



## Meeting Agenda

### Civil War Historical Commission

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Thursday, November 9, 2023

8:00 AM

Training Room

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#### CALL TO ORDER

**CITIZEN COMMENTS** (Open for citizens to be heard on any issue or concern, including those related to items on the agenda. Please submit a Speaker Card at the beginning of the meeting if you would like to address the Commission. If you would like to speak on an agenda item, the Chair will hold your comment until the public comment period associated with the item. As provided by law, the Commission shall make no decisions or consideration of action of citizen comments for items not on the agenda, except to refer the matter to the Planning Director/Staff for administrative consideration, or to a schedule the matter for consideration at a later date. Those addressing the Commission are requested to identify themselves by name and address for the official record. The Chair may restrict the period for public comment, including the length of the public comment period, the number of individuals who can speak and the length of time each individual may speak. When time allows, the standard individual public comment time is two minutes.)

Comments on agenda items may be made in person at city hall or by emailing [planningintake@franklintn.gov](mailto:planningintake@franklintn.gov) by noon on the day prior to the meeting. Emailed comments will be provided to the Commission and included in the minutes, but not read aloud in their entirety during the meeting.

#### ROLL CALL

#### ADMINISTRATIVE ANNOUNCEMENTS

#### APPROVAL OF MINUTES

1. Consideration Of Approval Of Minutes

#### NEW BUSINESS

2. Consideration of the 2024 Meeting Calendar
3. Consideration of the 2024 Chair & Vice Chair
4. Consideration of the Updated Bylaws

#### SUBCOMMITTEE UPDATES

5. Parks Audio Tour Project
6. U.S. Line Markers Project
7. Wayfinding Signs Project

## **COMMISSIONER ANNOUNCEMENTS**

### **ADJOURN**

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.



## Meeting Minutes

### Civil War Historical Commission

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Thursday, September 14,  
2023

8:00 AM

Training Room

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**CITIZEN COMMENTS** (Open for citizens to be heard on any issue or concern, including those related to items on the agenda. Please submit a Speaker Card at the beginning of the meeting if you would like to address the Commission. If you would like to speak on an agenda item, the Chair will hold your comment until the public comment period associated with the item. As provided by law, the Commission shall make no decisions or consideration of action of citizen comments for items not on the agenda, except to refer the matter to the Planning Director/Staff for administrative consideration, or to a schedule the matter for consideration at a later date. Those addressing the Commission are requested to identify themselves by name and address for the official record. The Chair may restrict the period for public comment, including the length of the public comment period, the number of individuals who can speak and the length of time each individual may speak. When time allows, the standard individual public comment time is two minutes.)

Comments on agenda items may be made in person at city hall or by emailing [planningintake@franklin.tn.gov](mailto:planningintake@franklin.tn.gov) by noon on the day prior to the meeting. Emailed comments will be provided to the Commission and included in the minutes, but not read aloud in their entirety during the meeting.

#### **CALL TO ORDER/ROLL CALL**

Vice Chair Simms called the meeting to order at 8:06 AM.

Board Members Present: Steve Bacon, Patrick Baggett, Heather Doleshel, Marlene Holmes, Kelly Kautzman, Pam Lewis, Tony Morreale, Sam Huffman, Rachael Finch, Alma McLemore, Alan Simms, Clay Perry, Colbi Layne Hogan

Board Members Absent: Rich Buckner, Mary Pearce, Eric Jacobson

Staff Present: Kelly Dannenfelser, Emily Huffer, Brian Walker

#### **ADMINISTRATIVE ANNOUNCEMENTS**

No Announcements.

#### **APPROVAL OF MINUTES**

##### **1. Consideration Of Approval Of Minutes**

###### **Sponsors:**

Commissioner Perry moved to approve the July 13, 2023, meeting minutes. Commissioner Huffman seconded the motion, and the motion carried unanimously 8-0.

#### **NEW BUSINESS**

No New Business.

