



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