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Fairmont, MN 56031

Bolton-Menk.com

August 6, 2026

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

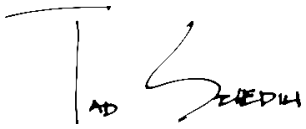
RE: Facility Assessment Report – City of Sherburn – Theater

Dear Ms. Ballard,

Bolton & Menk, Inc. is pleased to provide this facility assessment report for the building located at 116 Main Street North 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.



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Facility Feasibility Study Report – Theater

Executive Summary

The City of Sherburn commissioned this feasibility study to evaluate the long-term viability and performance of the facility located at 116 Main Street North in Sherburn, Minnesota. The assessment examined the building's ability to continue supporting community gatherings and theater operations, while also evaluating operational efficiency, customer service objectives, facility accessibility, life-safety systems, and business 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 below-grade restroom and storage areas located within the sub-sidewalk structure, which require immediate evaluation and corrective action due to identified structural and water intrusion concerns.

Additional deficiencies related to life safety, means of egress, accessibility, and code compliance were identified during the assessment. It is recommended that the City engage a licensed architect to develop a comprehensive code compliance and facility improvement plan. The plan should address accessibility requirements, occupant egress, life-safety provisions, plumbing fixture counts, and other applicable building code requirements necessary to support the facility's continued use.

To achieve compliance with current building code requirements, the following improvements should be evaluated and, if required by the authority having jurisdiction, incorporated into future renovation plans:

- Installation of an automatic fire sprinkler system based on occupant load and applicable code requirements.
- Provision of additional restroom fixtures to meet current code requirements, including a minimum of two men's fixtures and three women's fixtures on the main level.
- Installation of an accessible elevator or other compliant vertical accessibility solution.
- Improvements to means of egress, including accessibility and life-safety enhancements as required by code.

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 116 Main Street North 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 theater services within the Sherburn community.

2. Existing Facility Overview

The existing Sherburn Theater facility encompasses approximately 15,500 square feet of total building area, including approximately 6,500 square feet on the main level, 2,000 square feet on the mezzanine level, and 7,000 square feet on the lower level. Constructed in 1940, the building was originally designed to serve multiple community functions, including a theater, community gathering space, and municipal offices, as evidenced by the presence of a vault/safe located on the mezzanine level.

The facility currently includes a theater and lobby, stage and backstage areas, a lower-level community room with lobby and warming kitchen, and mezzanine-level space that is primarily utilized for storage. Despite its age of more than 85 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, insufficient plumbing fixtures to meet current code requirements, the absence of an 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
Year Built	1940
Gross Area	Approximately 15,500 square foot of main level and lower level and mezzanine
Occupancy Type	Municipal-Public Service
Construction Type	Type III
Number of floors	2 floor and a basement
Current Use	Community theater

Site	Description
Parcel Size	1 parcel (116 Main Street North) .16 acres, lots 11 & 12 blk 4
Parking	Municipal street parking
Access	Main Street North
Utilities	Water, sewer, power and gas
Adjacent Land Use	Business

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 cast-in-place concrete construction and appear to be performing as intended based on visual observations. The roof was replaced in 2006, and no 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 newer air-handling unit located within the stage mezzanine area, with associated condensing units located on the roof. 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 lower-level sub-sidewalk spaces, accessibility and Americans with Disabilities Act (ADA) compliance deficiencies, limitations in egress capacity and configuration, and the lack of accessible vertical circulation to the lower level. In addition, the facility is not protected by an automatic fire sprinkler system.

Targeted reinvestment in building systems, accessibility improvements, 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, wood-framed floor construction, and a hand-framed parallel-chord wood truss 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 sub-sidewalk structure, 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.

Business Impact

The building provides a viable foundation for future investment. The cast-in-place walls show signs of settlement cracking, mainly due to the lack of construction/control joints, the cracking is limited. The sub-sidewalk area shows multiple signs of corrosion and exposed reinforcing due to corrosion and spalling concrete, embedded angle supports show extensive corrosion and the whole of the structure should be replaced. No other structural issues are evident.

Mechanical Systems

The facility's HVAC system consists of a packaged forced-air unit serving the lower level. The unit has a manufacture date of January 2006 and is approximately 20 years old. Based on its age and observed condition, the system is estimated to have approximately five years of remaining service life. The associated exterior condensing unit could not be fully evaluated, as the equipment identification tag was significantly weathered and illegible; however, a similar remaining service life may be anticipated.

The air-handling unit serving the main level is located within the suspended mezzanine area above the backstage space and was not accessible during the site assessment. Consequently, equipment information and condition could not be verified. The corresponding condensing unit is located on the roof but could not be evaluated due to the absence of a compliant roof access ladder.

The existing lower-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 mezzanine level is not currently served by a dedicated mechanical system. A mechanical engineering evaluation is recommended to determine the heating, cooling, and ventilation requirements for this area.

A disconnected boiler system remains in place within the facility. The abatement, removal, and proper disposal of the abandoned equipment and associated piping should be considered as part of any future renovation or building improvement project.

Business Impact

The lack of ventilation/heating and moisture removal on the upper-level mezzanine level is an issue along with the lower level sub-sidewalk area:

- Moisture accumulation at basement level with potential mold growth and health effects.
- Unconditioned and uncirculated air at the mezzanine level with potential health effects.

Recommendation

A dedicated heating, ventilation, and air conditioning (HVAC) system should be installed on the lower level to provide adequate temperature control, humidity management, and air circulation. In addition, a mechanical ventilation or air-exchange system should be provided within the basement areas to improve indoor air quality and reduce moisture-related concerns.

An HVAC system should also be installed at the mezzanine level to provide appropriate heating, cooling, and air circulation for occupant comfort and facility use.

The lower-level HVAC system should be designed and sized by a licensed mechanical engineer to ensure adequate capacity, energy efficiency, and performance based on the intended use and occupancy of the space.

The abandoned boiler system and all associated piping should be removed as part of the renovation project. Any resulting environmental or structural impacts should be properly assessed and remediated in accordance with applicable regulations and industry standards.

Structural Systems	Evaluation
Foundation	Operable
Exterior Walls	Operable
Floors	Operable
Sub-sidewalk roof structure	Extreme deterioration
Roof Structure	Unknow, not accessible

Architectural Systems	Evaluation
Roof	Unknown, not accessible. Stated as new EPDM roof, installed 2006
Exterior Envelope	Cast-in place concrete: Operable
Windows/Doors	Operable
Interior Finishes	Main Level: <5 years lifespan Lower Level: <20 years lifespan
Accessibility/ADA	Multiple accessibility updates required

Mechanical Systems	Evaluation
HVAC Equipment	One furnaces and condenser operational and one packed unit with condensers operational
Life Safety/Fire Protection	The building is not fire sprinklered. 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

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. Accessibility improvements should be addressed in accordance with best practices and applicable code requirements. In addition, future building permit activity or renovation work may trigger additional accessibility/ADA upgrades. An architect should be engaged to prepare a life-safety code analysis and exiting plan to identify required compliance improvements.

