

TO: Mayor and City Council

FROM: Dan Howard, Public Works Director

SUBJECT: Roof Inspection Reports

MEETING DATE: Tuesday, October 18, 2022

BACKGROUND

Merit Contracting performed roof inspections on City Hall, Public Safety/Fire Hall, Library, Archie Swenson Concession Stand, and at the Wastewater Treatment Plant. 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. Immediate repairs are needed at the Public Safety Building and the Wastewater Treatment Plant totaling \$2,025. We can monitor the life extension repairs and continue to have annual roof inspections. Reports are attached.

REQUESTED COUNCIL ACTION

Motion and approval to move forward with the immediate roof repairs needed at the 2 facilities for a total of \$2,025 as recommended by the Public Works Commission.



August 26, 2022

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 July 5, 2022. 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:** Satisfactory
 - **Estimated Remaining Service Life:** 7-10 Years

Roof View

306 W Mill Street, Cannon Falls, MN 55009





August 26, 2022

Cannon Falls Library – Roof Repairs:

- **Immediate Repairs:** *No Repairs*
- **Life Extension Repairs:** *No Repairs*

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,

A handwritten signature in blue ink that reads "Laura Sheehan".

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



August 26, 2022

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 July 5, 2022. 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:** Satisfactory
 - **Estimated Remaining Service Life:** 7-10 Years.
- **Roof 2**
 - **Type:** Fully-Adhered EPDM
 - **Condition:** Satisfactory
 - **Estimated Remaining Service Life:** 7-10 Years.
- **Roof 3**
 - **Type:** Fully-Adhered EPDM
 - **Condition:** Satisfactory
 - **Estimated Remaining Service Life:** 7-10 Years.

Roof View

918 River Road, Cannon Falls, MN 55009





August 26, 2022

Cannon Falls City Hall – Roof Repairs:

- **Immediate Repairs** *No Repairs*
- **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,

A handwritten signature in blue ink that reads "Laura Sheehan".

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



August 26, 2022

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

RE: Roof Inspection Report

**Location: City of Cannon Falls WWTP
825 Cannon River Ave
Cannon Falls, MN 55009**

Dear Dan,

Our Inspector completed a visual roof inspection at the Cannon Falls Wastewater Treatment Plant on July 5, 2022. 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.

- **Buildings 1-4:**
 - **Type:** Ballasted EPDM
 - **Condition:** All roofs are in Fair Condition.
 - **Estimated Remaining Service Life:** 5-7 Years

Roof View

825 Cannon River Ave, Cannon Falls, MN 55009



4661 Hadley View Court NE • Rochester, MN 55906 • p: 507.281.4317 • f: 507.281.4389 • meritquality.com

Roof Inspection Defects

- 1) **Defect:** Access Door Off Rooftop Unit.
Repair: Repair by Other Vendor.
Building: 3

Units: 1
Repair Type: Immediate



- 2) **Defect:** Pipe Boot Membrane Flashing Unbonded.
Repair: Install New Pipe Boot.
Building: 4

Units: 1
Repair Type: Immediate
Repair Price: \$472.00



3) **Defect:** Membrane Flashing Unbonded.
Repair: Install EPDM Patch.
Building: 4

Units: 1
Repair Type: Immediate
Repair Price: \$370.00





August 26, 2022

Cannon Falls Public Works – Roof Repairs:

- **Immediate Repairs:** \$842.00 _____
- **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 • 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: _____

Respectfully submitted

Accepted By: _____

By: *Laura Sheehan*

Signature: _____

Merit Contracting, Inc.



August 26, 2022

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

RE: Roof Inspection Report

**Location: Fire Hall/Public Safety Building
322 Hoffman St W
Cannon Falls, MN 55009**

Dear Dan,

Our Inspector recently completed a visual roof inspection at the Cannon Falls Fire Hall/Public Safety Building on July 5, 2022. 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.

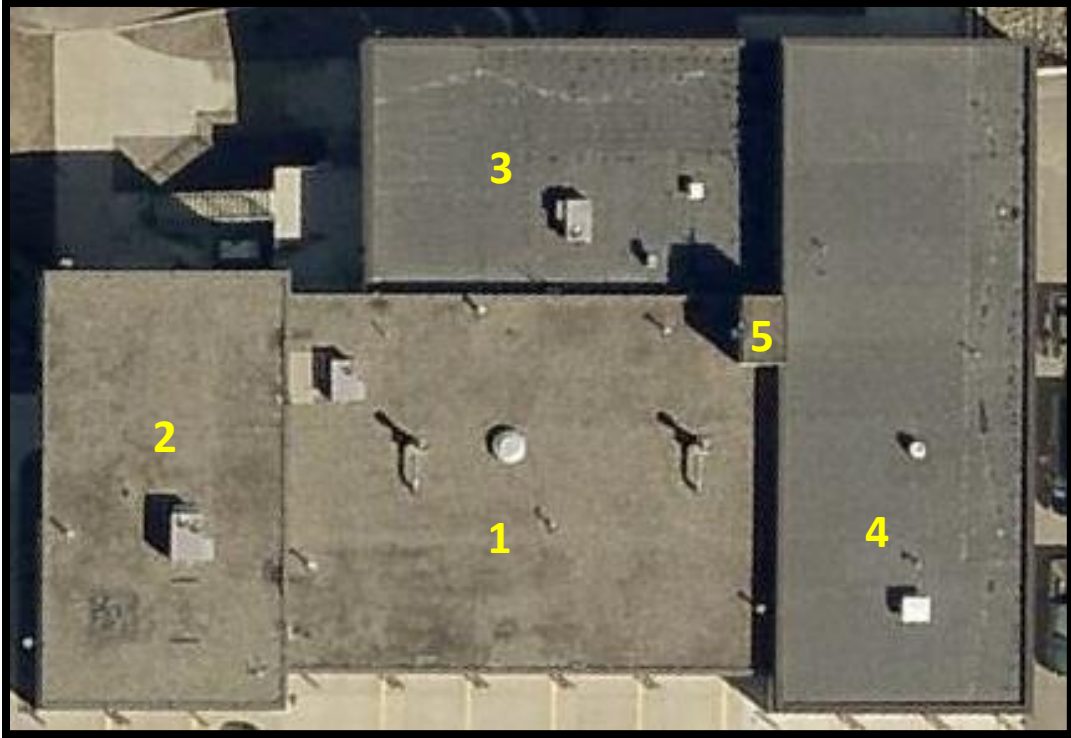
Roof Conditions and Estimated Remaining Service Life

