

TO: Mayor and City Council
FROM: Jed Petersen, Public Works Director
SUBJECT: Roof Inspection Reports
MEETING DATE: Tuesday, November 7, 2023

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 Library totaling \$1,033. We can monitor the life extension repairs and continue to have annual roof inspections. Reports are attached.

REQUESTED COMMISSION ACTION

Motion and approval to move forward with the immediate roof repairs needed on the 2 buildings for a total of \$1,033.



October 18, 2023

Jed Petersen
City of Cannon Falls Public Works Director
8258 Cannon Rive Ave
Cannon Falls, MN 55009

RE: 2023 Roof Inspection Repairs

Locations: Archie Swenson Field Concession Stand, City Hall, Fire Hall/ Public Safety Building, Library, and Public Works Buildings

Dear Jed,

Merit Contracting proposes to furnish and install the necessary materials and labor for the following repairs:

2023 Roof Inspection Repairs

• Archie Swenson Field, Life Extension Roof Repairs	\$ 8,864.00	_____
• Fire Safety / Public Safety, Immediate Roof Repairs	\$ 383.00	_____
• Fire Safety / Public Safety, Life Extension Roof Repairs	\$ 31,716.00	_____
• Library, Immediate Roof Repairs	\$ 650.00	_____

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: *Laura Sheehan*
Merit Contracting, Inc.



October 17, 2023

Jed Petersen
Cannon Falls Public Works Director
825 Cannon River Ave
Cannon Falls, MN 55009

RE: Roof Inspection Report

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

Dear Jed,

Our Inspector recently completed a visual roof evaluation on August 16th, 2023 at City Hall located in Cannon Falls, MN. 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 1-3 (EPDM):** Satisfactory Condition, 6-9 years remaining. No new repairs required and past repairs look good.

Roof View

918 River Road, Cannon Falls, MN 55009



Roof Views



Roof 3



Roof 1



Roof 2

October 17, 2023

City of Cannon Falls, City Hall – 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,

Laura Sheehan
Inspection Manager
(507) 281-4317
laura@meritquality.com



October 17, 2023

Jed Petersen
Cannon Falls Public Works Director
825 Cannon River Ave
Cannon Falls, MN 55009

RE: Roof Inspection Report

Location: Fire Hall / Public Safety Building
320 Hoffman Street West
Cannon Falls, MN 55009

Dear Jed,

Our Inspector recently completed a visual roof evaluation on August 16th, 2023 at the Fire Hall / Public Safety Building located in Cannon Falls, MN. 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 (Ballasted EPDM):** Poor-Fair Condition, 3-5 years remaining. The perimeter of the roof is showing signs of notable pulling and a patch of thinning membrane. There is also obsolete equipment due for removal located on the roof.
- **Roof 2 (Ballasted EPDM):** Fair Condition, 5-7 years remaining. The perimeter of the roof is showing signs of notable pulling, but no other defects.
- **Roof 3 & 4 (EPDM):** Satisfactory Condition, 6-9 years remaining. There are no new repairs required and past repairs look good.
- **Roof 5 (Ballasted EPDM):** Fair Condition, 4-6 years remaining. There are no new repairs required and past repairs look good.

