Lanesboro City Council
Special Meeting Agenda
Monday, September 15, 2025 at 11:30 a.m.
Lanesboro Community Center Meeting Room

Zoom is provided as a way to offer more accessibility to council and committee meetings. Full functionality is not guaranteed
https://us02web.zoom.us/j/85309599870?pwd=PsuzhB3gagtbqMwYuQaNUved8Gqkel.1
Meeting ID: 853 0959 9870 | Passcode: 024944

Call the Special Meeting to Order

A. Agenda Approval
Motion _____ **Second** _____

B. The meeting will be closed due to Attorney-Client privilege to discuss active, threatened, or pending litigation pursuant to Minn. Stat. 13D.05 Subd. 3(b). The purposes served by the attorney-client privilege outweigh those served by the open meeting law and dictates the need for absolute confidentiality. The City is discussing litigation strategies with legal counsel regarding a contract dispute, which is based on correspondence received from Wapasha Construction Company Inc.'s legal counsel. Absolute confidentiality is necessary as open discussion of litigation strategy could reveal the City's strategy or jeopardize any potential resolution related to the current dispute.

C. Consider Proposal for Mold Remediation Services
Motion _____ **Second** _____

D. Consider Proposal for City Hall Ventilation Assessment
Motion _____ **Second** _____

E. Consider Employee Remote Work Agreement
Motion _____ **Second** _____

Adjourn Special Meeting

September 10, 2025

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Mitchell Walbridge
City of Lanesboro
202 Parkway Ave S.
Lanesboro, MN 55949

RE: Lanesboro City Hall- Indoor Air Quality Assessment
IEA Project #202511088

Dear Mr. Walbridge:

IEA, Inc. (IEA) is pleased to provide this report for the indoor air quality (IAQ) assessment of the City Hall in Lanesboro, Minnesota. The assessment was conducted on August 26, 2025, by IEA representative Justin Brown. The assessment included a visual inspection, spore-trap air, and tease-tape surface fungal sampling from within concern areas of the City Hall facility.

SITE INFORMATION AND OBSERVATIONS

The purpose of the assessment was to determine if an indoor air quality issue was present following an OSHA complaint. IEA was informed that moisture was condensing on the HVAC pipes, causing discoloration on the surface of the pipe insulation.

Cafeteria HVAC Room

- The room consists of concrete ceiling, wallboard and block walls, and concrete floor.
- Discoloration, confirmed to be fungal growth, and water staining were observed on the surface of the pipe insulation throughout the room.
- Discoloration was observed on the ceiling.
- Stored tables and chairs were observed to have discoloration and dust accumulation.
- A label on the air handling unit indicated it was cleaned by Mavo Systems Inc. on July 7, 2021.
- Discoloration was observed inside the air handling unit, along with visible dust accumulation.
- An old sewer line access hatch was observed. An employee informed IEA that it is bypassed, but believes it may still retain water, potentially contributing to elevated humidity in the area.

Cafeteria

- The room consists of plaster ceiling, wallboard walls, and carpet floor.
- Discoloration was observed on the air supply vents.

Kitchen

- The room consists of plaster ceiling, block walls, and tile floor.
- Discoloration was observed on the east side of the kitchen on the walls, tile flooring, and water piping. Through use of tease-tape lift, IEA confirmed the presence of fungal growth on the piping.

Meeting Room

- The room consists of plaster ceiling, wallboard walls, and carpet floor.
- Water staining was observed on the surface of the ceiling.
- IEA observed that the air in the room was very stagnant, and there appeared to be no airflow at the supply.
- The return air duct appeared dusty.

Boiler Room

- The room consists of plaster ceiling, block walls, and concrete floor.
- A non-insulated pipe was observed. IEA was informed that it drips directly onto the floor.
- Discoloration was observed on the floor beneath the non-insulated pipe, on a garden hose, on the insulation on pipe supplying the library area, on the wall, and on other pipe insulation within the room.

Library

- The room consists of plaster ceiling, wallboard walls, and carpet floor.
- A damp, mildew odor was noted in the small storage room, which does not have ventilation.
- Discoloration was observed on the pipe insulation in the small storage room.
- Water staining was observed on the ceiling outside of the small storage room.

Library HVAC Room

- The room consists of plaster ceiling, wallboard and block walls, and concrete floor.
- Discoloration was observed on the surface of the pipe insulation throughout the room.
- The interior of the air handling unit appeared dusty at the time of the assessment.
- Water staining was observed on the wallboard walls with suspect visible fungal growth.

Office Area

- The room consists of 2’x2’ ceiling tiles, wallboard walls, and carpet floor.
- Dust accumulation was observed on the air supply and return vents throughout.

Gymnasium

- The room consists of tectum ceiling panels, block walls, and wood floors.
- Discoloration was observed on the upper portion of the east and west walls at the peak.
- The concessions area of the gymnasium was observed to be very dusty and dirty.
- Rusting was noted on the bottom of the metal cabinets in the gymnasium concessions area, likely due to high relative humidity levels in the area.
- Discoloration was observed on the pipes under the sink in the gymnasium concessions area. Evidence of past excessive moisture was also noted.
- Dust accumulation was observed on both the air supply and return vents.
- Discoloration was observed in the showers on the grout in the lower shower room.

Gymnasium HVAC Room

- The room consists of plaster ceiling, wallboard and block walls, and concrete floors.
- IEA did not identify moisture impacted building materials at the time of the assessment.
- IEA did not observe discoloration or visible fungal growth on surfaces.

- The room appeared dusty and general housekeeping unkept.

Photo documentation can be found in Appendix A of this report.

SAMPLE RESULTS AND DISCUSSION

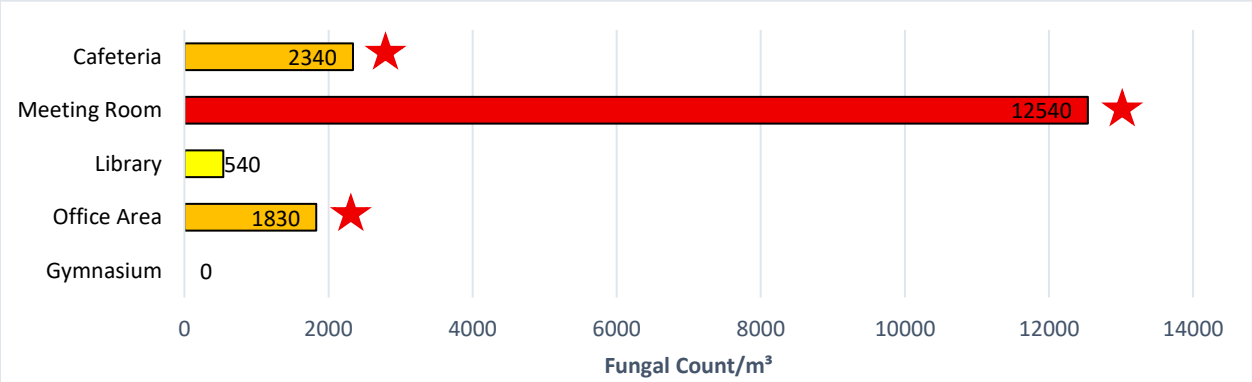
IEA conducted spore-trap air and tease-tape surface fungal sampling. Sampling methodologies and existing guidelines can be found in Appendix B. A copy of the laboratory analysis reports can be found in Appendix C.

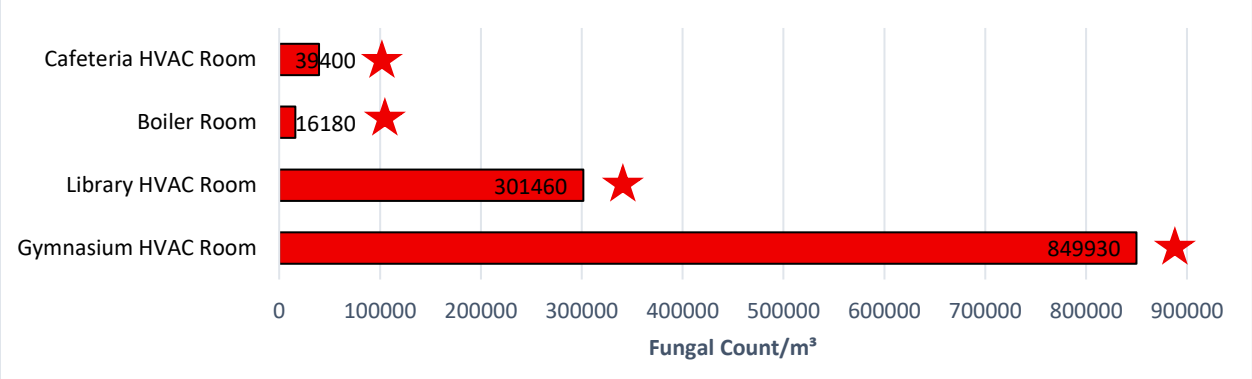
FUNGAL AIR SAMPLE RESULTS

Air samples were collected to assess the level of total (viable and non-viable) airborne fungal spores and to determine if the results are indicative of an interior source of fungal growth. Results were also compared to the outdoors comparison sample. Table 1 is intended for informational purposes only and reflects general observations.

Table 1: Fungal Air Sample Interpretation & Results – August 26, 2025

Concentration (spores/m³)	Level	Interpretation
0–500	Very Low	Typically clean indoor environment. Note: Interior growth may be indicated if dominant or upper-ranked taxa are linked to moisture-damaged materials.
501–1,500	Low	Acceptable. Routine cleaning recommended. Note: Note: Interior growth may be indicated if dominant or upper-ranked taxa are linked to moisture-damaged materials.
1,501–3,000	Moderate	Possible indoor mold or poor housekeeping. Check for dust and maintenance issues.
>3,001	Elevated	May affect sensitive individuals. Investigate for mold, poor ventilation, or dust.





