

## Sustainability Commission

April 17, 2012

4:00 p.m. to 5:30 p.m.

City of Franklin - Community Development Conference Room

4:00 p.m.	<b>Call to Order/Introductions</b>	Ken Scalf
4:05 pm – 4:10 pm	<b>*Approval of Meeting Minutes</b>	Ken Scalf
4:10 pm – 4:20 pm	<b>Public Comment</b>	Citizen Comments
4:20 pm – 4:25 pm	<b>Announcements: Solar Project Arbor/Earth Day 4/21 @ Pinkerton 10am-2pm State of the City 4/25 @ Factory 7:45am</b>	Andrew Orr
4:25 pm – 4:45 pm	<b>Working with Franklin Tomorrow</b>	Mindy Tate Libby Marley
4:45 pm – 5:10 pm	<b>*Updating the Action Plan Update to BOMA</b>	All
5:10 pm – 5:15 pm	<b>*Commission Term Limits/Bylaws</b>	Ken Scalf
5:15 pm -- 5:20 pm	<b>Other News/Items</b>	All
5:20 pm — 5:30 pm	<b>Adjourn</b>	Ken Scalf

\*Item contains an attachment or link

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

*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 20, 2012**

The Franklin Sustainability Commission held a regular meeting on Tuesday, March 20, 2012, at 4:00 p.m., in the Community Development Conference Room.

**Members Present:** Chuck Barber, Teresa Harris, Libby Marley, Brian Miller, Mayor Ken Moore, John Saxton, Ken Scalf, Lisa Smith

**Members Absent:** Adam Ballash, L.K. Browning,

**Visitors Present:** Ruth Winget

**Staff Present:** John Langley, Andrew Orr, Catherine Powers, Brenda Woods

The agenda read as follows:

**CALL TO ORDER**

**Chairman Scalf** called the meeting to order.

**APPROVAL OF MEETING MINUTES**

**Chairman Scalf** presented the February 23, 2012, minutes for consideration.

**Mayor Moore** moved to approve the February 23, 2012, minutes.

**Mr. Miller** seconded the motion to approve.

The minutes were unanimously approved by the Committee.

**PUBLIC COMMENT**

No public comments were made.

**ANNOUNCEMENTS**

- **Solar Project**  
**Mr. Orr** updated the Commission regarding the solar project at the wastewater treatment facility. Nearly 900 panels have been laid on about an acre of land. It is anticipated that the system will be online producing energy within the next 4-6 weeks, and the City is hoping to have some kind of ribbon-cutting ceremony.
- **Big Belly Grant Proposal**  
**Mr. Orr** stated that next week the City will submit a grant proposal to the Tennessee Department of Environment and Conservation (TDEC) to purchase 25 Big Belly Trash Compactors for downtown. If the City places 25 throughout downtown it can reduce its trash pickup from six days a week to once or maybe twice a week and save about \$20,000 a year in operations. The City also proposes to buy enough LED

streetlights that all of the existing ones in the acorn-style in downtown could be replaced with the same LED streetlights that are being tested at Jim Warren Park. These lights are 80 percent more efficient than the lights that are presently being used.

- **Safe Routes to School**

**Mr. Orr** stated that the Safe Routes to School proposal would be due on the same day as the Big Belly Trash Compactors. Intern Katy Daugherty has been a tremendous help in getting the Safe Routes project to a great point. The Safe Routes will do some infrastructure improvements to the tunnels in Fieldstone Farms. The City has also worked with Hunters Bend to develop some walk/bike educational curriculum. Mr. Orr discussed a program, called Boltage, which is being used in some cities out west to help track and encourage students to ride a bicycle to and from school.

Discussion ensued regarding Safe Routes to School.

- **DOE Sunshot Project**

**Mr. Orr** stated that on Monday, March 19<sup>th</sup>, the City hosted two staff members from the University of Tennessee. They are working on a statewide solar project to help streamline the zoning, permitting, and interconnections of solar projects. Mr. Orr spent the bulk of the day with Tom Moreland of MTEMC and met with Building and Neighborhood Services staff and with the Preservation Planner.