Category	Status	Improvement Required
Accessibility	Entry threshold height, entry ramp, restroom fixtures to occupancy requirement, wheelchair accessibility at restrooms, grab bars at restroom, handrail and guardrail requirement, compliant ramps at floor elevation changes.	By best practices, update. Required to update upon building permit review.
Life Safety	Add fire sprinkler. Storage under stage.	By best practices, update. Required to update upon

		building permit review. No storage is allowed under a stage.
Egress	Clear path of egress. At grade egress to exterior, handrails requirements. Elevator.	Clear clutter from all egress paths. By best practices, update. Required to update upon building permit review.
Fire Alarm	None.	Yes, immediately

5. Space Utilization Analysis

The main level provides access to the lobby and theater areas. One single-user restroom is located adjacent to these spaces, while a second restroom is accessible only through an adjoining room, limiting its functionality and accessibility. Based on current occupancy requirements, additional plumbing fixtures are needed to achieve code compliance, including three women's fixtures and two men's fixtures.

The lower-level community room occupies the majority of the floor area and serves as the primary gathering space. A single-user restroom is currently available; however, additional plumbing fixtures will be required to meet applicable code requirements.

The lower level also contains several largely vacant mechanical and storage areas that are significantly underutilized. The existing configuration includes a series of compartmentalized, maze-like rooms that limit functional use of the space. These areas present an opportunity for redevelopment and could be repurposed to support future programmatic, operational, or storage needs, thereby improving overall facility efficiency and utilization.

6. Site Feasibility

The property does not include onsite parking, the buildings East is abutted by an adjoining alleyway. The building is adjoined to the North and South by commercial buildings.

Expansion Opportunities	Evaluation
Additions	None
Parking	On-street only
Utility Improvements	Not required

Site Constraints	Evaluation
Setbacks	Yes, front and side setbacks are built to zero lot line
Easements	None
Utilities	No
Environmental Concerns	No

7. Alternatives Analysis

Six cost alternatives were evaluated for the facility: Alternative A, remove/replace sidewalk structure. Alternative B, Remove/infill sub-sidewalk structure and relocate restroom. Alternative C, targeted renovation of stair railings, on

grade egress, fire alarm and roof access. Alternative D, addition of elevator and fire sprinkler system. Alternative E, addition of code required restrooms. Alternative F, HVAC to the mezzanine level.

Group #1 (Choose Alternate A or B to go with Alternate C)

Alternative A – Remove/replace sidewalk structure with added EPDM roof material

Scope	Routine maintenance and repairs only: remove sidewalk structure and add membrane with structural slab. Add interior drainage collection for wall/floor water collection.
Pros	Lowest capital investment
Cons	Continued operational limitations
Estimated Cost	$73,000

Alternative B – Remove sub-sidewalk level and relocate restroom with added restroom

Scope	Targeted renovation of existing facility with ADA restrooms
Pros	Extends building life and improves functionality
Cons	Construction impacts operations
Estimated Cost	$184,000

Alternative C – Egress and code compliance updates

Scope	Targeted renovation of stair railings, on-grade egress, fire alarm, roof access.
Pros	Extends building life and improves functionality
Cons	Construction impacts operations
Estimated Cost	$188,000

Group #2 (Individual items)

Alternative D – Add restrooms at main level

Scope	Targeted renovation of existing facility with ADA restrooms
Pros	Extends building life and improves functionality
Cons	Construction impacts operations
Estimated Cost	$138,000

Alternative E – HVAC at mezzanine level

Scope	Targeted renovation of adding HVAC at mezzanine level
Pros	Safety, extends building life and improves functionality
Cons	Cost
Estimated Cost	$58,000

Group #3

Alternative F – Add elevator and fire sprinkler system

Scope	Targeted renovation of existing facility with addition of elevator and fire sprinkler
Pros	Extends building life, improves life safety, improves ADA accessibility and improves functionality
Cons	Construction impacts operations, Cost
Estimated Cost	$730,000

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	$143,000
HVAC	$38,000
Electrical	$52,000
Interior Finishes	$97,500

Capital Improvement	Cost
Accessibility/Egress Upgrades	$60,000
Mechanical Upgrades	$58,000
Structural Repairs	$73,000

Alternative Cost Comparison	Project Cost
A: Replace sidewalk	$73,000
B: Infill/relocate	$184,000
C: Egress/code updates	$188,000
D: Restrooms at ML	$138,000
E: HVAC at mezzanine	$58,000
F: Elevator & fire sprinkler	$730,000

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
HVAC lower level HVAC Main level	>5 Unknown
Electrical	>10
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
Clutter in egress pathways	Egress obstruction/High	Remove all clutter in pathways, exits, and corridors	Immediately
Sidewalk structure failure	Deterioration and failure of roof structure/High	Remove and replace structure	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
Under stage enclosure	Storage is not allowed under a stage	Enclose under stage area	High
Fuse panel with screw fuses	Non-compliant fuse/High	Replace fuse panel with breaker style fuses	High
Mold/mildew smell at sub-sidewalk basement enclosed room	Mildew presence/High	Engage testing company and mitigate	High
Mechanical access	Code required access to mechanical unit	Add access ladder to mezzanine mech and roof	High

Mid-Term Needs (3–7 Years)

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

Description	Reason/Risk	Rec Action	Priority
Accessibility/ADA	ADA act/High	Create plan with code updates	Medium, required with remodel permitting

Code required restrooms	Code required restrooms/High	Add required fixtures	Medium, required with remodel permitting
Fire sprinkler	Life safety/High	Add fire sprinkler	High, required with remodel permitting
Electrical fixtures	Energy efficiency/Low	Replace with LED fixtures	Low
HVAC units replacement	Lifecycle/Medium	Replace units	Medium
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
Elevator to basement level	ADA act/High	Add elevator access	Medium, required with remodel permitting

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. During the site evaluation, pipe insulation observed in the basement appeared to consist of a linen-wrapped material; however, laboratory testing would be required to confirm material composition. In addition, 8-inch by 8-inch floor tile was observed at the mezzanine level. Given the age and characteristics of these materials, asbestos testing is strongly recommended prior to any renovation, demolition, or activities that could disturb existing building components.