« See below for additional information.

Cafeteria & Office Area

- The airborne fungal levels were found to be at a moderate concentration at the time of the assessment, with elevated levels of *Aspergillus*/*Penicillium* compared to the outdoor comparison sample. The result indicates that there is likely spore migration from the areas in the building with elevated levels of fungal spores.

Meeting Room

- The airborne fungal levels were found to be elevated at the time of the assessment, with elevated levels of *Aspergillus*/*Penicillium* compared to the outdoor comparison sample. The result indicates an airborne fungal issue at the time of the assessment.

Cafeteria HVAC Room, Boiler Room & Gymnasium HVAC Room

- The airborne fungal levels were found to be elevated at the time of the assessment, with elevated levels of *Aspergillus*/*Penicillium* and *Cladosporium* species spores.
- The result indicates an airborne fungal issue at the time of the assessment.

Library HVAC Room

- The airborne fungal levels were found to be very elevated at the time of the assessment, with elevated levels of *Aspergillus*/*Penicillium* species spores. Additionally, spores of *Stachybotrys/Memnoniella* were identified. *Stachybotrys/Memnoniella* species are highly correlated with moisture impacted building materials.
- The result indicates an airborne fungal issue at the time of the assessment.

TEASE-TAPE SAMPLE RESULTS

A tease-tape sample was collected from the surface of a pipe in the Cafeteria HVAC Room, the sink drain in the Kitchen, and the wall in the Library HVAC Room. The samples were analyzed to determine if spores were present and the spore types.

Cafeteria HVAC Room Pipe

- The sample indicated the presence of a “medium” density of *Cladosporium* and a “high” density of *Stachybotrys*/*Memnoniella fungal* growth structures.
- The results indicate fungal growth has occurred at the location.

Kitchen Sink Drain

- The sample indicated the presence of a “rare” density of *Myxomycetes*, *Pithomyces*, and rust, a “low” density of *Epicoccum*, and a “high” density of *Cladosporium* fungal growth structures.
- The results indicate fungal growth has occurred at the location.

Library HVAC Room Wall

- The sample indicated the presence of a “high” density of *Aspergillus* fungal growth structures.
- The results indicate fungal growth has occurred at the location.

GENERAL INDOOR AIR QUALITY PARAMETERS

Carbon dioxide, carbon monoxide, temperature, relative humidity and total volatile organic compound (TVOC) levels were measured in concern areas of the City Hall and outdoors for comparison. The HVAC or ventilation systems were operating during the assessment.

Table 2: Carbon Dioxide, Carbon Monoxide, Temperature, Relative Humidity, and Total Volatile Organic Compound Readings – August 26, 2025

Sample Location	Carbon Dioxide (CO_2) (ppm)	Carbon Monoxide (CO) (ppm)	Temperature (°F.)	Relative Humidity (%)	TVOC (ppm)
Cafeteria HVAC Room	666	0.3	68.9	63.5	0.11
Cafeteria & Kitchen	553	0.3	68.7	62.8	0.00
Meeting Room	552	0.3	69.3	63.8	0.00
Boiler Room	454	0.3	69.4	66.0	0.00
Library	531	0.4	70.9	63.7	0.00
Office Area	613	0.4	73.0	57.6	0.00
Library HVAC Room	534	0.3	71.2	63.8	0.00
Gymnasium	506	0.3	69.4	65.0	0.00
Gymnasium HVAC Room	537	0.3	69.3	66.0	0.00
Outdoors	372	0.2	76.3	51.2	0.00

ppm - parts per million
TVOC – Total Volatile Organic Compounds

Discussion of Results

- Carbon dioxide, carbon monoxide, and total volatile organic compounds were within IAQ guidelines during the sampling period.
- The temperature was within the lower borderline range of 68–72°F, except in the Office Area where it was within acceptable guidelines.
- The relative humidity was above the upper borderline range of 50-60% in all areas, except in the Office Area.

CONCLUSIONS AND RECOMMENDATIONS

Cafeteria HVAC Room

Dust accumulation was observed inside the air handling unit.

Water staining was observed on the surface of the pipe insulation.

Discoloration confirmed by tape lift to be fungal growth was observed on the surface of the pipe insulation throughout the room. Presumed fungal growth was also observed on the surface of the ceiling, stored tables and chairs, and inside the air handling unit.

The airborne fungal levels were found to be elevated at the time of the assessment.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, and total volatile organic compounds. The temperature was within the lower borderline range for summer months. The relative humidity was above the upper recommended borderline range and is considered unacceptable. Sustained relative humidity levels above 50% can lead to condensation and provide conditions conducive to fungal growth.

Recommendations

- Remove the fungal-impacted pipe insulation under controlled conditions per IICRC S520 *Standard and Reference Guide for Professional Mold Remediation*.
    - Work should be performed by an experienced mold remediation contractor.

  - Materials being impacted by remediation should be sampled for asbestos and lead prior to disturbance.
  - Structural components should be cleaned and sanitized prior to reconstruction.
  - Clean all horizontal surfaces throughout the impacted areas by means of HEPA vacuuming and wet wiping.
- The air handling unit and associated ductwork should be fogged with an approved anti-microbial application. After the product recommended hold time, the surfaces should be HEPA vacuumed to remove any non-viable fungal spores that may be present. If the ductwork has interior insulation, IEA recommends cleaning and coating with an anti-microbial encapsulant. Work should be done by a professional mold remediation contractor. Filters should be changed following completion of the fog.
- Repair areas of the pipe insulation where water staining has occurred.
- IEA should conduct a post-remediation verification as soon as remediation is complete, and surfaces have dried and prior to reconstruction.
- IEA recommends maintaining the relative humidity levels between 30% and 50%.

Cafeteria

Discoloration, believed to be fungal growth, was observed on the air supply vents.

The airborne fungal results indicate an airborne fungal issue at the time of the assessment, however, it's likely that this is a result of migration from the Cafeteria HVAC Room.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, and total volatile organic compounds. The temperature was within the lower borderline range for summer months. The relative humidity was above the upper recommended borderline range and is considered unacceptable. Sustained relative humidity levels above 50% can lead to condensation and provide conditions conducive to fungal growth.

Recommendations

- Clean and sanitize the air supply vents under controlled conditions per IICRC S520 *Standard and Reference Guide for Professional Mold Remediation*.
  - Work should be performed by an experienced mold remediation contractor.
  - Clean all horizontal surfaces throughout the impacted areas by means of HEPA vacuuming and wet wiping.
- The carpet should be vacuumed on a regular basis using a HEPA-filtered vacuum cleaner to reduce dust and fungal loading.
- IEA should conduct a post-remediation verification as soon as remediation is complete, and surfaces have dried and prior to reconstruction.
- IEA recommends maintaining the relative humidity levels between 30% and 50%

Kitchen

Discoloration confirmed by tape lift to be fungal growth was observed on the surface of the kitchen sink drain. Fungal growth was also observed on the east side of the kitchen on the walls, tile flooring, and water piping.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, and total volatile organic compounds. The temperature was within the lower borderline range for summer months. The

relative humidity was above the upper recommended borderline range and is considered unacceptable. Sustained relative humidity levels above 50% can lead to condensation and provide conditions conducive to fungal growth.

Recommendations

- Clean and sanitize the walls, flooring, and water piping in the east side of the kitchen under controlled conditions per IICRC S520 *Standard and Reference Guide for Professional Mold Remediation*.
    - Work should be performed by an experienced mold remediation contractor.
    - Clean all horizontal surfaces throughout the impacted areas by means of HEPA vacuuming and wet wiping.
- IEA should conduct a post-remediation verification as soon as remediation is complete, and surfaces have dried and prior to reconstruction.
- IEA recommends maintaining the relative humidity levels between 30% and 50%

Meeting Room

Water staining was observed on the ceiling surface.

Dust accumulation was observed on the return air duct.

The airborne fungal levels were found to be elevated at the time of the assessment.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, and total volatile organic compounds. The temperature was within the lower borderline range for summer months. The relative humidity was above the upper recommended borderline range and is considered unacceptable. Sustained relative humidity levels above 50% can lead to condensation and provide conditions conducive to fungal growth.

Recommendations

- The water staining on the ceiling should be repaired.
- Clean and sanitize the return air duct.
- The carpet should be vacuumed on a regular basis using a HEPA-filtered vacuum cleaner to reduce dust and fungal loading.
- IEA recommends maintaining the relative humidity levels between 30% and 50%.

Boiler Room

An uninsulated pipe was noted, and IEA was informed that it causes water to drip onto the floor.

Discoloration was observed on the floor beneath the non-insulated pipe, on a garden hose, on the pipe supplying the library area, on the wall, and on other pipe insulation in the room.

The airborne fungal levels were found to be elevated at the time of the assessment.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, and total volatile organic compounds. The temperature was within the lower borderline range for summer months. The relative humidity was above the upper recommended borderline range and is considered unacceptable.

Sustained relative humidity levels above 50% can lead to condensation and provide conditions conducive to fungal growth.