- **Upcoming Events**

**Ms. Smith** stated that she had spoken with the Women's Leadership Conference that is part of the Cool Springs Chamber of Commerce. She was asked to tell them about the Live Green Partnership, which she did and encouraged them to participate.

### **COMMISSION TERM LIMITS**

**Chairman Scalf** discussed the Commission's term limits. He stated that Mr. Barber had agreed to serve another three year term. Mr. Ballash, Ms. Smith, and Mr. Miller's terms will expire in 2012.

**Mayor Moore** asked the individuals to let him know if they wanted to serve another term.

**Ms. Smith** stated that she thought it would be nice to have younger individuals on the Commission. She referred to the results of a survey that had been taken, and the results were from individuals perhaps 50 years, plus or minus. She thought that was interesting, and she thought younger individuals should be more represented.

**Chairman Scalf** stated that he had been chair for two years, and although he was glad to continue in this capacity, it was not a given. He thought this should be revisited on an annual basis and asked if anyone else was interested in being Chairman. He asked that this item be put on the April agenda. Everyone should come to the April meeting prepared to discuss nominations for the Sustainability Commission.

**Ms. Marley** stated that part of the discussion for the April meeting could be when the term would begin, in the fall as opposed to the first of the year.

**Mayor Moore** stated that the Commission might want to consider someone serving in the Vice Chairman position and moving into the Chairman position like many organizations do because there is some planning that goes into running the meeting and planning the agenda.

***It is important that everyone try to attend the April 17<sup>th</sup> Sustainability Commission meeting since some of the discussion will center on Commission Term Limits.***

### **ARBOR/EARTH DAY ACTIVITIES**

**Mr. Orr** stated that he and Lisa had discussed Arbor/Earth Day, which will be on April 21, from 10 a.m. to 2 p.m. So far on the agenda Todd Snackenber and Parks will have the usual activities. Mr. Barber will be there representing Middle Tennessee Electric Membership and to grill. Conductor Jack will be there along with the tree climber. Mr. Orr is waiting to hear back from the canoe guy. Save the Franklin Battlefield will be there with some artifacts. If it is nice weather, there will be a tour of Fort Granger.

**Ms. Smith** suggested that the Sustainability Commission show their presence, and the Commission will have either a booth or a table. She discussed having a relay and having the children run, pick up recyclables, put them in the blue bag, run back, and they would get a prize of crayons or something.

**Mr. Orr** stated that today the City's Arborist and the Stormwater Management Coordinator planted 200 trees in Pinkerton Park. Mr. Orr and Mr. Langley will be planting trees tomorrow in Jim Warren Park.

### **SMART IRRIGATION SYSTEMS**

**Mr. Orr** emailed the Commission a study of an irrigation ordinance as part of the Integrated Water Resources Plan from the CDM Company, which is an engineering company in Nashville. This was something that the water committee had worked on.

**Mr. Miller** discussed that wasting water by watering the streets along Cool Springs Boulevard while watering the trees would eventually catch up with everyone. Ultimately the City would have to put in a new infrastructure to account for this. He also discussed smart meters.

**Mayor Moore** stated that this was a good concept, and everyone would like to see it happen; however, he thought that the Commission needed to seek out someone who would try it and show the results.

**Mr. Miller** discussed that the Ordinance encompassed everything from design and installation to the systems that are put in place.

**Chairman Scalf** asked how this was presented to the Board of Mayor and Aldermen.

**Mayor Moore** stated that it was presented in work sessions and that it had been presented in increments. He stated that next week they would present from 4:00 to 5:30 p.m. on the integrated water plan. Wastewater and potable water have the biggest impact, and they carry the highest price tag.

The City is looking at what it has to do to increase its capacity at the Wastewater Plant. It is presently at 80 percent. The City has several years of projected growth, which can support that. The City is trying to be pro-active.

Mayor Moore stated that it would probably be better to work with staff on this.

**Mr. Orr** stated that it should be open on the front end and will try to set up a meeting with City staff and will copy Chairman Scalf regarding this.

Discussion ensued regarding the Smart Irrigation Systems.