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

11. Conclusions and Recommendations

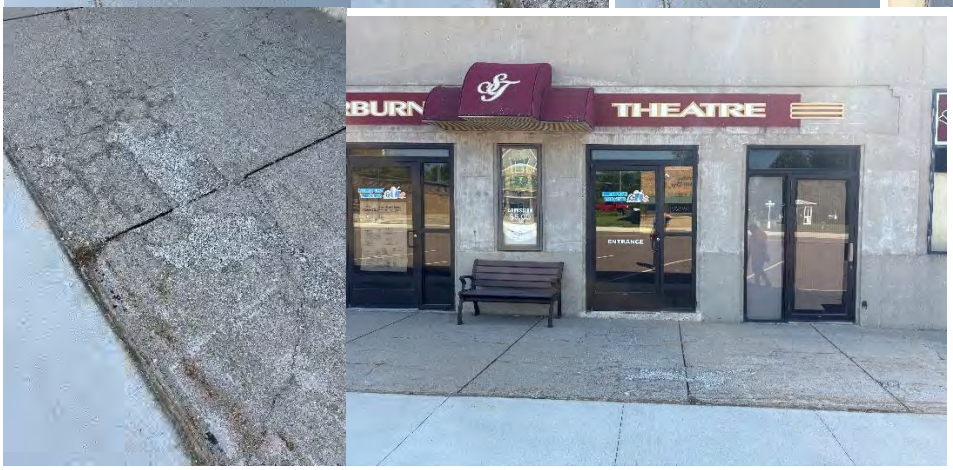
The existing facility remains a valuable community asset for The City of Sherburn; however, egress, life-safety, accessibility, and HVAC needs should be addressed in the designated timeline above to support safe and reliable continued operations.

Priority should be given to critical life-safety and operational improvements, including the sub-sidewalk roof structure, fire alarm system, removal of clutter from egress pathways, enclosure beneath the stage, mold testing and remediation, improved mechanical and roof access, and replacement of the fuse panel. 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, restroom upgrades, and an elevator, 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

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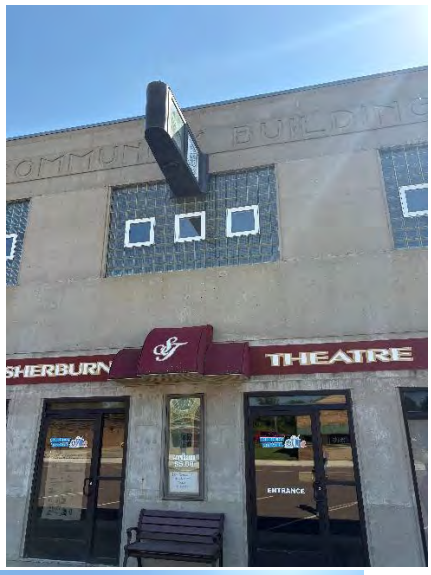
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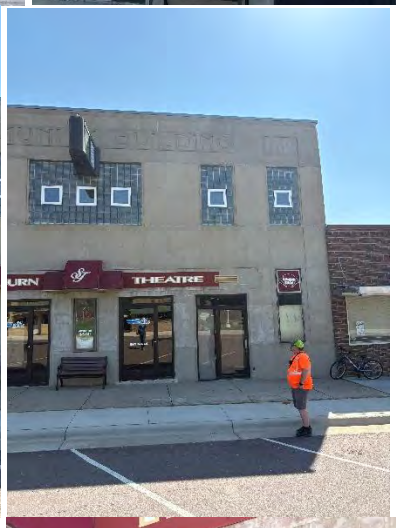
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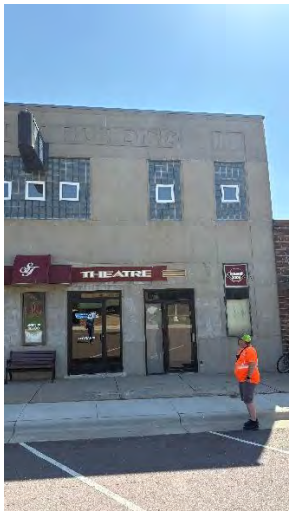
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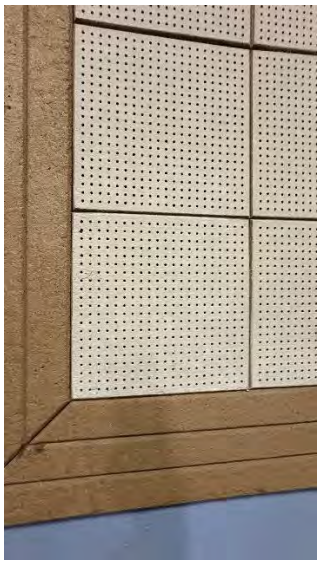
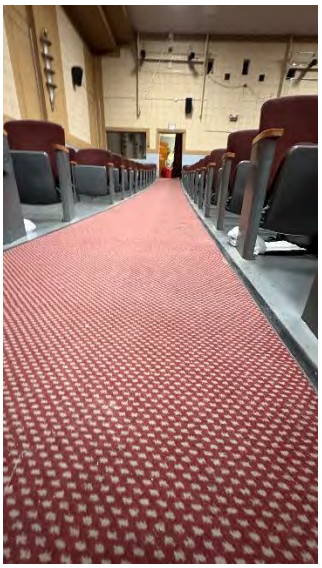
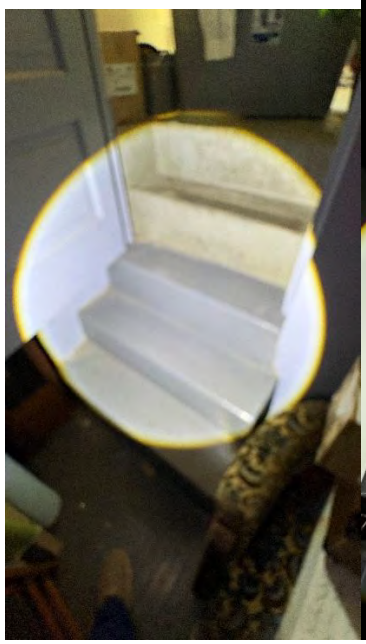
Photo 2 – Main Level Area

