

CITY OF BIWABIK

MONDAY JUNE 9, 2025 5:30 P.M.

CITY COUNCIL MEETING

AGENDA MEETING

321 NORTH MAIN STREET

REGULAR AGENDA MEETING

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADMINISTRATOR/STAFF/CONSULTANT UPDATES**
A. Brian Bergstrom S.E.H. Engineering
- 4. CITY COUNCIL REVIEW/QUESTIONS ON MEETING AGENDA ITEMS**
- 5. ADJOURNMENT**

FACILITY CONDITIONS ASSESSMENT



CITY OF
BIWABIK
MINNESOTA



CITY HALL, PAVILION, AND PUBLIC WORKS
March 3, 2025
BIWAB 182118

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc. 615 9TH Street N., Virginia, MN **55792-3761**

218.741.4284 | 888.413.4214 | 888.908.8166 fax | sehinc.com

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Introduction

The City of Biwabik, MN retained Short Elliott Hendrickson Inc. (SEH) to perform a facility condition assessment of the current City Hall Building located at 321 Main Street North, Pavilion Building located at 100 5th Avenue North and the Public Works Building located at 600 1st Street South. In general, the three buildings included in this assessment are in good condition with no major structural deficiencies noted. Primary recommendations include interior finish upgrades, accessibility improvements, HVAC updates and optional security and thermal/energy improvements.

SCOPE OF WORK

The scope of work conducted by SEH in support of the study included the following major tasks:

1. **Review of Existing Drawings** - Available original building drawings were provided and reviewed as part of the building assessment process.
2. **Site Visit** - Condition assessment included a site visit by architectural, mechanical, and electrical disciplines to visually observe condition of existing building and equipment. Major building systems were reviewed including, but not limited to, exterior windows/doors, finishes, HVAC equipment, lighting, and electrical power systems. The condition assessment was limited to visually accessible materials and equipment. Destructive testing or removal of finish materials for further observation was not included in assessment. In addition to major building systems, other areas of focus included energy efficiency, building security, accessibility.
3. **Data Analysis** – Information collected during the site visits was reviewed and analyzed to develop a listing of deficiencies for the facility and to develop options for future improvements.
4. **Preliminary Probable Construction Costs** – Developed preliminary estimates of probable construction cost for identified deficiencies and improvement options.

FACILITY AND CONDITION ASSESSMENT

At each location, the SEH team started by conducting an extensive discovery tour of the existing building to gain an understanding of the current condition as well as its history. During this process, SEH documented the condition of major building systems and elements such as the building shell, interior finishes, structural systems, and mechanical and electrical systems. Visual observations were conducted around the building exterior, throughout interior spaces, and through all accessible levels of the building. Access to the roof was attainable only at the City Hall building, with limited area accessible for visual review. Detailed notes and photographs were taken to document the current conditions. At the completion of the assessment the collected data was compiled into the following written report. During the assessment, staff discussed the buildings' history, noting any significant changes or updates.

Hazardous material testing was not included in the scope of this study. Prior to undertaking any renovations or repairs hazardous materials testing should be completed by a qualified inspector and testing agency.

The assessment and recommendations in this report are based on limited site observations. Field observations were limited to visual observations without testing of materials and without any removal of finishes to verify obstructed construction.

PRELIMINARY COST ESTIMATE

To help the city with future planning and budgeting for building maintenance, renovation and repairs, preliminary estimates of probable cost for each noted deficiency and optional improvements are provided. These estimates reflect current estimated pricing for materials and installation. For initial budgeting purposes it is recommended that an additional 35% be added to the estimated costs to account for soft costs and contingencies. These estimates do not account for inflation or unforeseen additional costs that may impact the final budget such as tariffs.

LIMITATIONS

The assessments and recommendations in this report are based on limited site observations of accessible and exposed portions of the building. Some portions of the buildings such as roof structure, and wall framing were not visible due to finish materials. Because of these limitations, the observations and assessments in this report are not comprehensive. If conditions that differ from what is described in this report are later discovered, we ask that you contact us to discuss and possibly evaluate the specific conditions.

Assessments and recommendations in this report apply only to the specific conditions observed and documented herein. Building components were assessed based on condition and apparent original intended function. SEH's services for this project have been conducted consistent with the care and skill ordinarily exercised by members of SEH's professional staff practicing under similar circumstances at the same time and in the same locality. SEH provides no warranty, express or implied through this assessment and recommendations.

Building Assessment – City Hall

Introduction - Site

The building located at 321 Main Street North, Biwabik, MN, is a three-story structure that includes approximately 14,225 square feet of area on the ground level. Most of the main level is occupied by Super One Foods, a grocery store chain. The remainder contains an entry vestibule with elevator and stair access to City Hall located on the upper levels. This assessment does not address the interior of the grocery store. The second and third levels, occupied by the city, are approximately 4,800 sf in size. The original date of construction was identified as 1994.

The building sits adjacent to Main Street/Hwy 135, having a predominant presence for all visitors. The main entrance is on the east façade, adjacent to the grocery store entry. Other than the taller building elements on the SE corner, the entry is downplayed compared to the store. Sidewalk and parking improvements were recently completed around the main entry.