### **RECAP REMAINING 2009 ACTION ITEMS**

**Mr. Orr** discussed the Recap of 2009 Goals from the Community Action Plan.

**Chairman Scalf** stated that the Commission had accomplished much. The Commission needs a 2013 Action Plan to go along with the items that have been carried over.

**Ms. Marley** stated that Franklin Tomorrow did the visioning. If the Commission had the citizen's input, it might want to go back and revisit what the citizens felt was important to them, which might be incorporated into some other activities. Ms. Marley will present this at the April 17<sup>th</sup> Sustainability Commission meeting.

**Chairman Scalf** would like to have the 2013 plan formulated by August 2012.

**Mr. Orr** stated that the Commission needed to discuss the public participation aspect and to what degree it wanted to make it happen to get the public input.

**Chairman Scalf** asked if the Commission should come up with a preliminary plan and ask for input, or have another public assembly.

**Mr. Orr** suggested not presenting something to the public that was already 90 percent formed.

**Mayor Moore** stated that the Commission had the input from Franklin Tomorrow. The Commission could see what they come up with, and if they wanted more citizen input, they could then have some kind of meeting.

**Mr. Orr** stated that maybe the Commission could tie in a review of what had been accomplished to date and incorporate that as well, and then ask for public input. They could take that in addition to what Franklin Tomorrow had done and draft a new vision/plan.

**Mr. Miller** asked if just the Franklin Tomorrow information would be taken or would it be in addition.

**Mr. Orr** stated that it would be in addition to having some sort of public forum where the Commission could share the work that has been accomplished to date.

**Ms. Marley** stated that if the Commission was going to do that then that needs to be one of the goals because the Commission wants to make sure it has a really good response. The Commission may have to have more than one presentation.

**Chairman Scalf** stated that he thought it had been long enough, and there had been turn over in the City.

**Mr. Orr** stated that the Commission would shoot to have the re-visioning effort throughout the summer and get something finalized by the fall.

**Ms. Marley** stated that she would set up a meeting with Mindy Tate. She will let Mr. Orr know the time and date of the meeting.

**Chairman Scalf** asked if the Commission could have this information at the next Sustainability meeting.

**Ms. Marley** stated that she did not know but would work on it.

**ADJOURN**

April 17, 2012

**To:** Sustainability Commission

**From:** Andrew Orr, Sustainability and Grants Coordinator

**Purpose:** Proposal to Update Community Action Plan

---

The Commission seeks to update the 2009 Sustainability Community Action Plan. Many of the action items have been achieved or are in the process of being completed. The Commission seeks to raise awareness on what has been completed from the original plan and also solicit input from the community on what issues need to be addressed going forward.

Tentative Plan and Schedule:

**Step 1:** Memo and brief presentation at a Board of Mayor and Aldermen Work Session on what has been completed and the Commission's goals for the coming year.

*Timeline: May 8 or May 22 Work Session*

**Step 2:** Gather public input through open house style community meeting at City Hall with multiple displays and stations that show what actions have been completed. This would be an informal meeting for interested parties to ask questions, learn about various initiatives, and also propose new ones. Steps will be taken to solicit feedback on how initiatives are progressing and also on what should be pursued in the future. Comment cards and a short survey will be available. The survey will also be available and promoted online.

*Pick 2 of the available dates: Monday 6/4/2012; Tuesday 6/5/2012; Wednesday 6/6/2012; Monday 6/18/2012, Tuesday 6/19/2012, Thursday 6/21/2012, Monday 6/25/2012; (OR wait until July) Thursday 7/12/2012; Tuesday 7/17/2012 Thursday 7/19/2012*

**Step 3:** Synthesize the results of the Franklin Tomorrow Re-visioning and combine it with input collected from Step 2 to help formulate the 2013 Action Plan. The Commission should collaborate with Franklin Tomorrow. The intent would be to build upon the work completed by Franklin Tomorrow and formulate their goal areas into specific actions.

*Timeline: Following Step 2*

**Step 4:** Use the July Sustainability Commission meeting 7/17/2012 as a working meeting to filter through data and information collected to formulate action items.