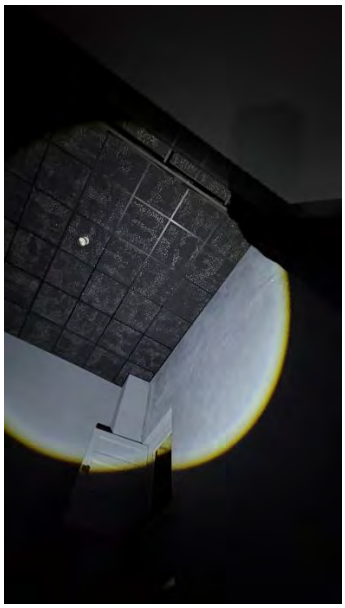



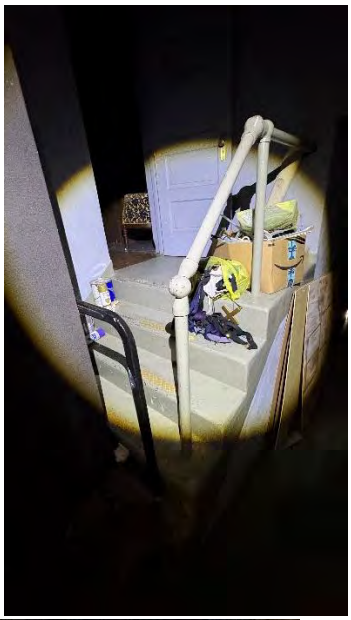
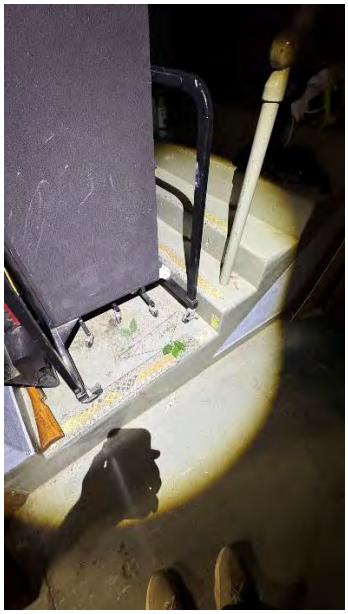
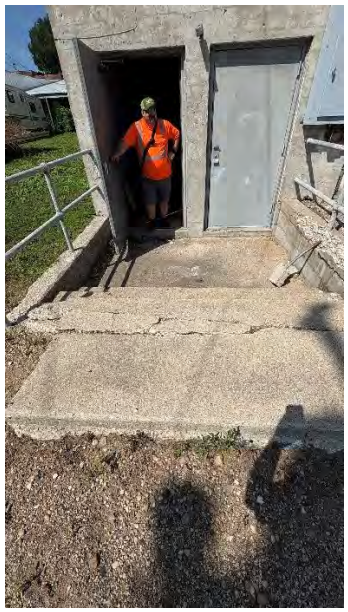


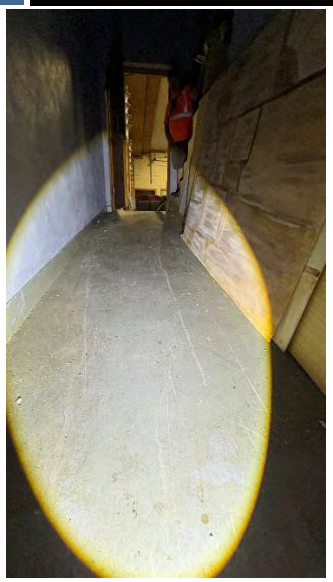
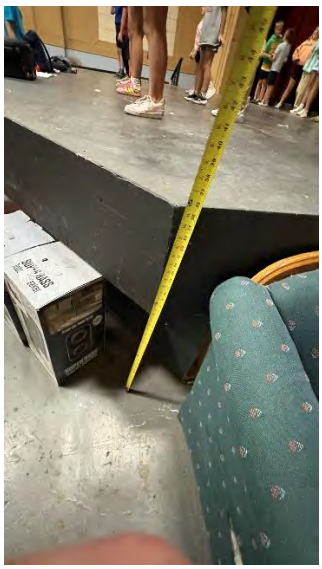


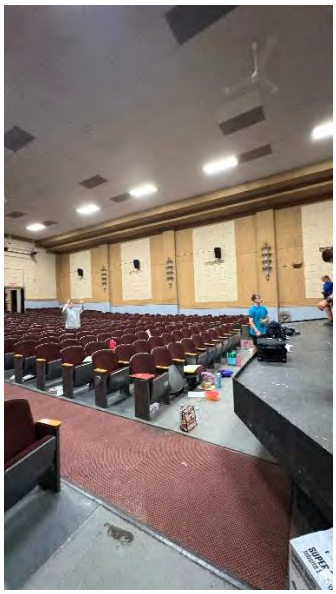
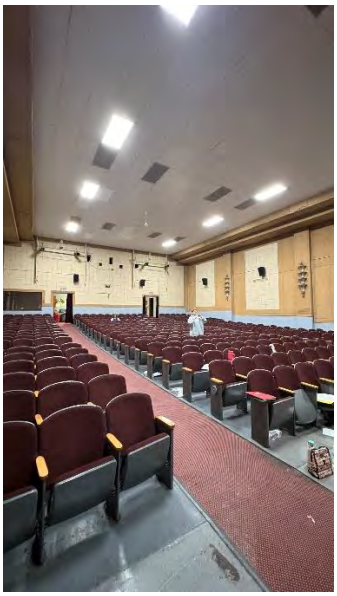
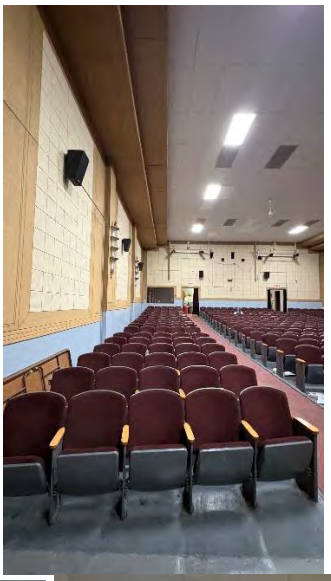



