

Parking Advisory Committee

Meeting Minutes – Tuesday, November 7, 2006

Parking Advisory Committee Chairperson David Cowan convened a regular meeting of the PAC at 3:05 PM on Tuesday, November 7, 2006, in the Conference Room of the Student Senate.

Regular PAC Voting Members Present - 5 of 6

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| 1. David Cowan | Administration Representative & PAC Chairperson |
| 2. Rose Marie Ley | Classified Employee Rep. – Voting Member |
| 3. Nathan Madden | Off-Campus Student Assn. Rep. – Voting Member |
| 4. Nolan Chenevert | Residence Hall Assn. Representative – Voting Member |
| 5. Victoria Peters | Alternate representing Faculty Assn. – Voting Member |

Regular PAC Voting Members Absent – 1 of 6

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| 1. Shirley Piepho | (Excused) | MSU Association of Administrative & Service Faculty
(MSUAASF) Voting Member |
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Ex-officio Non-Voting Members Present – 3 of 7

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| 1. Marty Rost | Planning & Construction Department |
| 2. Sue Edstrom | Parking & Traffic Services Coordinator and Parking
Citation Appeals Board Liaison |
| 3. Cameron Olafson | Alternate for Katie Halloran, Res. Hall Assn. President |

Ex-officio Non-Voting Members Absent – 4 of 7

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| 1. Jodi Orchard | (Excused) | Student Financial Services Representative |
| 2. Cynthia Janney | | Residential Life Office |
| 3. (Vacant) | | Minnesota Association of Professional Employees
(MAPE) |
| 4. (Vacant) | | MN Management Association (MMA) |

Others in Attendance

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| 1. Kristen Barry | Residence Hall Association Vice President |
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Introduction of Members

PAC members then introduced themselves. PAC Chair David Cowan indicated that procedurally ex-officio nonvoting members had all the rights to discussion and privileges of the six voting PAC members except that they could not vote on motions. They could make motions, however. Nor are ex-officio non-voting members counted for purposes of establishing a quorum of the voting membership. Seconds to motions considered by the PAC are not required as each member is from a designated constituency and the PAC is an “advisory” committee to the Administration.

Approval of the Agenda

Without objection the agenda prepared in advance by the PAC Chair was then approved.

Administration Response to Post-Hearing Recommendation of the PAC Dated March 2, 2006

PAC members then reviewed what had been recommended to the Administration immediately following the Annual Hearing on Parking Policies, Capital Improvements, and Budget. That public hearing was held on March 2 and the PAC met immediately following the conclusion of the hearing. The Administration responded on March 22, 2006, with these observations:

- Proposed rate increases were approved. By approving these permit rate changes it is anticipated that the bulk of additional revenues will be set aside to enhance the Parking Program’s land acquisition cost center allowing for future parking stall capacity improvements.
- The Capital Improvement Plan totaling \$303,012 was approved for the summer of 2006.
- Advisory Committee’s recommendation was adopted to make Gold permit stalls of both rows of the Lot 16 double row in question. Additional changes in the existing mix of residence hall Green and off-campus Gold permit stalls should be addressed in the planning process for 2007-08 in lieu of residence hall construction.
- At this time too many people would be disadvantaged if MSU ended the existing partial payment option for the purchase of a Gold permit. While the Gold Permit Drawing is underway it is highly desirable for all concerned that \$230 be paid “up front.”

Not all of the 1,100 estimated Gold Drawing participants can pay the full \$230 at one time, therefore, a \$130 initial payment option is approved with the assumption that the remaining \$100 will be paid by August 1, 2006. If the second payment is not received by the deadline then the person will forfeit their place on the Gold Permit Drawing Sequence List and will default to either a Lot 7 Gold or Lot 16 Gold permit, if a leftover permit is even available after August 1st. If a Gold permit is available it will be issued only if a \$20 surcharge is paid to cover the cost dealing with the delayed payment. Incentives to pay the \$230 up front should continue to be offered in the form of prizes, the “winners” coming from the pool of those who paid \$230 by the Gold Permit Drawing deadline.

