Extension repairs, providing the opportunity to maintain and extend the life of the roofs.

**Defect Definitions:**

- **Immediate Repairs:** Defects that are open, currently leaking, or are likely to leak within the next 12 months. Issues that require immediate attention.
- **Life Extension Repairs:** Defects that extend the life of a roof, defer capital, or are in monitor status.

**Roof Conditions and Estimated Remaining Service Life**

\*Note: Estimated remaining service life is based on completing recommended Immediate Repairs and regular maintenance.

- **Roofs 1-2:**
  - **Type:** Fully-Adhered EPDM
  - **Condition:** Good
  - **Estimated Remaining Service Life:** 10+ Years

**Roof View**

306 W Mill Street, Cannon Falls, MN 55009



### Roof Inspection Defects

- 1) **Defect:** Membrane Flashing Splits  
**Repair:** Install EPDM Patch  
**Roof Location:** 1

**Units:** 2  
**Repair Type:** Immediate  
**Repair Cost:** \$353.00



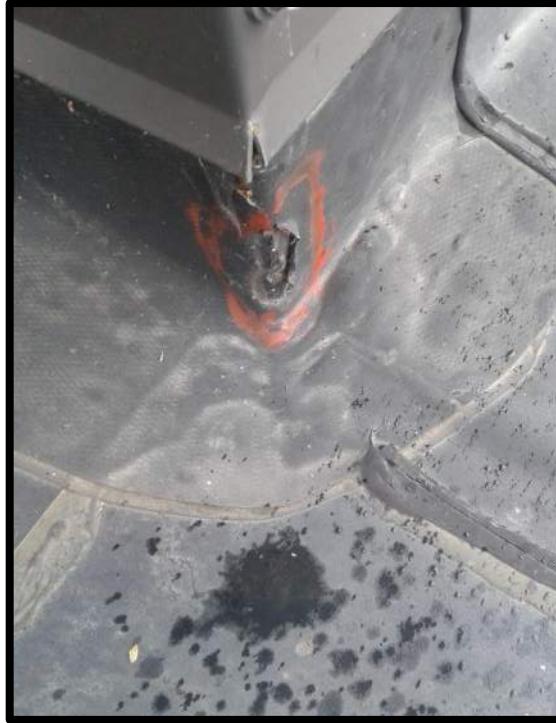
- 2) **Defect:** Membrane Flashing Unbonded  
**Repair:** Install EPDM Patch  
**Roof Location:** 1 & 2

**Units:** 9  
**Repair Type:** Immediate  
**Repair Cost:** \$700.00



3) **Defect:** Membrane Flashing Hole  
**Repair:** Install EPDM Patch  
**Roof Location:** 1

**Units:** 2  
**Repair Type:** Immediate  
**Repair Cost:** \$353.00



4) **Defect:** Membrane Flashing Hole  
**Repair:** Install EPDM Patch  
**Roof Location:** 1

**Units:** 1  
**Repair Type:** Immediate  
**Repair Cost:** \$229.00





**Cannon Falls Library – Roof Repairs:**

- **Immediate Repairs:** \$1,635.00 \_\_\_\_\_
- **Life Extension Repairs:** *None*

\*Note: Please mark the line to indicate option accepted.

Conducting proper Immediate and Life Extension repairs to your roof system right now will greatly reduce the potential of a defect producing a leak in the future, extending the serviceable life of your roof and enhance the value of the original investment.

Please feel free to contact myself with any questions. We look forward to servicing all of your roofing needs now and into the future.

Sincerely,

*Laura Sheehan*  
Inspection Manager  
(507) 780-0116  
laura@meritquality.com

4661 Hadley View Court NE • Rochester, MN 55906 • p: 507.281.4317 • f: 507.281.4689 • [meritquality.com](http://meritquality.com)

**Note:** Unless specifically noted in the scope of work, all hazardous materials encountered during proposed work, are the sole responsibility of the building owner. Disclosure of electrical conduit location in roof system or directly under deck is sole responsibility of owner.  
**Conditions:** This proposal includes only such items as specifically mentioned herein. Prices are subject to change without notice and are subject to acceptance within 30 days. All arrangements are contingent upon strikes, fires, accidents or other delays beyond our control.  
**Terms of Payments:** On work started & completed within the calendar month, terms shall be net payable upon completion. Contracts that are carried month to month shall be payable as follows: On the 10th of each month, 90% of the value of all materials and labor furnished during the preceding month shall be due and payable and the balance upon completion of the contract. A finance charge of 1-1/2% per month will be due on all unpaid balances after 30 days. In the event of a failure to pay by the individual or entity signing this proposal, Merit Contracting, Inc. in addition to all other remedies available in law or equity, shall be entitled to recover all costs and attorney fees incurred in pursuing payment or collection for any work performed pursuant to this agreement.

Dated: \_\_\_\_\_  
Accepted By: \_\_\_\_\_  
Signature: \_\_\_\_\_

Respectfully submitted  
By: *Laura Sheehan*  
Merit Contracting, Inc.





July 7, 2021

Dan Howard  
City of Cannon Falls  
918 River Rd  
Cannon Falls, MN 55009

**RE: Roof Inspection Report**

**Location: Cannon Falls Public Works**  
**825 Cannon River Ave**  
**Cannon Falls, MN 55009**

Dear Dan,

Our Inspector recently completed a visual roof inspection at the Cannon Falls Public Works on May 21, 2021. The focus was on the general condition of the roof system and documentation of any Immediate and Life Extension repairs, providing the opportunity to maintain and extend the life of the roof.