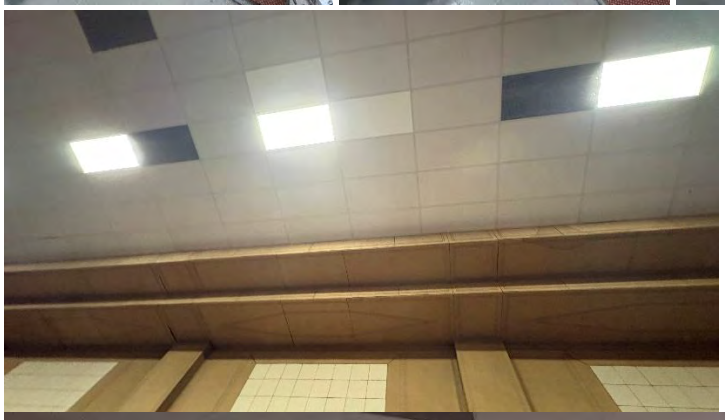


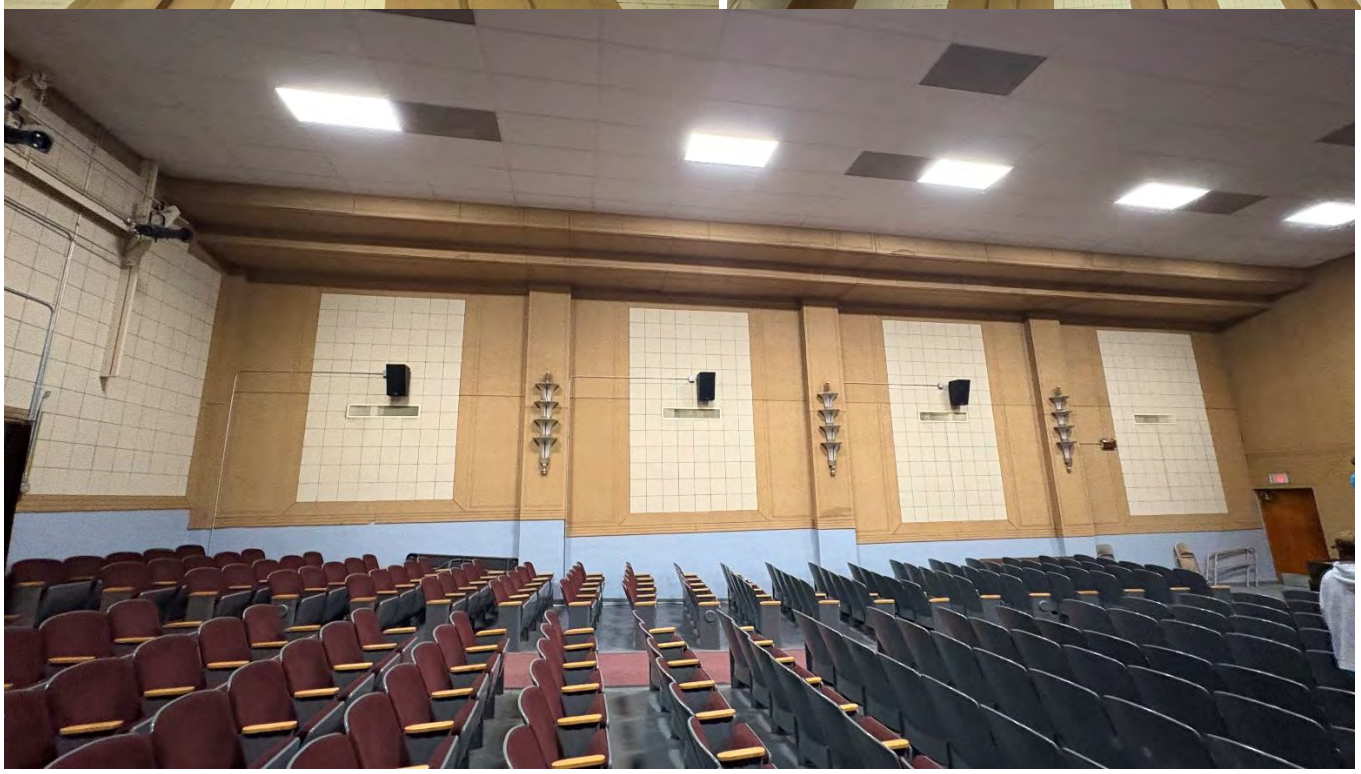



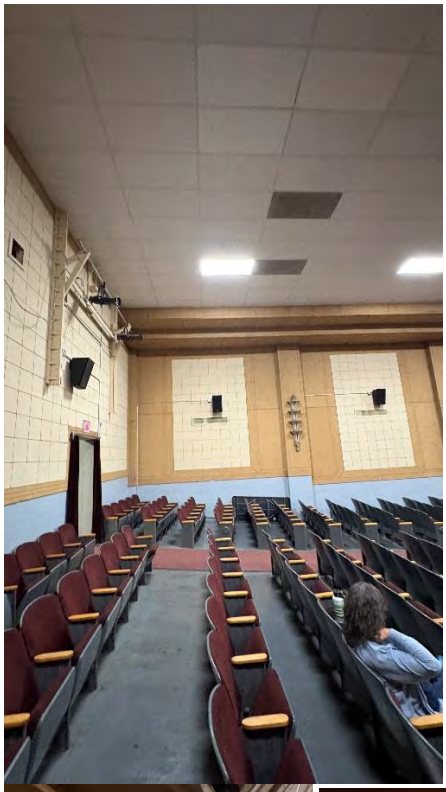





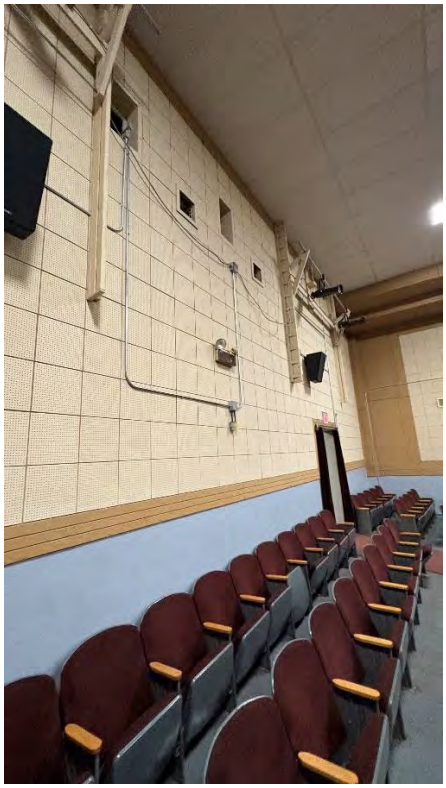









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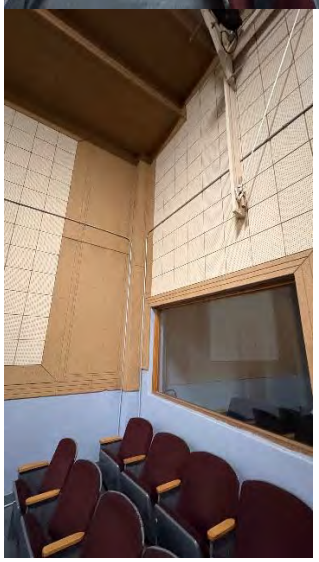