The site is generally flat with no signs of grades that would appear to be negative to the building and foundation. The city indicated that the exterior masonry veneer has shown signs of water/moisture staining in the past, but it is unknown if this is a result of site drainage or exterior wall composition. At the NW corner of the building is a single loading dock for the grocery store tenant.

Overall, the building appears to be in good condition, with no significant deterioration observed. Minor deterioration and moisture staining at the exposed exterior masonry walls was noted and it is recommended that this be further investigated with minor selective demolition to gather further information.



New concrete walk along street and into parking lot area.



New concrete walk along street, directly adjacent building, with parallel parking.

Building Exterior

Based on a review of the original building drawings and visual observations the building is constructed from load-bearing masonry and the main level with a structural steel frame supporting the second and third floors and wood roof framing. Upper-level walls are constructed from non-load bearing 2x6 wood stud framed infill walls. There was no significant visual signs of structural deterioration or settlement noted during the site visit. The upper levels are clad with an Exterior Insulation and Finish System (EFIS). This cladding is in good condition with no significant signs of cracking or deterioration. There are several areas that should be cleaned, and all exterior joint sealant should be considered for replacement to prevent future water infiltration.

The lower portion of the exterior walls is constructed from a single wythe of load bearing concrete masonry units (CMU) with a split-faced exterior veneer. The CMU walls do show signs of moisture infiltration and early signs of possible deterioration in limited areas. The source of the moisture infiltration is unclear but could be from internal condensation due to a lack of insulation, moisture wicking up from the ground, improper exterior sealants trapping moisture within the wall, failed joint sealants allowing moisture to infiltration into the wall or some combination of these items. Minor selective demolition on the interior of the

wall is recommended to allow the current conditions to be observed. This would involve removing a small portion of the interior finish and insulation to check for moisture build-up or staining within the wall cavity.

Masonry/concrete repairs are recommended at the exposed vertical edge of the entry stairs to prevent further deterioration. It is also that the large diameter steel guardrails along the entry stairs be refinished to remove corrosion and protect the railings integrity.

Along the north side of the building near downspout locations, moisture has degraded the face of the wall, removing paint in areas. Would recommend a full clean, tucking pointing any eroded joints, and adding kick-out deflectors to the downspouts to keep moisture off the face of the wall. Similar repair work is recommended at the loading dock area, where CMU showing signs of wear and some cracking.

The exterior windows consist of both fixed and operable aluminum units with insulated glass. The windows are believed to be original to the building and while in fair condition, nearing the end of their useful lifespan. Window replacement would likely provide some improvement on the overall thermal performance of the building. Metal roof edge flashing appear to be in fair condition while asphalt shingle roofing is believed to be original to the building construction. Typical shingle roofing has an expected lifespan of 20-30 years, the shingle roof should be planned for replacement soon. Due to the character of the building, recommend a similar shingle be used.



Photo showing overall composition of the exterior.



Deterioration at entry steps and guardrail.



Deterioration at loading dock leveler.



Photo of asphalt shingles.

Building Security

The entry door into the building is secured with a traditional key system. A push button key door lock system was observed at the second floor lobby between the public space and staff work areas. Automatic door openers and/or card access systems were not observed. Security cameras were also not observed at any entry points, public lobby or within tenant spaces. Introducing card access system and security cameras would allow for enhanced control and monitoring of the facility and its users.

The main City Hall public lobby is separated from staff work areas with a gypsum board and wood stud wall and a single pane sliding glass window at the transaction counter. Current industry standards for city hall building design would typically provide a more robust separation between public and staff spaces including ballistic rated doors, windows, and walls. The public lobby space could be retrofit to incorporate these items if desirable.

The third level of the building also creates security concerns as this level contains the only public restrooms for the City Hall but is not regularly staffed. It is recommended that security cameras be added to the public spaces and other meeting rooms on this level be secured with a card access system to limit access and places to hide.

Finally, suggested security improvements to the council chambers include the addition of ballistic paneling to the council desk, based on initial visual observations this does not appear to be currently present. The addition of secure desks with ballistic panels for staff are also suggested. A more invasive security upgrade would include reorienting the room to align the council desk along the north wall to place the emergency egress door behind the council. This would allow the council direct access to a second means of escape with less opportunity for someone to block the exit door.

General Accessibility

The building contains an accessible route from the public sidewalk or handicap parking stalls into the building and throughout both the second and third floors. The accessible route consists of a sloped concrete ramp up to the main entry doors. Once inside there is a 3-stop elevator providing access to both the second and third floor spaces. An automatic door operator was not observed at main entrance doors and while not required, it would create a more accessible entry.

Exterior doors are of swing type, with appropriate egress hardware and width. Interior door hardware appears compliant, with lever sets being of grasping style, panic devices provided at main entrance points and clearances on push/pull sides of doors observed.