*Timeline: 7/17/2012 Commission meeting*

**Step 5:** Develop draft 2013 Community Action Plan to be reviewed by the Commission and made available to the general public.

*Timeline:* Released to public prior to August 21st Commission meeting using social media, website, print media

**Step 6:** Discuss and Approve Community Action Plan at September Sustainability Commission meeting.

*Timeline:* Potentially discuss at August 23<sup>rd</sup> Joint Conceptual Planning meeting

**Step 7:** Request the Board of Mayor and Aldermen endorse the 2013 Community Action Plan.

*Timeline:* Discuss at October BOMA Work Session and Endorse at November BOMA meeting

**BY LAWS  
OF  
CITY OF FRANKLIN SUSTAINABILITY COMMISSION**

**ARTICLE I: SUSTAINABILITY COMMISSION**

Section 1        Name of Sustainability Commission  
                         The name of the Sustainability Commission shall be the Franklin, Tennessee, Sustainability Commission, hereinafter referred to as the Commission.

Section 2        Office of the Commission  
                         The principle office of the Commission shall be the Planning & Sustainability Department, City Hall, 109 Third Avenue South, Franklin, Tennessee, 37064.

**ARTICLE II: PURPOSES AND GENERAL POWERS**

Section 1        Purpose

                         (a)    The Commission is hereby created in accordance with Ordinance 2009-41 to continue the work initiated by the Sustainability Task Force and to act as a policy advisory body to the Board of Mayor and Aldermen and City Administration 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.

                         (b)    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.

Section 2        General Powers

                         The Commission shall:

- a.    Make recommendations to the Board of Mayor and Aldermen and City Administrator for programs or actions designed to implement the recommendations contained in the Sustainability Action Plan;
- b.    Regularly create and present a work plan to the Board of Mayor and Aldermen, occurring as deemed necessary;
- c.    Provide forums for addressing public concerns related to sustainable policies and practices;
- d.    Work on sustainability-related projects as directed by the Board of Mayor and Aldermen and City Administrator;
- e.    Provide input on sustainability policies and practices that reflect community values; and

- f. Assist the Board of Mayor and Aldermen and City Administrator in balancing community priorities and resources by advising them on sustainability issues.

**ARTICLE III: MEMBERSHIP**

**Section 1      Members**

The Commission shall be made up of (9) members consisting of:

- a. One (1) member of the Board of Mayor and Aldermen;
- b. One (1) Employee from any one of the public utility companies that provide essential utility services within Franklin’s corporate limits;
- c. One (1) representative from the Franklin Tomorrow Board of Directors; and
- d. Six (6) citizens who reside within the city limits.

**Section 2      Appointment and Terms**

- (a) The term of the Alderman shall be co-terminus with his or her term on the Board of Mayor and Aldermen.
- (b) The term of the Franklin Tomorrow representative shall be co-terminus with his or her term on the Franklin Tomorrow Board of Directors.
- (c) Members of the Commission shall be appointed by the Mayor, and confirmed by the Board of Mayor and Aldermen. Such appointment shall take place in January and shall be a three-year appointment. There is a term limit of two consecutive terms.
- (d) To allow for staggered terms, the first appointees shall serve for the following terms: three members shall serve initially for four (4) year terms; three members shall serve initially for three (3) year terms; and one member shall serve initially for two (2) years.
- (e) Members shall serve until a replacement is appointed.
- (f) Appointees who fill an unexpired term shall hold office for the remainder of said unexpired term.

**Section 3      Qualifications**

Members to be selected shall reside within the City of Franklin Urban Growth Boundary and shall represent a diverse range of interests and experiences with due regard to the geographic distribution of the membership. The members of the commission shall be selected from, but are not limited to, the following groups:

- a. Students of Columbia State College;
- b. Persons with a demonstrated interest in sustainable business practices, building and design, energy conservation or alternative energy sources, and/or economic development;
- c. Educators;
- d. Members of community and neighborhood groups;
- e. Persons with diversity of ethnic and cultural affiliations; and
- f. Persons with diverse economic backgrounds and interests.

