



March 12, 2021

8:00 a.m. to 9:00 a.m.

City of Franklin – Zoom Virtual Meeting

Dial +1 312 626 6799 Meeting ID: 980 0528 7883 Passcode: COF@1799

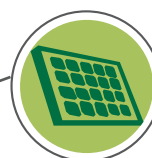
8:00 am	*Approval of Resolution 2021-33	Dana Kose
8:05 am	*Approval of January Meeting Minutes	Dana Kose
8:05 am -- 8:10 am	Welcome & Introductions	Dana Kose
8:10 am -- 8:20 am	Submetering Follow-Up for New City Hall	Todd Palmer
8:20 am -- 8:30 am	*Energy Policy Guide BOMA Recap	Dana Kose
8:30 am -- 8:45 am	*2021 Outlook and Work Plan	Andrew Orr
8:45 am-- 9:00 am	*Bylaws Overview (Powers and Duties)	Andrew Orr
9:00 am	News/Updates/Adjourn	Dana Kose

*Item contains an attachment or link

MISSION STATEMENT: The Sustainability Commission provides guidance to the Board of Mayor and Aldermen and the Planning Commission and leadership for the entire Franklin Community.

Brenton Montgomery (12/11/2021)	Todd Palmer (8/27/2022)
Mike Cassity (11/10/2024)	Dana Kose (12/10/2022)
Beverly Burger (BOMA co-terminus)	Fred Daniell (10/23/2021)
Patrick Baggett (Franklin Tomorrow co-terminus)	Micah Wood (10/23/2021)
R. Keith Gordon (x/xx/2024)	

The City of Franklin has committed itself to developing an ongoing strategy of sustainability for the community. This initiative will be designed to achieve viable, fulfilling, and rewarding lifestyles for our residents and business partners through responsible and innovative stewardship of the environment.



MINUTES OF THE MEETING OF THE FRANKLIN SUSTAINABILITY COMMISSION

January 8, 2021

Members Present: **Chair Dana Kose, Alderman Beverly Burger, Micah Wood, Todd Palmer, Patrick Baggett, Brenton Montgomery, Mike Cassity.**

Staff Present: **Andrew Orr, Eric Conner, Kelly Dannenfelser**

The Franklin Sustainability Commission held a regular meeting on Friday, January 8, 2021, at 8:00 a.m. The meeting was held virtually through Zoom due to the COVID-19 outbreak.

Chair Kose read Resolution 2020-288. This Resolution is a Resolution Declaring That The Sustainability Commission Shall Meet On January 8, 2021, And Conduct Its Essential Business By Electronic Means Rather Than Being Required To Gather A Quorum Of The Members Physically Present In The Same Location Because It Is Necessary To Protect The Health, Safety, And Welfare of Tennesseans In Light Of The COVID-19 Outbreak.

Chair Kose asked for a motion to approve the Resolution 2020-288.

Alderman Burger moved, seconded by **Mr. Todd Palmer**, to approve Resolution 2020-288.

Chair Kose asked for a roll call vote.

The following voted in favor of: **Patrick Baggett, Alderman Burger, Brenton Montgomery, Todd Palmer, Micah Wood, Chair Dana Kose.**

The motion carried unanimously. **Mr. Leonard, Ms. Whittemore, and Mr. Cassidy** were absent from the vote.

Chair Kose welcomed everyone to the meeting and brought up the chair and vice chair vote.

Mr. Orr provided an overview and asked for nominations for chair and vice chair

Mr. Palmer nominated Dana Kose, if she's still interested.

Alderman Burger seconded

Mr. Wood also seconded

Chair Kose accepted as long as no one else wanted to be chair and proceeded with a roll call vote.

The following voted in favor of: **Patrick Baggett, Alderman Burger, Brenton Montgomery, Todd Palmer, Micah Wood, Chair Dana Kose.**



Chair Kose nominated Todd Palmer to continue as Vice Chair.

Mr. Palmer accepted.

The following voted in favor of: **Patrick Baggett, Alderman Burger, Brenton Montgomery, Todd Palmer, Micah Wood, Chair Dana Kose.**

Mr. Orr stated that Dana and Todd have been wonderful to work with and he's looking forward to another year

Chair Kose mentioned information in the packets regarding the LEED Charrette and items for discussion: energy goals, advanced metering, solar and battery storage, and innovation credits.