Restrooms, which are configured as multiple stall arrangement, provide both an accessible and ambulatory stall, complete with partitions, grab bars and accessories. Stall depths appear to be short of required depth required by current accessibility codes. Lavatories, while missing knee protection at the traps, appear to provide the adequate clear floor space, have lever style faucets and all accessories. Restrooms do display proper signage with braille as required by the Americans with Disabilities Act (ADA). In general, public restrooms appear to comply with current accessible standards outside of the handicapped stall depth. Should a restroom renovation be undertaken handicapped stall configuration should be modified to comply.



Photo showing the sloped ramp, with rails, leading to the main entrance of city hall.



Photo showing blue ADA parking sign near grocery entrance, which is adjacent to the start of the ramp leading to the city hall entrance. Grocery store entrance is at grade.



Photo showing graspable door lever handle.



Photo showing panic device hardware at egress point.



Photo showing accessible and ambulatory restroom stalls.

Energy Efficiency

Based on a review of the original building drawings the building is constructed of load bearing concrete block with a split face decorative veneer at the ground level. These walls are noted to have 1.5-inches of rigid insulation on the interior face of the masonry which is providing a R-value of approximately 7.5. Current energy code standards for this area of the state require a minimum R-value of 15.2, nearly double what currently exists. The lack of insulation may be contributing to the buildup of condensation within the concrete masonry walls. Further investigation and selective demolition of the interior wall finish in a small area may provide further insight and help to formulate corrective action.

The upper two levels are constructed using 2x6 wood studs with full depth fiberglass batt insulation and continuous exterior rigid insulation. This system is consistent with current construction methods and any attempt to improve the insulation systems would be costly, intrusive, and likely have marginal returns.

Interior Finishes

At the main level entry vestibule and lobby the flooring consist of ceramic tile and base, painted gypsum board walls and suspended grid ceilings. The perimeter of the floor tile is cracked and should be re-grouted at a minimum or replaced. The stairwell leading to the upper levels includes painted block walls, exposed steel structure and decking. Stair stringers and handrails are painted steel and exposed concrete stair treads.

Accessing the second level, primarily occupied by city hall staff, lobby area consists of VCT floor, vinyl base, painted gypsum walls and suspended grid ceiling. Office spaces consist of carpet flooring, vinyl base, painted gypsum board walls and suspended grid ceiling. Some exterior windows within the level have stained wood trim/casing, which does not show signs of moisture or rot.

Finishes at the third level lobby area consists of vinyl tile flooring and wall base, painted gypsum board walls and suspended grid ceiling. Restrooms contain 1x1 floor tile and base, 4x4 wall tile wainscot with painted gypsum board walls above and suspended grid ceiling. Restroom tile flooring needs a thorough cleaning at tile and grout. Countertops are a solid color plastic laminate that matches an accent tile band around the room. Office areas at this level contain a low nap carpet flooring, with a vinyl base, painted gypsum board walls and mixture of gypsum board and suspended grid ceilings. Plastic laminate windowsills abut aluminum storefront exterior windows.

As a result of a water line break in 2008, a majority interior finishes were replaced or updated and have not been altered since. Interior finishes throughout are in fair condition and will function as originally intended for several more years but the overall appearance is generally dated and would benefit from a refresh.



Photo showing typical Lobby finishes.

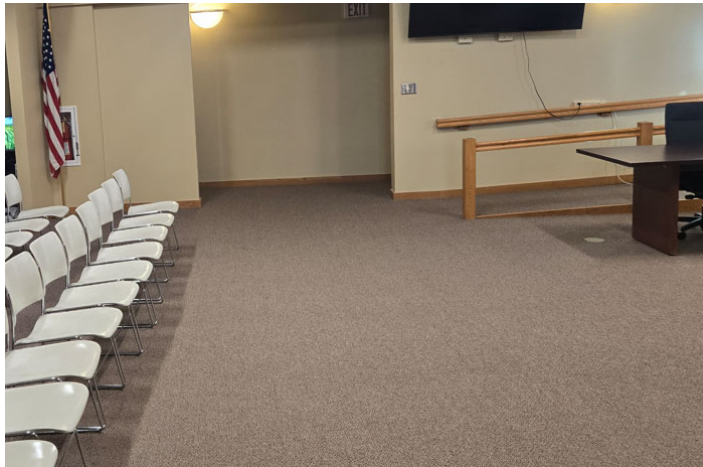


Photo showing Council Chamber finishes.

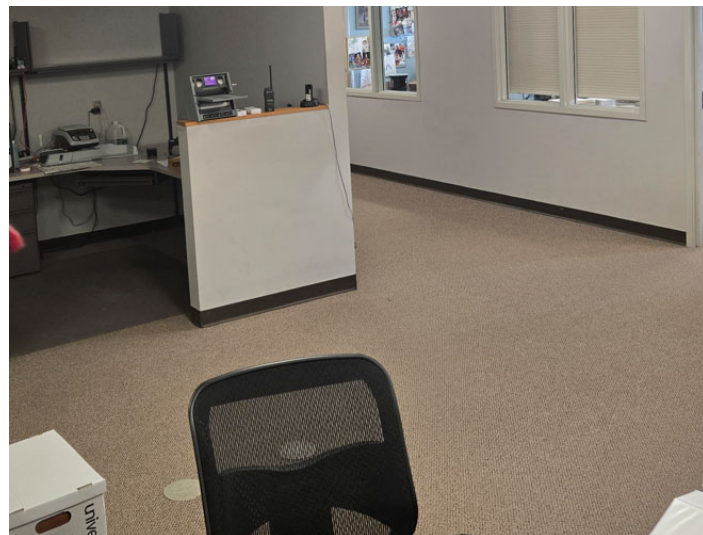


Photo showing typical Office finishes.

