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Bolton-Menk.com

August 28, 2026

Ms. Andrea Ballard
City Clerk/Treasurer
City of Sherburn
21 East 1st Street
Sherburn, MN 56171

RE: Facility Assessment Report – City of Sherburn – City Hall

Dear Ms. Ballard,

Bolton & Menk, Inc. is pleased to provide this facility assessment report for the building located at 21 East 1st Street in Sherburn, Minnesota. This report summarizes observations from the July 20, 2026 site visit and subsequent review of available photographic documentation and equipment information.

Thank you again for partnering with Bolton & Menk, Inc., for your facility assessment service needs. Please feel free to contact us if you have any questions or if you require any additional information.

Sincerely,

Bolton & Menk, Inc.

Tad Swedin

Practice Expert

tad.swedin@bolton-menk.com

Facility Feasibility Study Report – City Hall

Executive Summary

The City of Sherburn commissioned this feasibility study to evaluate the long-term viability and performance of the facility located at 21 East 1st Street in Sherburn, Minnesota. The assessment examined the building's ability to continue supporting city hall, police and library, while also evaluating operational efficiency, customer service objectives, facility accessibility, life-safety systems, and business serve continuity considerations.

Based on the findings of this study, the facility is capable of supporting its current functions; however, several deficiencies should be addressed to ensure continued safe operation and long-term sustainability. Of particular concern are the delamination of the Exterior Insulation and Finish System (EIFS), the lack of HVAC, exhaust ventilation, and carbon dioxide (CO₂) monitoring systems within the garage, and the absence of a fire sprinkler system in the garage area.

Implementation of these improvements would enhance occupant safety, improve accessibility, reduce operational risk, and help ensure the facility remains a valuable community asset for years to come.

1. Introduction

This report evaluates the existing commercial building at 21 East 1st Street in Sherburn, Minnesota, to document current conditions, assess operational adequacy, and identify future facility needs. The purpose of the assessment is to define immediate, mid-term, and long-term improvement priorities and provide preliminary cost guidance to support informed capital planning decisions. The facility remains a strategic community asset and continues to support ongoing library, police and city hall services within the Sherburn community.

2. Existing Facility Overview

The existing Sherburn city hall facility encompasses approximately 9,220 square feet of total building area, including approximately 7,920 square feet on the main level, and approximately 1,300 square feet on the lower level. Constructed in 1939, the building was originally designed to serve as the city's street utility building storage garage. The current function includes library, city offices, records storage, council chambers, police offices and police garage. The basement level contains storage of the previous street department equipment.

Despite its age of more than 87 years, the building appears to be supported by a sound structural foundation and continues to serve as an important community asset.

Several functional and code-related deficiencies were identified during the assessment. Key areas of concern include accessibility and Americans with Disabilities Act (ADA) compliance limitations, the absence of an HVAC /Exhaust system, automatic fire sprinkler system, and other life-safety and accessibility improvements necessary to support continued occupancy and long-term use of the facility.

Item	Description
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Year Built	1939
Gross Area	Approximately 9,220 square foot of main level and lower level
Occupancy Type	Municipal-Public Service
Construction Type	Type III

Number of floors	1 floor and a basement
Current Use	City hall/police/library

Site

Description

Parcel Size	1 parcel (21 East 1 st Street) .964 acres, lots 1- 6 blk 4
Parking	Municipal street parking along with unstripped parking at the North gravel lot
Access	East 1 st Street and North Manyaska Street
Utilities	Water, sewer, power and gas
Adjacent Land Use	Business and residential

3. Building Condition Assessment

The building's structural system appears to be generally suitable for continued occupancy and operation. The foundation and main level floor structure consist of slab on grade and cast-in-place concrete construction at basement ceiling and appear to be performing as intended based on visual observations, the ceiling of the basement shows cracking and support structure that will be addressed in the structural analysis. The roof was replaced in 1990, and only minor evidence of active water infiltration was observed within the building during the assessment.

Building mechanical systems have been partially updated, including the installation of a packaged furnace unit located within the storage area, with associated condensing unit located at the exterior. While these improvements have extended the functionality of the facility, further evaluation of system capacity, condition, and remaining service life may be warranted as part of future capital planning efforts.

Key concerns identified during the assessment include water intrusion and structural deterioration within the basement level, lack of functional HVAC at garage space or Co2 exhaust system, and EIFS delamination areas. In addition, the facility is not protected by an automatic fire sprinkler system.

Targeted reinvestment in building systems, and life-safety upgrades would enhance facility reliability, reduce operational risk, improve code compliance, and support the continued efficient use of the building for community purposes.

Structural Systems

The building's primary structural systems appear to be in generally good condition and capable of supporting continued occupancy and operation. The structure consists of a cast-in-place concrete foundation system, slab on grade floor with cast-in place floor over basement, wall construction is hidden but appears to be composite masonry and a hand-framed dimensional wood joist roof structure with 1x10 wood decking.

Based on visual observations made during the assessment, no significant structural deficiencies were identified that would adversely affect the building's continued use or occupancy. With the exception of the cast-in-place ceiling of the basement that has signs of cracking due to heavy point load (it is reported that the street department had used the space to park a grader), which warrants further evaluation and corrective action, the structural components appear to be performing as intended and do not exhibit conditions that would limit the facility's planned ongoing use.

The roof deck is visible inside the records storage room, and the decking shows extensive water saturation that would appear to be layered by multiple years of saturation, no current water saturation is visible. The assumption would be that this water infiltration was prior to the re-roofing in 1990. The roof deck material should be analyzed for repair/replacement with the roofing replacement at a future date.

Business Impact

The building provides a viable foundation for future investment. The cast-in-place ceiling of the basement should be evaluated by a structural engineer. The roof decking material will need to be analyzed upon roofing replacement to determine the needed repairs for dry rot or replacement.