Recommendations

- Remove the fungal-impacted pipe insulation under controlled conditions per IICRC S520 *Standard and Reference Guide for Professional Mold Remediation*.
    - Work should be performed by an experienced mold remediation contractor.
    - Materials being impacted by remediation should be sampled for asbestos and lead prior to disturbance.
    - Clean all horizontal surfaces throughout the impacted areas by means of HEPA vacuuming and wet wiping.
- The pipe should be insulated to prevent additional dripping onto the floor.
- The garden hose should be cleaned and sanitized or disposed of.
- IEA should conduct a post-remediation verification as soon as remediation is complete, and surfaces have dried and prior to reconstruction.
- IEA recommends maintaining the relative humidity levels between 30% and 50%.

Library

A damp mildew odor was noted in the small storage room.

Discoloration was observed on the pipe insulation in the small storage room.

Water staining was observed on the ceiling outside of the small storage room.

The airborne fungal results do not indicate an airborne fungal issue at the time of the assessment.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, and total volatile organic compounds. The temperature was within the lower borderline range for summer months. The relative humidity was above the upper recommended borderline range and is considered unacceptable. Sustained relative humidity levels above 50% can lead to condensation and provide conditions conducive to fungal growth.

Recommendations

- Remove the fungal-impacted pipe insulation under controlled conditions per IICRC S520 *Standard and Reference Guide for Professional Mold Remediation*.
    - Work should be performed by an experienced mold remediation contractor.
    - Materials being impacted by remediation should be sampled for asbestos and lead prior to disturbance.
    - Structural components should be cleaned and sanitized prior to reconstruction.
    - Clean all horizontal surfaces throughout the impacted areas by means of HEPA vacuuming and wet wiping.
- The water staining on the ceiling outside of the small storage room should be repaired.
- IEA should conduct a post-remediation verification as soon as remediation is complete, and surfaces have dried and prior to reconstruction.
- IEA recommends maintaining the relative humidity levels between 30% and 50%.

Library HVAC Room

The interior of the air handling unit appeared dusty.

Water staining and fungal growth was observed on the wallboard walls.

Discoloration, presumed to be fungal growth was observed on the surface of the pipe insulation throughout the room.

The airborne fungal levels were found to be very elevated at the time of the assessment. IEA does not suggest that this area be entered by employees of the City of Lanesboro under any circumstances.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, and total volatile organic compounds. The temperature was within the lower borderline range for summer months. The relative humidity was above the upper recommended borderline range and is considered unacceptable. Sustained relative humidity levels above 50% can lead to condensation and provide conditions conducive to fungal growth.

Recommendations

- Remove the fungal-impacted pipe insulation and wallboard under controlled conditions per IICRC S520 *Standard and Reference Guide for Professional Mold Remediation*.
    - Work should be performed by an experienced mold remediation contractor.
    - Materials being impacted by remediation should be sampled for asbestos and lead prior to disturbance.
    - Remove wallboard to at least one-foot past visible fungal growth or moisture staining. If insulation is present, remove the insulation behind impacted areas, and assess surfaces that become visible as materials are removed.
    - Structural components should be cleaned and sanitized prior to reconstruction.
    - Clean all horizontal surfaces throughout the impacted areas by means of HEPA vacuuming and wet wiping.
- The air handling unit and associated ductwork should be fogged with an approved anti-microbial application. After the product recommended hold time, the surfaces should be HEPA vacuumed to remove any non-viable fungal spores that may be present. If the ductwork has interior insulation, IEA recommends cleaning and coating with an anti-microbial encapsulant. Work should be done by a professional mold remediation contractor. Filters should be changed following completion of the fog.
- IEA should conduct a post-remediation verification as soon as remediation is complete, and surfaces have dried and prior to reconstruction.
- IEA recommends maintaining the relative humidity levels between 30% and 50%.

Office Area

Dust accumulation was observed on the air supply and return vents throughout the area.

The airborne fungal results indicate an airborne fungal issue at the time of the assessment; however, it is likely that this is a result of migration from the other areas of the building.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, temperature relative humidity, and total volatile organic compounds.

Recommendations

- Horizontal surfaces throughout should be cleaned by means of HEPA vacuuming and wet wiping.
- Clean and sanitize the air supply and return vents throughout the office area.
- Inspect the uninvent filter and ensure it is clean and replaced per the manufacturer's recommendations.
- The carpet should be vacuumed on a regular basis using a HEPA-filtered vacuum cleaner to reduce dust and fungal loading.

Gymnasium

Discoloration was observed on the upper portion of the east and west walls, on the pipes beneath the sink in the concessions area, and on the grout in the showers of the lower shower room.

The concessions area appeared very dusty, and rusting was observed on the bottom of the metal cabinets.

Dust accumulation was observed on the gymnasium air supply and return vents.

The airborne fungal results do not indicate an airborne fungal issue at the time of the assessment.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, and total volatile organic compounds. The temperature was within the lower borderline range for summer months. The relative humidity was above the upper recommended borderline range and is considered unacceptable. Sustained relative humidity levels above 50% can lead to condensation and provide conditions conducive to fungal growth.

Recommendations

- Clean and sanitize the upper portion of the east and west walls, the pipes beneath the sink in the concessions area, and the showers under controlled conditions per IICRC S520 *Standard and Reference Guide for Professional Mold Remediation*.
    - Work should be performed by an experienced mold remediation contractor.
    - Clean all horizontal surfaces throughout the impacted areas by means of HEPA vacuuming and wet wiping.
- The gymnasium air supply and return vents should be cleaned and sanitized.
- IEA should conduct a post-remediation verification as soon as remediation is complete, and surfaces have dried.
- IEA recommends maintaining the relative humidity levels between 30% and 50%.

Gymnasium HVAC Room

The room appeared dusty and generally unclean.

The airborne fungal levels were found to be very elevated at the time of the assessment. IEA does not suggest that this area be entered by employees of the City of Lanesboro under any circumstances.

General air parameters were within guidelines for carbon dioxide, carbon monoxide, and total volatile organic compounds. The temperature was within the lower borderline range for summer months. The relative humidity was above the upper recommended borderline range and is considered unacceptable.

Sustained relative humidity levels above 50% can lead to condensation and provide conditions conducive to fungal growth.

Recommendations

- Horizontal surfaces throughout should be cleaned by means of HEPA vacuuming and wet wiping.
- The air handling unit and associated ductwork should be fogged with an approved anti-microbial application. After the product recommended hold time, the surfaces should be HEPA vacuumed to remove and non-viable fungal spores that may be present. If the ductwork has interior insulation, IEA recommends cleaning and coating with an anti-microbial encapsulant. Work should be done by a professional mold remediation contractor. Filters should be changed following completion of the fog.
- IEA should conduct a post-remediation verification as soon as remediation is complete, and surfaces have dried.
- IEA recommends maintaining the relative humidity levels between 30% and 50%.

GENERAL COMMENTS

The analysis and opinions expressed in this report are based upon data obtained from the City of Lanesboro at the indicated locations. This report does not reflect variations in conditions that may occur across the site, property, or facility. Actual conditions may vary and may not become evident without further assessment.

The report is prepared for the exclusive use of our client for specific application to the project discussed and has been prepared in accordance with generally accepted indoor air quality practices. Other than as provided in the preceding sentence regarding the assessment at the building, including the General Conditions attached thereto, no warranties are extended or made.

If you have any questions, please contact our office at 507-281-6664.

Sincerely,

IEA, Inc.

Natalie Eskew
EPDM/IAQ Lead

Reviewed by,

Kirsten Romero
Certified Industrial Hygienist

Enc.

Appendix A

Photo Documentation

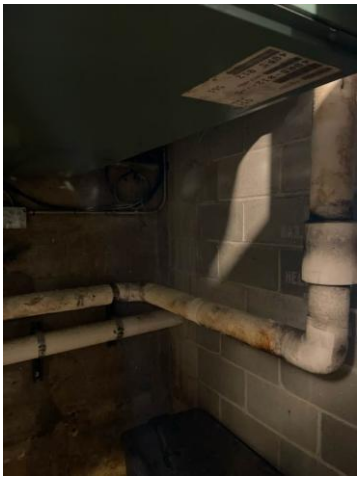
Photo Documentation Indoor Air Quality

Overview

Client	City of Lanesboro
Building	City Hall IAQ
IEA Assessor	Justin Brown
Date	08-26-2025
Photos:	 Cafeteria HVAC room: discoloration on tables and stored materials.  Cafeteria HVAC room

Photo Documentation Indoor Air Quality

Cafeteria HVAC room



Cafeteria HVAC room: discoloration on pipe.

Cafeteria HVAC room: discoloration

Cafeteria HVAC room: discoloration

Photo Documentation Indoor Air Quality

Cafeteria HVAC room

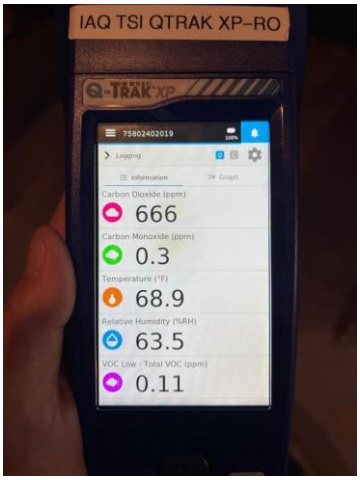

Cafeteria HVAC room: discoloration on pipe


Cafeteria HVAC room


Cafeteria HVAC room: inside unit dirty

Photo Documentation Indoor Air Quality

Cafeteria HVAC room. Old sewer line access hatch. Maintenance believes its bypassed but could still hold water leading to high humidity in room.