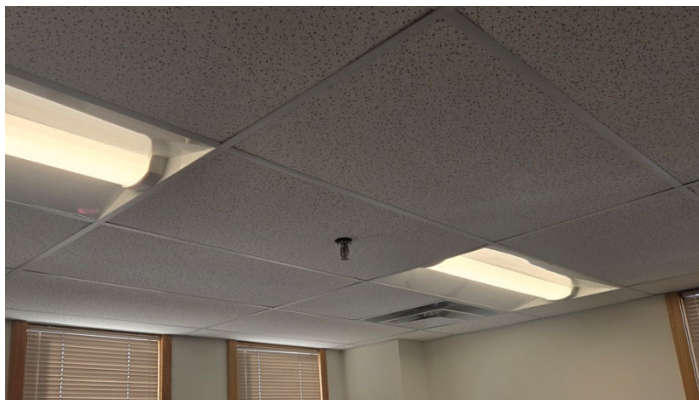


Photo showing typical suspended grid ceiling system.

Plumbing Systems

The plumbing fixtures are from the original construction and all are in fair operating condition. We recommend replacement with any upcoming remodel project.

The domestic piping systems are also from the original construction and in fair condition. The domestic water and waste piping should continue to function for several more years without concern.

There is one older gas fired atmospheric water heater which is near the end of its useful operating life and not very efficient. We recommend planning for its replacement with a new high efficiency unit.

Heating, Ventilation, and Air Conditioning Systems (HVAC)

The building is heated by the original atmospheric gas fired boiler providing hot water to a full perimeter heating systems consisting of mostly fin tube radiation. The boiler is nearing the end of its useful operating life and is inefficient by today's standards. The rest of the heating system is in good condition and should continue to function for years to come.

As noted above, fin tube radiation and unit heaters serve the building and they are in good condition with the exception of the control valves and thermostats. These should be replaced as part of the new temperature control system.

The City Hall area is served by a central station air handling unit with DX cooling and a hot water coil. This unit is in fair condition and should continue to function for years to come. We do recommend replacement of the controls system as part of the temperature control upgrades.

There is a mix of old digital and analog control systems. They are old and nearly obsolete, we recommend their complete replacement in order to improve comfort and reduce energy consumption.

Lighting Systems

Nearly 100% of the original lighting has been retrofitted to LED lamps within the past few years. These fixtures are in fair condition and should continue to function for several more years. Energy savings may be achieved by the installation of occupancy sensors to automatically turn off the lights in areas when they are not occupied.

Electrical Power Systems

The electrical service and power distribution system is from the original construction and is in good condition. There should be no need for upgrades for several years to come.

Life Safety Systems

The building is fully sprinkled, and the system is in fair condition, there should be no need for replacement or upgrades for several years. There is a limited fire alarm system that is in fair condition and does not require any upgrades currently. The exit signs and emergency battery lights are a mix of older and newer units, no replacements are recommended for the near future. Emergency egress and exit signs should be regularly tested to ensure the backup batteries are functional.

Low Voltage Systems

The phone, data and security systems are in fair condition, at this time we do not recommend any upgrades. It was noted during the walkthrough the Council Chambers A/V systems are older but if they are performing the necessary functions, we do not recommend any upgrades unless a more substantial council chamber renovation project takes place.

Estimate of Probable Cost

A summary of recommended and optional improvements and estimates of probable cost are provided below. These estimates are based on anticipated material and installation costs only. For initial budgeting purposes it is recommended that an additional 35% be added to account for soft costs and contingencies.

Exterior Improvements

- Asphalt shingle replacement \$90,000
- Entry stair/railing repairs \$15,000
- Exterior masonry repairs (loading dock and downspouts)..... \$18,000
- Replace exterior windows \$225,000

Interior Upgrades

- Replace interior finishes (flooring, paint, ceilings) \$90,000

Plumbing Improvements

- Replace gas water heater \$9,000

HVAC Improvements

- Replace boiler and components \$46,000
- Replace all temperature controls \$76,000

Lighting Improvements

- Install occupancy sensors on the lighting system.....\$26,000

Security Upgrades

- Add door access control system \$30,000
- Add security camera system \$15,000
- Retrofit public lobby with ballistic paneling..... \$45,000
- Upgrade council desk with ballistic paneling..... \$18,000
- Add secure staff tables to Council Chamber \$20,000

Building Assessment – Pavillion

Introduction - Site

The building located at 100 5th Avenue North, Biwabik, MN, is a one-story structure that includes approximately 5,600 square feet of area. The floor plan consists of a large gathering hall that overlooks an outdoor lawn/park area, served by an adjacent commercial kitchen, multiple entrances and multi-stall restrooms. The original date of construction was identified as 1999 based on a review of the original building drawings.