Mr. Orr stated we covered a lot of ground at the last meeting so now is the opportunity to discuss in more detail some of the items i.e. the energy goal which the design team is targeting LEED Silver, but Gold is also within the realm, achievable.

Chair Kose stated LEED Silver is the requirement, but going to the next level and reaching Gold should not be about point chasing for items that the City will not find valuable. In the context of energy, there should be an energy savings goals as a percentage beyond the LEED baseline. The simple box model includes good analysis, but no outcome for an end goal above and beyond ASHRAE 90.1 baseline for LEED. If the design team can do that, it will help inform the vision.

Mr. Orr asked for clarification on percentage, like 10% or 20%?

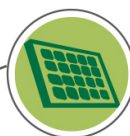
Chair Kose responded affirmatively and said the energy code for the City is better than the baseline for LEED. The City uses 2018 IECC which is equivalent to ASHRAE 90.1 2016 and the LEED baseline is ASHRAE 90.1 2010 so just by meeting the City's energy code, we should see a fair amount of savings.

Alderman Burger asked for clarification

Chair Kose stated IECC is the international energy conservation code and ASHRAE is the Association for Heating, Refrigeration, and Air Conditioning is a way to measure the energy performance of a building.

Mr. Orr agreed that we should avoid point chasing and stick to items that will further the City's energy reduction goals and add value to the project. He suggested talking more about advanced metering. Early on, it was identified as an unnecessary item because of the institutional office building and lack of building complexities.

Chair Kose mentioned the extra cost and ensuring this adds value. If someone is looking at the data and using it to lower energy costs, it might be worth it depending on the cost. If no one is going to look at the data, it's not worth it. Without it, the City will receive a monthly bill for electricity. The advanced metering allows the City to look and see how much is being spent on lighting, cooling, plug loads, etc, and from there, you can target behavior changes or identify



maintenance issues. In the future, is there someone who might look at the data.

Mr. Baggett asked about occupancy for the new city hall? Will it be public/private? Would it be useful if additional tenants in the building? A lot of the efficiency issues will be accounted for with the updated codes that are required. Does the code address office type use data we want to control?

Mr. Orr stated it will primarily serve as a City Hall, but the door is open for some flex space.

Ms. Dannenfelser said we are undergoing departmental interviews with the consultants to shape spatial needs and will look at additional uses, down Third Avenue for example in the coming months.

Mr. Baggett suggested sub-metering could be useful if plan on multiple tenants.

Alderman Burger said it would be shortsighted to not plan for other entities and uses, especially if a three-story building. Maybe an eatery, a box space for services so people in City Hall can have integrated services, clinics and we should be planning for these uses. Does advanced metering help us identify usage for these spaces?

Mr. Palmer said most commercial users do not have sub-metering because lights and HVAC make up the largest loads, but if they're a manufacturer or a mixed-use building, that's where it could be useful to have advanced metering.

Alderman Burger used Nissan as an example and how lights automatically cutoff when people exit. We need to look at cost savings long-term and determine if it's worth it. Who would look at energy usage data? Would we assign someone?

Mr. Orr stated the Finance Department documents all of the MTEMC bills coming in and he looks at usage, too. Brad Wilson likely looks at bills occasionally. One of the questions that has been brought up is if the Maintenance Department will manage the building or if we will hire someone to professionally manage the building.

Ms. Dannenfelser said those conversations would take place later in the process.

Mr. Orr stated for example, JLL manages some of the larger state of Tennessee buildings and they would look at the data very frequently.

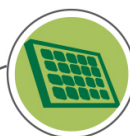
Mr. Baggett asked about the cost of advanced metering?

Mr. Palmer said a company like JLL would sell you a package and he will look at estimated costs with his metering engineer.

Alderman Burger suggested looking at the costs and bringing that back.

Chair Kose said it's not an insignificant amount.

Mr. Baggett said we need to look at the cost and how much we think we could save using the



technology.

Alderman Burger agreed and said we need to look at upfront costs vs long-term savings.