Roof View

320 Hoffman Street West, Cannon Falls, MN 55009



Roof Views



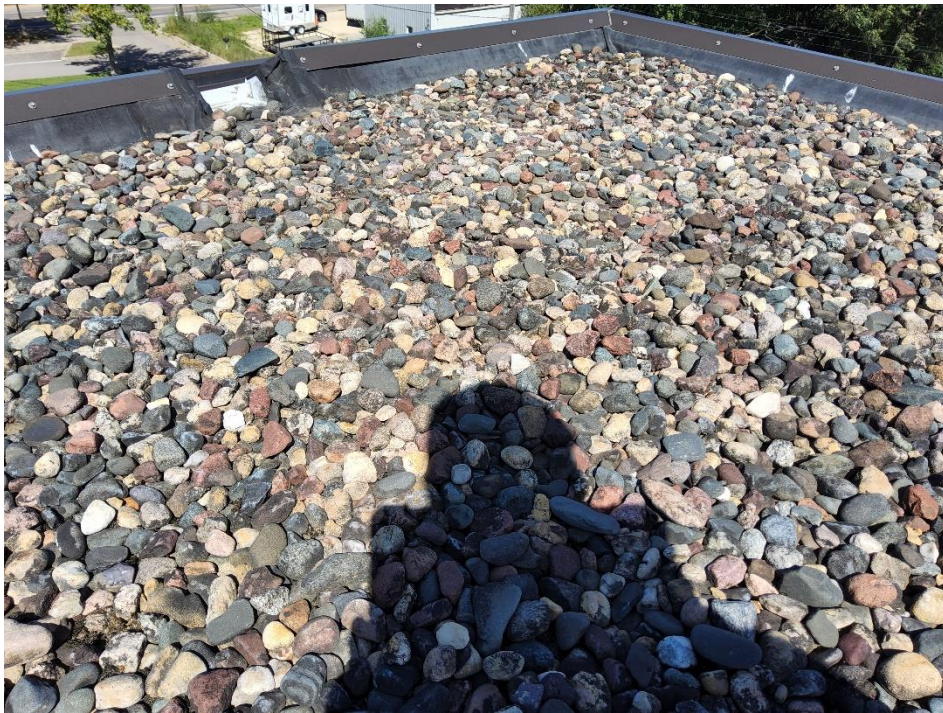
Roof 1



Roof 2



Roof 3



Roof 4

Roof Inspection Defects

- 1) **Defect:** Membrane flashing thinning
Repair: Patch with EPDM flashing tape
Roof Location: 1

Units: 1
Repair Type: Immediate
Repair Cost: \$383.00



- 2) **Defect:** Obsolete equipment
Repair: Remove equipment from roof & patch back
Roof Location: 1

Units: 2
Repair Type: Life Extension
Repair Cost: \$1,362.00



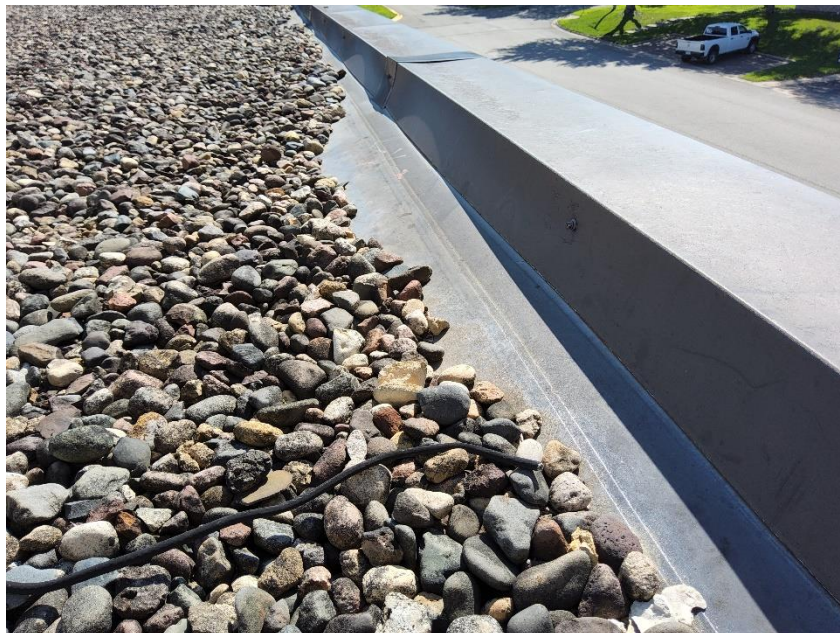
3) **Defect:** Perimeter membrane securement defective
Repair: Reflash perimeter
Roof Location: 1

Units: 200 linear feet
Repair Type: Life Extension
Repair Cost: \$12,643.00



4) **Defect:** Perimeter membrane securement defective
Repair: Reflash perimeter
Roof Location: 2

Units: 285 linear feet
Repair Type: Life Extension
Repair Cost: \$17,711.00





October 17, 2023

Jed Petersen
Cannon Falls Public Works Director
825 Cannon River Ave
Cannon Falls, MN 55009

RE: Roof Inspection Report

**Location: Cannon Falls Library
306 Mill Street West
Cannon Falls, MN 55009**

Dear Jed,

Our Inspector recently completed a visual roof evaluation on August 16th, 2023 at the Library located in Cannon Falls, MN. 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.