Mechanical Systems

The facility's HVAC system consists of a packaged forced-air unit serving the main level. The unit has a manufacture date of May 2015 and is approximately 11 years old. Based on its age and observed condition, the system is estimated to have approximately fourteen years of remaining service life. The associated exterior condensing unit has a manufactured date of May 2019 and is 7 years old. Based on its age and observed condition, the equipment is estimated to have approximately eighteen years of remaining service life.

The existing main-level HVAC unit appears undersized for the area it serves. A licensed mechanical engineer should be engaged to evaluate current heating, cooling, ventilation, and outdoor air requirements and to determine the appropriate system capacity for the intended occupancy and use of the space. In addition, the basement level is not currently served by a dedicated mechanical system. A mechanical engineering evaluation is recommended to determine the ventilation requirements for this area.

The garage space has two abandoned HVAC units with no condensers. The units' serial number DF50727 predates the units to pre 1996 when Rheem changed the serial numbering system. These units are non-functional and should be removed. A licensed mechanical engineer should be engaged to evaluate current heating, cooling, ventilation, and outdoor air requirements and to determine the appropriate system capacity for the intended occupancy and use of the space.

Business Impact

The lack of ventilation/heating and moisture removal on the basement level is an issue along with the garage system:

- Moisture accumulation at basement level with potential mold growth and health effects.
- Unconditioned and uncirculated air at the garage raises CO₂ issues with potential health effects.

Recommendation

A mechanical ventilation or air-exchange system should be provided within the basement areas to improve indoor air quality and reduce moisture-related concerns.

A mechanical engineer should evaluate the existing office space for correct sizing on the HVAC unit.

An HVAC system with co2 monitoring and exhaust should be designed for the garage space. The abandoned HVAC system at the garage and all associated piping should be removed as part of the renovation project.

Structural Systems

Evaluation

Foundation	Operable
Exterior Walls	Operable
Floors	Operable
Basement cast-in-place ceiling	Cracking with temporary support in place
Roof Structure	Unknown, only storage room accessible

Architectural Systems

Evaluation

Roof	EPDM date stamp of 12-1990
Exterior Envelope	EIFS: Operable but delaminating in multiple locations
Windows/Doors	Operable
Interior Finishes	Main Level: Operable
Accessibility/ADA	Operable

Mechanical Systems

Evaluation

HVAC Equipment	One furnaces and condenser operational and two packed unit with no condensers non-operational
Life Safety/Fire Protection	The building is not fire-sprinkled. Fire alarm for storage and mechanical rooms required.
Controls	Operational
Building Automation	None

Electrical Systems

Evaluation

Service Capacity	The building service is adequate to the current use
Distribution	Operable
Lighting	Fluorescent troffers and incandescent fixtures. LED lighting recommended.
Fire Alarm	None. An immediate addition is required.
Emergency power	None

Plumbing Systems

Evaluation

Domestic Water	1" services provided
Waste Piping	One service provided
Fixtures	Operational

Specialty Systems	None
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4. Regulatory Compliance Assessment

Recommended improvements include accessibility upgrades, life-safety enhancements, and fire alarm improvements to reduce organizational risk and improve employee and customer safety. Life safety improvements should be addressed in accordance with best practices and applicable code requirements. In addition, future building permit activity or renovation work may trigger life safety upgrades.

Category	Status	Improvement Required
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Accessibility	Door hardware	Replace orbital knobs with lever handles.
Life Safety	No fire sprinkler at garage or co2 exhaust system.	By best practices, update. Required to update upon building permit review.
Fire Alarm	None.	Add fire alarm at storage and mechanical.

5. Space Utilization Analysis

The main level serves as city offices, council chambers, file storage, library, police offices and garage space. The library space is self-contained with a dedicated single-use restroom. The city office and police office share a pair of single-use restrooms. The garage space is underutilized and contains two separate storage spaces, one for community organizations and the second as file storage.

The lower-level basement room is a dead space with an extremely low ceiling that is mainly un-useable. This space is a crawl space used to house a water heater.

6. Site Feasibility

The property does include onsite parking; the buildings East and South are abutted by residential. The building is adjoined to the West by commercial buildings.

Expansion Opportunities	Evaluation
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Additions	Yes
Parking	On-street and a surface gravel lot to the North
Utility Improvements	Not required

Site Constraints	Evaluation
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Setbacks	Yes, front and East side setback
Easements	None
Utilities	Yes, water tower at North end of property
Environmental Concerns	No

7. Alternatives Analysis

Two cost alternatives were evaluated for the facility: Alternative A, repair EIFS, code updates and fire alarm.

Alternative B, add fire sprinkler/HVAC/Exhaust/Co2 at garage.

Alternative A – EIFS repair, code update: fire alarm, and door hardware

Scope	Routine maintenance and repairs only: repair EIFS areas that are delaminating, replace orbit door hardware, add fire alarm at storage and mechanical.
Pros	Lowest capital investment
Cons	Continued operational limitations
Estimated Cost	\$77,000

Alternative B – Add fire sprinkler to garage, HVAC and exhaust system

Scope	Add fire sprinkler system to garage, add HVAC to garage and storage areas, add co2 interlocked exhaust system to garage.
Pros	Extends building life and improves functionality
Cons	Construction impacts operations
Estimated Cost	\$264,000

8. Financial Analysis

The recommended improvement strategy is expected to improve operational efficiency, reduce deferred maintenance exposure, and support continued community services in Sherburn while balancing capital investment with long-term facility performance.