**Defect Definitions:**

- **Immediate Repairs:** Defects that are open, currently leaking, or are likely to leak within the next 12 months. Issues that require immediate attention.
- **Life Extension Repairs:** Defects that extend the life of a roof, defer capital, or are in monitor status.

**Roof Conditions and Estimated Remaining Service Life**

\*Note: Estimated remaining service life is based on completing recommended Immediate Repairs and regular maintenance.

- **Roof System:**
  - **Type:** Ballasted EPDM
  - **Condition:** Satisfactory
  - **Estimated Remaining Service Life:** 5-8 Years

**Roof View**

825 Cannon River Ave, Cannon Falls, MN 55009



### Roof Inspection Defects

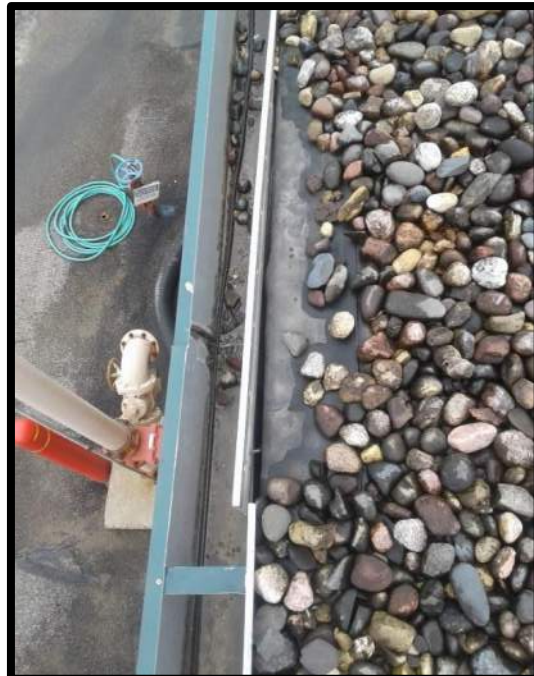
- 1) **Defect:** Tears in Membrane  
**Repair:** Install EPDM Patches

**Units:** 2  
**Repair Type:** Immediate  
**Repair Price:** \$353.00



- 2) **Defect:** Loose/Missing Fasteners on Rock Guard Rail  
**Repair:** Install New Fasteners

**Units:** 3 Locations  
**Repair Type:** Immediate  
**Repair Price:** \$210.00



**3) Defect:** Tear in Wall Flashing  
**Repair:** Install EPDM Patch

**Units:** 1  
**Repair Type:** Immediate  
**Repair Price:** \$229.00



**4) Defect:** Loose Gutter  
**Repair:** Reattach Gutter

**Units:** 4 Ln. Ft.  
**Repair Type:** Immediate  
**Repair Price:** \$225.00



**5) Defect:** Tear in Wall Flashing  
**Repair:** Install EPDM Patch

**Units:** 1  
**Repair Type:** Immediate  
**Repair Price:** \$229.00



**6) Defect:** Deteriorated Pitch Pans  
**Repair:** Install New Pitch Pan Filler

**Units:** 2  
**Repair Type:** Immediate  
**Repair Price:** \$317.00





**Cannon Falls Public Works – Roof Repairs:**

- **Immediate Repairs**                      \$1,563.00 \_\_\_\_\_
- **Life Extension Repairs**              *None*

\*Note: Please mark the line to indicate option accepted.

Conducting proper Immediate and Life Extension repairs to your roof system right now will greatly reduce the potential of a defect producing a leak in the future, extending the serviceable life of your roof and enhance the value of the original investment.

Please feel free to contact myself with any questions. We look forward to servicing all of your roofing needs now and into the future.

Sincerely,

*Laura Sheehan*  
Inspection Manager  
(507) 780-0116  
laura@meritquality.com

4661 Hadley View Court NE \* Rochester, MN 55906 \* p: 507.281.4317 \* f: 507.281.4689 \* [meritquality.com](http://meritquality.com)

**Note:** Unless specifically noted in the scope of work, all hazardous materials encountered during proposed work, are the sole responsibility of the building owner. Disclosure of electrical conduit location in roof system or directly under deck is sole responsibility of owner.

**Conditions:** This proposal includes only such items as specifically mentioned herein. Prices are subject to change without notice and are subject to acceptance within 30 days. All arrangements are contingent upon strikes, fires, accidents or other delays beyond our control.

**Terms of Payments:** On work started & completed within the calendar month, terms shall be net payable upon completion. Contracts that are carried month to month shall be payable as follows: On the 10th of each month, 90% of the value of all materials and labor furnished during the preceding month shall be due and payable and the balance upon completion of the contract. A finance charge of 1-1/2% per month will be due on all unpaid balances after 30 days. In the event of a failure to pay by the individual or entity signing this proposal, Merit Contracting, Inc. in addition to all other remedies available in law or equity, shall be entitled to recover all costs and attorney fees incurred in pursuing payment or collection for any work performed pursuant to this agreement.

Dated: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Signature: \_\_\_\_\_

Respectfully submitted

By: *Laura Sheehan*

Merit Contracting, Inc.