

City Hall Committee Meeting
Wednesday, April 8
4:00 PM

Southwest Minnesota State University
Social Science Building, Room 235

Agenda

Call Meeting to Order-Action-Chairman Lozinski

Approve Minutes of March 4, 2020-Action-Committee

348 West Main Fire Exit-Action-Committee

348 West Main/Former Hotel Shared Walls Water Intrusion-Action-Committee

City Hall Update/Schedule-Information-Glenn Olson

Adjourn-Action-Chairman Lozinski

MINUTES

CITY HALL COMMITTEE MEETING
Wednesday, March 4, 2020, 4:00 PM
Southwest Minnesota State University
Social Science Building Room 235

MEMBERS PRESENT: John DeCramer, Russ Labat, James Lozinski

STAFF PRESENT: Sharon Hanson, City Administrator; Ilya Gutman, Plans Examiner/
Assistant Zoning Administrator; Glenn Olson, City Hall Owner's
Representative and Kyle Box, City Clerk.

The meeting was called to order by Chairman Lozinski at 4:00 pm.

Member Labat Motioned, Seconded by DeCramer to approve the February 19 minutes. All voted in favor.

Chairmen Lozinski asked for discussion on the 348 West Main Street Fire Exit. City Hall Owner's Representative Glenn Olson provided the background information on the agenda item. Representative Olson discuss that the fire exit and sidewalk will be closed for approximately half a day during the demolition of the façade of city hall.

There was further discussion on the temporary relocation of the fire exit for the 348 West Main Street. Staff will discuss a tentative timeline with the General Contractor on how long the exit will be closed during the removal and construction of the foundation and provide a timeline to the building owner.

Parking was also briefly discussed and listed potential options for the return of city employees when city hall is complete, no decisions were made.

Chairman Lozinski asked for discussion on staircase in city hall. There was further discussion by the committee and staff. The consensus from the committee was to replace all steps in the main staircase in city hall.

Chairman Lozinski asked for discussion on the Engineering Technician Areas. This item will be discussed in more detail at a future meeting.

At 5:01 P.M., Member DeCramer Motioned, Seconded by Labat to adjourn.

Respectfully Submitted,

Kyle Box
City Clerk



April 7, 2020

City of Marshall, MN
344 W Main Street
Marshall, MN 56258

RE: 777.01.1 – Marshall Municipal Building – Marshall, MN

Site observation report dated March 26, 2020.

We observed signs of water infiltration that has gone on for years both between the dance studio building and the City Hall as well as between the City Hall and the hotel building.

The moisture between the dance studio building and the City Hall building can be dealt with by continuing our new roof membrane up-and-over the dance studio building's parapet wall and sealing it to the neighbors existing roof membrane and capping this with metal flashing. This will require some negotiation with the neighbor to allow us to do the minimal roofing work that we need and whether or not the neighbor wants to repair any of his masonry parapet wall before we cover it with our new roofing.

The moisture between the City Hall building and the hotel building seems to be coming in from two existing window wells of the hotel building. We were not able to locate any roof drains or other way for water to drain out of these window wells, which was unusual. We also observed that the window well walls of the hotel building have had their exterior asbestos siding abated in years past as one of the steps in demolition the hotel building. When the building was not demoed these walls remained open and exposed to the elements and have been letting water into the building ever since. If the hotel remains, we would need to add a temporary wall and roof to enclose these window wells the keep water from leaking into the hotel building and making its way into the City Hall building. We walk through the hotel building on the main level and lower level, we observed two things. First, there was excessive moisture damage in the form of rotting wood on the main level floor and ceiling structure below the window wells as well as mold. Second, we observed that the existing structure even where it remains not damaged does not meet current code for a future office use without intensive structural upgrades to both floors to meet current code.