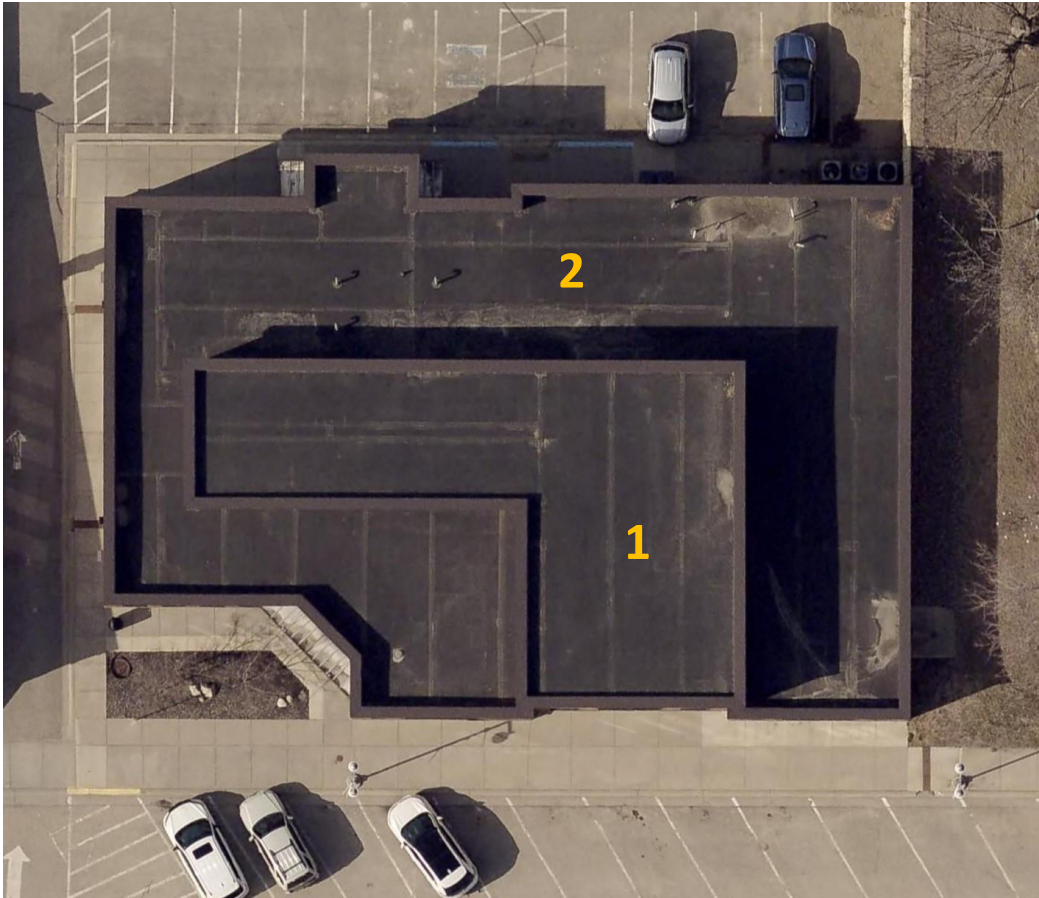
Roof Conditions and Estimated Remaining Service Life

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

- **Roofs 1 & 2 (EPDM):** Satisfactory Condition, 6-9 remaining years. Upon inspection, a voided flashing and tear in the membrane were discovered on Roof 2.

Roof View

306 Mill Street West, Cannon Falls, MN 55009



Roof Inspection Defects

- 1) **Defect:** Membrane flashing deteriorated
Repair: Patch with EPDM flashing tape
Roof Location: 2

Units: 1
Repair Type: Immediate
Repair Cost: \$325.00



- 2) **Defect:** Membrane hole/tear
Repair: Patch with EPDM flashing tape
Roof Location: 2

Units: 1
Repair Type: Immediate
Repair Cost: \$325.00



October 17, 2023

City of Cannon Falls, Library – Roof Repairs:

- **Immediate Repairs** \$ 650.00
- **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,

Laura Sheehan
Inspection Manager
(507) 281-4317
laura@meritquality.com



October 17, 2023

Jed Petersen
Cannon Falls Public Works Director
825 Cannon River Ave
Cannon Falls, MN 55009

RE: Roof Inspection Report

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

Dear Jed,

Our Inspector recently completed a visual roof evaluation on August 16th, 2023 at the Public Works buildings located in Cannon Falls, MN. 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.