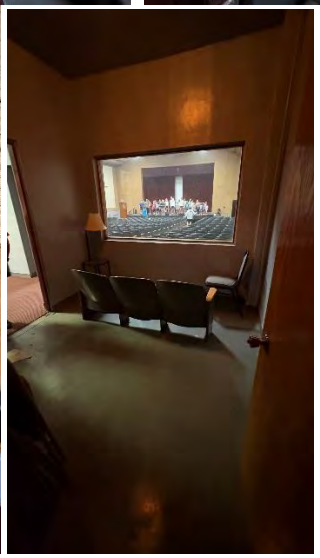



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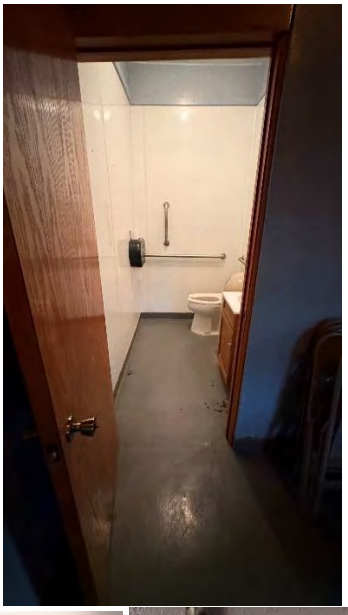
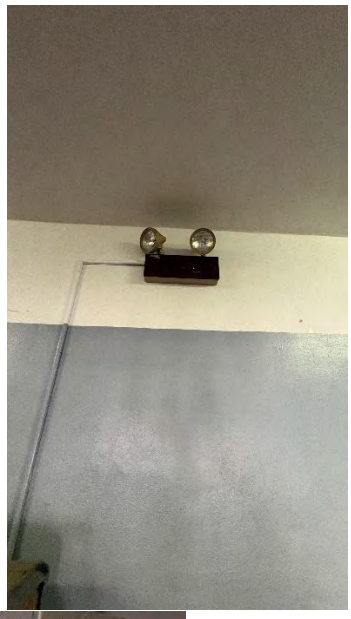



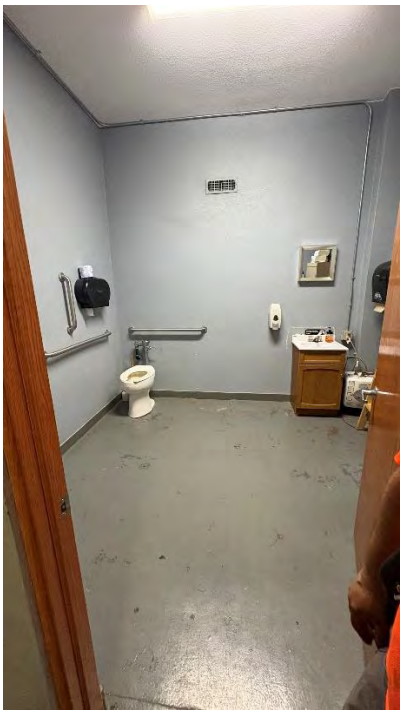
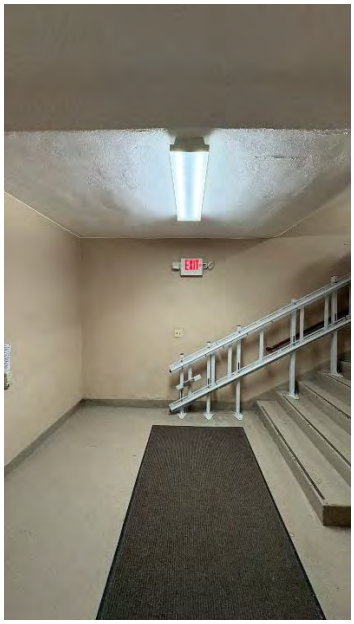



Photo 3 – Lower Level Area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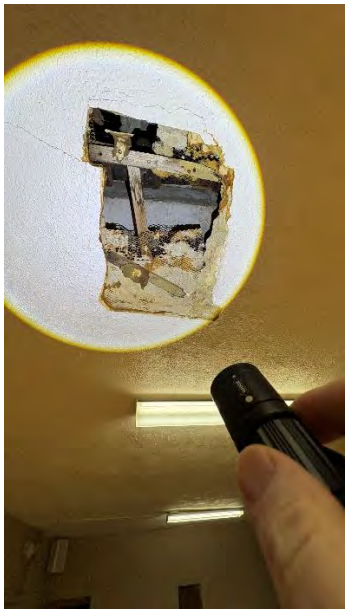
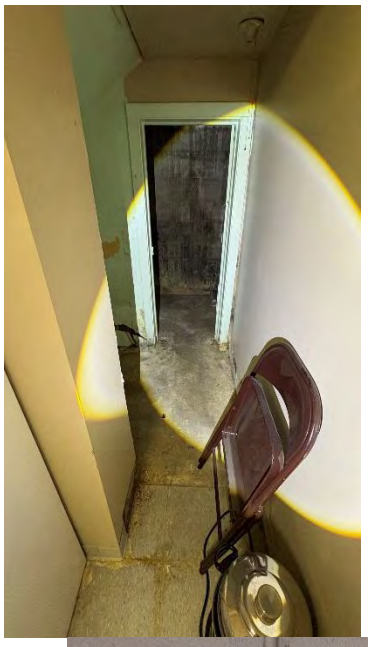
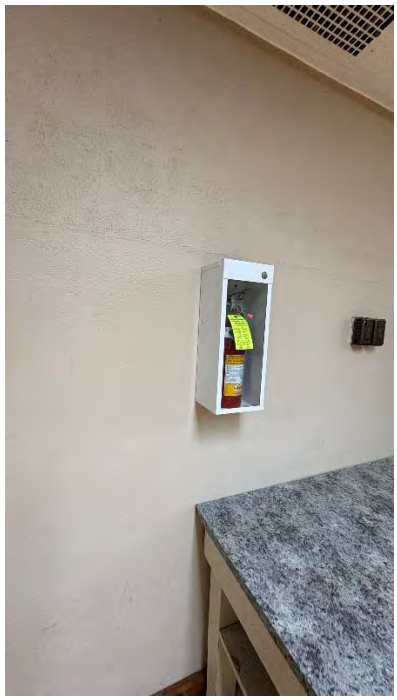
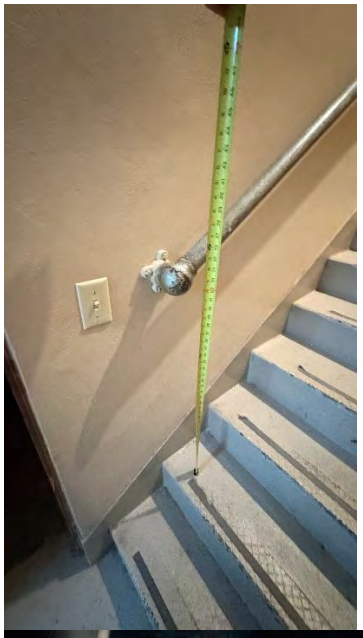



