



April 9, 2021

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

City of Franklin – Zoom Virtual Meeting

Dial +1 312 626 6799 Meeting ID: 912 3835 5886 Passcode: 956333

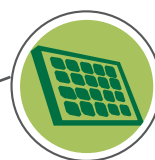
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|--------------------|---|--------------|
| 8:00 am | *Approval of Resolution 2021-69 | Dana Kose |
| 8:05 am | *Approval of March Meeting Minutes | Dana Kose |
| 8:05 am -- 8:10 am | Welcome & Introductions | Dana Kose |
| 8:10 am -- 8:20 am | Glass Recycling Update | Mike Cassity |
| 8:20 am -- 8:30 am | Walk Bike Franklin Exploratory Committee | Andrew Orr |
| 8:30 am -- 8:45 am | *2021 Outlook and Work Plan | Dana Kose |
| 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 (3/23/2024) | |

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

March 12, 2021

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

Future Members: **Keith Gordan and Fred Daniel**

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

The Franklin Sustainability Commission held a regular meeting on Friday, March 12, 2021, at 8:00 a.m. The meeting was held virtually through Zoom due to the COVID-19 outbreak.

Chair Kose read Resolution 2021-33. This Resolution is a Resolution Declaring That The Sustainability Commission Shall Meet On March 12, 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 2021-33.

Alderman Burger moved, seconded by **Mr. Baggett**, to approve Resolution 2021-33.

Chair Kose asked for a roll call vote.

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

The motion carried unanimously.

Chair Kose read the following Announcement For Limited Public Access:

“Due to the COVID-19 outbreak, this meeting will be a virtual meeting. The public may call in to listen to the meeting and make comments during any public comment period. The meeting video will be available for public viewing following the meeting on the City of Franklin Facebook and YouTube accounts, and the City of Franklin website.”

Approval of the Minutes

Chair Kose asked for a motion to approve the January 2021 minutes.

Mr. Palmer moved, seconded by **Alderman Burger**, to approve the January 2021 minutes.

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

SUSTAINABILITY COMMISSION



The motion carried unanimously.

Welcome and Introductions

Chair Kose welcomed everyone to the meeting. She stated that **Mr. Mike Leonard's** term had ended. She stated that **Ms. Nancy Whittemore** had retired from the City of Nashville. **Ms. Whittemore** will also be stepping down from the Commission. She recognized both members for their valuable contributions. **Chair Kose** introduced the two new proposed members of the Commission: **Mr. Fred Daniel** and **Mr. Keith Gordan**. The proposed members will be appointed by the Board of Mayor and Aldermen (BOMA) later this month.

Each member of the Commission introduced themselves.

Submetering Follow-Up for New City Hall

Mr. Palmer lead the follow-up discussion. He stated that he contacted the E-3 Company. He stated that there were a few alternatives for this process. The first is a site-sage. This is a submeter that goes on the circuit breakers. These monitor from 14-28 circuits at a time per panel. E-3 stated that they are able to rent and install the equipment. The package includes decommissioning, monitoring, and providing a monthly analysis for about \$3,000 per year per panel. The second alternative is to buy the equipment outright for approximately \$1200-\$1500. Then, have E-3 install the equipment for approximately \$2500 and teach the City how to monitor the information. Mr. Palmer recommended the second alternative.

Alderman Burger asked Mr. Palmer to go over the benefits of the submetering.

Mr. Palmer stated that submetering gives a snapshot of the energy profile. He stated that it helps to show how to cut energy usage and cost. He stated that the New City Hall may have some areas such as a café. This would monitor the refrigerator and other appliance usage.

Alderman Burger asked how soon there would be a return on investment (ROI) and how many panels would be needed.

Mr. Palmer stated that he would work with the person who is monitoring the information. He would then help to suggest a plan to improve the energy usage. They would watch the plan monthly. He stated that projecting energy usage is very difficult due to many factors. However, after a year, they are able to make a more complete analysis. He stated that an electrician would provide a load letter to let the City know how many panels are needed.

Alderman Burger asked when will the City know how many panels are needed.

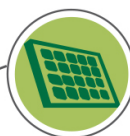
Mr. Palmer stated it would be when the electrician is brought in as part of the design team.

Mr. Baggett asked if the City was using this equipment at any locations.

Mr. Orr stated that the City was not using this equipment.