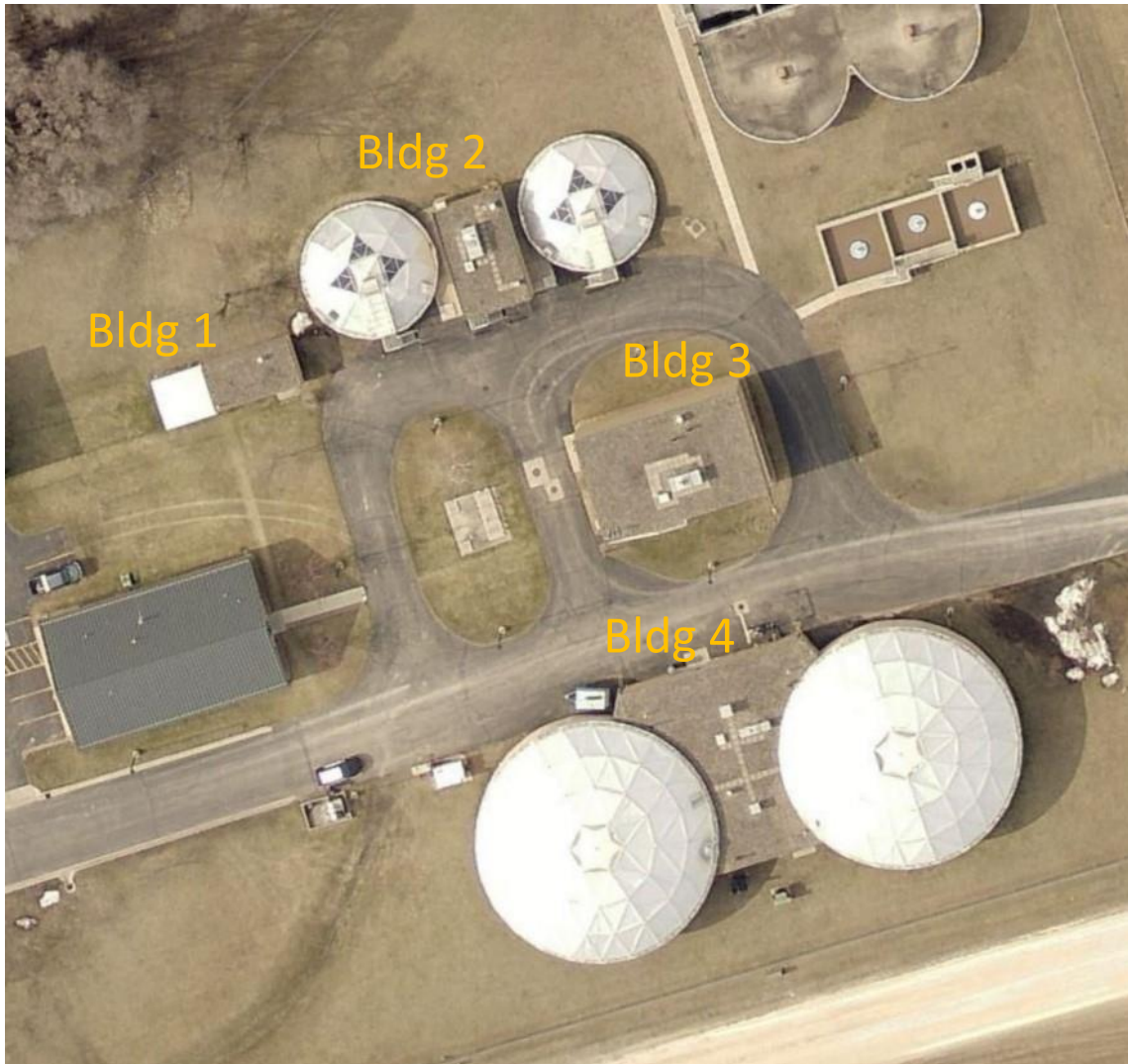
Roof Conditions and Estimated Remaining Service Life

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

- **Building 1 Roof (Ballasted EPDM):** Fair Condition, 4-6 remaining years. Upon inspection, it was noted that some thinning of the curb corner flashings are beginning to be seen.
- **Building 2 Roof (Ballasted EPDM):** Fair Condition, 4-6 remaining years. Upon inspection, it was noted that some thinning of the curb corner flashings are beginning to be seen.
- **Building 3 Roof (Ballasted EPDM):** Fair Condition, 4-6 remaining years. Upon inspection, it was noted that some thinning of the curb corner flashings are beginning to be seen. Additionally, the access door to a rooftop unit is completely disconnected from its hinges.
- **Building 4 Roof (Ballasted EPDM):** Fair Condition, 4-6 remaining years. Upon inspection, it was noted that some thinning of the curb corner flashings are beginning to be seen. Additionally, 2 screws were discovered to be missing from the latch assembly on the roof hatch.