Deferred Maintenance Cost

Roof	\$172,000
Ventilation: at basement	\$18,000
EIFS	\$56,000
Electrical	\$48,000
Basement clean-up	\$15,000

Capital Improvement Cost

Accessibility/Egress Upgrades	\$5,000
Mechanical Upgrades: at garage	\$154,000
Structural Repairs	\$7,500

Alternative Cost Comparison Project Cost

A: EIFS repair, fire alarm, code updates	\$77,000
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B:HVAC/Exhaust/Co2 at garage	\$264,000
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9. Lifecycle Analysis

The preferred facility strategy should extend the useful life of the remaining facility components, improve building performance, reduce energy consumption where practical, and position the property for more efficient long-term use.

Remaining Useful Life Years

Roof	<5
EIFS	<3 at limited areas
HVAC Garage	0
HVAC Main level	>14
Electrical	>20
Plumbing	>20

Immediate / Short-Term Needs (0–2 Years)

Critical needs required to maintain safety, regulatory compliance, and continued operation.

Description	Reason/Risk	Rec Action	Priority
Orbit door handles	Egress ADA/High	Replace with ADA lever handles	High
EIFS repair	Deterioration and failure of EIFS/High	Remove and repair delaminating EIFS	High
Fire alarm	Life safety/High	Elec engineer to create plan	Immediately
Mildew/mold testing at lower level storage	Potential mold growth	Hire testing/remediation company	High

Mid-Term Needs (3–7 Years)

Improvements to address aging systems, functional limitations, and efficiency.

Description	Reason/Risk	Rec Action	Priority
HVAC/Exhaust/CO2 at garage	Code/High	Create plan with code updates	High, required with remodel permitting
Fire sprinkler at garage	Life safety/High	Add fire sprinkler	High, required with remodel permitting
Electrical fixtures	Energy efficiency/Low	Replace with LED fixtures	Low
Roof replacement	Lifecycle/Medium	Roofing and flashing replacement	Medium

Long-Term / Future Needs (8–20 Years)

Strategic needs related to growth, major renovations, expansions, or replacement.

Description	Reason/Risk	Rec Action	Priority
Architectural finishes	Lifecycle/Low	Replace finishes	Low
HVAC unit replacement	Lifecycle/low	Replace units	Low

10. Risk Assessment

Primary risks include concealed existing conditions, construction cost escalation, material availability, and operational disruptions during construction. These risks can be mitigated through detailed planning and phased implementation.

Additional due diligence is recommended to better define potential cost, schedule, and environmental impacts. This may include asbestos-containing material (ACM) testing, lead-based paint testing, and mold assessments.

Risk	Impact	Mitigation
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Hidden conditions	High	Detailed investigation
Hazardous materials	High	Testing and abatement
Cost Escalation	Medium/Low	Contingency planning

11. Conclusions and Recommendations

The existing facility remains a valuable community asset for The City of Sherburn; however, egress, life-safety, accessibility, and HVAC needs should be addressed in the designated timeline above to support safe and reliable continued operations.

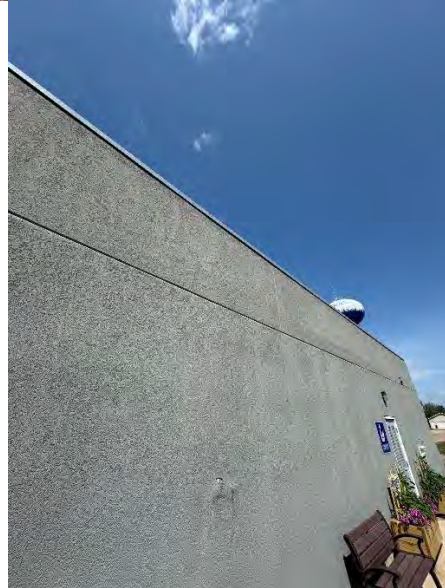
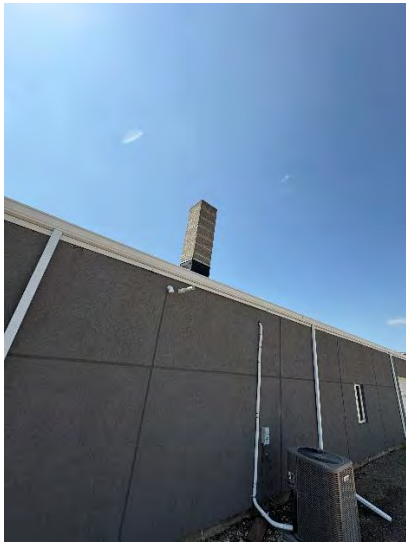
Priority should be given to critical life-safety and operational improvements, including the fire alarm system, mold testing and remediation, and EIFS repair. Addressing these items first will reduce immediate risks while providing a balanced approach to capital investment, operational efficiency, workforce support, public accessibility, and long-term asset preservation with minimal disruption to facility operations.

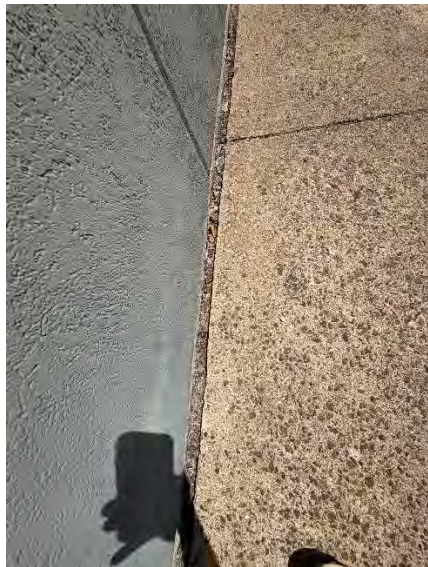
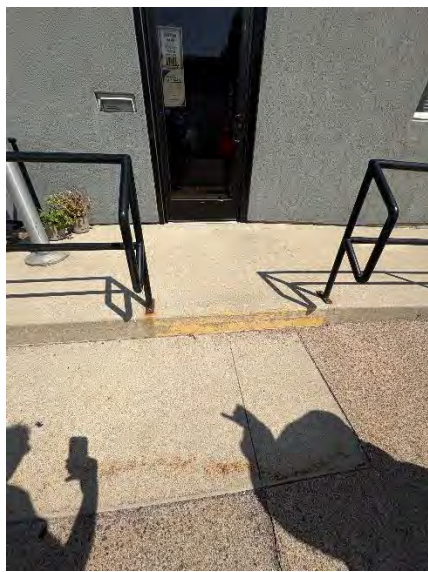
More significant capital improvements, including the installation of a fire sprinkler system, ventilation of basement, and HVAC/exhaust/co2 at garage, should be further evaluated as part of a comprehensive building revitalization program. If determined to be required, these improvements should be incorporated into the City's long-term planning and capital improvement strategy.