#### **SUBCOMMITTEE UPDATES**

## 2. Parks Audio Tour Project

### Sponsors:

Commissioner Hogan stated they had plans to meet in August and go over some of the drafts for the new audio tour, but they had to push back due to the folks who were writing the drafts having unexpected issues come up. Commissioner Hogan stated they were going to try and do the drafts at the November meeting. Commissioner Hogan stated they were still looking for folks to edit current text. Commissioner Hogan stated they would love some volunteers.

## 3. U.S. Line Markers Project

### Sponsors:

Commissioner Huffman stated they have gone and looked at them and they look great. Commissioner Huffman stated most of the remaining markers should be installed this year. Commissioner Huffman stated they have done some planning for a November 10th event for dedication of the markers. Commissioner Huffman stated Save the Franklin Battlefield did volunteer to say a few words about the project. Commissioner Huffman stated he and Commissioner Pearce would be writing the wording for the plaque.

Ms. Huffer stated to add on to what Commissioner Huffman stated she has a bronze plaque to be installed on the side of one of the markers to be a memorial to Dr. Sam Gant. Ms. Huffer stated the event would be after the Veteran's Day event at 1 p.m. Ms. Huffer stated the event would be on the east side of Carter Hill Park. Ms. Huffer stated the Parks Department has offered up tents for us along with a podium, tablecloths, etc. Ms. Huffer stated they would be sending out letters to property owners and there would be some hand invites from Commissioner Finch and Commissioner Morreale. Ms. Huffer stated there would be a program and involve a photo of Dr. Sam Gant along with a photo of the proposed line markers. Ms. Huffer stated they thought about doing a QR code on the brochures so people can scan it and go to the websites.

Commissioner Perry asked if they had settled on any speakers.

Ms. Huffer stated there would potentially be a bagpiper, the Mayor, the Chair, Save the Franklin Battlefield and Mr. Ernie Bacon. Ms. Huffer stated there will be a press release and the Communications Department will be there to video it.

Commissioner Huffman requested to know if Ms. Huffer would be coordinating it.

Ms. Huffer stated yes and explained staff would be drafting the letter to go out to property owners and bring to the commission for review as well as the program as well incase it needs to be tweaked.

Commissioner Baggett stated he sent the photos to the American Battlefield Trust to get some ideas. American Battlefield Trust liked what we had and may share it with others.

Vice-Chair Simms stated Ms. Huffer sent out in an email with a letter from the Williamson Remembers team because they were due here today to speak.

Ms. Huffer stated Mr. Gerth sent it out and the team wanted this commission to review it for feedback at the November meeting.

Commissioner Baggett requested to know if these were still the proposed locations.

Ms. Huffer stated yes.

Commissioner Baggett stated that is what we are considering the locations. Commissioner Baggett stated we are supposed to give BOMA more detailed feedback.

Ms. Huffer stated yes feedback on the marker locations and the text.

Commissioner Baggett stated last time there was a little bit of hesitancy to give feedback but they want feedback.

Vice-Chair Simms requested to know if there were any justifications for the locations because he didn't see them in the letter.

Ms. Huffer stated the reason they chose those locations is so they can be seen by the public. Ms. Huffer stated due to where some the events happened would be on private property or they wouldn't be highly accessible.

Commissioner Baggett stated he would like to make sure this commission gives some probing feedback.

Ms. Huffer stated some kind of structured document can be created and sent out in a couple of weeks.

### **COMMISSIONER ANNOUNCEMENTS**

Commissioner Kautzman stated they were working hard on tours and check back on the website for specialty tours.

Commissioner Doleshel stated they were getting ready for Pilgrimage.

Commissioner Huffman stated Save the Franklin Battlefield is going to do their annual dinner and meeting on November 9th. Commissioner Huffman stated it would be at St. Paul's and this would be the last time having it there.

Commissioner McLemore stated there will be an event next month and an organization is doing a concert with the Staples Singers. Commissioner McLemore stated the concert would be November the 12th at The Factory. Commissioner McLemore stated the cancer walk will be this coming Saturday. Commissioner McLemore stated they are working at Natchez and have found artifacts.