Roof View

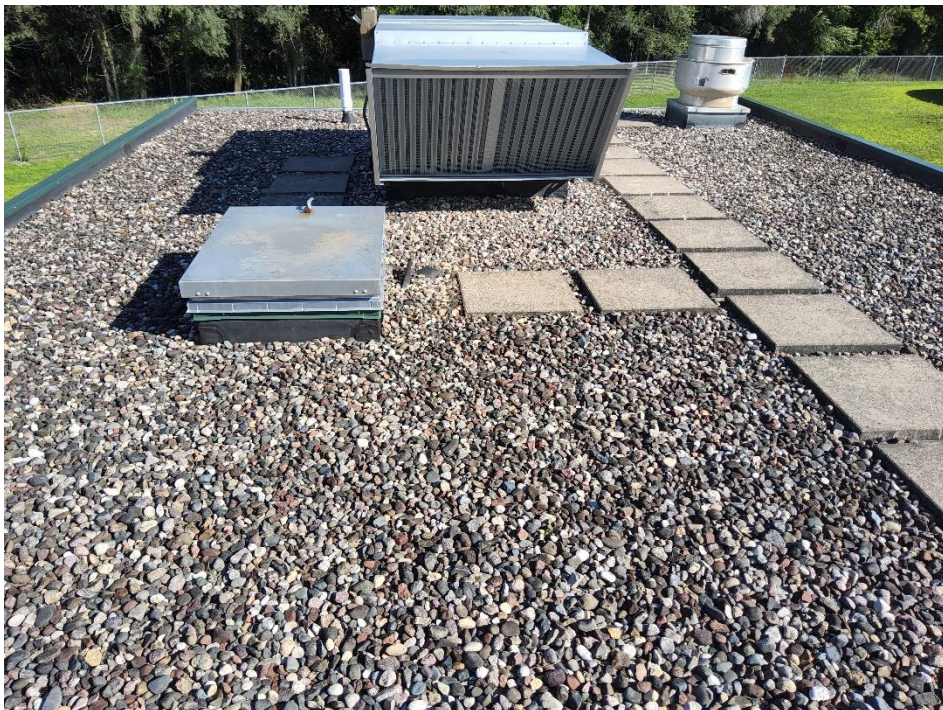
825 Cannon River Ave, Cannon Falls, MN 55009



Roof Views



Building 1



Building 2



Building 4

Roof Inspection Defects

- 1) **Defect:** Detached access door of rooftop unit
Repair: Repair by other vendor
Roof Location: Building C

Units: 1
Repair Type: Immediate
Repair Cost: N/A



- 2) **Defect:** Missing screw on latch assembly of roof hatch
Repair: Repair by other vendor
Roof Location: Building D

Units: 2
Repair Type: Immediate
Repair Cost: N/A





October 17, 2023

Jed Petersen
Cannon Falls Public Works Director
825 Cannon River Ave
Cannon Falls, MN 55009

RE: Roof Inspection Report

Location: Archie Swenson Fields Concession Stand
825 Cannon River Ave
Cannon Falls, MN 55009

Dear Jed,

Our Inspector recently completed a visual roof evaluation on August 16th, 2023 at the Archie Swenson Fields Concession Stand located in Cannon Falls, MN. 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 (Ballasted EPDM):** Poor-Fair Condition, 3-6 years remaining. The perimeter of the roof is pulling and the holes around the sheet metal fasteners are starting to open.

Roof View

825 Cannon River Ave, Cannon Falls, MN 55009



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

Roof Inspection Defects

- 1) **Defect:** Perimeter membrane securement defective
Repair: Reflash perimeter
Roof Location: 1

Units: 120 linear feet
Repair Type: Life Extension
Repair Cost: \$8,864.00



October 17, 2023

City of Cannon Falls, Archie Swenson Fields Concession Stand – Roof Repairs:

- **Immediate Repairs** No Repairs
- **Life Extension Repairs** \$ 8,864.00

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) 281-4317
laura@meritquality.com