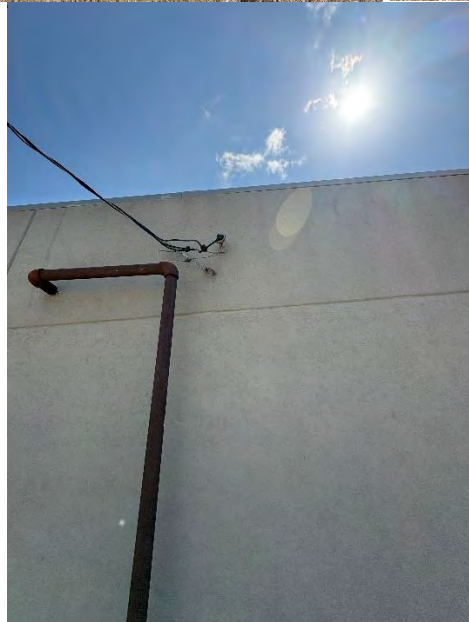
Facility Feasibility Study – Photo Appendix

Photo 1 – Building Exterior

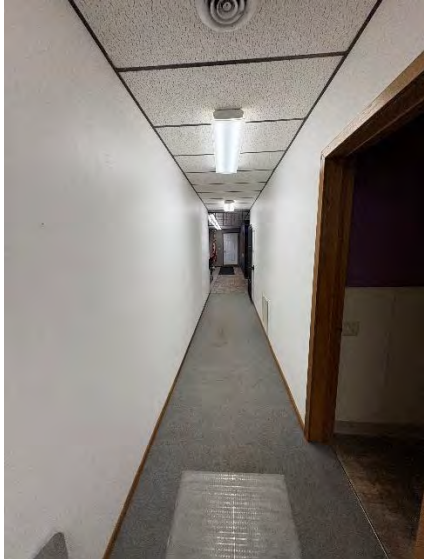


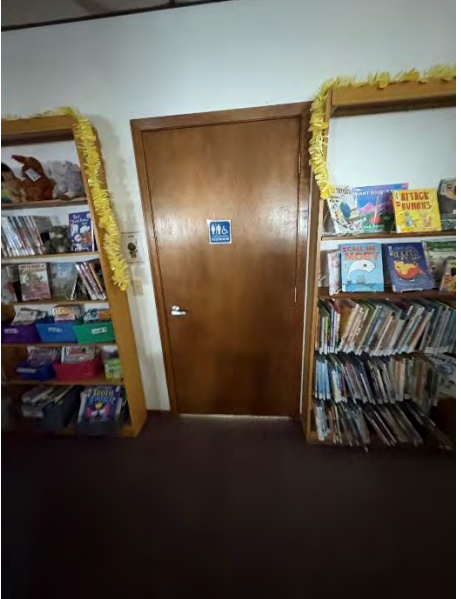
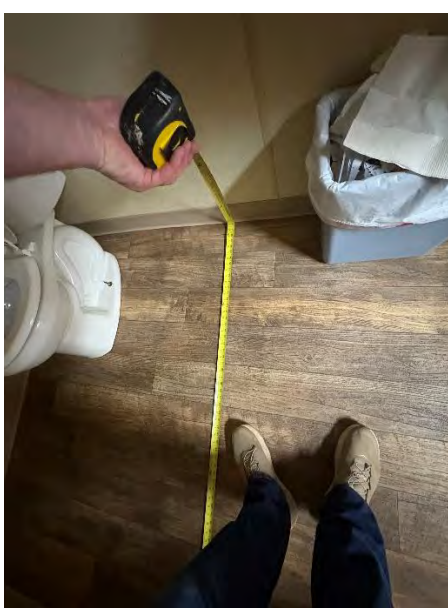


