



City of Clarksville Parking Commission

July 15, 2025 at 3:00 PM
City Hall Mayor's Conference Room
1 Public Square

MINUTES

1. Call to Order

The meeting was called to order by Chairperson Andy Kean at 3:02PM.

2. Announce Members in Attendance (verify quorum)

Chairperson Andy Kean
Councilperson Joe Shakeenab
Vice Chairperson Melissa Schaffner
Darla Knight

3. Public Comment

(allows 3 persons; 5 minutes each)

Clarksville citizens, Charles Uckleman, John Robinson, Jody Isaacs, and Sal Herrera were in attendance. The business owners expressed that the entire downtown should work together to make the downtown area an economic engine to raise revenue for everyone. Each of these citizens encouraged the Parking Commission to implement 2 hours of free parking downtown. The citizens believe that free parking is one step to making the downtown more inviting, which will bring more revenue, customers, and even investors.

4. Approval of Minutes

June 17, 2025

Vice Chairperson Melissa Schaffner motioned to approve the June 17, 2025 minutes. Darla Knight seconded the motion, and the motion passed.

5. Department Reports

A. Management Report

i. Commission Discussion

Parking manager Heather Boyd wanted to further discuss what would be helpful for the commission members to see in future managers' reports. The commission members responded by saying they would like to see a complete breakdown of revenue expenses in the financial report, including general

expenses such as obstruction permits. The commission members would also like to see revenue from daily garage parking.

ii. Various Parking Updates

As previously voted on in the prior Parking Commission meeting, the last parking space on 1st and Commerce street has been removed due to safety concerns and limited visibility. The space has been painted and converted into a fire lane. Parking in this space is subject to a citation from local law enforcement.

B. Financial Report

Parking Manager Heather Boyd presented the financial reports. See attached.

6. New Business

A. Towing and Booting

No action was needed for this discussion. The City of Clarksville can not tow or boot. If a business owner or downtown occupant would like to request a tow, the citizen should reach out to local law enforcement.

B. Free Daily Street Parking

A motion is on the floor for 2 free hours of daily street parking. Darla Knight motioned, and Ms. Schaffner seconded the motion. The Parking Commission has set a date for a special call meeting to discuss the technicalities of this decision before a final motion is passed. Members of the Legal and Finance department will be in attendance.

C. Outstanding Parking Violation Debt

Data is still being collected from larger areas about their methods of collecting debt for parking violations. The commission wants to make sure the method of collecting this debt is a financially sound method, and will be effective in collecting the debt. The legal department is required to take further action to ensure the Parking Commission operates within legal limits for collecting debt.

D. Public Square Parking Restructure
- Postponed

E. Establishing a Time Frame for Voids

The Parking Commission wanted to address a lag in technology from the ParkMobile application to the equipment of the parking enforcement officers. This lag makes it appear that a person has not paid for parking. The Commission recognized that each case is different and the lag could be anywhere from 1 minute to 6 minutes. Instead of choosing what an acceptable lag time would be, the Commission members decided to address this issue on a case-by-case basis during the voiding process. No action was taken on this item.

F. Proposal to begin Collecting Debt

A motion was put on the floor to table this discussion by Ms. Schaffner. Ms. Knight seconded the motion, and the motion was passed.

7. Old Business

A. Parking City Code - Postponed

8. Parking Commission Comments

Chairperson Andy Kean thanked the Commission for their discussion and maintaining their objectivity during this meeting.

9. Voiding Requests

Voids:

200-022-925
200-023-017
200-023-091
200-023-095
200-023-130
200-023-133
200-023-292
200-023-304
200-023-317
200-023-396
200-023-400
200-023-416
200-023-427
200-023-463
200-023-523
200-023-538
200-023-562
200-023-570
200-023-577
200-023-582
200-023-594
200-023-610
200-023-659
200-023-688

No Action:

200-022-778
200-022-839
200-022-959
200-022-995
200-023-019
200-023-033
200-023-048
200-023-049
200-023-129
200-023-136
200-023-149
200-023-158
200-023-190
200-023-191
200-023-213

200-023-272
200-023-306
200-023-387
200-023-475
200-023-516
200-023-592
200-023-625

10. Adjournment

Darla Knight motioned to adjourn. Vice Chairperson Melissa Schaffner seconded, and the meeting adjourned at 5:30PM.