Cafeteria HVAC room

Cafeteria HVAC room

Cafeteria

Photo Documentation Indoor Air Quality

Cafeteria

Cafeteria air supply grate discoloration

Cafeteria air supply

Cafeteria air supply

Photo Documentation Indoor Air Quality

Cafeteria air supply

Kitchen. Efflorescence on block wall. Discoloration, assumed visible fungal growth

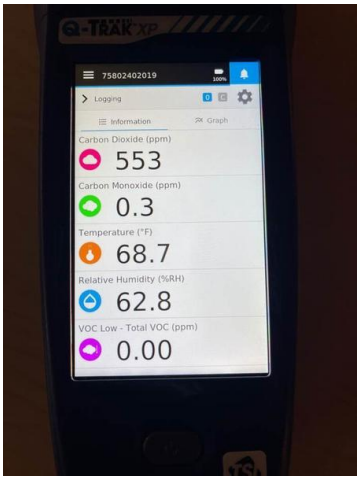
Kitchen. Discoloration, assumed visible fungal growth

Kitchen.

Photo Documentation Indoor Air Quality

Kitchen.

Kitchen.



Cafeteria and Kitchen

Meeting room. Very stagnant. Appeared to be no air flow in this area.

Photo Documentation Indoor Air Quality

Meeting room ceiling stained

Meeting room

Meeting room

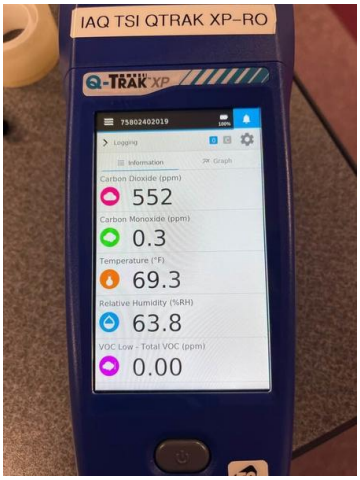
Meeting room

Photo Documentation Indoor Air Quality

Meeting room supply.
Appeared to be no air flow

Meeting room supply

Meeting room return

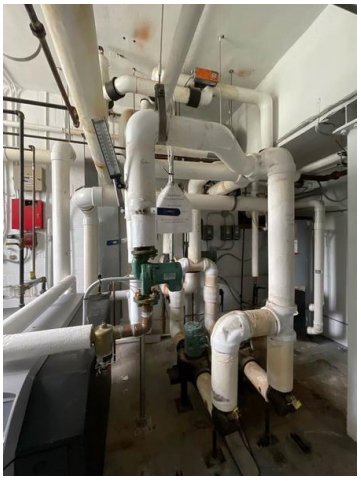


Meeting room

Photo Documentation Indoor Air Quality

Meeting room storage. Cardboard stacked tight against wall and directly on floor.

Boiler room.



Boiler room.

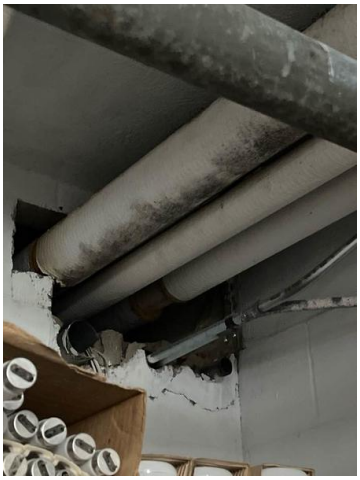
Boiler room.

Photo Documentation Indoor Air Quality

Boiler room. Floor below non insulated pipe.

Boiler room.

Boiler room. Non insulated pipe. Maintenance noted on certain days this pipe just drips directly on to floor.



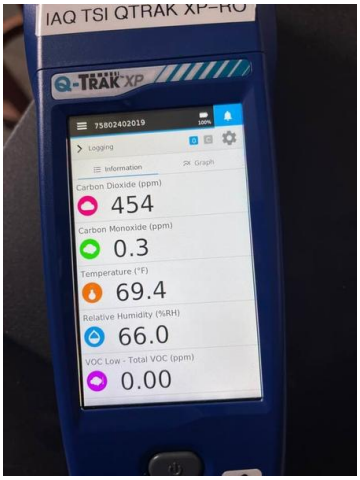
Boiler room. Pipe feeding library area.

Photo Documentation Indoor Air Quality

Boiler room.

Boiler room: discoloration on pipe insulation

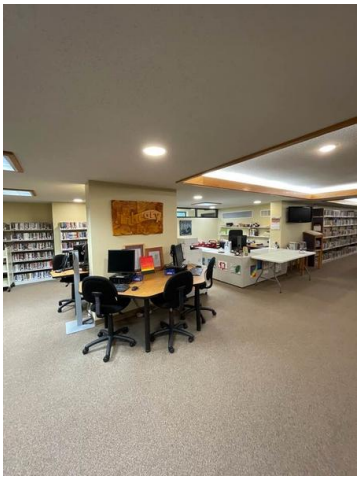
Boiler room.



Boiler room.

Photo Documentation Indoor Air Quality

Library



Library

Library

Library small storage room. Non vented door and no HVAC in this area. Very damp and mildew odor.

Photo Documentation Indoor Air Quality

Library small storage room.

Library small storage room: pipe discoloration

Library small storage room. Discoloration at wall and on pipe insulation.

Library: discoloration and staining on ceiling outside of the small storage room.

Photo Documentation Indoor Air Quality

Library ceiling outside of the storage closet.

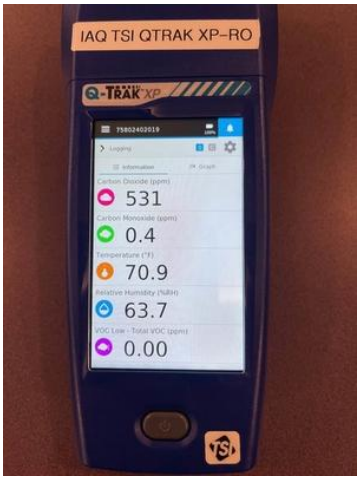
Library return air duct painted interior insulation. Discoloration may be present.

Library supply

Library supply

Photo Documentation Indoor Air Quality

Library supply



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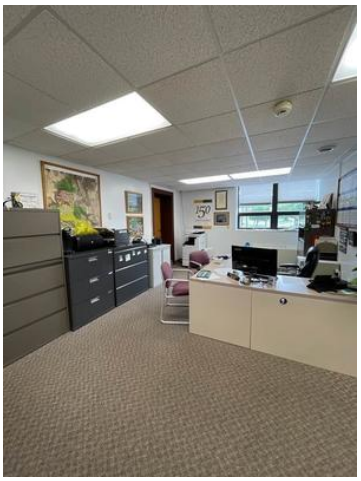


Office area

Office area

Photo Documentation Indoor Air Quality

Office area

Office area Unit-vent intake at floor; dusty and dirty.

Office area.

Library HVAC room

Photo Documentation Indoor Air Quality

Library HVAC room

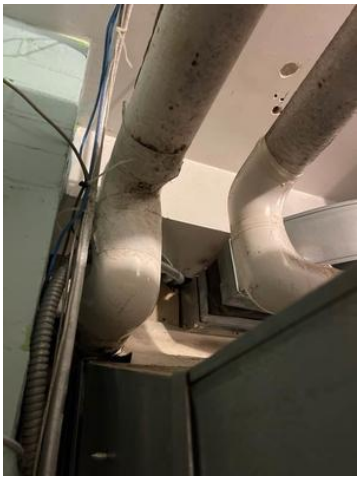
Library HVAC room

Library HVAC room

Library HVAC room

Photo Documentation Indoor Air Quality

Library HVAC room



Library HVAC room

Library HVAC room

Library HVAC room

Photo Documentation Indoor Air Quality

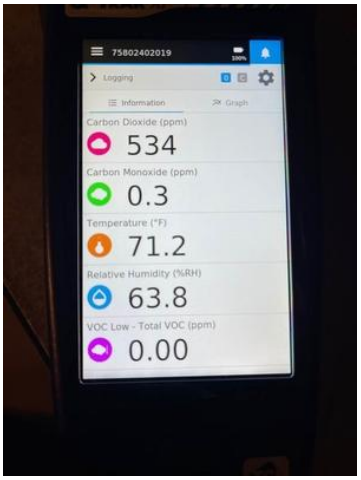
Library HVAC room

Library HVAC room

Library HVAC room

Library HVAC room

Photo Documentation Indoor Air Quality



Library HVAC room

Gymnasium

Gymnasium

Gymnasium west peak

Photo Documentation Indoor Air Quality

Gymnasium west peak

Gymnasium west peak

Gymnasium east peak

Gymnasium east peak

Photo Documentation Indoor Air Quality

Gymnasium concessions area. Very dusty and dirty

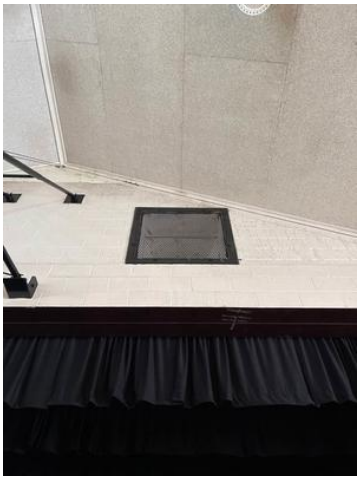
Gymnasium concessions area. Bottom of metal cabinets rusting from excess moisture

Gymnasium concessions under sink. Excessive moisture evident in the past. Growth on metal pipes

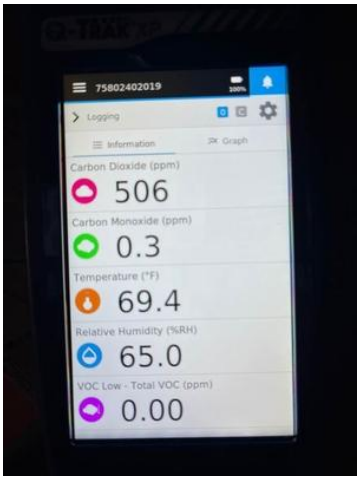
Gymnasium return

Photo Documentation Indoor Air Quality

Gymnasium return. Dusty and dirty



Gymnasium supply. Dusty and dirty



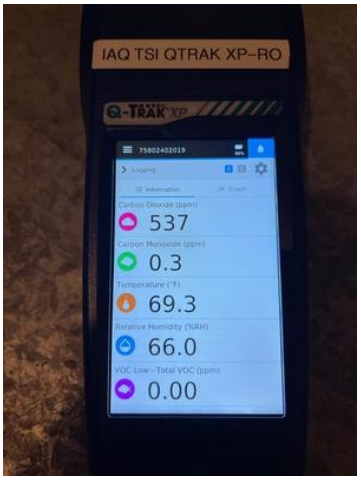
Gymnasium

Gymnasium HVAC room.