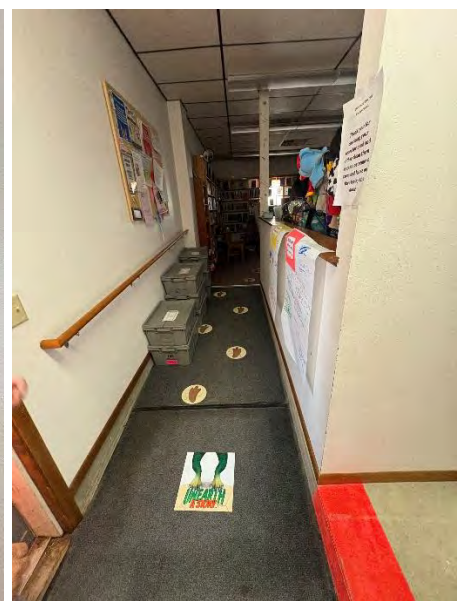
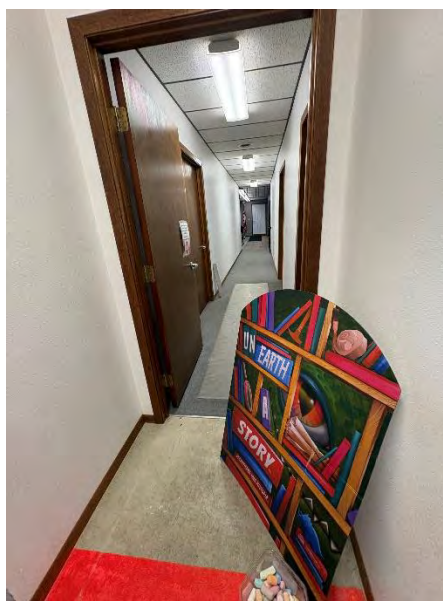
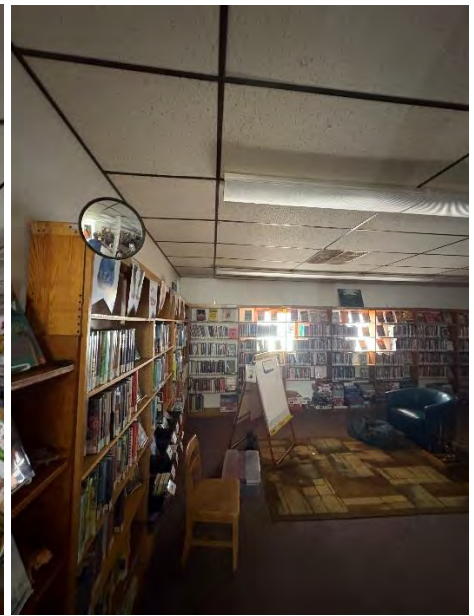


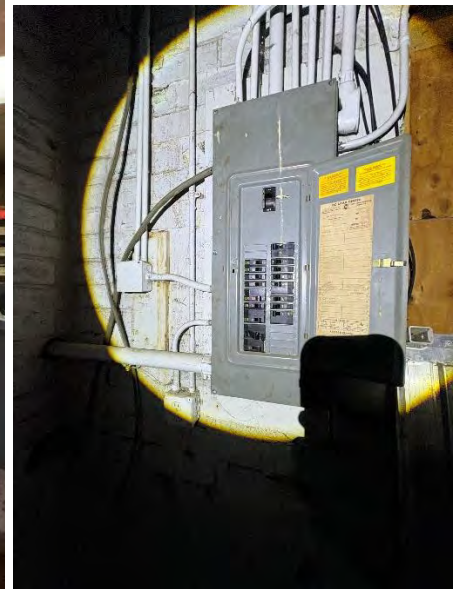


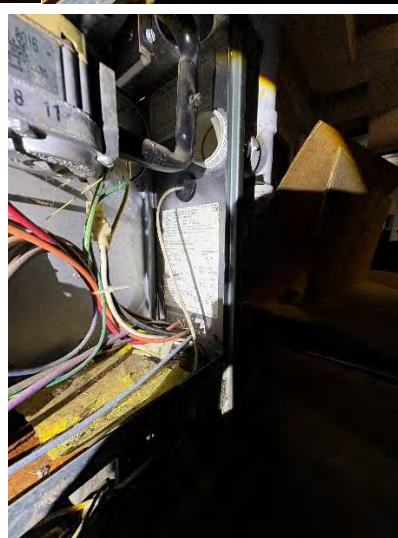
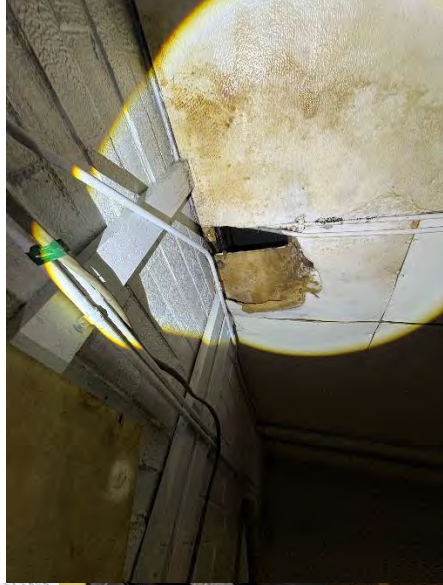