From observation it appears that the existing City Hall building does not structurally tie in to the hotel building, this cannot be confirmed and verified until demolition is begun. If the hotel building were to be demoed, we would add some windows on the east wall of the City Hall to bring daylight in from the vacant lot as well as continuous exterior insulation and an exterior siding system such as stucco or a wall panel system. If the hotel building were to stay, we would need to also extend our new roof membrane up-and-over the hotel building's existing parapet walls which are low at the window well locations and 10' higher than our roof at the north and south portions of the hotels west wall.

See attached field report from the Structural Engineer.

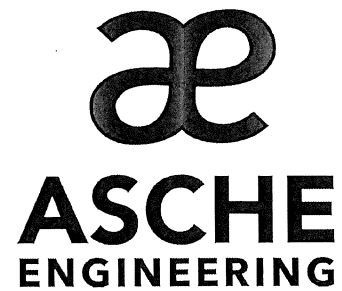
Thank you for your time and attention to this matter. Please contact me with any questions that may arise.

Respectfully,

A handwritten signature in black ink, appearing to read 'Andy Engan', with a long horizontal flourish extending to the right.

Andy Engan, AIA, LEED® AP, CID
AME/slh

FIELD REPORT



PROJECT: AE18001 – Marshall Municipal Building
Marshall, MN
DATE: March 26, 2020

Weather: Overcast, cold, calm
Temperature: 35 degrees F at 9am
Present at Site: John VanDyck + Job Superintendent (Brennan Companies)
Sharon Hanson (City of Marshall – City Administrator)
Glen Olson (City of Marshall – City Engineer)
Numerous City Council Members
Andy Engan (Engan Associates)

Observations:

1. Adjacent Common Walls: we reviewed the common walls of the adjacent buildings to the west and east of the municipal building project. Glen Olson (City Engineer) stated the history of water migration through these common walls into the municipal building.
 - a. East Adjacent Building: we observed 2 recessed areas that collect snow and water (pictures #1 ~ #12). A roof drain was not found in either area. The common wall brick veneer appeared in stable condition (see pictures #3 ~ #6).
 - b. West Adjacent Building: we found deterioration of the exterior coating and brick veneer, and cap tiles were loose and missing (pictures #22 ~ #25).
2. East Neighbor Building: we performed a quick preview of the east neighbor building's main floor and lower level. We found numerous areas of structural concern; deterioration due to water migration, damage (split) to floor joists (see picture #32), mold, and deterioration of wood members (see picture #33).

Discussions/Recommendations:

1. Adjacent Common Walls:
 - a. East Adjacent Building: it was discussed to provide a new wall and roof over the two recessed areas to prevent water accumulation in these areas. Glen Olson (City Engineer) requests the new roof to slope to drain onto the neighbor's roof.
 - b. West Adjacent Building: we recommend replacing deteriorated brick veneer, provide a protective membrane over the exposed wall and replace tile cap with a metal cap.
 - c. We observed an abandoned lateral tie (picture #26) leftover from the previous building frame. These lateral ties were secured to wood floor joists/rafters and evenly spaced along the wall length. These ties provided stability, and would support the common wall in the event a neighbor's building was removed. If an adjacent building were to be removed, the existing common wall may need to be replaced with a new wall that is laterally connected to the remaining building floors and roof.
2. East Neighbor Building:
 - a. We identified numerous damage and deterioration to structural elements in our quick walk through of the main floor and lower level of the east neighbor building.

- b. When discussing the future of the east neighbor building, many factors should be considered. For example, changing a building function with a higher design load (floor, snow, wind pressures) may require extensive structural upgrading. In addition, satisfying current building code requirements can be costly.

Prepared By: B. Asche
Bryan Asche, PE, LEED AP

Attachment(s): pictures (6 pages)

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS PREPARED
BY ME OR UNDER MY DIRECT SUPERVISION,
AND THAT I AM A DULY LICENSED
PROFESSIONAL ENGINEER UNDER THE LAWS
OF THE STATE OF MINNESOTA.

SIGNATURE: B. Asche

NAME: BRYAN L. ASCHE

DATE: March 26, 2020

LICENSE NUMBER: 40855