



City of Clarksville

Parking Commission

July 8, 2025 at 3:00 PM
City Hall Staff Conference Room
1 Public Square

MINUTES

1. Call to Order

The meeting was called to order by Chairperson Andy Kean at 3:00PM.

2. Announce Members in Attendance (verify quorum)

Parking Commission members present:

Chairperson Andy Kean

Councilperson Joe Shakeenab

Vice Chairperson Melissa Schaffner

Mary Cooper

Darla Knight

3. Public Comment

(allows 3 persons; 5 minutes each)

4. New Business

A. Parking City Code overview

Parking Commission members sought clarification on the Parking Commission's authority, particularly regarding establishing parking rates and policy, rather than operational procedures. Representatives from the Legal and Finance Department provided clarification that while city code does not directly differentiate between policy and operational, the interpretation of the code does give the Parking Commission authority to create rules and regulations. The difference and purpose of an SOP were then questioned. Mr. Palmore explained that an SOP outlines standard operational procedures, follows city code, and is updated as city code is updated. City code and the SOP are in the process of being updated, and the members will be presented with a new code and SOP when it is complete.

B. MOTION Act

The MOTION Act was defined as "Modernization of Towing, Immobilization, and Oversight Normalization". Representatives from the Finance and Legal department helped the members understand that the MOTION Act's purpose is to limit instances in which booting and towing can occur. Legal representatives

also wanted to highlight that the MOTION Act outlines the policies for commercial parking lots, private properties, and law enforcement officers. General questions about towing and immobilization were addressed, as well as issues for tenants that reside downtown and will be leaving their vehicles unattended for an extended period of time.

C. Outstanding parking violation debt

Outstanding debt was addressed by looking at the total of unpaid fines. Insight from representatives from the Legal and Finance department was given about what procedure to take to have past debt removed. The way that previous fines were attempted to be collected was examined, and the members discussed more efficient ways to collect unpaid fines moving forward. Ideas about what the penalty should be for unpaid fines and fees were briefly discussed and will be in future discussions.

5. Parking Commission Comments

6. Adjournment

Chairperson Andy Kean motioned to adjourn, and the meeting adjourned at 4:03PM.