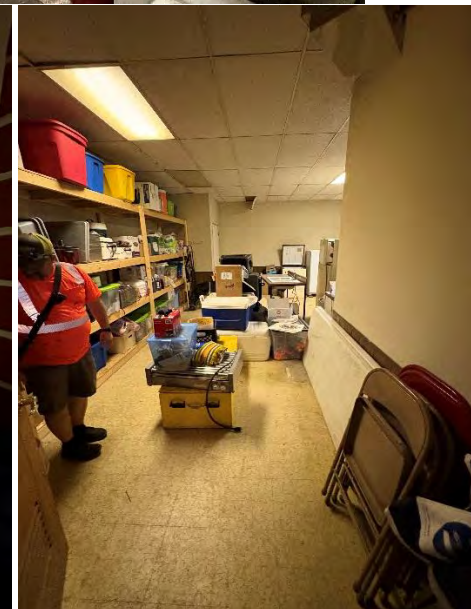


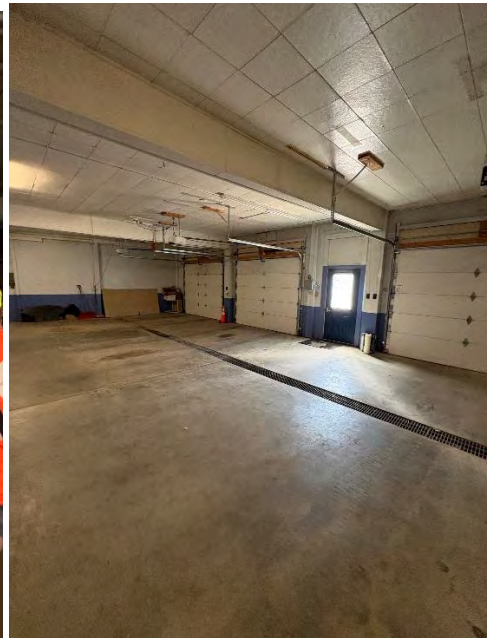
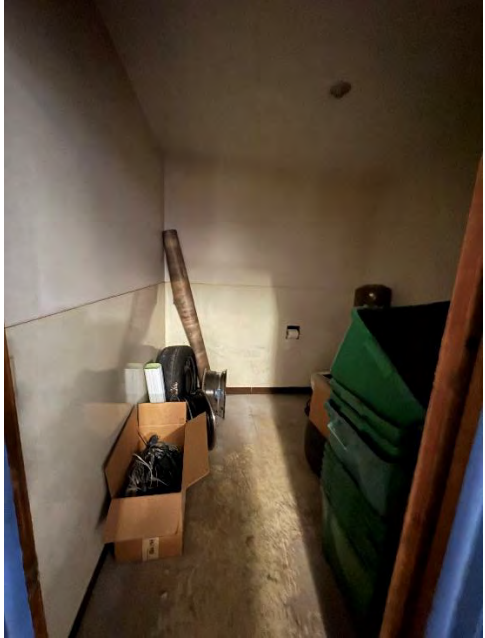
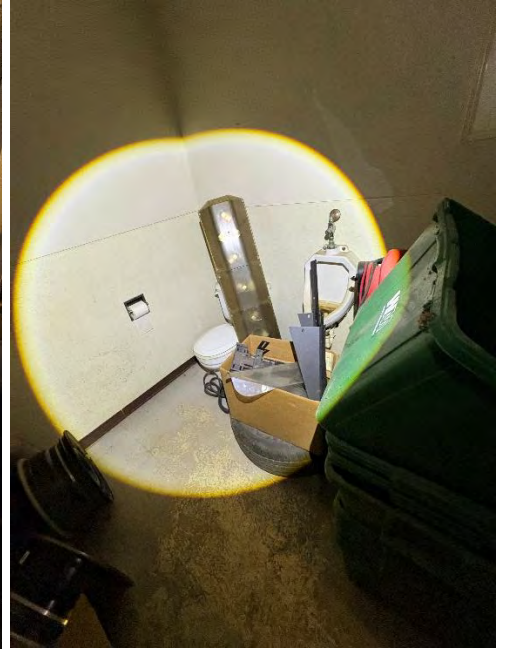
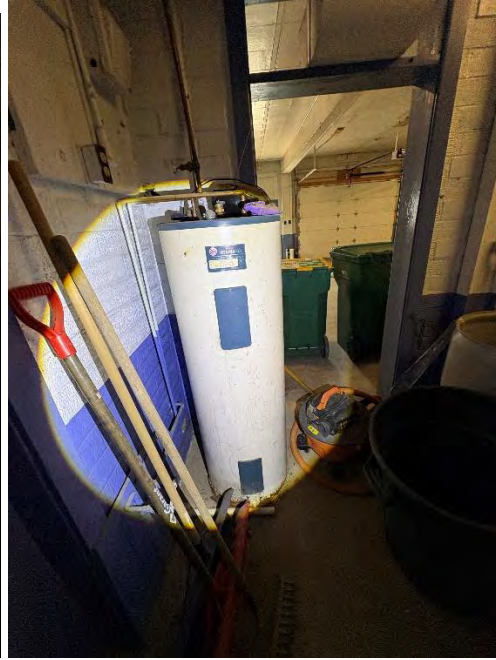


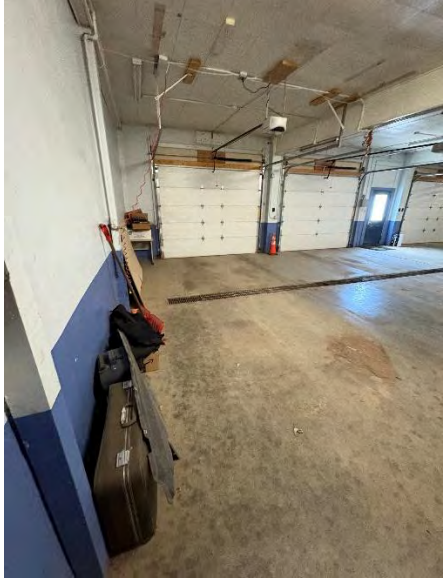
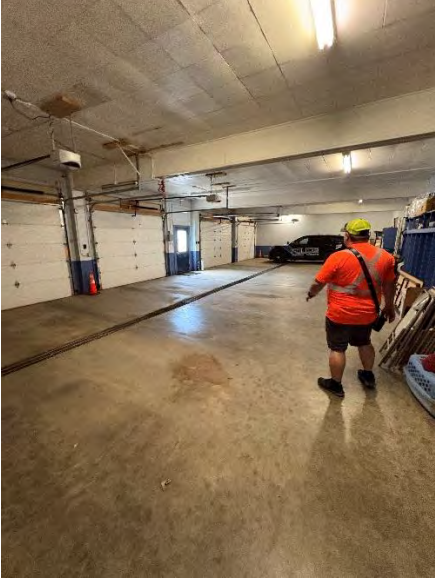
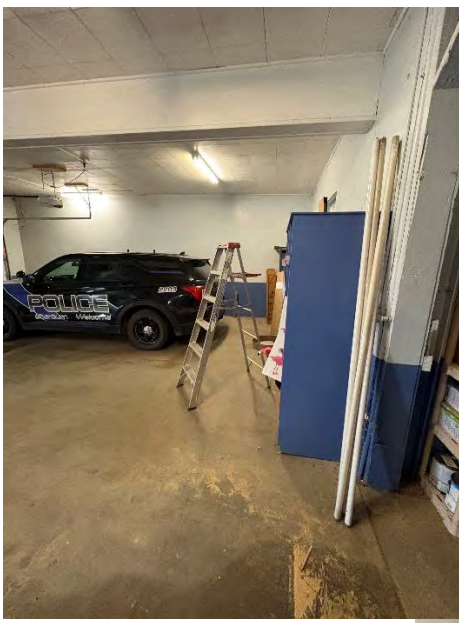


