

Present: Michael Halley, Daryn Hamilton, John Revolinski, C-Wise president Martha Norbeck

Points of discussion

Halley gave a review of the City-wide energy efficiency project. He's been working closely with the Iowa Office of Energy Independence (OEI) to assure that all the necessary guidelines are being followed to assure that the City receives the full grant amount. Federal stimulus funds exclude any work on swimming pools, so that portion of the energy efficiency project will need to be replaced with others upgrades. It was agreed that the indoor pool project is worth doing at some point, so the committee will leave it as a future project and keep on the lookout for possible funding sources. There are other projects, such as installing a wind turbine and/or solar panels at the Water Treatment Plant, which could possibly be included in a second phase of energy retrofits to City buildings.

The OEI is requiring a detailed list and schedule of all work included in this initial energy efficiency project. In order to complete this in a timely manner it's necessary to hire a professional in the field, so Martha Norbeck of C-Wise has put forth a proposal to complete this phase of the project. Her proposal includes the following:

SCOPE OF WORK

To define: the scope, dates of start and completion, performance measures, acceptance criteria, and cost estimate, for each bid package.

The scope of each bid package should be chosen to achieve an economical solution for the City in consideration of the federal reporting requirements.

Identify new work, beyond that outlined by Michael's engineering, to compensate for work that may not be included due to grant restrictions.

DELIVERABLES

Completed Award worksheet for OEI.

Itemized time sheet.

All work will be completed within 30 days of the acceptance of the proposal. After this phase of the project is completed the packages can be bid and the work begun. The committee agreed that this is a necessary step in the project and that Norbeck's \$800 fee is reasonable.

Recommendations/Actions

- Committee will recommend that the Council accept Norbeck's proposal to complete the Award Worksheet (including work schedule) as required by the Office of Energy Independence.

(Respectfully submitted by Michael Halley)

Signature of Chairperson _____