Mr. Montgomery said he's seen two approaches: building management systems like what Alderman Burger alluded to and advanced metering and also stressed the importance of having someone regularly review the advanced metering. He has seen facilities that have too much metering so it's too much data to manage and nothing is being done with it.

Chair Kose said someone from facilities or an outsourced firm would need to analyze the data.

Alderman Burger said it would be a major waste to not have someone making sense of the data (if advanced metering is used). For example, the data could be useful if for example, there are spikes in usage in certain areas of the building or machines being left on that don't need to be. We would need someone to analyze the data regularly and if not done internally, what's the cost to outsource? Lots of questions.

Mr. Orr moved on to solar and battery storage and said initially he did not think it would be a good candidate for solar, but upon further examination, maybe it would be due to the demand charge.

Mr. Palmer said with his experience of similarly sized buildings going solar, the big thing you have to watch is that you have to use 30% of the transformer size as part of the TVA contract.

Mr. Montgomery said it's worth exploring, but buildings of this size and use, the ROI is pretty far out there. Solar and energy storage is great and we should do it if the numbers make sense, depending on rooftop space. He said he was not aware of a user that confronted the transformer issue Mr. Palmer brought up.

Alderman Burger talked about energy storage and asked if solar would be used to store up the batteries and asked if it's similar to a hybrid vehicle?

Chair Kose said it is, and the building would pull from the battery when the sun goes down.

Alderman Burger asked about outages. Will the new City Hall have built-in generators? Has there been discussion on a backup system?

Ms. Dannenfelser said we're not at that point.

Chair Kose said if the City has to take up the cost of generators, then a battery system could be used when the power is out, if charged. She has a solar battery system at her house and is unaware of outages because the battery kicks in.

Alderman Burger suggested stalling this issue to ensure a backup power source is available to deal with outages.

Mr. Baggett suggested highest and best use of the real estate on the rooftop of city hall. Would it be better to invest in solar at the wastewater plant? Would it be a challenge to



maintain the system if on the rooftop? Could the rooftop be used for occupancy? Does it make more sense to invest where it already is? Either way, should look into it. Should seek highest and best use of rooftop given various real estate dynamics downtown.

Ms. Dannenfels wants to have lots of outdoor spaces for employees because we have good weather for much of the year and we should maximize functionality of building and outdoor opportunities and look at solar to see how it impacts these uses.

Mr. Montgomery asked about solar for the city overall? Do we have any goals related to solar?

Mr. Orr said it's a larger discussion to have and that we've typically avoided blanket goals for the reason of wanting to make sure we are doing things that add value and goes back to the point chasing example brought up earlier.

Alderman Burger shared an example about a rooftop walking track with trellises, tables, umbrellas, and how it was utilized for employees and stated we need to make our rooftop usable.

Chair Kose suggested solar could be used for shading.

Ms. Dannenfels asked if there are examples for solar on top of parking structures?

Mr. Baggett said it's very common out west, specifically in Arizona.

Chair Kose said there could be wind load concerns that would be similar to having trellises, but the design team would need to look at it.

Mr. Orr said he may circle back with Dana and Brenton offline regarding this conversation.

Alderman Burger asked what kind of roof is most compatible for solar and the uses we want to propose? The solar could offset cooling costs, but would it also keep our rooftop cooler as well?

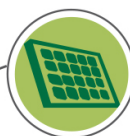
Chair Kose asked who the 314 area code belongs to?

Mr. Cassity chimed in and said all the points made about solar and the roof are valid and would be happy to help out in anyway.

Chair Kose announced the next meeting will be on Friday, February 5th.

Mr. Orr shared that Mr. Leonard's term will expire next month and wants to step aside. A call will be posted in the next few weeks for his replacement. He asked everyone to confirm their term limits on the agenda.

Alderman Burger said she is up for reelection this October so her future participation depends. She stated that this discussion has given her a lot to think about, especially the advanced metering and how the roof should be used.



Chair Kose agreed and was happy we used this time for additional discussion.

The meeting adjourned at 9:05 am.





ENERGY CONSERVATION AND RENEWABLE ENERGY

The City of Franklin is committed to evaluating energy projects that make fiscal and environmental sense. It's also positioned to make policy changes to encourage advancing energy efficient and renewable energy technologies.

