



Executive Committee

Scoop Lewry Room, 2nd Floor, City Hall

Monday, August 13, 2018

To commence immediately following the City Council Meeting.

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

Mayor F. Tolmie
Councillor D. Luhning, Chairperson
Councillor B. Swanson
Councillor C. Warren
Councillor C. Froese
Councillor S. McMann

Please be advised that Chairperson, Councillor Luhning, has called an Executive Committee meeting on Monday, August 13, 2018 immediately following the City Council meeting in the Scoop Lewry Room, 2nd Floor, City Hall, in order to deal with the following:

AGENDA

1. Report dated July 17, 2018 from the Department of Parks and Recreation,
re: Moose Jaw Library & Art Museum Condenser Fan VFD Replacement.
2. Report dated August 8, 2018 from the City Clerk/Solicitor's Department,
re: DFFH Report and Statement of Operations.
3. Confidential Matter.
The confidential matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 17.
4. Confidential Matter.
The confidential matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 16 & 17.

5. Confidential Procedural Matter.

The confidential procedural matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 15.

The Next Standing Committee Meeting is scheduled for Monday, August 27, 2018 (provided there are items to consider).



City of Moose Jaw

LETTER OF COMMUNICATION

TITLE: Moose Jaw Library & Art Museum Condenser Fan VFD Replacement

TO: Executive Committee

FROM: Department of Parks and Recreation

DATE: July 17, 2018

PUBLIC: This is a Public Document.

IN-CAMERA: Not applicable to this Report.

RECOMMENDATION

THAT the use of Facility Reserve funds up to \$18,000 (applicable taxes included) be approved for the replacement of the Moose Jaw Library & Art Museum condenser fan Variable Frequency Drive.

JUSTIFICATION FOR IN-CAMERA

Not applicable to this report.

TOPIC AND PURPOSE

To request City Council's approval to proceed with the replacement of the Moose Jaw Library & Art Museum Condenser Fan VFD component at a cost of \$18,000.

BACKGROUND

The scope of this project is to replace the failed VFD component on the Trane chiller condenser fan motor at the Moose Jaw Library & Art Museum. The Johnson Control VFD that this unit was originally manufactured with is no longer manufactured and a retrofit kit will be required using a Dan Foss VFD. This retrofit kit closely matches the most current design sequence for RTAC chillers. In the chiller's current running state, the temperature in most spaces of the library & art museum is uncomfortably hot for staff and visitors.

DISCUSSION

The current Trane Chiller unit at the Moose Jaw Library was a tendered project that was completed and installed in 2011. This Chiller provides chilled water to all the mechanical

cooling systems throughout the Moose Jaw Library & Art Museum including the following areas:

- Main Library
- Library offices
- Library storage
- Art Museum galleries
- Art Museum offices
- Public meeting & programming spaces

The issue with the VFD was first identified by Trane on June 29, 2018 when it was noticed that the VFD for two of the cooling fans for the chiller on circuit one was not properly controlling the speed of the fans. This became more of an issue in the warmer months when the improper speed control caused the unit to shut down on a high temperature alarm especially when outside temperatures rise above 30 degrees. In the cooler and winter months there were no issues as cooling and dehumidification were not required.

This retrofit is required due to the original Johnson Control VFD being obsolete for this condenser. As Trane is the sole provider of parts for this condenser they will supply a new Dan Foss brand VFD for the fan control. The price provided includes the VFD, the retro fit kit and the installation. Propriety software and parts result in Trane being the sole source contractor.

The Library & Art Museum will greatly benefit from this retrofit by allowing the caretakers to provide better comfort control in all spaces during the hotter and more humid days. The retrofit will provide the art galleries, which currently are not being properly dehumidified on the one remaining circuit, with an increase in climate control, which falls into their guidelines for temperature and humidity levels. From an operational standpoint the City will also benefit from having this condenser running properly and at 100% capacity because it will lower utility costs slightly and the equipment will be running as designed.

OPTIONS TO RECOMMENDATION

To not approve funding to replace the Moose Jaw Library & Art Museum Condenser Fan VFD.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

If this retrofit project is approved we will advise the library, art museum and caretaker staff of the start date for the repair, provide updates if the work takes more than a day and report project completion when the condenser fan is 100% operational.

COMMUNICATION PLAN

Not applicable to this report.

STRATEGIC PLAN

This proposed project aligns with the Strategic Priority of Progressive Civic Administration and Community Wellness as outlined in the City of Moose Jaw Strategic Plan.