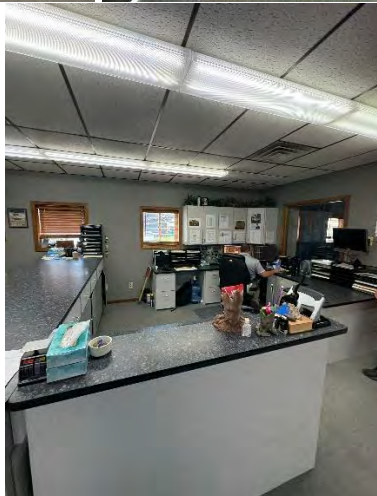
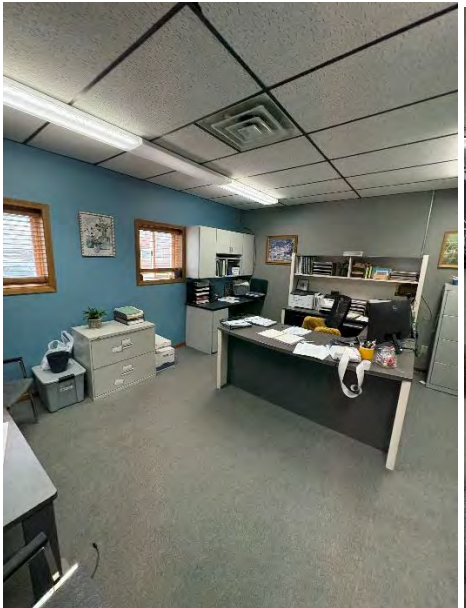
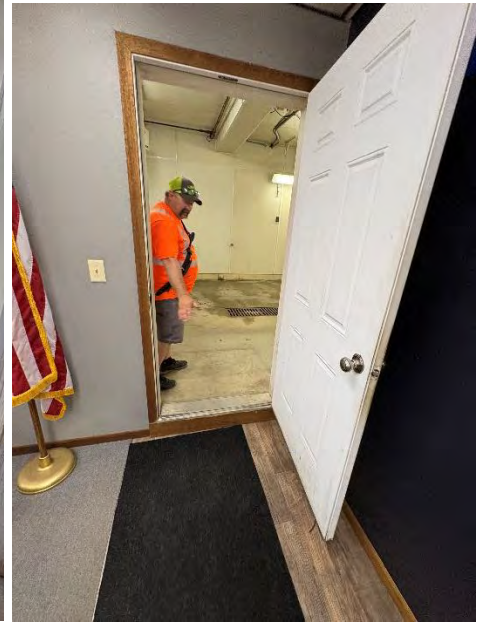
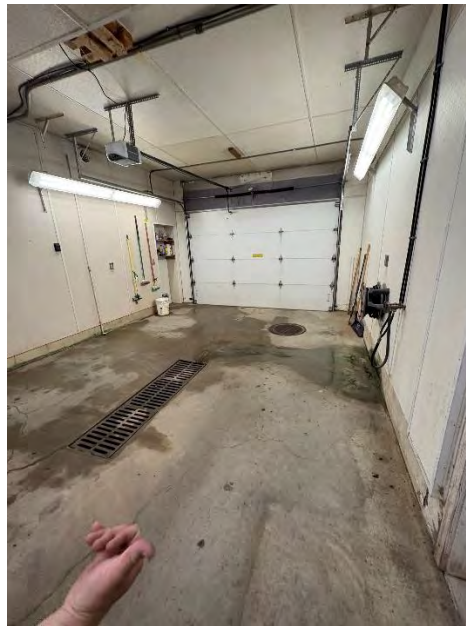