**Section 4      Attendance and Absences**

Any member of the Commission who is absent from three (3) consecutively scheduled meetings or is absent from six (6) or more regular meetings during a twelve-month period without having been excused by the chair may be removed from the Commission. Absences related to sickness, death in the family, or other like emergencies shall not affect a member’s status except in the case of prolonged absence. Any vacancies on the Commission shall be filled within sixty (60) days, through nomination by the Mayor and approval by the Board of Mayor and Aldermen.

Section 5            Compensation  
Members of the Sustainability Commission, technical advisors, and citizens at-large shall serve without compensation.

ARTICLE IV: OFFICERS

Section 1            Officers  
The officers of the Commission shall be a Chairperson (“Chair”) and Vice-Chairperson (“Vice-Chair”).

Section 2            Elections  
The Chair and Vice-Chair shall be elected by majority vote of the commission. Officers shall serve for terms of one year or until their successors are regularly elected and take office.

Section 3            Chair  
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.

Section 4            Absences of Officers  
Any officer who is absent from three (3) consecutively scheduled meetings or is absent from six (6) or more regular meetings during a twelve-month period without having been excused by the chair may be removed from the Commission. Absences related to sickness, death in the family, or other like emergencies shall not affect an officer’s status except in the case of prolonged absence.

Section 5            Vacancy of Officers  
Any vacancies on the Commission shall be filled within sixty (60) days, through nomination by the Mayor and approval by the Board of Mayor and Aldermen.

ARTICLE V: STAFF

Section 1            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.

## ARTICLE VII: MEETINGS

### Section 1 Regular Meetings

Regular meetings of the Commission shall be held no less than four times each calendar year in the City Hall or at such other place as the Commission shall designate. The agenda deadline for each regular meeting shall be submitted within ten (10) working days before the meeting date. Any changes to the regular meeting time shall be made public, pursuant to Section 3 of this Article.

### Section 2 Special Meetings

The Commission shall hold meetings at such times as it deems necessary, and shall meet upon the call of the chair.

### Section 3 Agenda

It shall be the duty of the staff liaison to prepare an agenda listing the items to be considered by the Commission. Agendas shall be made available to the Commission prior to each meeting.

### Section 4 Publication

Pursuant to *Tennessee Code Annotated* Section 8-44-101 through 8-44-106 (the "Sunshine Law"), notice of all Regular Meetings of the Commission shall be published prior to each meeting in at least one (1) local weekly newspaper with an agenda of the items to be considered at the meeting. If possible, notice of all Special Meetings shall be published in at least one (1) local weekly newspaper, with an agenda, prior to holding such meeting. If notice of a Special Meeting is not possible in at least one (1) local weekly newspaper, notice of such meeting shall be announced on a local radio station and/or through the local City cable channel or website, with a brief summary or agenda of the matters to be discussed prior to the meeting. The Commission may choose to provide other means of public notice in addition to the above-mentioned notice.

### Section 5 Quorum

Five (5) members of the Commission shall constitute a quorum for the purpose of conducting the business of the Commission.

### Section 6 Emergency Business or Matters

The Commission may waive any rules relating to its Agenda requirement if, on personal request by any person, any business or matter is brought to the attention of the Commission, or action is requested on any business or matter which is deemed by the unanimous vote of all members present at a meeting to be of an emergency nature. In this regard, "an emergency nature" shall mean any business or matter requiring

immediate action to prevent violation of City or State statutes and ordinances, or to prevent unwarranted damage to any member of the community.

Section 7 Parliamentary Rules

To the extent not inconsistent with these rules or the enabling statutes and ordinances, *Roberts Rules of Order* shall be the parliamentary rules of the Commission.

ARTICLE VIII: AMENDMENTS

The Bylaws of the Commission may be amended at a Regular or Special Meeting, but no amendment shall be adopted unless at least four (4) days' written notice thereof has been previously given to all members of the Commission.

ARTICLE IX: ADOPTION AND EFFECTIVE DATE

The Bylaws of the Sustainability Commission have been adopted and amended on the following date: March 15, 2011.

Adopted