The building sits adjacent to a city park located along Main Street/Hwy 135, visible but set back, within walking distance from the City Hall building. The building has multiple entrance points, with the more ornate entrance on the east side along 5th Ave N, and another on the north side off of a parking lot. The gathering hall also has multiple entry points off the south side to the park. All entrances are accessed via concrete walks.



The site is generally flat with what appears to be positive drainage away from the structure. The exterior contains a mixture of cultured stone, wood trim and siding and asphalt shingle roofing.

Overall, the building appears to be in good condition, with no significant signs of deterioration observed. Minor deterioration was noted in various areas of the cultured stone veneer and wood trim needs refinishing.



Photo showing building entrance at east side to street.



Photo showing building entrance at north side to parking lot.



Photo showing building entrance at south side to park.

Building Exterior

Based on visual observations and a review of the original building construction drawings the structure consists of load bearing concrete masonry unit foundations supported on cast-in-place concrete footings. The foundation support conventionally framed load bearing 2x6 wood stud walls and wood roof truss framing.

Exterior cladding systems include a cultured river rock stone cladding at the lower portion of the wall and vinyl siding framed with painted wood trim on the upper portions. The cultured stone shows some minor

damage likely due to impact from lawn care or snow removal equipment and from the use of salt on adjacent sidewalks in the winter months. The vinyl siding appears to be in good condition, but the wood trim has significant peeling paint and is in need of refinishing to prevent rot and decay.

Windows and doors appear original to the building construction and while aged, are in good operating condition.

Asphalt shingle roofing was partially covered with snow at the time of the site visit, but no signs of deterioration were noted where shingles were visible. The typical lifespan for asphalt shingles is 20-30 years so replacement should be planned for soon. Painted wood fascia boards are also in need of refinishing like exposed wood trim.

At the east entry door, it was noted that there appears to be minor heaving of the exterior stoop or settlement of the interior slab creating a minor trip hazard. It is recommended that the door sill be removed, concrete ground down and sill reinstalled to reduce the possible trip hazard.



Photo showing raised sill/trip hazard at east entrance.



Photo showing stone veneer damage.



Photo showing signs of paint flake and weathering.



Photo showing wood decay at decorative element.

Building Security

The building is secured with a physical key lock system. Automatic door openers and/or card access systems were not observed. Security cameras were not observed at any entry points or within. Due to the building being a rentable space, it may be advantageous to install an access control system with exterior card readers or a pushbutton code entry system. This would allow the city the ability to track who is entering the building or allow access to be set up on a schedule rather than through physical keys that need to be tracked.

A security camera system would also allow the city to monitor the buildings use both internally and externally and improve overall security of the facility.

General Accessibility

The building is generally accessible from multiple entry points, with all doors being at grade and without steps. Handicapped parking stalls are not properly striped or signed; it is recommended that these be added. Exterior doors are of swing type, with appropriate egress hardware and width. Interior door hardware appears compliant, with lever sets being of grasping style, panic devices provided at main entrance points and clearances on push/pull sides of doors observed.

Restrooms appear to be in general compliance with current accessibility standards and codes. Both the men's and women's room include wall mounted lavatories with open knee space and clear floor spaces, knee space does require trap protection. A wheelchair accessible toilet stall with complaint clearances and grab bars and two shower stalls, one accessible and one non-accessible are provided in each restroom.



Photo shows wall mounted lavatory with open knee space.



Photo shows typical accessible toilet stall within partition.



Photo shows typical accessible shower stall room.

Energy Efficiency

Original building construction, according to available construction drawings, included 2x6 wood stud exterior wall construction with fiberglass batt insulation. Improving the thermal performance of the exterior wall would require extensive and costly renovation for minimal return in our opinion. The roof insulation is noted to be 12-inches of batt insulation which provides an approximate R-value of 35 on the original drawings. An additional 6-inches of blown-in fiberglass insulation could be added to the attic to improve the thermal performance of the building and reduce energy consumption. Existing attic ventilation systems should be reviewed prior to adding increasing the attic insulation thickness.

Exterior windows could also be replaced with a unit that has higher thermal performance but given the current windows are in good condition this will likely only provide a marginal return on overall energy savings.

Interior Finishes

Interior finishes at the entry lobby and gathering space include a painted concrete floor with vinyl wall base, painted gypsum board walls, decorative wood trim and painted gypsum board ceilings. The larger gathering hall ceiling is partially covered with acoustic panels over the gypsum.

Restroom finishes include tile floors and base, tiled wainscot walls with painted gypsum board above and painted gypsum board ceilings. Showers contain one-piece fiberglass shower surrounds.

At the commercial kitchen space finishes include tiles floors, full height tiled walls, stainless steel countertops and appliances with a painted gypsum board ceiling.

