



PARKING COMMISSION MINUTES

DATE: August 20th, 2019

**MEETING LOCATION: 4th FLOOR MAYOR'S CONFERENCE ROOM
CITY HALL, 1 PUBLIC SQUARE
CLARKSVILLE, TN. 37040**

I. CALL TO ORDER/QUORUM CHECK

The meeting was called to order by Allen Senseney at 2:59 p.m. Members present were Carol Clark, Linda Shephard, and Allen Senseney.

II. ADOPTION OF MINUTES: June 25th, 2019 (rescheduled from June 18th, 2019)

Linda Shephard made a motion to adopt minutes. Carol Clark seconded; all board members approved.

III. GUEST(S)

IV. DEPARTMENT REPORT

Financial Report: The financial statement was provided by Laurie Matta through July 30th, 2019. For the month of July, total revenues were \$48,022; salaries and wages were \$9,174; operating was almost \$20,000; building repair and maintenance was \$435. With depreciation we still end up with a net profit of \$11,500—and this is also year to date. Carol Clark asked about the difference between operating from last year to this year—almost \$12,000. Regina Hampton will email with the reason for the difference. Mrs. Matta reported that the end of the year fund balance (estimated) is over \$500,000. Linda Shephard asked if we issue a lot of Construction Permits—Mrs. Bradbury confirmed that we do not issue a lot, but nothing is required to be displayed in their vehicle. Bags would be covering meters if they have followed procedure in obtaining an obstruction permit.

Smart Meter Report: All of our meters are currently functioning (this does not include sensors); 4 of the 5 kiosks are working—this is due to our new maintenance employee and his technical knowledge.

V. NEW BUSINESS

Millan Contract Renewal Options—Mr. Millan asked that we change the terms on the contract—renewal options. Millan wanted the Parking Commission to consider more than one year at the \$4500 rate—the contract has been updated to include 3 additional renewal terms for 1 year each. There is also a termination clause under #9 that says that either party can terminate with a written notice within 30 days. Mrs. Clark confirmed that the contract had been approved by legal—Mrs. Hampton confirmed that the contract had been approved the Contract Manager and Risk Manager. Mr. Senseney made a motion to adopt the contract. Mrs. Clark seconded—everyone voted in favor.

Compact Vehicle Only Space Violation—Mrs. Hampton reported that we've received a complaint in the Cumberland Plaza Lot (surface lot)—space #61—when large vehicles park in this space it's difficult to see around. Mrs. Hampton did some research to confirm that the space would meet the requirements of a compact space—and it does. A sign has been

ordered to install in this space—this is not an enforceable violation at this point. Warnings will be issued to vehicles that are parking in this space that are not defined as compact vehicles—we will look at making this an enforceable regulation in the future if need be.

VI. OLD BUSINESS

Mrs. Shephard asked if we are advertising that the first hour free will be ending. Mrs. Hampton responded that the first press release will be issued August 26th. Ryan has also received the press release to start communication with downtown merchants. Mrs. Matta added that it was important for the downtown business group to know before the public. The stickers on the meters advertising rates were also discussed. The Commission emphasized the importance of having something on the meter notifying people of the change in rate.

Mrs. Clark followed up on Loading Zones. She traveled down 2nd Street and nothing had changed yet. Mrs. Hampton reported that she met with Chris Cowan and they are getting ready to complete the loading zones work. The planters had been ordered that will go in front of the Roxy. Mrs. Clark asked if we would be doing anything to communicate these changes—specifically how the spaces can be used now that they are identified as loading zone. Mrs. Hampton also questioned are these spaces parking spaces after 5pm. Mr. Senseney and Mrs. Shephard both stated that we don't advertise one way or the other—loading zone or parking space. Mrs. Clark stated that there could be a downside to not making a decision—if someone received a ticket and submitted a voiding request—how would the Commission rule? Are these spaces always a loading zone—the last conversation we had was regarding delivery type drivers—can they use these loading zones? The language for the sign was discussed—Monday thru Friday, 8 am – 5 pm was voted on last month—we will do a trial run of these and see if it needs to be changed. It was also confirmed that there is a violation for loading zones.

Linda Shephard mentioned electric cars and spaces for them. She has had a customer that has asked how to hook up to it if it works. Mrs. Hampton confirmed that they had not been working due to a breaker issue—Jon was currently working on this. Mrs. Matta explained the history on how we acquired these through a donation from CDE. Mrs. Bradbury confirmed that we do have customers that use them. The Commission would like to see how often these stations are used.

VII. MISCELLANEOUS DISCUSSION

Montgomery County Government Parking Pass—Mayor Durrett has requested that we consider allowing the County have VIP passes for special guests that will be visiting County Headquarters. These will be issued on a limited basis.

Handicapped Parking in Cumberland Lot—received an issue on how many handicapped spaces we have—confirmed that there are 2 in the surface lot. There is a concern that there is not enough parking for handicapped citizens. There is a request for additional van accessible spaces since one of the handicapped spaces is being used by someone that works downtown.

Ryan Bowie has requested that the Commission help in finding adequate parking for school buses when they come downtown for field trips. Currently looking at the APSU lots. Mrs. Clark requested Mrs. Hampton send an email to her and she would direct it to the appropriate people at APSU.

The mayor has requested that we meet and discuss the possibility of working with MCSO for a new arrangement regarding their parking. Mrs. Matta provided the history in how we came to more consistent rates and treating each entity/customer equally.

Mrs. Hampton reported that Mrs. Shephard's term ends at the end of August. Morgan Knight will begin her term in September.

VIII. VOIDING REQUESTS

No action taken on:

**170203194; 170203337; 170203798; 170302309; 170302310; 170302333; 170302388; 500506;
501397; 170203716; 500569; 501512; 170302464; 170203908; 170203865**

Tabled: 501761; 501760

IX. ADJOURNMENT—The meeting was adjourned at 4:23 pm.