*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:** Satisfactory
 - **Estimated Remaining Service Life:** 7-10 Years
- **Roof 5**
 - **Type:** Ballasted EPDM
 - **Condition:** Fair
 - **Estimated Remaining Service Life:** 5-7 Years

Roof View

322 Hoffman Street W, Cannon Falls, MN 55009



Roof Inspection Defects:

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

Units: 1
Repair Type: Immediate
Repair Price: \$370.00



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

Units: 75 Ln.Ft.
Repair Type: Life Extension
Repair Price: \$4,594.00



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

Units: 2
Repair Type: Life Extension
Repair Price: \$1,095.00



4) **Defect:** Metal Flashing Seal Deteriorated
Repair: Install Sealant
Roof Location: 3

Units: 45 Lin. Ft.
Repair Type: Immediate
Repair Price: \$584.00



5) **Defect:** Metal Flashing Seal Deteriorated
Repair: Install Sealant
Roof Location: 4

Units: 4 Lin. Ft. in 2 Locations
Repair Type: Immediate
Repair Price: \$229.00





August 26, 2022

Cannon Falls Fire Hall /Public Safety– Roof Repairs:

- **Immediate Repairs:** \$1,183.00 _____
- **Life Extension Repairs:** \$5,689.00 _____

*Note: Please mark the line(s) 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 • 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.



August 26, 2022

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 July 5, 2022. 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:** 4-7 Years

Roof View

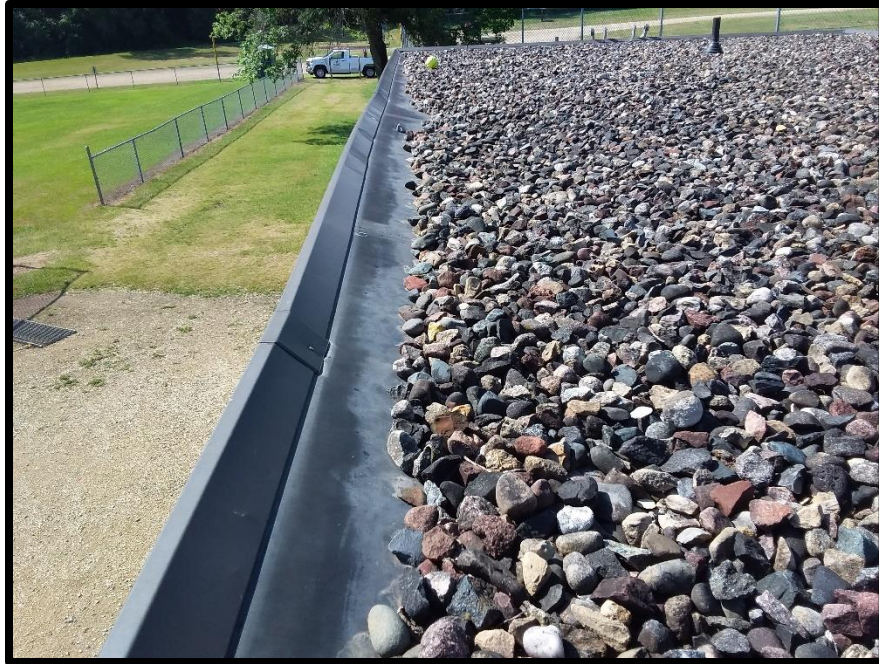
1000 Cannon River Avenue, Cannon Falls, MN 55009



Roof Inspection Defects

- 1) **Defect:** Membrane Securement Defective
Repair: Reflash

Units: 120 Lin. Ft.
Repair Type: Life Extension
Repair Price: \$6,411.00





August 26, 2022

Archie Swenson Fields – Roof Repairs:

- **Immediate Repairs:** *No Repairs*
- **Life Extension Repairs:** \$6,411.00 _____

*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
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Dated: _____

Accepted By: _____

Signature: _____

Respectfully submitted

By: *Laura Sheehan*
Merit Contracting, Inc.