Photo Documentation Indoor Air Quality

Gymnasium HVAC room

Gymnasium HVAC room



Gymnasium HVAC room

Showers in lower shower room.

Photo Documentation Indoor Air Quality

Showers in lower shower room. Discoloration on grout; assumed visible fungal growth

Showers in lower shower room.

Showers in lower shower room.

Outdoor.

Photo Documentation Indoor Air Quality

Exterior envelope

Appendix B

Sampling Methodologies & Existing Guidelines

EXISTING GUIDELINES/HEALTH CONCERNS FOR FUNGI

High levels of fungi in the indoor environment are known to cause a variety of human health concerns and may constitute one aspect of environmental sensitivity known as "sick building syndrome." Several fungal species are known to be allergenic, toxigenic, and/or pathogenic if present at elevated levels. However, the most common type of response is allergic in nature and is manifested by irritation to the respiratory system and eyes, sneezing, sinus congestion, and rhinitis.

The presence of fungi on building materials as identified by a visual assessment or by bulk/surface sampling results does not necessitate that people will be exposed or exhibit health effects. In order for humans to be exposed indoors, fungal spores, fragments, or metabolites must be released into the air and inhaled, physically contacted (dermal exposure), or ingested. Whether or not symptoms develop in people exposed to fungi depends on the nature of the fungal matter (e.g., allergenic, toxic, or infectious), the amount of exposure, and the susceptibility of the exposed persons. Susceptibility varies with the genetic predisposition (e.g., allergic reactions do not always occur in all individuals), age, state of health, and concurrent exposures. For these reasons, and because measurements of exposure are not standardized and biological markers of exposure to fungi are largely unknown, it is not possible to determine "safe" or "unsafe" levels of exposure in general.[1]

In mechanically ventilated buildings with adequate filtration, the American Conference of Governmental Industrial Hygienists (ACGIH) has indicated that indoor bioaerosol levels should be less than the outdoor levels and the predominant species should be similar.[2] The publication also recommends the interpretation of bioaerosol data based on a combination of the following:

- indoor/outdoor concentration ratios,
- a comparison of species composition indoors and outdoors, and
- The presence of "indicator species" (those that indicate excessive moisture or a specific health hazard) isolated from the indoor environment.

Limitations:

Currently there are no established state or federal standards or regulations that exist when sampling for microbial spores. Therefore, IEA can only establish an indication of fungal growth within a building by counting spores (establishing quantity) and typing organisms (establishing specific genera) and comparing these factors to background air sample. A substantial increase or differential of interior spore types inconsistent with the background is usually indicative of an indoor source of mold growth.

Fungal air sampling provides a "snapshot" of airborne fungi present during the sampling period. Molds release spores at variable rates according to environmental conditions and other factors that may continuously vary significantly between minutes, hours or days. In addition, outside airborne mold spore levels may vary widely from hundreds to tens of thousands of spores per cubic meter of air between seasons. Furthermore, large quantities of mold spores from outside can mask mold spores originated within a building, thus making inside/outside comparisons of spore levels difficult.

There is no sampling media that is perfect for every situation and using current testing methods is difficult to determine "normal" airborne fungal concentrations. Due to these limitations, air samples may provide a "false negative" and sample results that do not indicate a microbial issue should not be regarded as proof of the lack of a mold problem. In spite of these limitations, air monitoring can provide useful information as an indicator to help identify a hidden mold or moisture issues within a building.

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1 New York City Department of Health, 2000. *Guidelines on Assessment and Remediation of Fungi in Indoor Environments.*

2 ACGIH, 1999. *Bioaerosols: Assessment and Control,* §7.4.2 Fungi.

SAMPLING METHODOLOGIES

Fungal Air Samples – Total Spore

The total airborne fungal spore (spore trap) samples were collected with Air-O-Cell™ cassettes. This type of sampling involves impacting fungal spores and other structures onto a sticky medium. The samples provide an overview of the total number of airborne spore's present (both viable and non-viable). A disadvantage of total spore trap samples is that some organisms have spores that are similar in appearance to each other and thus cannot be distinguished, which are then reported as a group.

The air samples were collected with a Buck BioAire™ Bioaerosol Sampling Pump at a calibrated flow rate of fifteen (15) liters per minute. The indoor and outdoor (comparison) samples were collected for five (5) minutes for a total volume of seventy-five (75) liters each. The samples were submitted to the laboratory for optical microscopic examination and identification of the organisms.

Laboratory analysis was performed by EMSL Analytical, Inc. of Minneapolis, Minnesota.

Guideline to Aid in the Result Interpretation:

The following guidelines was utilized to assess if samples were acceptable (pass) or unacceptable (fail):

- Fungal organisms isolated in the indoor air sample are evaluated in comparison to the outdoor sample in terms of type and concentration. Indoor concentrations should be lower than outdoor concentrations in mechanically ventilated buildings with adequate filtration; and
- Types of organisms found indoors should be similar to those found outdoors.

Therefore, IEA looked at two parameters: the level of total spores on the clearance sample relative to outdoors and the presence of spores from indicator organisms. Indicator organisms are fungal organisms typically associated with growth on moisture-impacted building materials.

Fungal Bulk Samples – Tease-Tape Lift

Surface fungal samples were accomplished via tape lift. Clear cellophane adhesive tape is pressed against the sample location suspected of being fungal growth, whereupon parts of organisms on the surface adhere to the tape. The tape strip is then mounted to a clear glass laboratory microscope slide and submitted to the laboratory for optical microscopic examination and identification of the organisms.

Laboratory analysis was performed by EMSL Analytical, Inc. of Minneapolis, Minnesota.

Carbon Dioxide (CO_2), Carbon Monoxide (CO), Temperature, Relative Humidity, and Total Volatile Organic Compounds

Carbon dioxide (CO_2), carbon monoxide (CO), temperature (°F), relative humidity (RH), and total volatile organic compound (TVOC) levels were measured using a Q-Trak™ XP IAQ monitor. Measurements were collected in occupied areas and outdoors for comparison.

Guideline to Aid in the Result Interpretation:

At present, no indoor air quality regulatory limits exist apart from Occupational Safety and Health Administration (OSHA's) Permissible Exposure Limits (PELs) which were developed for traditional industrial settings. OSHA's PELs are generally not a suitable measure of good indoor air quality in non-industrial environments. Recommended guidelines and other information for acceptable levels of carbon dioxide, carbon monoxide, temperature and relative humidity and TVOC's are provided as follows:

- **Carbon Dioxide (CO_2)**
  Carbon dioxide is a colorless, odorless gas and is a natural and necessary component of our atmosphere. In outdoor air, CO_2 levels typically range from 300 to 400 parts per million (ppm). In indoor environments, CO_2 levels are usually higher than the levels measured outdoors. This is due, for the most part, to human respiration. Our exhaled breath contains approximately 30,000 ppm of CO_2; therefore, CO_2 levels will tend to increase indoors when people are present.

  The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Standard 62.1-2004, *Ventilation for Acceptable Indoor Air Quality*, Appendix C states that maintaining a CO_2 concentration no greater than about 700 ppm above outdoor air levels will indicate that a substantial majority of occupants will be satisfied with respect to human bioeffluents (body odor).

  Measuring CO_2 levels in an occupied area can aid in determining how well the ventilation system is functioning. However, low CO_2 levels do not necessarily indicate that the ventilation system is functioning properly. If CO_2 levels are high, this suggests that the ventilation system is not functioning properly.

  Recommended CO_2 Limit

  Based on our past IAQ studies, the number of reported air quality complaints tends to increase when CO_2 levels exceed approximately 1,200 ppm. If CO_2 levels exceed 1,200 ppm in occupied areas, additional evaluation should be considered which may include ventilation or specific contaminant testing.

- **Carbon Monoxide (CO)**
  Carbon monoxide is a colorless, odorless, and tasteless gas, which is present at trace amounts in the environment. The primary source of CO is the combustion of fossil fuels and other oxidation processes. Therefore, if CO is present at significant levels, the most likely sources will be heating units or internal combustion engines.