Turn Sound System
Rear OFF



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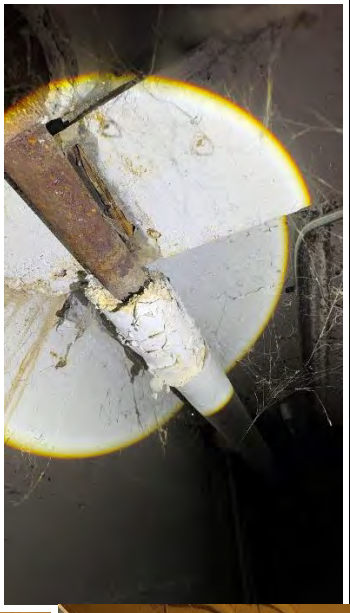

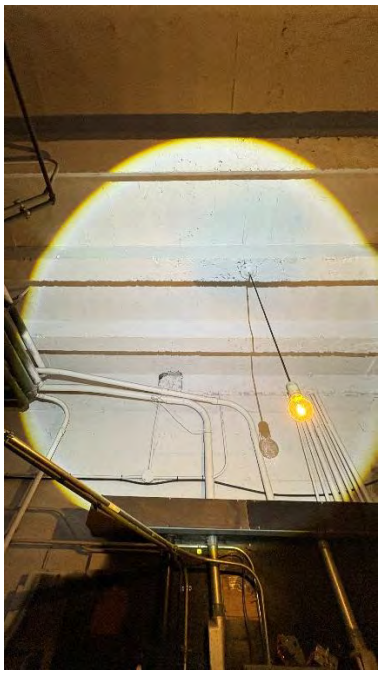
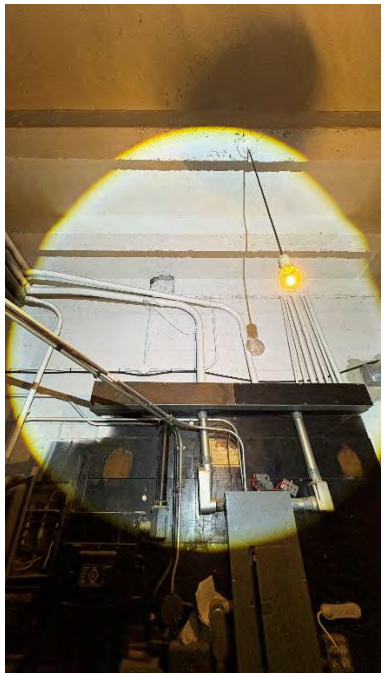

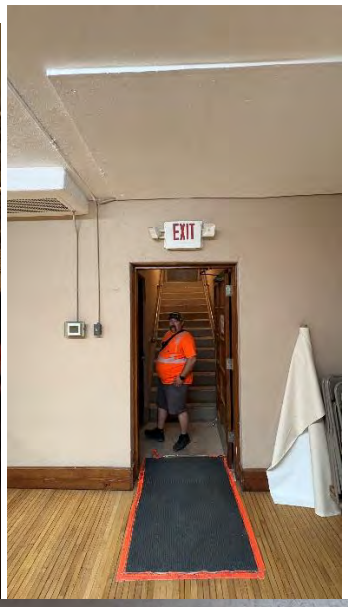
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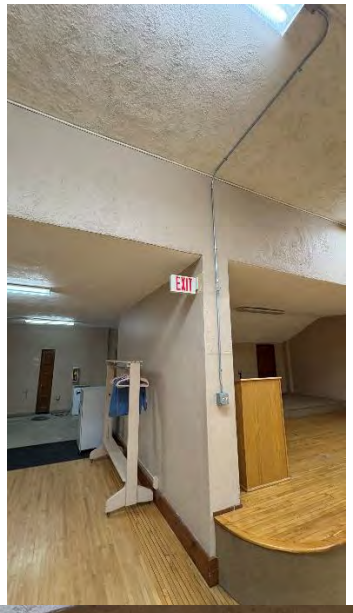
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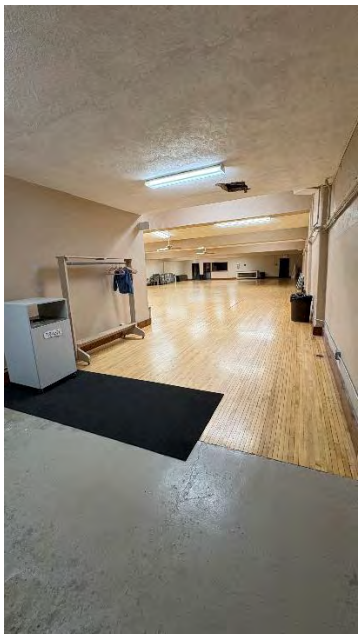
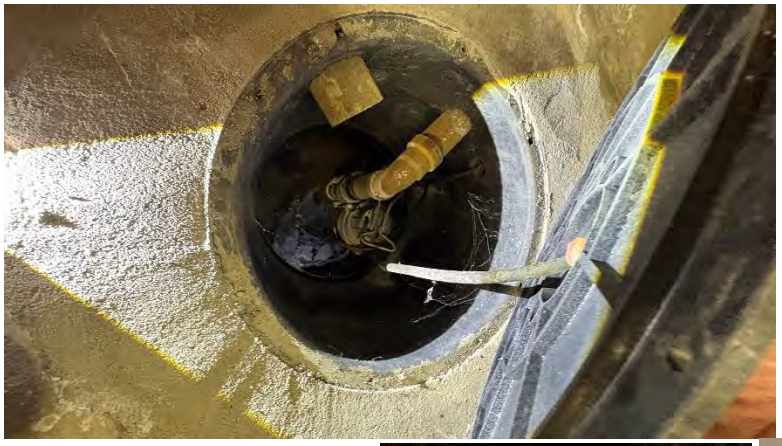
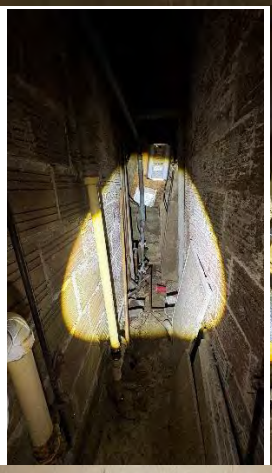
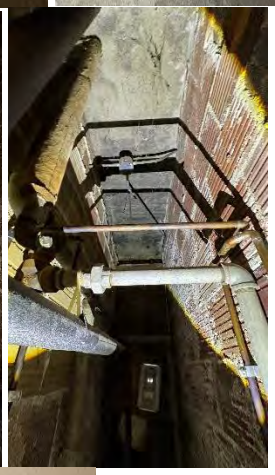
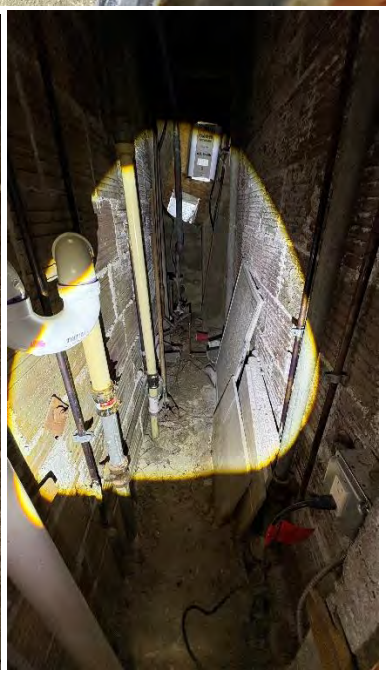
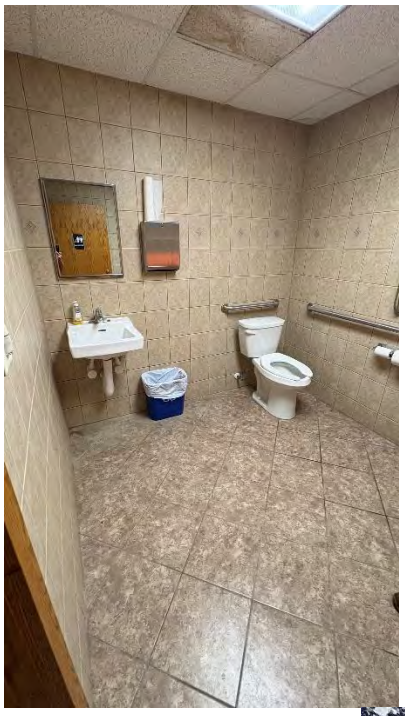