Mr. Walker stated he had two new things to talk about and stated they have broken ground on two new parks. Mr. Walker stated one is in Thompson Alley across from Collins Farm and the other is the Bicentennial Park. Mr. Walker stated on October 17th at 11 a.m. at Collins Farm there will be a ribbon cutting by the ladies of DAR on the work they have done with the raised gardens and a pavilion they constructed.

Commissioner Perry stated Franklin's Charge has an exciting acquisition underway and under contract for the William's property. Commissioner Perry stated the latest under contract is the building in between that and the Carter House next to Strahl Street.

Discussion ensued on various locations of the City.

Commissioner Finch stated Pumpkinfest is coming up the end of October and then for the Heritage Foundation the opening of the History and Cultural Center in the Old, Old, Old Jail. Commissioner Finch stated October 7th is the Heritage Ball.

### **ADJOURN**

With no further business, the meeting was adjourned at 8:54 a.m.

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Acting Secretary



# CIVIL WAR HISTORICAL COMMISSION

## 2024 Meeting Schedule

The Civil War Historical Commission meets bi-monthly on the 2<sup>nd</sup> Thursday of the month at 8:00 AM at City Hall Training Room, 109 Third Avenue South, Franklin.\*  
Additional meetings may be called as deemed necessary.

|                  |                  |
|------------------|------------------|
| <b>January</b>   | 11 <sup>th</sup> |
| <b>March</b>     | 14 <sup>th</sup> |
| <b>May</b>       | 9 <sup>th</sup>  |
| <b>July</b>      | 11 <sup>th</sup> |
| <b>September</b> | 12 <sup>th</sup> |
| <b>November</b>  | 14 <sup>th</sup> |

\* All meetings take place in Franklin City Hall at 109 3<sup>rd</sup> Ave. S. unless otherwise noted posted on the City website.

**BY LAWS  
OF  
CITY OF FRANKLIN CIVIL WAR HISTORICAL COMMISSION**

**ARTICLE I: ENABLING LEGISLATION**

Pursuant to Title 2, Chapter 5 of the *Franklin Municipal Code*, the City of Franklin Civil War Historical Commission hereby enacts these Bylaws.

**ARTICLE II: BATTLEFIELD PRESERVATION COMMISSION**

**Section 1      Name of Civil War Historical Commission**

The name of the Civil War Historical Commission ("Commission") shall be the Franklin, Tennessee, Civil War Historical Commission, herein after referred to as the Commission.

**Section 2      Office of the Commission**

The principal office of the Commission shall be the Planning and Sustainability Department, City Hall, 109 Third Avenue South, P.O. Box 305, Franklin, Tennessee, 37064.

**ARTICLE III: PURPOSES AND GENERAL POWERS**

**Section 1      Purpose**

The Commission is hereby created to be an advisory body to the Board of Mayor and Aldermen and City Administrator in the identification, preservation, interpretation, maintenance, and recognition of battlefields and sites related to all aspects of Civil War history within the City of Franklin in order to protect and maintain the City's irreplaceable historical wealth for this and future generations.

**Section 2      General Powers**

The Commission shall:

- a. Act as the City's historic and cultural preservation brain trust, work collectively with the entities represented on this Commission to preserve and enhance all of the City's historic sites;
- b. Make recommendations to the Board of Mayor and Aldermen and City Administrator for programs or actions related to Franklin's Civil War history;
- c. Provide a descriptive presentation reporting the activities and goals annually to the Board of Mayor and Aldermen;
- d. Facilitate forums concerning Franklin's Civil War history and for educating the public about said history; and
- e. Assist the Board of Mayor and Aldermen and City Administrator in balancing community priorities and resources by offering advice on Civil War history and preservation issues.

## **ARTICLE IV: MEMBERSHIP**

### **Section 1       Members**

The Commission shall consist of a maximum of eighteen (18) members, who shall be representatives from Civil War and/or historic preservation related non-profit organizations and/or persons with a demonstrated interest in Civil War history and cultural landscapes, such as, but not limited to, the African American Heritage Society, Battle of Franklin Trust, the education community, Franklin's Charge, Heritage Foundation of Williamson County, Historic Franklin Masonic Hall Foundation, Lotz House, McGavock Confederate Cemetery Corporation, Save the Franklin Battlefield, Sons of Union Veterans, Sons of Confederate Veterans, Tennessee Preservation Trust, United Daughters of the Confederacy, and Williamson County Convention and Visitors Bureau. One Alderman shall serve on the commission, as appointed by the Board of Mayor and Aldermen.