POLICY STATEMENTS

1. The City seeks to use renewable energy, energy efficient technology, and conservation measures to make operations more resilient to future cost increases in order to flatline total municipal electricity usage and costs while adding new infrastructure and services.
2. The City encourages and seeks to make it easier for residents and businesses to adopt energy conservation practices and utilize alternative energy technologies to help them be more resilient to future cost increases.

ACTION ITEMS

1. Reduce street light energy usage by converting all street lights to LEDs. Require LEDs for any new streetlight service the City pays for on a monthly basis.
2. Evaluate renewable energy and energy saving measures for the new City Hall.
3. Complete comprehensive energy audits of all city-owned buildings with a focus on energy cost reduction.
4. Evaluate future uses for the 200 kW solar project.
5. Complete a comprehensive study of the municipal fleet with a focus on fuel cost reduction.
6. Evaluate the impacts of requiring new residential dwellings to have a 240-volt outlet in the garage for the potential installation of electric vehicle charging equipment.
7. Evaluate the use and costs of LED sports lighting.
8. Consider updating the residential energy code to 2018 IECC.
9. Utilize social media and conventional media channels to inform the public about the City's energy efforts.
10. Act as advocate to the State legislature for energy related policies.



TOTAL MUNICIPAL ELECTRICITY USAGE AND COST

FY Year	Usage	Cost
2008 Base Year	24,807,442 kWh	\$2,642,664.00
2013-2014	27,118,515 kWh	\$2,664,966.00
2014-2015	26,743,092 kWh	\$2,905,019.72
2015-2016	27,762,427 kWh	\$2,880,570.71
2016-2017	26,790,143 kWh	\$2,672,170.01
2017-2018	23,561,360 kWh	\$2,702,953.47
2018-2019	25,029,025 kWh	\$2,871,121.38
2019-2020	24,705,955 kWh	\$2,753,071.49

ELECTRICITY USAGE AND COST FY 2019-2020

FY Year	Usage	Cost
Fire Stations (8) + sirens	912,571 kWh	\$96,581.82
Police HQ + Garage	2,045,800 kWh	\$170,373.73
City Hall + 2nd Ave Garage	853,281 kWh	\$83,403.77
Public Works	626,880 kWh	\$56,878.06
Sanitation/Solid Waste	258,320 kWh	\$26,238.61
Parks	597,628 kWh	\$68,839.53
Water Treatment/Pumps	3,969,525 kWh	\$388,508.72
Wastewater Treatment/Sewer	13,239,728 kWh	\$1,209,811.05
Unmetered Street Lights	N/A	\$465,943.54
Metered Street Lights	991,817 kWh	\$82,958.42

2021 Sustainability Commission Work Plan

- City Hall LEED Initiatives: additional follow up with the new city hall project related to LEED credits;
- Dark Sky Lighting: presentation on various types of fixtures around the community and identify preferred light fixtures that could meet dark sky standards;
- Walk Friendly Communities: results should be released any day and we can tie it to a parks update
- Litter Survey: Make the litter survey an annual practice;
- Energy Reporting: provide fiscal year usage and costs each September;
- Energy Policy Guide action items: present resolution for endorsement to the BOMA; begin working on some of the action items;
- Peer Exchange: Instead of a field trip this year, maybe we can setup a virtual training or virtual meeting with a peer city to learn about a specific topic or project. The topic could be general like “how does your Sustainability Commission work with regard to driving sustainability?” and/or “what are your sustainability priorities and why?”
- Creation of a second policy guide: (Transportation or Waste Reduction)
- Recycling and waste reduction update;
- Social media/public outreach;
- Other?
 - Invite Urban Green Lab to discuss a specific topic
 - TDEC programs?



CHAPTER 4. - SUSTAINABILITY COMMISSION

Sec. 2-401. - Sustainability commission.

The sustainability commission is hereby created to continue the work initiated by the sustainability task force and to act as a policy advisory body to the board of mayor and alderman and city administrator in the development and initiation of programs that will enhance and promote economic development, environmental health, and social equity within our community for present and future generations. The commission shall advise on policy matters related to (a) sustainable practices; (b) businesses that produce sustainable products and provide sustainable services; (c) planning and land use; (d) building design and infrastructure; and (e) related issues that directly affect sustainability efforts and Franklin's quality of life.