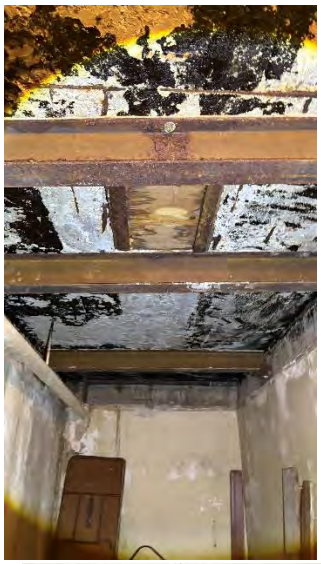










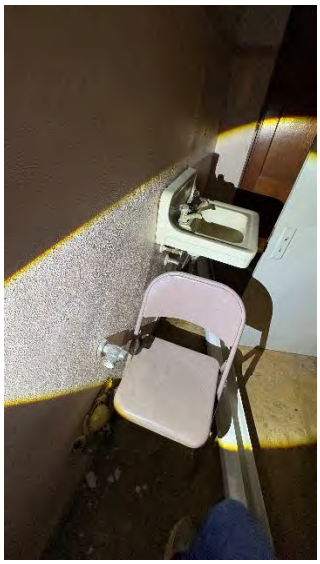
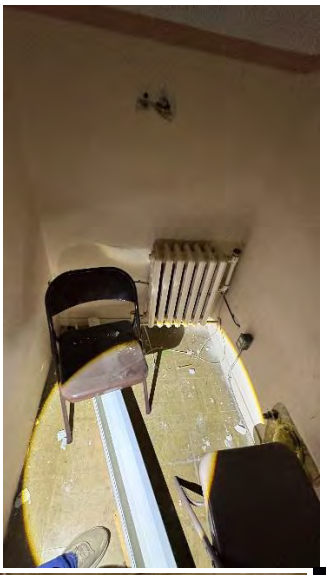



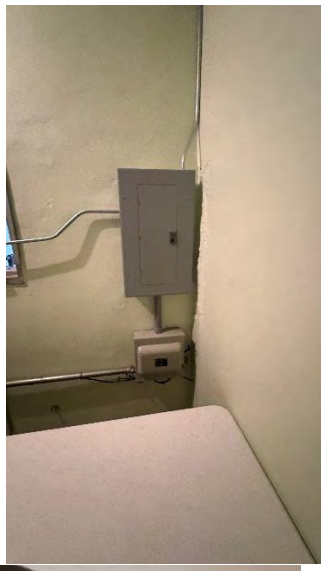
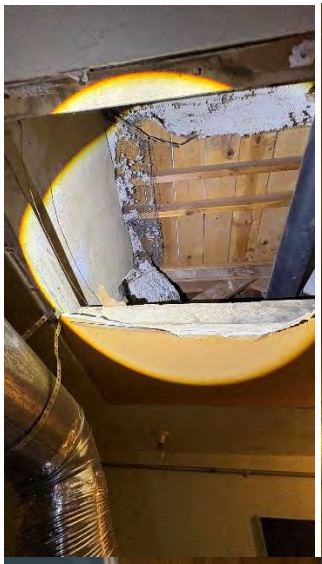
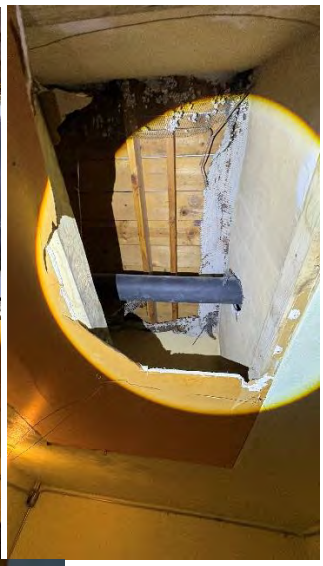
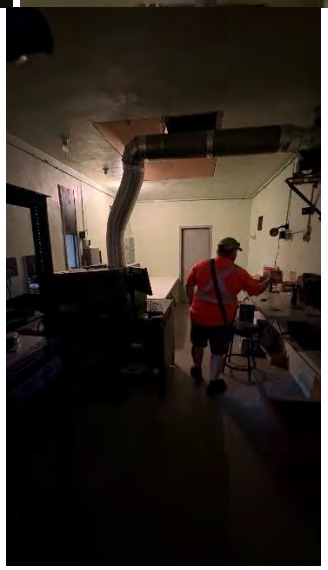




NO SMOKING


Photo 4 – Mezzanine Level





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