OFFICIAL COMMUNITY PLAN

This report supports Objective 13.1 (c.) of the City of Moose Jaw Official Community Plan:

“To provide parks, open space and recreational program delivery at a level that aids in the attraction and retention of young families to and in the City.”

BYLAW OR POLICY IMPLICATIONS

Not applicable to this report.

FINANCIAL IMPLICATIONS

Funding for this equipment replacement is available through the Facility Reserve fund. The current funding available through the Facility Reserve Fund is \$406,041.

PRIVACY IMPLICATIONS

Not applicable to this report.

OTHER CONSIDERATIONS/IMPLICATIONS

Not applicable to this report.

PUBLIC NOTICE

Public Notice pursuant to the Public Notice Policy as incorporated into the City Administration Bylaw No. 5175 of 2016 is not required.

PRESENTATION

VERBAL: **X** AUDIO/VISUAL: NONE:

The Operations Manager will be in attendance to answer any questions.

ATTACHMENTS

- i. Official quote from Trane

Respectfully Submitted By,

Cory Oakes

Cory Oakes, Operations Manager

APPROVAL OF REPORT RECEIVED

Jim Puffalt

Jim Puffalt, Acting Director of Parks and Recreation

Jim Puffalt

Jim Puffalt, City Manager

Fraser Tolmie

Fraser Tolmie, Mayor

COMMENTS RECEIVED

Concur. Work is required
failing unit.

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____

Resolution No. _____



Trane Canada ULC
 330 Dewdney Avenue
 Regina, SK S4N 0E8
 Phone: (306) 525-0745
 Fax: (306) 525-0746
 Service Contact: (306) 525-0745

July 13, 2018

Chris Heisler
 Facilities Sub-Foreman
 City of Moose Jaw
 Moose Jaw, SK
 S6H 0X6

ATTENTION: Chris Heisler

PROJECT NAME: Moose Jaw Library Condenser Fan VFD Replacement

EQUIPMENT LIST

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Air-Cooled Chiller	1	Trane	RTAC1705UV0HUAFL1TY	U11F00721	Building

SCOPE OF SERVICE

The scope of this project will cover the replacement of your failed VFD on the condenser fan motor listed on the equipment above. The Johnson Control VFD that this unit was originally manufactured with is no longer available as a retrofit kit will be required using a Dan Boss VFD. The retrofit closely matches the most current design sequence for RTAC chillers.

Includes:

- Supply and Installation of Kit CNT07560
- Supply and Install Condenser fan Motor (MOT14011)

PRICING AND ACCEPTANCE

TOTAL PRICE:..... **16,513.00**

CLARIFICATIONS

- 1. Applicable taxes are not included and will be added to the invoice.
- 2. Any service not listed is not included.
- 3. Work will be performed during normal Trane business hours.
- 4. This proposal is valid for 30 days from July 13, 2018.

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,

Josh Hextall
Account Manager

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 6 of the attached Terms and Conditions – Quoted Service.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.

CUSTOMER ACCEPTANCE

Authorized Representative

Printed Name

Title

Purchase Order

Acceptance Date

Trane's License Number:



City of Moose Jaw

LETTER OF COMMUNICATION

TITLE: DFFH REPORT AND STATEMENT OF OPERATIONS

TO: Executive Committee

FROM: City Clerk/Solicitor's Department

DATE: August 8, 2018

PUBLIC: This is a public document.

IN-CAMERA: Not applicable to this report.

RECOMMENDATION

THAT the DFFH Report dated August 6, 2018 and the Statement of Operations for the month ended June 30, 2018 be received and filed.

JUSTIFICATION FOR IN-CAMERA

Not applicable to this report.

TOPIC AND PURPOSE

The purpose of this Letter of Communication is to present to the Executive Committee the 2018 semi-annual report received from the Chair of the DFFH Board.

BACKGROUND

The City Clerk/Solicitor's Department received the attached documents from Councillor Swanson, Chair, Moose Jaw Downtown and Soccer/Field-House Facilities Inc., presenting an update of the activities with respect to the Moose Jaw Downtown and Soccer/Field-House Facilities Inc. (Mosaic Place and Yara Centre).

DISCUSSION

Not applicable to this report.

OPTIONS TO RECOMMENDATION

THAT Executive Committee provide alternative direction.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Not applicable to this report.

COMMUNICATION PLAN

Not applicable to this report.

STRATEGIC PLAN

Not applicable to this report.

OFFICIAL COMMUNITY PLAN

Not applicable to this report.