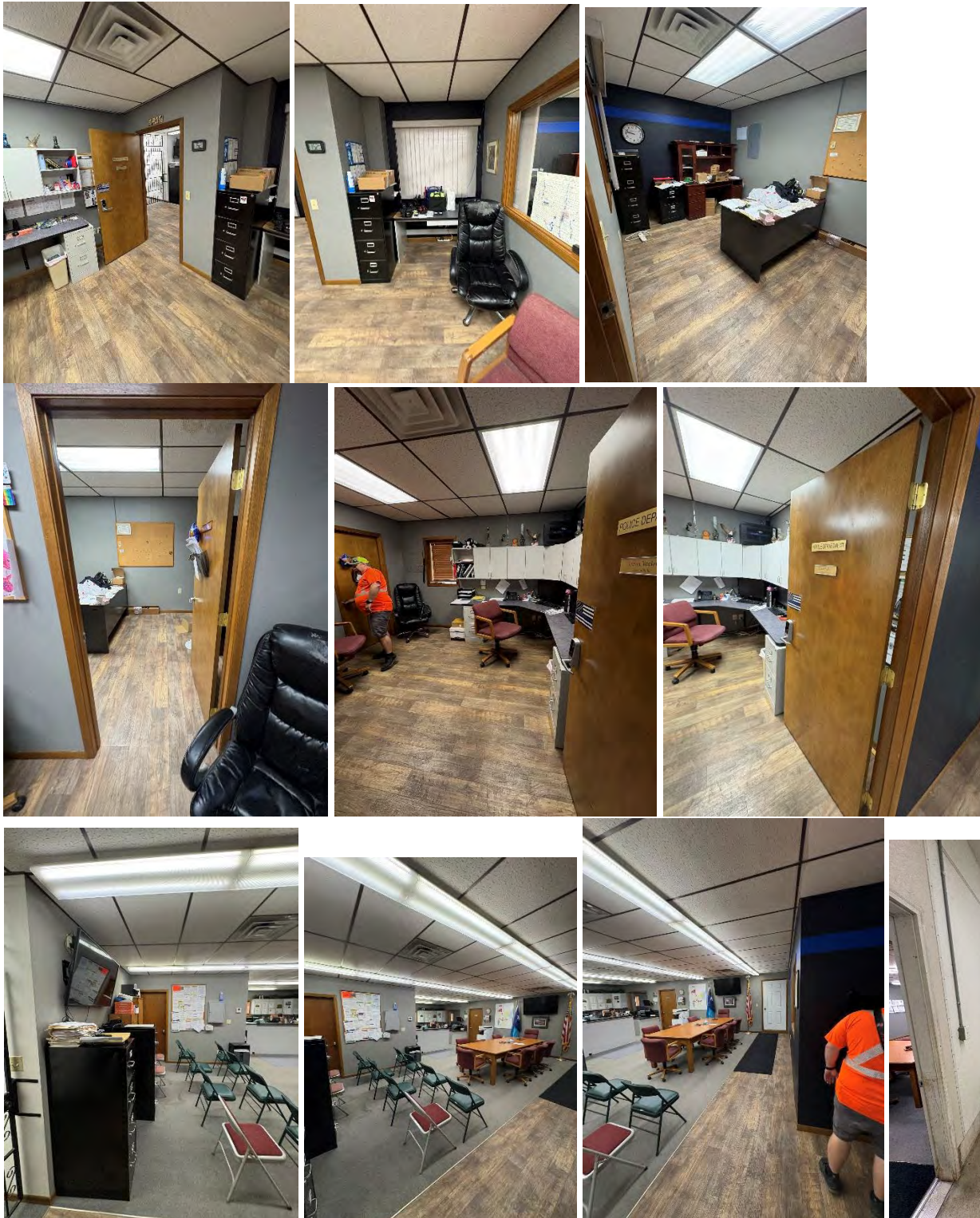
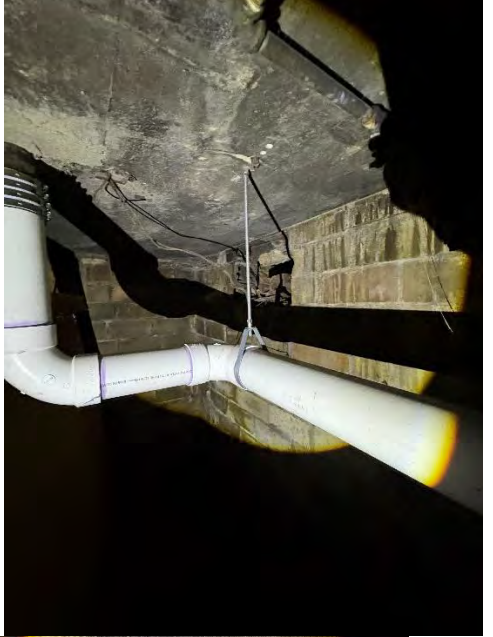


Photo 3 – Lower Level Area



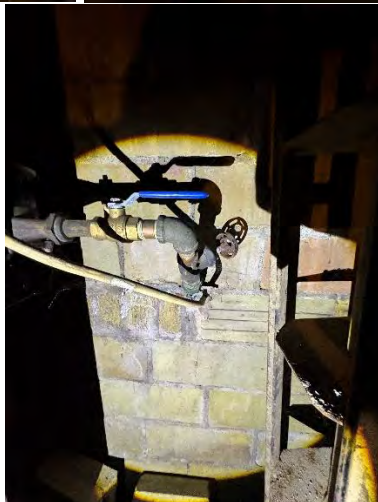
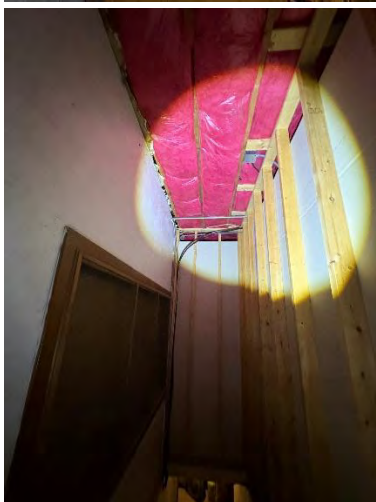
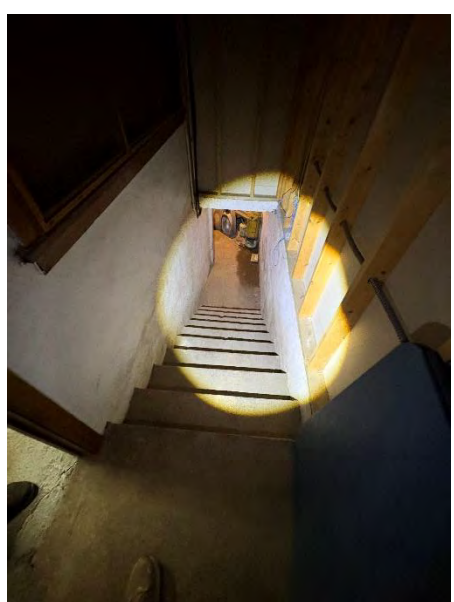


Photo 4 – Roof Area







