

Parking Advisory Committee

Meeting Minutes – Friday, February 6, 2004

Parking Advisory Committee Chairperson David Cowan convened a regular meeting of the PAC at 1:05 PM on Friday, 6 February 2004 in the Conference Room of the Student Senate.

Regular PAC Members Present – 5 of 6

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| 1. David Cowan | Administration Representative |
| 2. Rose Marie Ley | Classified Employee Representative – Voting Member |
| 3. Ian Radtke & Bryan Hart (Alternate) | Student Association Off-Campus Representative
Seat Shared Between Ian Radtke & Bryan Hart |
| 4. Scott Hagebak | MSU Association of Administrative & Service Faculty (MSUAASF) |
| 5. Victoria Peters | IFO Faculty Association Representative (John Thoenke Alternate) |

Regular PAC Members Absent – 1 of 6

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| 1. Zack Ellsworth | Student Assn. Residence Hall Representative – Voting Member |
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Ex-officio Non-Voting Members Present – 2 of 8

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| 1. Sue Edstrom | Parking & Traffic Services/Parking Citation Appeals Board - Nonvoting |
| 2. Dave Neve | Business Affairs Office - Nonvoting |

Ex-officio Members Absent – 6 of 8

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| 1. Marty Rost | Facilities Mgmt. Planning & Construction
Manager Designee - Nonvoting |
| 2. Annette Spiess | Mn. Assn. of Professional Employees (MAPE) – Nonvoting |
| 3. Mikal Christian & William Gates (Alternate) | Residence Hall Association President - Nonvoting |
| 4. (Vacant) | Space Scheduling Office Liaison - Nonvoting |
| 5. (Vacant) | MN Management Assn. (MMA) – Nonvoting |
| 6. (Vacant) | Residential Life Office - Nonvoting |

Others in Attendance

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| 1. Ken Richie | Physical Plant Director |
| 2. C. Rhys Gaffer | Student Association President |
| 3. Joel Jensen | Assistant Director of Security Services |

Meeting Agenda Approved

Without one addition the 6 February 2004 meeting agenda was approved. Rose Marie Ley's request for a topic on Gold Lot Drawing issues was placed on the agenda.

Prior Meeting Minutes Approved

Without objection the meeting minutes of 23 January 2004 were approved as corrected.

Budget Proposals for 2004-05

Income and spending plans were again reviewed.

Category	2004-05 Forecast	PAC Action for 2/19/04 Public Hearing
337830 – Parking Permit Income	\$760,000	Endorsed 1/23/04 – No anticipated permit rated increase. Includes a \$22,000 value for the sale of 110 Lot 22 North “Brown Private Sector” permits @ \$200 each.
337840 – Parking Fine Income	180,000	Endorsed 1/23/04.
337845 – Parking Appeals Income	150	Endorsed 1/23/04.
337850 – Paylot Income	240,000	Endorsed 1/23/04.
337850 – Parking Meter Income	23,000	Endorsed 1/23/04.
<i>Income Estimate for FY’05</i>	<i>\$1,203,150</i>	
337830 – Parking General	245,000	Endorsed 1/23/04. Assumes no classified employee salary increases.
337835 – Parking Lot Maintenance	580,000	Among other things, the \$580,000 value includes \$592,639 for CIP plan (\$479,198 capacity increases + \$113,440 in lot repairs) less \$84,400 Architecture & Engineering fees in FY’04.
337840 – Traffic & Parking Services	94,000	Endorsed 1/23/04.
337845 – Parking Appeals System	25,000	Endorsed 1/23/04.
337850 – Time Stall Parking	40,000	Endorsed 1/23/04 for paylot & meters.
337855 – Dispatch & Patrol	219,000	Endorsed 2/6/04.
337865 – Red Eye Shuttle, Bus Services, & Intersection Traffic Control	200,000 (up to) (25,000)	Endorsed 2/6/04. PAC members believed that MSU should explore additional busing and shuttling options before continuing in 2004-05 with the existing contract with the City of Mankato’s Heartland Express Bus System. The current \$75 per hour charge for City buses is much higher than the \$57 charged in previous years. Less M&E Contribution for Intersection Traffic Control Program.
<i>Expenditure Estimate for FY’05</i>	<i>\$1,378,000</i>	

Joel Jensen, Assistant Director of Security Services, presented the 2004-05 proposed budget for the “Dispatch and Patrol” cost center. Jensen explained the role of the Security dispatchers and assured the PAC that M&E funded staff did indeed exist and exceeded the FTE positions that parking funded. He noted the role of CCTV cameras and how the system provides yet another element to enhance security monitoring of many of the parking areas.

Ken Richie, Physical Plant Director, talked about alternatives the PAC may wish to explore before MSU enters into a 2004-05 contract with the City of Mankato for busing services. PAC members felt that the City's existing \$75 hourly charge represented a substantial increase from the \$57 per hour MSU had been previously paying. PAC members believed that the total amount the City may receive in 2003-04 for both Parking's Bus Route 8 (\$139,475) and the Student Senate's Campus Express Bus Route 1 (\$41,975 after State aid deductions), may be large enough to warrant a decision that for the long term MSU should buy buses and staff them accordingly. Thought was given to phasing in the MSU staffing and purchase of buses over a period of years.