Within the interior of the building, wood doors, wood exterior windows having wood sills, casing and trim, wood banding trim and wood casework exists. Other than being slightly dated based on age of construction, materials observed appeared to be in good condition, only showing normal signs of use.

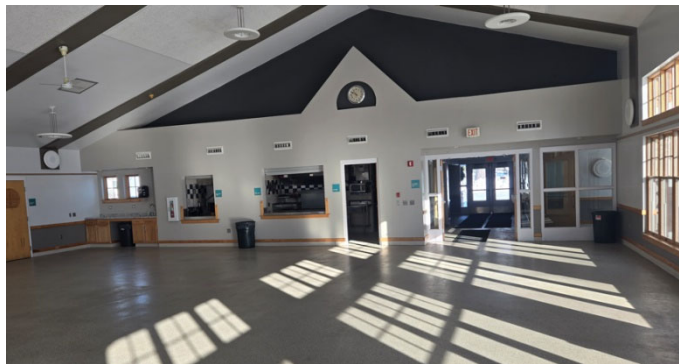


Photo shows interior finishes of large gathering hall.

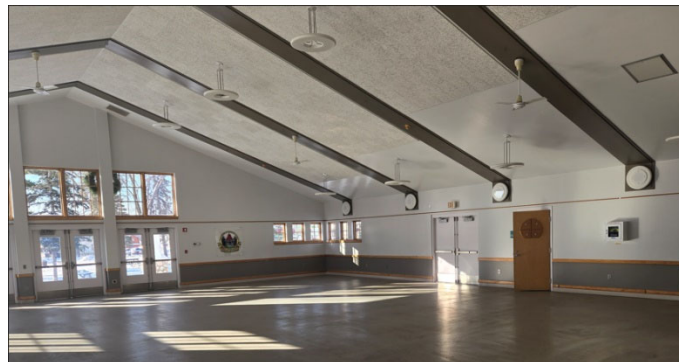


Photo shows interior of large gathering hall, with acoustic panels at vaulted ceiling.



Photo shows typical interior finishes at restrooms.



Photo shows typical finishes at commercial kitchen.

Plumbing Systems

The plumbing fixtures are from the original construction, and all are in fair operating condition. We recommend replacement with any upcoming remodel project.

The domestic piping systems are also from the original construction and in fair condition. The domestic water and waste piping should continue to function for several more years without concern.

There is one newer gas fired atmospheric water heater which is in good condition. We do not recommend replacement currently.

Heating, Ventilation, and Air Conditioning Systems (HVAC)

The building is served by a large gas fired air handling unit with DX cooling that is serving the large function area and as make up air for the kitchen hood. This unit is from the original construction and is nearing the end of its useful operating life. Its replacement should be planned for the near future or when it fails.

There are two residential gas fired furnaces with DX cooling that serve the rest of the facility. These units are from the original construction, and they are atmospheric units. They are also nearing the end of their useful operating lives and replacement should be planned for the near future or when they fail. They should be replaced with new high efficiency units and heat pumps to improve energy efficiency.

The temperature control system for the building are fairly simple and in good operating condition. It should be upgraded when the air handling unit and furnaces are replaced.

Lighting Systems

The lighting appears to be from the original construction. These fixtures are in fair condition and should continue to function for several more years.

Electrical Power Systems

The electrical service and power distribution system is from the original construction and is in good condition. There should be no need for upgrades for several years to come.

Life Safety Systems

There is no fire sprinkler system. There is a limited fire alarm system that is in fair condition and does not require any upgrades currently. The exit signs and emergency battery lights are from the original construction and are in fair condition, no replacements are recommended for the near future. Emergency egress and exit signs should be regularly tested to ensure the backup batteries are functional.

Low Voltage Systems

The low voltage systems are simple and in fair condition. There should be no need for upgrades unless a remodel is undertaken.

Estimate of Probable Cost

A summary of recommended and optional improvements and estimates of probable cost are provided below. These estimates are based on anticipated material and installation costs only. For initial budgeting purposes it is recommended that an additional 35% be added to account for soft costs and contingencies.

Exterior Improvements

- Asphalt shingle replacement..... \$80,000
- Refinish wood trim..... \$18,000
- Repair door threshold..... \$1,000
- Add handicap parking stalls \$1,500
- Additional attic insulation \$18,000

HVAC Improvements

- Replace large gas fired air handling unit..... \$120,000
- Replace gas fired furnaces and condensing units.....\$45,000
- Replace all temperature controls \$18,000

Lighting Improvements

- Install occupancy sensors on the lighting system.....\$26,000

Security Upgrades

- Add door access control system \$15,000
- Add security camera system \$12,000

Building Assessment – Public Works

Introduction - Site

The building located at 600 1st Street South, Biwabik, MN, is a one-story structure, including partial storage mezzanine, that includes approximately 5,000 square feet of area. Most of the main level is an open equipment bay with an adjacent shop area. The remainder contains office, restroom and break functions. A mezzanine, located above the office area, is utilized for parts storage. The original date of construction was identified as 1991 based on original drawings available.