  Carbon monoxide is classified toxicologically as a chemical asphyxiant, which means that it interferes with the oxygen-carrying capacity of the blood. If CO levels are high, enough oxygen can be displaced from the blood stream to cause the victim to suffer CO poisoning. As a result of this potential health hazard, the following regulatory exposure limits have been promulgated:

  - MN OSHA Regulations
    - Permissible Exposure Limit (PEL) = 35 ppm for an 8-hour TWA exposure
    - Ceiling level - 200 ppm
  - American Conference of Governmental Industrial Hygienists (ACGIH) Guideline
    - Threshold Limit Value (TLV) = 25 ppm for an 8-hour TWA exposure

  However, indoor CO levels less than the above regulatory limits have caused health-related symptoms such as headaches and nausea. As a result, recommended indoor air quality guidelines have been proposed to maintain indoor CO levels below 10 ppm. One recommended guideline referenced in ASHRAE 62.1-2004 is the National Ambient Air Quality Standard of 9 ppm for an 8-hour exposure.

IEA also supports implementing corrective actions where significant indoor CO levels are present in indoor environments. Based on our air quality investigations, headaches, nausea, and dizziness can be reported when CO levels approach and exceed 10 ppm. However, in most indoor environments without a known CO source, a CO level of 5 ppm should be considered significant and may indicate that a problem exists in the heating or ventilation system.

- **Temperature and Humidity**

  Temperature and humidity levels will affect the thermal comfort of an individual. However, other factors including air speed, activity levels, metabolic rates, and clothing also affect thermal comfort. There is no single "ideal" temperature and humidity level suitable for all building occupants. ASHRAE 55 has recommended temperature ranges suitable for people performing light, primarily sedentary activities for summer and winter seasons.

  ASHRAE recommends that temperatures in the summer ranges should be 72–80°F and the winter should be in the range of 68–76°F with a relative humidity level of 30–60% year-round. These ranges should obtain thermal acceptability of sedentary or slightly active persons.

  In Minnesota the indoor temperatures during the summer within conditioned buildings should be 72–76°F. Temperatures within the ranges 68–72°F and 76–78°F are considered borderline with temperatures over 78°F or below 68°F unacceptable. In the fall, winter and spring the indoor temperature should be 70–74°F. Temperatures within the ranges 68–70°F and 74–76°F are considered borderline with temperatures below 68°F or over 76°F should be considered unacceptable.

  As previously stated, humidity levels also impact thermal comfort. ASHRAE recommends that humidity levels be maintained below 65%. However, humidity extremes can cause conditions which lead to other air quality concerns. Relative humidity in excess of 50% can potentially amplify bioaerosol conditions (growth of fungi, molds, bacteria, pollen) with building materials or furnishings in the occupied space. Very low humidity levels (<20%), which are common in non-humidified buildings during the winter, dry out mucous membranes, causing increased susceptibility to irritation from airborne contaminants at low levels and airborne pathogens.

  The relative humidity levels inside buildings in Minnesota during the spring, summer and fall tends to be in the range of 30–60% and will vary depending on outdoor humidity levels. In the winter months the relative humidity levels vary a great deal and are normally in the range of 5–40% in buildings which do not humidify the air. In buildings which humidify the air the relative humidity levels are normally in the 20–40% range. In Minnesota, it is recommended that relative humidity level of 30–50% be maintained year-round. Relative humidity levels within the ranges 20–30% and 50–60% are considered borderline with levels below 20% in the winter and above 60% in the summer should be considered unacceptable.

- **Volatile Organic Compounds**

  Volatile organic compounds (VOCs) include a very large group of chemicals used extensively in our society. These compounds have a high enough vapor pressure to exist partly in a gaseous state at room temperature. These compounds may cause adverse health effects such as fatigue, headache, or irritation.[3] Carpet, adhesives, building materials, copier toner, solvents, paints, cleaning compounds, and humans can all emit VOCs into the indoor environment.

  The health hazards and concerns associated with exposure to VOCs vary to a great extent depending upon the compound and amount present in the immediate environment. Regulatory exposure limits have been

[3] Wallace, L.A. 1987. *The Total Exposure Assessment Methodology (TEAM) Study: Summary and Analysis: Vol. 1.* EPA/600/6-87-002a. U.S. Environmental Protection Agency, Office of Research and Development: Washington, DC.

established for individual VOCs, but none exist for the total mixture of VOCs (TVOCs) generally encountered in a non-industrial environment. However, measuring TVOCs can be used as an assessment tool to evaluate if certain activities using VOCs have a significant impact on indoor air quality in the immediate and surrounding areas.

Appendix C

Laboratory Results

EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427

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http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 352509002
Customer ID: IFEA50
Customer PO:
Project ID:

Attention: Emma Squires-Sperling
Inst. For Environmental Assessment
9201 West Broadway
Suite 600
Brooklyn Park, MN 55445
Project: 202511088 City of Lanesboro City Hall Building

Phone: (612) 562-4444
Fax: (763) 315-7920
Collected Date:
Received Date: 08/27/2025 10:00 AM
Analyzed Date: 08/29/2025

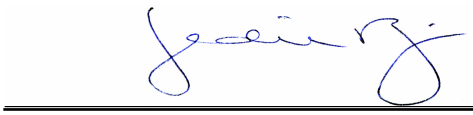
Test Report:Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	352509002-0001			352509002-0002			352509002-0003		
Client Sample ID:	082625JB-01			082625JB-02			082625JB-03		
Volume (L):	75			75			75		
Sample Location:	Cafeteria HVAC Room			Cafeteria			Meeting Room		
Spore Types	**Raw Count†**	**Count/m³**	**% of Total**	**Raw Count†**	**Count/m³**	**% of Total**	**Raw Count†**	**Count/m³**	**% of Total**
Alternaria (Ulocladium)	-	-	-	-	-	-	-	-	-
Ascospores	3	100	0.3	5	200	8.5	-	-	-
Aspergillus/Penicillium++	184(736)	30200	76.6	25	1000	42.7	107(257)	10500	83.7
Basidiospores	12	490	1.2	9	400	17.1	21	860	6.9
Bipolaris++	-	-	-	-	-	-	-	-	-
Chaetomium++	-	-	-	-	-	-	-	-	-
Cladosporium	121(207)	8490	21.5	16	660	28.2	28	1100	8.8
Curvularia	-	-	-	-	-	-	-	-	-
Epicoccum	-	-	-	-	-	-	-	-	-
Fusarium++	-	-	-	-	-	-	-	-	-
Ganoderma	2	80	0.2	2	80	3.4	1	40	0.3
Myxomycetes++	1	40	0.1	-	-	-	-	-	-
Pithomyces++	-	-	-	-	-	-	-	-	-
Rust	-	-	-	-	-	-	1	40	0.3
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-
Stachybotrys/Memnoniella	-	-	-	-	-	-	-	-	-
Unidentifiable Spores	-	-	-	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Total Fungi	**961**	**39400**	**100**	**57**	**2340**	**100**	**308**	**12540**	**100**
Hyphal Fragment	-	-	-	-	-	-	-	-	-
Insect Fragment	5	200	-	1	40	-	5	200	-
Pollen	-	-	-	-	-	-	-	-	-
Analyt. Sensitivity 600x	-	41	-	-	41	-	-	41	-
Analyt. Sensitivity 300x	-	13*	-	-	13*	-	-	13*	-
Skin Fragments (1-4)	-	1	-	-	1	-	-	1	-
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-
Background (1-5)	-	2	-	-	1	-	-	2	-

† Due to method stopping rules, extrapolated raw counts are reported in parenthesis.

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

No discernable field blank was submitted with this group of samples.



Jodie Bourgerie, Laboratory Manager
or other Approved Signatory

Initial report from: 08/29/2025 04:52 PM

For information on the fungi listed in this report, please visit the Resources section at www.emsl.com

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Analyzed Date: 08/29/2025

Test Report:Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	352509002-0004			352509002-0005			352509002-0006		
Client Sample ID:	082625JB-04			082625JB-05			082625JB-06		
Volume (L):	75			75			75		
Sample Location:	Boiler room			Library			Library HVAC room		
Spore Types	**Raw Count†**	**Count/m³**	**% of Total**	**Raw Count†**	**Count/m³**	**% of Total**	**Raw Count†**	**Count/m³**	**% of Total**
Alternaria (Ulocladium)	-	-	-	-	-	-	1	40	0
Ascospores	1	40	0.2	-	-	-	1	40	0
Aspergillus/Penicillium++	106(318)	13000	80.3	5	200	37	243(7300)	300000	99.5
Basidiospores	28	1100	6.8	5	200	37	-	-	-
Bipolaris++	-	-	-	-	-	-	-	-	-
Chaetomium++	-	-	-	-	-	-	-	-	-
Cladosporium	45	1800	11.1	2	80	14.8	28	1100	0.4
Curvularia	-	-	-	-	-	-	-	-	-
Epicoccum	-	-	-	-	-	-	-	-	-
Fusarium++	-	-	-	-	-	-	-	-	-
Ganoderma	5	200	1.2	-	-	-	2	80	0
Myxomycetes++	1	40	0.2	1	10*	1.9	-	-	-
Pithomyces++	-	-	-	1	10*	1.9	-	-	-
Rust	-	-	-	1	40	7.4	-	-	-
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-
Stachybotrys/Memnoniella	-	-	-	-	-	-	4	200	0.1
Unidentifiable Spores	-	-	-	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Total Fungi	**398**	**16180**	**100**	**15**	**540**	**100**	**7336**	**301460**	**100**
Hyphal Fragment	-	-	-	1	40	-	-	-	-
Insect Fragment	-	-	-	-	-	-	1	40	-
Pollen	-	-	-	-	-	-	-	-	-
Analyt. Sensitivity 600x	-	41	-	-	41	-	-	41	-
Analyt. Sensitivity 300x	-	13*	-	-	13*	-	-	13*	-
Skin Fragments (1-4)	-	1	-	-	1	-	-	1	-
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-
Background (1-5)	-	2	-	-	1	-	-	1	-

† Due to method stopping rules, extrapolated raw counts are reported in parenthesis.