Byran Hart moved that "up to \$200,000" for the "Red Eye Shuttle, Bus Services, and Intersection Traffic Control" cost center be endorsed for discussion at the Public Hearing on 19 February 2004. He emphasized that something "drastic" needed to be done to ensure MSU had viable options when it next negotiated on busing services with the City of Mankato. Motion carried.

Performing Arts Center Special Event Parking

David Cowan explained that more and more events for the public were being held during class days at the Performing Arts Center and the Andreas Theatre. In the past when there was no effort to secure vacancies for such events, many spectators found themselves unable to find a place to park in Lot 16 (Performing Arts lot) and parked elsewhere. Examples exist where these Music and Theatre patrons got a parking citation or ended up parking some distance from the event and had to walk back in all kinds of weather.

Cowan noted that a plan is in place which, when implemented, provides Theatre and/or Music with upwards of 250 stalls on nights when a "double event" takes place. It involves the stationing of an event attendant at each of the two entrances to Lot 16. White sandwich board signs are posted and can be read by on-coming vehicles which state there is "event parking" that night. Many non-permit holders who park in Lot 16 to get to their 6 PM night class then choose to drive by and park elsewhere.

Lot 16 Golds and McElroy/Crawford Green permit holders are allowed into Lot 16 to park. Volunteers who work the events are also allowed in and are asked to park against the redwood fence or in a parking area that is not "prime location" sensitive. Nighttime Golds and Gold Permit holders from other Gold permit lots are asked to park in Gold Permit Lot 18.

Patrons start to drive in after 7 PM for 7:30 PM shows and are allowed to park without hassle. Parking lot attendants should stay until all patrons are taken care of even if that involves converting the northern curb (yellow curb) into a temporary parking location. On single event nights Theatre has provided their own attendants who wear the appropriate reflective gear.

Paylot Special Event Exit and Charge

PAC members agreed that a separate exit is needed to accommodate the growing number of community events held in the Student Union. Event goers are unable to quickly exit during nights of when the paylot is also full of night class students. David Neve explained what happened during the night of the Martin Luther King reception and play on Thursday, 29 January.

Without objection, the PAC Chairperson was instructed to work with Facilities Management to see what can be done to create an easy to use special event exit on the west side of the upper deck of the existing paylot.

Once the 6 PM night class participants are all parked in the paylot, then the paylot entrance arm can be lifted on the east end of Lot 4 and the special event gate opened at the west end, after which all incoming traffic could pay a \$3 special event fee. As event organizers (or paylot personnel) issue special event tickets they can tell the event goers to exit on the west end after the event is concluded showing their pass as they leave. Participants risk getting stacked up with the line of regular paylot users if they choose to exit using the regular paylot exit lane.

Other Event Parking Charges

Charging for special events will occur during the upcoming National Collegiate Athletic Association (NCAA) National Wrestling Tournament March 12 & 13, 2004. Also, once the Lot 4 paylot special event gate is installed, events at the Student Union can begin to charge for special event parking. On the north end of campus, Music and Theatre have not agreed with PAC ideas of past years that their event ticket prices include a small sum for parking.

Snow Removal Efforts

The PAC then received a report on the Monday 2 February, and Tuesday 3 February, removal of accumulated snow in the McElroy/Crawford lots (Lot 13, 15, & 16) and Gage (Lot 1, 3, and Ellis Avenue South), and the Dark Green Discount Lot 20a. Seven tows occurred Monday night and only two on Tuesday night – all tows were to Lot 22 and cost \$15. The biggest problem occurred when some 90 or so Lot 20a permit holders did not relocate to Lot 22. Most of those were McElroy/Crawford Lot 20a Discount Green permit holders who ignored the posted sign in Lot 20a and/or did not receive a targeted email notice from Residential Life. [Residential Life later agreed to pay for all those Lot 20a permit holders who appealed their \$15 ticket.]

Scott Hagebak stated that MSU should operate its snow removal efforts more like nearby cities which declare snow emergency times and locations. According to Hagebak electronic notices could be sent to permit holders reminding them that certain lots and areas are going to be plowed and they are subject to towing if they don't remove their vehicle. In lieu of the Hagebak suggestion, it was noted that now, except for residence hall lots, all parking permit areas had to vacate by 2 AM and parking couldn't resume in the parking area until 6 PM, a four hour window ideal for plowing.

2004-05 Gold Permits

Rose Marie Ley asked if the "hard copy" of the parking registration form could be modified to better accommodate 1st, 2nd, and 3rd Gold area choices. An accommodation will be made on the form as well as on the electronic "on-line" access.

Adjournment

Without objection, the meeting was adjourned at 3:42 PM.