Mr. Baggett stated that it was very cost effective. He stated that the different tenants in the New City Hall will have to be considered.

Mr. Palmer stated that TVA's (Tennessee Valley Authority) rates change seasonably. He stated



that cost breaks are based upon time of usage. He stated that understanding your building's usage in this area could pay dividends.

Mr. Gordan stated that this is an instrument in the first step to determining long term energy management. He stated that it is not mathematically possible to determine an ROI.

Chair Kose stated that she agreed with **Mr. Gordan**. She stated that they need to wait before recommending this until they know how many panels are needed.

Energy Policy Guide and BOMA Recap

Chair Kose stated that she, along with **Mr. Orr**, presented a recap of the Energy Policy Guide to BOMA. She stated that one Alderman had concerns about the energy problems in Texas during the February 2021 ice storm. She did not address the concerns at that time because she needed more time to research. She stated that she found that there were many reasons for the problems in Texas. One main reason was because the equipment was not winterized.

Mr. Palmer stated that the infrastructure in Texas is not connected to the grid. This is not the case in Tennessee.

Mr. Gordan stated this was not a situation that would happen very often. It was a perfect storm where the peak demand was unusually high.

Chair Kose stated that the second concern was Action Item 6. The item states:

“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.”

BOMA asked for more research for Item 6: Cost for installation at new construction vs. retrofitting.

Mr. Orr stated that the 240 volt outlet is needed for the future of electric car ownership.

Mr. Daniel asked if there was an incentive for builders. **Mr. Orr** stated that TVA is working on this. **Mr. Orr** stated that he did not see the City offering a financial incentive.

Mr. Baggett stated that they should talk with the builders. He also stated that General Motors plans to have all electric cars by 2025.

Alderman Burger asked what the cost for installation is.

Chair Kose stated that she spoke with an electrician. The approximate cost to install the 240-volt outlet is \$500-750 for new construction. To retrofit would be approximately \$1,000. She stated that is important that the home has the capacity to handle the amp load.

Mr. Orr stated that they would continue to research this information. He stated that TVA projected that 1/3 of all new car sales will be electric by 2030.

Alderman Burger asked what the Building and Neighborhood Services Department is doing to actively encourage developers to install the 240-volt outlet.



Mr. Gordan stated that several builders have this as an option in their building packages.

Mr. Palmer stated that MTEMC is discussing this issue currently.

Chair Kose stated that this should be discussed in more detail at a future meeting. **Mr. Palmer** stated that he would find out more information.

Mr. Baggett stated that he would like to find out about the current electrical code and how this requirement would affect it.

2021 Sustainability Commission Work Plan

Mr. Orr discussed the items on the plan for 2021. He stated that the New City Hall public outreach and stakeholder meetings will be taking place in the Spring. He stated that they have received several complaints about litter. He stated that several community volunteers took part in the Trashercise program. He stated that the Litter Survey should be part of the Commission's annual plan. He stated that the litter survey usually takes place in the Fall, but may want to add to the Spring (March). Also, the inmate litter pick up program was still discontinued due to COVID. He stated that they would do the Energy Reporting in September. **Mr. Orr** stated they would like to put together a resolution to ask BOMA to endorse the Energy Policy Guide.

Alderman Burger stated that she thought BOMA would like to be engaged in this policy. She stated that Trashercise is going statewide. This program is done in March so the trash can be seen before the vegetation grows. She also stated that three builders stated that only one customer in two years had asked for the 240-volt outlet. **Mr. Orr** asked **Alderman Burger** to ask the builders what their installation cost are.

Mr. Orr stated that they would like to conduct a Peer Exchange with another city instead of doing field trip in May. This discussion would be a virtual training to learn how other cities conduct their sustainability program.

Mr. Orr stated that they should be more intentional about public outreach.

Mr. Baggett stated that he discussed glass recycling with some Franklin citizens. He stated that there was an education gap. He stated that additional education was needed.

Mr. Cassidy stated that he received an email from someone offering glass recycling. The company is Honeybee. He will research this topic.

Alderman Burger stated that residents can take their glass to the Williamson County Convenience Centers.

Mr. Daniel stated that there was a need for a recycling center in the City limits, such as the one that used to be at Williamson Square.

Chair Kose stated that the next meeting will be April 9, 2021 at 8 am.

The meeting adjourned at 9:01 am.



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)