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

No discernable field blank was submitted with this group of samples.

Jodie Bourgerie, Laboratory Manager
or other Approved Signatory

Initial report from: 08/29/2025 04:52 PM

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Test Report:Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	352509002-0007			352509002-0008			352509002-0009		
Client Sample ID:	082625JB-07			082625JB-08			082625JB-09		
Volume (L):	75			75			75		
Sample Location:	Office area			Gymnasium			Gymnasium HVAC room		
Spore Types	**Raw Count†**	**Count/m³**	**% of Total**	**Raw Count†**	**Count/m³**	**% of Total**	**Raw Count†**	**Count/m³**	**% of Total**
Alternaria (Ulocladium)	1	40	2.2	-	-	-	-	-	-
Ascospores	1	40	2.2	-	-	-	3	100	0
Aspergillus/Penicillium++	14	570	31.1	-	-	-	432(20700)	849000	99.9
Basidiospores	12	490	26.8	-	-	-	6	200	0
Bipolaris++	-	-	-	-	-	-	-	-	-
Chaetomium++	-	-	-	-	-	-	-	-	-
Cladosporium	10	410	22.4	-	-	-	12	490	0.1
Curvularia	-	-	-	-	-	-	-	-	-
Epicoccum	-	-	-	-	-	-	-	-	-
Fusarium++	-	-	-	-	-	-	-	-	-
Ganoderma	3	100	5.5	-	-	-	1	40	0
Myxomycetes++	1	40	2.2	-	-	-	-	-	-
Pithomyces++	3	100	5.5	-	-	-	3	100	0
Rust	1	40	2.2	-	-	-	-	-	-
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-
Stachybotrys/Memnoniella	-	-	-	-	-	-	-	-	-
Unidentifiable Spores	-	-	-	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Total Fungi	**46**	**1830**	**100**	**-**	**No Trace**	**-**	**20725**	**849930**	**100**
Hyphal Fragment	-	-	-	-	-	-	-	-	-
Insect Fragment	-	-	-	-	-	-	1	40	-
Pollen	1	10*	-	-	-	-	-	-	-
Analyt. Sensitivity 600x	-	41	-	-	41	-	-	41	-
Analyt. Sensitivity 300x	-	13*	-	-	13*	-	-	13*	-
Skin Fragments (1-4)	-	2	-	-	-	-	-	1	-
Fibrous Particulate (1-4)	-	1	-	-	-	-	-	1	-
Background (1-5)	-	2	-	-	-	-	-	2	-

† Due to method stopping rules, extrapolated raw counts are reported in parenthesis.

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

No discernable field blank was submitted with this group of samples.

Jodie Bourgerie, Laboratory Manager
or other Approved Signatory

Initial report from: 08/29/2025 04:52 PM

For information on the fungi listed in this report, please visit the Resources section at www.emsl.com

EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427
Tel/Fax: (763) 449-4922 / (763) 449-4924
http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 352509002
Customer ID: IFEA50
Customer PO:
Project ID:

Attention: Emma Squires-Sperling
Inst. For Environmental Assessment
9201 West Broadway
Suite 600
Brooklyn Park, MN 55445
Project: 202511088 City of Lanesboro City Hall Building

Phone: (612) 562-4444
Fax: (763) 315-7920
Collected Date:
Received Date: 08/27/2025 10:00 AM
Analyzed Date: 08/29/2025

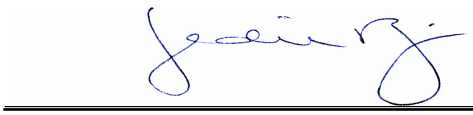
Test Report:Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	**352509002-0013**					
Client Sample ID:	**082625JB-13**					
Volume (L):	**75**					
Sample Location:	**outdoor**					
Spore Types	**Raw Count†**	**Count/m³**	**% of Total**			
Alternaria (Ulocladium)	5	200	2.6			
Ascospores	24	990	12.7			
Aspergillus/Penicillium++	4	200	2.6			
Basidiospores	103(112)	4600	59.1			
Bipolaris++	-	-	-			
Chaetomium++	-	-	-			
Cladosporium	32	1300	16.7			
Curvularia	-	-	-			
Epicoccum	-	-	-			
Fusarium++	-	-	-			
Ganoderma	9	400	5.1			
Myxomycetes++	3	100	1.3			
Pithomyces++	-	-	-			
Rust	-	-	-			
Scopulariopsis/Microascus	-	-	-			
Stachybotrys/Memnoniella	-	-	-			
Unidentifiable Spores	-	-	-			
Zygomycetes	-	-	-			
Total Fungi	**189**	**7790**	**100**			
Hyphal Fragment	7	300	-			
Insect Fragment	1	40	-			
Pollen	1	40	-			
Analyt. Sensitivity 600x	-	41	-			
Analyt. Sensitivity 300x	-	13*	-			
Skin Fragments (1-4)	-	-	-			
Fibrous Particulate (1-4)	-	1	-			
Background (1-5)	-	1	-			

† Due to method stopping rules, extrapolated raw counts are reported in parenthesis.

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

No discernable field blank was submitted with this group of samples.



Jodie Bourgerie, Laboratory Manager
or other Approved Signatory

Initial report from: 08/29/2025 04:52 PM

For information on the fungi listed in this report, please visit the Resources section at www.emsl.com

EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427
Tel/Fax: (763) 449-4922 / (763) 449-4924
http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 352509002
Customer ID: IFEA50
Customer PO:
Project ID:

Attention: Emma Squires-Sperling
Inst. For Environmental Assessment
9201 West Broadway
Suite 600
Brooklyn Park, MN 55445
Project: 202511088 City of Lanesboro City Hall Building

Phone: (763) 315-7900
Fax: (763) 315-7920
Collected Date:
Received Date: 08/27/2025
Analyzed Date: 08/28/2025

Test Report: Microscopic Examination of Fungal Spores, Fungal Structures, Hyphae, and Other Particulates from Tape Samples (EMSL Method MICRO-SOP-200)

Lab Sample Number: **Client Sample ID:** **Sample Location:**	**352509002-0010** **082625JB-10** **Cafeteria HVAC room pipe**	**352509002-0011** **082625JB-11** **kitchen sink drain**	**352509002-0012** **082625JB-12** **library HVAC room wall**		
Spore Types	Category	Category	Category		
Alternaria (Ulocladium)	-	-	-		
Ascospores	-	-	-		
Aspergillus/Penicillium++	-	-	-		
Basidiospores	-	-	-		
Bipolaris++	-	-	-		
Chaetomium++	-	-	-		
Cladosporium	Medium	*High*	-		
Curvularia	-	-	-		
Epicoccum	-	Low	-		
Fusarium++	-	-	-		
Ganoderma	-	-	-		
Myxomycetes++	-	Rare	-		
Pithomyces++	-	Rare	-		
Rust	-	Rare	-		
Scopulariopsis/Microascus	-	-	-		
Stachybotrys/Memnoniella	*High*	-	-		
Unidentifiable Spores	-	-	-		
Zygomycetes	-	-	-		
Aspergillus	-	-	*High*		
Hyphal Fragment	-	-	-		
Insect Fragment	-	-	-		
Pollen	-	Low	-		
Fibrous Particulate	-	-	-		

Category: Count/per area analyzed - Rare: 1 to 10 Low: 11 to 100 Medium: 101 to 1000 High: >1000

- Denotes Not Detected.
++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.
* = Sample contains fruiting structures and/or hyphae associated with the spores.

Jodie Bourgerie, Laboratory Manager
or other Approved Signatory

No discernable field blank was submitted with this group of samples.

Initial report from: 08/29/2025 04:52 PM

For information on the fungi listed in this report, please visit the Resources section at www.emsl.com

9002

IAQ Chain of Custody

9201 West Broadway North, Suite 600
Brooklyn Park, MN 55445
763 315-7900 ☎ 1-800-233 9513

CLIENT NAME	PROJECT NAME	ANALYTICAL LAB	IEA CONTACT NAME
City of Lakeland	2025 IAQ	EMSL	Natalie Eskew
PROJECT #	**BUILDING NAME**	**WRITTEN SAMPLE RESULTS TO**	**Other**
20251088	City Hall Building	Lab@ieaSafety.com	

Sample #	Sample Location	Sample Type: Air	Bulk	Microvac	Swab	TT	Contact	Other	Media Type (Specific agar, filter, tube, etc.)	Area (in²) or VOL. (L)	TAT (RUSH, 24 hr, 48 hr, 72 hr, 2 Wk)	Instructions (Type of analysis, analytical method requested, etc.)	Comments & Observations (Environmental factors—temp., RH, outdoor conditions, interior conditions, water stains, reported leaks, sample composition, etc.)
082625B-01	Cafeteria HVAC Room	X							Air-o-cell	75L	24hr	Mold	
082625B-02	Cafeteria	X											
082625B-03	Meeting Room	X											
082625B-04	Boiler Room	X											
082625B-05	Library	X											
082625B-06	Library HVAC Room	X											
082625B-07	Office Area	X											
082625B-08	Gymnasium	X											
082625B-09	Gymnasium HVAC Room	X							Air-o-cell	75L		Mold	
082625B-10	Cafeteria HVAC Room Pipe				X				Tape	—	24hr	Mold	