(Ord. No. 2009-41, § I, 7-28-2009)

Sec. 2-402. - Powers and duties.

The commission shall:

- (1) Make recommendations to the board of mayor and alderman and city administrator for programs or actions designed to implement the recommendations contained in the sustainability action plan;
- (2) Create and present an annual work plan to the board of mayor and alderman;
- (3) Provide forums for addressing public concerns related to sustainable policies and practices;
- (4) Work on sustainability-related projects as directed by the board of mayor and alderman and city administrator;
- (5) Provide input on sustainability policies and practices that reflect community values; and
- (6) Assist the board of mayor and alderman and city administrator in balancing community priorities and resources by advising them on sustainability issues.

(Ord. No. 2009-41, § I, 7-28-2009)

Sec. 2-403. - Membership.

The commission shall consist of nine members, at least six of whom shall reside within the city limits. One alderman, one employee from any one of the public utility companies that provide essential utility services within Franklin's corporate limits, one representative from the Franklin Tomorrow Board of Directors, and six citizens. Citizen members to be selected shall represent a diverse range of interests and experiences with due regard to the geographic distribution of the membership. The members of the commission may be selected from, but are not limited to, the following groups: youths, educators, or other representatives of Williamson County educational institutions; members of Williamson Inc.; owners of Franklin businesses; persons with a demonstrated interest in sustainable business practices, building and design, energy conservation or alternative energy sources, and/or economic development; members of community or neighborhood groups; persons representing a diversity of ethnic and cultural affiliations; and persons with diverse economic backgrounds and interests.

(Ord. No. 2009-41, § I, 7-28-2009; [Ord. No. 2017-40](#), § 1, 11-14-2017)

Sec. 2-404. - Appointment and term of office.

Members of the commission shall be appointed by the mayor, and confirmed by the board of mayor and alderman. The term of the alderman shall be co-terminus with his or her term on the board of mayor

and alderman and the term of the Franklin Tomorrow representative shall be co-terminus with his or her term on the Franklin Tomorrow Board of Directors. The Terms of the remaining members shall be three years and to allow for staggered terms the first appointees shall serve for the following terms: three members shall serve initially for four-year terms; three members shall serve initially for three-year terms; one member shall serve initially for two-year terms. All members shall be limited to two consecutive terms. Members shall serve until a replacement is appointed and appointees who fill an unexpired shall hold office for the remainder of said unexpired term. A member who is absent from three consecutively scheduled meetings without having been excused by the chair may be removed from the commission and the vacancy filled of the board of mayor and alderman.

(Ord. No. 2009-41, § I, 7-28-2009)

Sec. 2-405. - Officers, meetings and rules of procedure.

The officers of the commission shall be a chair and vice-chair, elected by majority vote of the commission. The chair shall preside at meetings of the commission and shall have the right to vote. The vice-chair shall, in case of absence or disability of the chair, perform the duties of the chair. Officers shall serve for terms of one year or until their successors are regularly elected and take office. The commission shall hold meetings at such times as it deems necessary, and shall also meet upon the call of the chair. The commission shall meet not less than four times each calendar year. The commission shall adopt bylaws, operating agreements, and may make and alter rules for its conduct and procedure, providing they are consistent with state law and applicable provisions of the city charter, ordinances and policies. Five members of the commission shall constitute a quorum. The concurring vote of a majority of members present shall be required for approval or disapproval of any motion or other action of the commission. All meetings shall be open to the public. No formally constituted committee of the commission may be created unless the purpose, scope, and tenure of the committee are included in an annual work plan.

(Ord. No. 2009-41, § I, 7-28-2009)

Sec. 2-406. - Compensation.

Members of the sustainability commission, technical advisors, and citizens at large shall serve without compensation.

(Ord. No. 2009-41, § I, 7-28-2009)

Sec. 2-407. - Staff support, committees, and technical assistance.

The director of the planning and sustainability department, or their designee, shall serve as staff liaison to the sustainability commission. The commission may appoint citizens at large to serve on committees and is encouraged to obtain technical assistance from experts as necessary.

(Ord. No. 2009-41, § I, 7-28-2009)