



City of Clarksville

Parking Commission

August 12, 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 3:01PM.

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)

Jeff Robinson wanted to share his parking experience he had while visiting downtown Franklin. Robinson shared that downtown Franklin has a 4-hour free parking, and the enforcement officer uses an app that determines how long a car has been parked. His purpose was to provide a suggestion to the Parking Commission about a way for enforcement to monitor how long someone has been parked since 2-hour free street parking went into effect.

4. Approval of Minutes

July 15, 2025

Vice Chairperson Melissa Schaffner motioned to approve the July 15, 2025 minutes.

Darla Knight seconded the motion, and the motion passed.

5. Department Reports

A. Management Report

i. 2-hour Free Parking Update & Future Analysis

ParkMobile experienced some issues with removing the surcharge fee the first week that 2-hour free street parking was implemented. To accommodate this error, parking was free until ParkMobile resolved the issue. Other bugs with the system included receiving an error message when trying to start a parking

session, and users not being able to start a new parking session within a 24-hour period. These issues have been resolved, and ParkMobile is functioning as expected. Enforcement is currently light and will gradually transition to standard enforcement, allowing grace for users to adjust to the new system.

B. Financial Report

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

6. New Business

A. Block Parking Option for Customers- 1st Street Garage

A block parking option was proposed in the First Street garage, with suggested durations of one, three, six hours, and all-day, to address common complaints about the existing four-hour maximum increment. This initiative aims to mitigate issues for users, such as those attending court, who may exceed the four-hour limit and be unable to extend their sessions due to lack of service. The proposed structure allows for more flexibility and choice for customers. Instead, a motion was put on the floor by Mary Cooper to change the ParkMobile 1-4 hour maximum duration to a duration of 1-9 hours of parking in the garages. Vice Chairperson Melissa Schaffner seconded, and the motion was passed.

B. Garage Reservations

There is a proposed system for garage reservations for specific events, allowing businesses to prepay for parking for their attendees, offering a discounted or included parking option as part of their event bill. This system would operate through the current Park Mobile app, utilizing QR codes or text-to-reserve options, and aims to provide convenience for customers while also building the garage's utilization. The intention is to use available space in the garage, particularly on upper levels, to accommodate event parking without impacting daily commuters or street parking.

C. Violation Rates

The topic of violation rates had been raised due to customer feedback regarding ticket expenses. Many complaints have been received, mostly due to the fact that violation rates exceeded the actual cost to park. They noted that reducing ticket prices to \$5 or \$10 might necessitate a different revenue structure, especially given the costs of equipment and the availability of two hours of free street parking. It was suggested that for the next meeting, the commission should review the breakdown of ticket amounts for each violation to ensure penalties fit the offense.

D. Interim Parking Commission Chair

This is the final month that Andy Kean will serve as Chairperson of the Parking Commission. The Parking Commission needed to pick an interim Commission Chair until a new Chairperson is elected. Darla Knight motioned for Vice Chairperson, Melissa Schaffner, to act as Interim Chairperson effective September 1st. Mary Cooper seconded the motion, and it passed. Ms. Schaffner will remain as Interim Chair until a Chairperson is selected.

7. Old Business

8. Parking Commission Comments

The Commission would like to see a model showing the financial impact of changing the \$20 fine to a lower amount, such as \$5 or \$10, based on the assumption of a consistent 30% collection rate. Andy also gave his final thoughts by saying it is an honor to be on the Commission, and he will miss his fellow members.

9. Voiding Requests

No Action:

200-023-639
200-023-704
200-023-725
200-023-770
200-023-779
200-023-781
200-023-784
200-023-808
200-023-816
200-023-944
200-023-970
200-023-980
200-024-034
200-024-053
200-024-067
200-024-080
200-024-128
200-024-148
200-024-155
200-024-163

Void:

200-022-724
200-023-479
200-023-498
200-023-499
200-023-586
200-023-640
200-023-694
200-023-721
200-023-727
200-023-748
200-023-756
200-023-763
200-023-803
200-023-805
200-023-814
200-023-825
200-023-835

200-023-840
200-023-880
200-023-881
200-023-930
200-023-941
200-023-997
200-024-048
200-024-054
200-024-171

10. Adjournment

Vice Chairperson Melissa Schaffner motioned to adjourn. Darla Knight seconded, and the meeting adjourned at 5:21PM.