### **Section 2       Appointment and Terms**

- a.       Members of the Commission shall be appointed by the Mayor and confirmed by the Board of Mayor and Aldermen.
- b.       The term of the Aldermen shall be co-terminus with his or her term on the Board of Mayor and Aldermen.
- c.       The term of the remaining members shall be appointed to three-year terms (initially staggered two, three, and four-year terms).
- d.       Members may be reappointed. Appointees who fill an unexpired term shall hold office for the remainder of said unexpired term.

### **Section 3       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 confirmation by the Board of Mayor and Aldermen.

### **Section 4       Compensation**

Members of the Civil War Historical Commission, technical advisors, and citizens at-large shall serve without compensation.

## **ARTICLE V: 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 annually at its January meeting. Officers shall serve for terms of one year or until their successors are regularly elected and take office. Officers may not serve more than two (2) consecutive one-year terms.

## **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**

Should the Chair and the Vice-Chair not be in attendance, the Board shall, on the motion of any of its members accept nominations and hold an election to appoint an Acting Chair to conduct the meeting during the absence of the Chair and Vice-Chair.

## **Section 5 Vacancy of Officers**

Should the Chair resign or be unable to continue as Chair, the Vice-Chair shall become Chair of the Commission, and a new Vice-Chair shall be elected upon nomination from any of the members of the Commission.

## **ARTICLE VI: STAFF**

The Director of the Planning and Sustainability Department, or his/her designee, shall serve as staff liaison to the Civil War Historical Commission.

## **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 Civil War Historical Commission shall designate from time to time. 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 Publication**

Pursuant to Tennessee Code Annotated Sections 8-44-101 through 8-44-106 (the Tennessee Open Meetings Act or "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 4        Quorum**

A quorum shall consist of a majority of the members that are serving on the commission. The concurring vote of a majority of members present shall be required for approval or disapproval of any motion to other action of the commission.

#### **Section 5        Order of Business:**

- (1)        Call the meeting to order.
- (2)        Approve the minutes of prior meeting(s).
- (3)        Announcements.
- (4)        Citizen Comments.
- (5)        Unfinished Business.
- (6)        New Business.
- (7)        Adjourn.

#### **Section 6        Citizen Comments**

This is open to citizens to be heard on any issue or concern, including those related to items on the agenda. Speaker cards must be filled out prior to speaking on an item. Comments shall be limited to two (2) minutes per individual. At the discretion of the Chair, and under limited circumstances, the amount of time per speaker may be changed for due cause. The Commission shall make no decisions or consideration of action of citizen comments for items not on the agenda, except to refer the matter to the Planning Director/Staff for administrative consideration, or to a schedule the matter for consideration at a later date.

#### **Section 7        Minutes**

The Commission shall speak only through its minutes, which shall be prepared by the staff liaison or his/her designee, who shall prepare a record of the proceedings and prepare the minutes from the record of the meeting. The minutes shall contain the following information:

- a.        The kind of meeting, such as regular or special.
- b.        The name of the assembly.
- c.        The meeting date and place.
- d.        The fact of the regular chairman Chair and Vice-Chair being present, or, in his absence if both absent, the name of his substitute the Acting Chair. The attendance of other Commission Members and City staff members shall be noted.
- e.        Whether the minutes of the previous meeting were read and approved.
- f.        The main motions and name of the Commission Member making the motion, and whether the motion was seconded.
- g.        The action taken on the motion and the reasons for that action.
- h.        The names of any persons addressing the Commission and a summary of their statement.
- i.        The hours of the meeting and its adjournment.
- j.        The minutes shall be signed by the Chair.

- k. The record shall also remain on file for general reference. The minutes shall be delivered to the Commission Members for examination before the next regular meeting.

**Section 8 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 IX: 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.

APPROVED on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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**Chair**

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**Date**