The building is in the southeast corner of the city, roughly 1 block off of Hwy 135. The site includes the public works building, access to city recycling containers and has a large equipment yard to the south behind a security fence. The main entrance is on the north side of the building, adjacent to a parking lot. At the time of the site visit, the main entrance area was not being maintained and covered in snow. Within the security fence, a staff entrance exists on the west side of the building with staff parking. This parking area, along with the yard, is a gravel surface that leads to sand and gravel being tracked into the building by both foot and vehicle.



The site is generally flat with no signs of grades that would appear to be negative to the building and foundation. The site also contains one additional building which appeared to be a salt storage shed. Various pieces of equipment were observed to be placed around the property within the secured fenced in area.

The building is in good condition overall with no major structural deficiencies observed. Interior finishes, doors, windows and HVAC and exhaust systems should be upgraded to improve the safety and working conditions. Accessibility of restrooms should also be addressed to provide a complaint workspace.

Building Exterior

The building was constructed in 1991 according to the available original construction drawings. The structure is believed to be a prefabricated wood post frame building with wood framed 2x6 studs infill walls supported by a frost protected floating concrete slab with no frost footings. The roof is conventional wood truss framing with batt insulation and metal roofing. Exterior cladding is a combination of metal panels siding, cement stucco panels and decorative wood trim. Along the west façade near the overhead garage doors there are a few areas where the metal soffits have shifted and should be repaired. In general, exterior cladding is in fair condition.

Exterior pipe bollards at the overhead garage doors have heaved creating a trip hazard and potential vehicle hazard when entering and exiting the garage. There are three overhead garage doors that are in fair condition. They do show signs of wear and corrosion at the bottom of the tracks. Safety photo eye sensors are also not present as required creating a safety concern. It is recommended that exterior garage doors be replaced and upgraded to include current safety features. The pipe bollards should also be replaced and a concrete apron provided at the doors to reduce tracking of sand and dirt into the facility.

Exterior doors and wood windows appear to be original to the building construction and should be replaced.

There is a storage mezzanine with access stair over the office area, the mezzanine is a wood framed structure. The mezzanine is served by a 2-ton hoist crane, but a load rating was not observed for the mezzanine floor. It is recommended that the mezzanine structure be evaluated by a structural engineer and a load rating be posted.



Photo of north façade of building facing public parking lot.



Photo showing west façade at employee entrance and equipment bay entry.



Photo showing one of the raised bollard piers infringing on overhead door entry.



Photo showing typical condition of VCT flooring within office area.

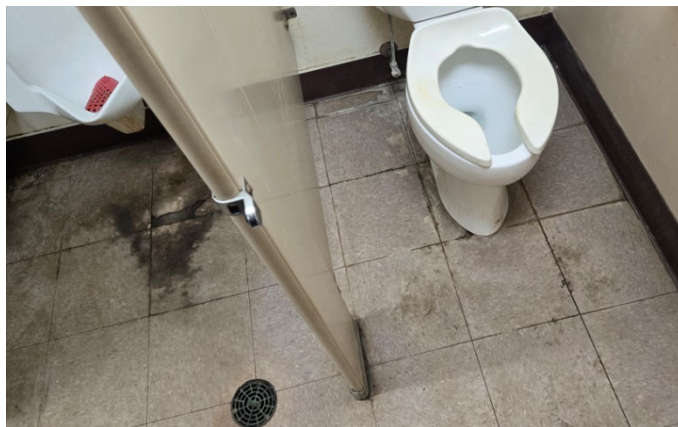


Photo showing condition within restroom around plumbing fixtures.

Building Security

Entrance into the building is by means of traditional key system. Automatic door openers and/or card access systems were not observed. Security cameras were not observed within the building or on the exterior. Due to the small number of staff using the building it may not warrant a card access on its own but may make sense if a city-wide system can be developed.

The addition of security cameras on the exterior of the building is recommended given the exterior storage of equipment on the site.

General Accessibility

The building currently does not have any striped or signed handicap accessible parking stalls. There is a curb cut and sloped sidewalk to the main entry door that appears to provide an accessible route into the building. The north main entry door does have a threshold that exceeds the maximum height and should be replaced.

Exterior doors are of swing type, with appropriate egress hardware and width. Interior door hardware appears compliant, with lever sets being of grasping style, panic devices provided at main entrance points. Clear floor spaces at latch sides of doors did not appear to be compliant. Doors are aged and in generally poor condition and should be considered for replacement.

The current men's and women's restrooms do not provide compliant toilet stalls, fixture mounting heights or clear floor space minimums to meet current accessibility standards and codes. Restrooms should be renovated to either create larger multi-user facilities or they could be converted into single-user restrooms without toilet stalls and partitions. Restrooms do display proper signage with braille as required by the Americans with Disabilities Act (ADA).