BYLAW OR POLICY IMPLICATIONS

Not applicable to this report.

FINANCIAL IMPLICATIONS

Not applicable to this report.

PRIVACY IMPLICATIONS

Not applicable to this report.

OTHER CONSIDERATIONS/IMPLICATIONS

Not applicable to this report.

PUBLIC NOTICE

Not applicable to this report.

PRESENTATION

VERBAL: x AUDIO/VISUAL: NONE:

Councillor Swanson, DFFH Chair, will be in attendance at the Executive Committee meeting to discuss this matter.

ATTACHMENTS

- i. DFFH Report to Executive Committee dated August 6, 2018.
- ii. Statement of Operations for the month ended June 30, 2018.

Respectfully Submitted By,

Tracy Wittke

Tracy Wittke, Assistant City Clerk

/tw

APPROVAL OF REPORT RECEIVED

COMMENTS RECEIVED

Myron Gulka-Tiechko

Myron Gulka-Tiechko, City Clerk/Solicitor

Jim Puffalt

Jim Puffalt, City Manager

Fraser Tolmie

Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____



Yara Centre

**MOOSE JAW FORD
CURLING CENTRE**



DFFH Report to Executive Committee

Aug 6, 2018

- The DFFH Board has requested the City Clerk's Office to advertise the vacant citizen-at-large position on the Board.
- Installation of the new boards and glass at Mosaic Place is near completion with installation going smoothly. The old boards and glass are being advertised (Discover Moose Jaw, SUMA, SPRA).
- The DFFH currently has a vacant GM position and the Finance Manager has resigned to take a similar position with a provincial agency. The Board will be discussing these positions at an Aug 9th, 2018 planning session.
- Financials for the first six months of the year are attached.
- The Curling Manager position has been re-classified and filled as a Curling Programmer. The Board has approved a part-time Curling Ice Technician apprentice position as part of succession planning in this important area.
- DFFH and the Warriors are working together to host a New Year's Eve Cabaret in the MJ Ford Curling Centre. Relations with the Warriors, the DFFH principal tenant, we going well and we are looking for further areas of co-operation.
- Replacement of the lights at Yara Centre continues to be a point of discussion. Replacement lights would be much less expensive to operate and would make for a safer operation of the field and track area.

Respectfully submitted

A handwritten signature in blue ink that reads "Brian Swanson".

Chair, DFFH

Moose Jaw Downtown and Soccer/Field-House Facilities Inc.

STATEMENT OF OPERATIONS

FOR THE MONTH ENDED:

June 30, 2018

	Budget	Actual	Actual
	2018	2018	2017
	\$	\$	\$
REVENUE			
Ice Rentals	233,788	355,474	271,227
Bowl Events	182,005	137,221	174,067
Conference & Convention	29,358	49,524	39,238
Contracted Revenue	335,338	378,117	35,878
Food and Beverage Revenue	96,650	144,423	106,243
Curling Revenues	177,664	139,592	114,999
Turf Rentals	166,580	181,603	158,575
Recreation & Fitness Programs	65,100	103,379	97,834
Track Revenues	36,050	40,320	37,092
Other Revenues	6,730	28,743	10,054
Naming Rights	112,374	112,375	114,375
Contribution City of Moose Jaw	345,678	373,208	252,998
	<u>1,787,315</u>	<u>2,043,981</u>	<u>1,412,580</u>
EXPENSES			
Administration Salaries	295,392	267,524	261,398
Operational Salaries	336,180	364,671	327,309
Employer Paid Benefits	123,554	95,053	91,464
Office Expenses	25,630	17,150	15,791
Travel & Education Expenses	12,998	5,277	7,896
Utilities Expenses	364,044	297,159	272,520
Supplies & Equipment	27,400	22,655	14,982
Property Tax	18,750	28,283	18,360
Legal, Business Services & Insurance	81,496	81,617	56,642
Marketing & Programming	86,529	66,503	23,693
Event Expense	62,530	73,256	118,564
Contracted Staff	13,050	13,008	51,605
Maintenance Expenses	137,037	140,846	77,568
Miscellaneous Expenditures	480	(993)	(3,386)
	<u>1,585,070</u>	<u>1,472,009</u>	<u>1,334,406</u>
Excess (Deficiency) of Revenue Over Expenditures		571,972	78,174
Accumulated (Deficit) Surplus at Beginning of Year		209,517	25,501
Accumulated Surplus (Deficit) at End of Year		<u>781,489</u>	<u>103,675</u>