OTHER INFORMATION

SAMPLED BY	DATE	TIME	RECEIVED BY	DATE	TIME
Justin Brown	8-26-25	AM	JT Thomas ~ KAPP	8/27/25	10:00AM
DELIVERED BY	**DATE**	**TIME**	**ANALYZED BY (COMPANY/ANALYST NAME)**	**DATE**	**TIME**
UPS					

UPS 1Z E84 7W4 03 9928 9811

OrderID: 352509002

9002

IAQ Chain of Custody

9201 West Broadway North, Suite 600
Brooklyn Park, MN 55445
763-315-7900 ☎ 1 800-233-9513

IEA

CLIENT NAME	PROJECT NAME	ANALYTICAL LAB	IEA CONTACT NAME
City of Lanesboro	2025 IAQ	EMSL	Nicole Eskew
PROJECT #	BUILDING NAME	WRITTEN SAMPLE RESULTS TO	Other
2025 11088	City Hall Building	Lab@iaasafety.com	

Sample #	Sample Location	Sample Type (Air / Bulk / Microvac / Swab / TT / Contact / Other)	Media Type (Specific agar, filter, tube, etc.)	Area (in²) or VOL. (L)	TAT (RUSH / 24 hr / 48 hr / 72 hr / 2 Wk)	Instructions (Type of analysis, analytical method requested, etc)	Comments & Observations (Environmental factors—temp, RH, outdoor conditions, interior conditions, water stains, reported leaks, sample composition, etc)
2625JB #1	Kitchen Sink drain	TT: X	Tape	—	24hr	mold	
2625JB #2	Library HVAC Room wall	TT: X	Tape	—	1	mold	
2625JB-BQ	Outdoor	Air: X	Air-o-cell	75L	24hr	mold	Dry-sunny Breezy

OTHER INFORMATION

SAMPLED BY	DATE	TIME	RECEIVED BY	DATE	TIME
Susan Brown	8-26-25	AM			
DELIVERED BY	DATE	TIME	ANALYZED BY (COMPANY/ANALYST NAME)	DATE	TIME
UPS					

IEA, INC.

PROPOSAL

Contact Us:

BROOKLYN PARK OFFICE
9201 W. BROADWAY, STE #600
BROOKLYN PARK, MN 55445
763-315-7900

MANKATO OFFICE
610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE
210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-281-6664

BRAINERD OFFICE
601 NW 5TH ST, STE #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE
1510 STADIUM DRIVE, STE #2
MARSHALL, MN 56258
800-233-9513

VIRGINIA OFFICE
5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.ieasafety.com

800-233-9513

HVAC Assessment

for

City of Lanesboro

Lanesboro City Hall

SEPTEMBER 4, 2025

PROPOSAL #13313

HVAC Assessment – Lanesboro City Hall

PROPOSAL PROVIDED TO:

Mitchell Walbridge
City Administrator
City of Lanesboro
PO Box 333
202 Parkway Avenue South
Lanesboro, MN 55949
Phone: 507.467.3722
E-mail: MWalbridge@lanesboro-mn.gov

PROPOSAL CONTACT:

Garett Karalus, PE, CCP
Director of Engineering
IEA, Inc.
9201 West Broadway, #600
Brooklyn Park, MN 55445
Phone: 763.315.7900
E-mail: garett.karalus@ieasafety.com

PROJECT INTRODUCTION

The purpose for this scope of work is to document the ventilation and HVAC system operation/performance, as compared to relevant HVAC Standards provided by ASHRAE. The project will include an assessment of five (5) air handling units (AHUs) and their associated HVAC systems and components, at the Lanesboro City Hall located at 202 Parkway Avenue South, in Lanesboro, Minnesota.

The Institute for Environmental Assessment, Inc. (IEA) is proposing this scope of work based on available mechanical drawings and/or design expectations at the time of unit installation into the facility.

SCOPE OF WORK

Visual Evaluation of Facility

- IEA will conduct a visual evaluation of the space occupied by the AHUs to be assessed. The visual evaluation will include a review of the existing floorplan and the accessible portions of the dedicated ventilation system supplying the space.
- IEA will document visible conditions and design layout of the ventilation system(s), and the equipment information.

Ventilation Function/Operation

- IEA will assess the existing AHUs, controls, operation, and scheduling for the ventilation system then compare results to the recommended function based on best practices and industry standards provided by ASHRAE.
- IEA will document visual concerns associated with the filter and AHU maintenance practices.
- IEA will specifically review operational concerns with AHUs relating to the control of humidity in spaces.

Documentation

- IEA will submit a report including site observations, with results of the heating, ventilation, and air conditioning (HVAC) operation and controls assessment.
- The report will be reviewed by a Licensed Professional Engineer.

LIMITATIONS & ASSUMPTIONS

IEA assumes the ventilation system will be available and functioning; and information regarding its operation and maintenance will be made available.

IEA's assessment is based upon the supplied mechanical as-built drawings or the design expectations for the equipment age and installation date.

If accessible, IEA assumes availability of ventilation and/or building drawings for review.

COMPENSATION

IEA's fee associated with this project as outlined above is **$4,200**. This fee includes travel, mileage, project management and coordination, and documentation .

For project work beyond the services outlined in this proposal and/or any changes to the agreed upon scope of work, IEA will obtain approval through a client-authorized change order.

Please note there is a 3% fee for credit card payments.

SCHEDULE

Coordination of IEA's services will commence upon authorization of this proposal. IEA will schedule this project through Mitchell Walbridge, with the City of Lanesboro.

We anticipate completing the project within 60 days upon receipt of authorization to proceed.

This proposal is valid for sixty (60) days.

PROPOSAL TERMS

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Ventilation Assessment services. Please sign this authorization to proceed and email to Garett Karalus at garett.karalus@ieasafety.com. Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.

IEA, Inc.

Garett Karalus, CCP, P.E.
Director of Engineering

***

Please proceed according to the above stated fees, terms, attached General Conditions, and this Proposal #13313 dated September 4, 2025.

Printed Name

Authorized Signature

Date

PO Number (if applicable)

Appendix A

General Conditions

General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or propriety information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

2. Payment for Services

A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

3. Indemnity & Insurance

A. **Indemnity**

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

General Conditions (cont'd)

C. Insurance

(1) Consultant carries coverage and limits of liability insurance as follows:

(a) Workers Compensation with statutory limits.

(b) Employers' Liability with a minimum policy limit of $1,000,000.00.

(c) Comprehensive General Liability with the following coverage:

I. Limit $1,000,000.00 per occurrence

II. $2,000,000.00 general aggregate

III. $2,000,000.00 products completed/ operations aggregate

IV. $1,000,000.00 personal and advertising injury

V. $300,000.00 fire Damage (any one fire)

VI. $25,000.00 medical expenses (any one person)

(d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of $1,000,000.00

(e) Professional Liability (claims made) with the following coverage:

$1,000,000.00 per occurrence

(f) Contractor Pollution Liability (claims made):

$1,000,000.00 each occurrence

(g) Umbrella Liability. $5,000,000.00 each occurrence

(2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

(3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.

202 Parkway Avenue South | P.O. Box 333
Lanesboro, MN 55949
P:507-467-3722 | E: lanesboro@acegroup.cc
www.lanesboro-mn.gov

Remote Work Agreement

Employee Name: Tara Johnson Date:

Department: Library

This Agreement is not a contract and can be changed or canceled by the City at any time, at the sole discretion of the City.

Effective Date of Remote Work Schedule:

Remote Work Schedule:
Remote work will not be routine or recurring. The library director is expected to perform their duties on-site at the library during all regularly scheduled hours, unless otherwise pre-approved in writing by the City Administrator on a case-by-case basis.

Remote work requests will be considered only under the following limited circumstances:

- Inclement weather that poses a safety concern for traveling to the workplace
- Special projects that require focused, uninterrupted work and that are more effectively completed remotely

Each instance of remote work must be requested in writing via email no less than 48 hours in advance and will be evaluated by the City Administrator for approval.

Equipment/Supplies

Item Type	Serial Number	Description of Item	City-Owned
Computer	42379026519-JGVDM53	Dell Laptop	Yes

Communication/Availability

- Employee will be reachable during all regular business hours via phone, email, or Zoom while working remotely.
- The director must be responsive to staff and public needs within a reasonable time, generally within 60 minutes during normal working hours.

Performance Expectations

- The director's work will continue to be evaluated under standard city and board performance review processes.
- Deliverables associated with project-based remote work must be clearly defined and documented with a measurable outcome or completion.

Cancellation
This Remote Work Agreement may be canceled at any time by either party. If you wish to cancel this Remote Work Agreement, you must provide sufficient advance notice to your supervisor.

Special Conditions

- Remote work will not be approved for routine administrative tasks that are best completed on-site.
- Library operations and public access must not be impacted by any approved remote work.

City Remote Work Terms and Conditions

I agree to perform services for the City of Lanesboro as a remote worker. I understand and agree that remote work is a management tool to be used at the sole discretion of the City and is voluntary. As such, I understand and agree that my remote work arrangement may be changed or canceled at any time, at the City's sole discretion.

I have read, understood, and agreed to the Remote Work policy and the terms and conditions specified in this agreement, including the requirement to set up an appropriate remote workstation as shown in Appendix A to the policy.

I understand that I am expected to comply with all City policies, guidelines, rules, regulations, state and federal laws while I am remote working in the same manner as if I was not remote working.

I have read and agreed to the terms and conditions of this Agreement.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

City Administrator Signature _____ **Date** _____

Mayor Signature _____ **Date** _____