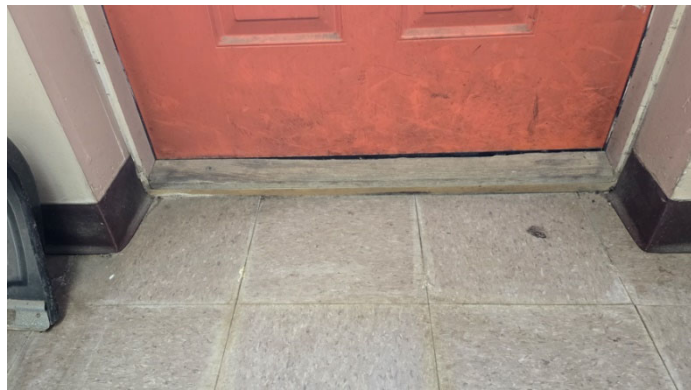


Photo showing raised sill/threshold at north entrance door.



Photo showing typical restroom stall configuration.

Energy Efficiency

Original building construction, according to available drawings, included 2x6 wood stud exterior wall construction with fiberglass batt insulation. Improving the thermal performance of the exterior wall would require extensive and costly renovation for minimal return in our opinion. The roof insulation is noted to be 12-inches of batt insulation which provides an approximate R-value of 35 on the original drawings. An additional 6-inches of blown-in fiberglass insulation could be added to the attic to improve the thermal performance of the building and reduce energy consumption. Existing attic ventilation systems should be reviewed prior to adding increasing the attic insulation thickness.

Exterior windows appear to be original to the building and should be replaced with a unit that has higher thermal performance.

Interior Finishes

The office, lunchroom, and restrooms have vinyl flooring and wall base with painted gypsum board walls and ceilings. Finishes are aged, dirty and well beyond their useful lifespan and should be replaced. It is recommended that restrooms have a durable, water-resistant wall finish such as tile or a fiberglass liner panel to allow for easier cleaning.

The shop and vehicle storage portion of the building has a concrete floor slab and metal liner panels on the walls and ceilings. The liner panels are dirty but seem to be functional.

Plumbing Systems

The plumbing fixtures have been updated since the original construction and all are in fair to poor operating condition. We recommend replacement with any upcoming remodel project.

The trench drains in the shop area are in poor condition and the grating has failed. We recommend immediate replacement to prevent tripping hazards and ensure large items do not get into the drainage system.

The domestic piping systems are also from the original construction and in fair condition. The domestic water and waste piping should continue to function for several more years without concern.

There are two older gas fired atmospheric water heaters which are near the end of their useful operating lives and not very efficient. We recommend planning for its replacement with a new high efficiency units.

Heating, Ventilation, and Air Conditioning Systems (HVAC)

The shop has had new gas fired unit heaters installed, and they should continue to function for several years without issues.

The office area is served by an old gas fired atmospheric furnace with no cooling. We recommend replacing the furnace with a new high efficiency furnace and cooling could be added at that time.

It was also noted the welding exhaust system is not functional and should be replaced if there is a continued need for the system. If welding is continuing to be performed without proper ventilation this would be considered a health and safety issue.

There is a mix of old and newer thermostats in the building and the controls systems are simple. We recommend replacement of remaining controls with equipment upgrades. We also recommend automation of the exhaust system for the shop with CO/NO2 detectors to maintain indoor air quality.

Lighting Systems

Nearly 100% of the old lighting has been retrofitted to LED lamps a few years ago. These fixtures are in fair condition and should continue to function for several more years. Energy savings may be achieved by the installation of occupancy sensors to automatically turn off the lights in areas when they are not occupied.

Electrical Power Systems

The electrical service and power distribution system is from the original construction and is in fair condition. There should be no need for upgrades for several years to come.

Life Safety Systems

There is no fire sprinkler system or fire alarm system within the building. The exit signs and emergency battery lights are generally old units and in poor condition. These should be replaced to maintain operation.

Low Voltage Systems

The phone and data systems are in fair condition and are currently meeting the user's needs, at this time we do not recommend any upgrades.

Estimate of Probable Cost

A summary of recommended and optional improvements and estimates of probable cost are provided below. These estimates are based on anticipated material and installation costs only. For initial budgeting purposes it is recommended that an additional 35% be added to account for soft costs and contingencies.

Exterior Improvements

- Replace overhead garage doors..... \$35,000
- Replace exterior walk doors..... \$8,500
- Replace exterior windows \$30,000
- Replace pipe bollards/add concrete apron \$18,000
- Add handicap parking stalls \$1,500
- Additional attic insulation \$20,000

Interior Improvements

- Renovate restrooms..... \$65,000
- Replace interior finishes..... \$35,000

HVAC Improvements

- Replace gas furnace \$18,000
- Replace welding exhaust system.....\$16,000

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- Add CO/NO2 detection system and update central exhaust \$22,000

Plumbing Improvements

- Replace failing trench drain system.....\$24,000
- Replace gas water heaters \$18,000

Lighting Upgrades

- Replace exit signs and emergency battery lights..... \$6,000
- Add occupancy sensors.....\$9,000

Security Upgrades

- Add door access control system \$15,000
- Add security camera system..... \$12,000