Those who do not file a Gold Permit Drawing Application in time but within two weeks after the drawing deadline will be issued a Gold Permit Drawing Sequence Number as a “late drawer” and will be awarded a Gold permit if any are available only if they pay a \$20 late fee.

- Except for the provision of continuing the “Lot 21 paybox” option, the Administration did not support this PAC recommendation dealing with raising the Paylot fee from its existing \$2 for the first hour to \$3 and \$1 thereafter:

Based on additional testimony provided at the public hearing, the PAC recommends that the existing hourly charges be increased to \$3 first hour/\$1 thereafter. With increases recommended in permits, the PAC did not want to leave the impression in the minds of students and employees that it would be less of a financial burden than it already is to use the Paylot compared to purchasing a MSU permit and actually parking in a permit lot all of the time.

The change is requested not because of an overriding revenue need, but to help MSU permit holders think twice about using the Paylot even when the weather is bad. The last time this tactic was employed to dissuade students and staff from routinely using the Paylot, relief was evident though a year later the positive results had lessened.

Maintain the existing “paybox” and its low rate now in place in Lot 21 for those willing to use quarters and pay \$1 per hour minimum and 25¢ for each 15 minutes. The Lot 21 paybox is used now for cash paying customers when the Paylot is filled – Purple and Orange permit holders wanting to park close-in to the campus core on a bad weather day normally park in Lot 20, 21, or 22 so have nothing to gain by using this cash option.

Paylot Booth Data Capability Upgrade – MavCash Use

PAC Chair Cowan indicated that work orders were cut to upgrade the existing electrical service at the Paylot booth which would also incorporate the use of a MavCard “MavCash” swiper so people could use their MavCash account with the University. Over 130 machines on campus along with the Dining Service take the MavCash feature on the MavCard so it is a dependable technology. Currently the Paylot booth only takes cash and checks. Companion plans to modify the entrance and exits to the Paylot and Lot 4a, as well as merge the Paylot’s 180 stalls with Gold Lot 4a’s 82 stalls, have been put on hold for the time being.

Paylot Street Congestion Curbed

It was also noted that congestion at the Paylot has been reduced somewhat with the elimination of nine on-street Wigley Gold stalls creating a easier way for buses and other vehicles to drive around those vehicles waiting to get into the Paylot.

Review of 2006 Summer Work - \$276,238 Estimated Cost

Planning & Construction’s Marty Rost filed a report on last summer’s parking related repairs and construction projects:

- Lot 19 (Alumni & Foundation Center lot) – Rebuilt driving lane. Crack filled stall areas. Re-striped lot.
- Lots 20-23 – Upgraded and rewired electrical for bus shelters and future lighting. Constructed new berms to hide parking lot 20 from Stadium Road drivers. Constructed connecting road between Lots 20 & 21 to facilitate lot navigation now that two curb cuts off of Warren and Stadium had been eliminated. Replaced old style broken curb on east side of Lot 20. Replaced four catch basins on east side of Lot 20. Overlaid entire lot with a new bituminous wear course. Re-striped lot 20.
- Lot 23 (a.k.a. “Free Lot”) – Added class 5 gravel and reshaped the lot. Installed black top driveway into the lot’s north entrance from Stadium Road.
- Lot 4/4a – Removed a portion of the existing curb on the west side of the driveway to Lot 4a lower level and installed a new drive over curb to facilitate special event exiting from Lot 4 to the Lot 4a driveway when the rolling gate is opened. Installed new conduit, electrical and voice data services to pay booth.

It was noted that the \$36,000 project for CCTV cameras in Lot 22 approved last March had been delayed and may be attempted next Spring.

Proposed 2007 Summer Work Program - \$309,584 Worth of Projects Recommended

Planning & Construction’s Marty Rost distributed a proposed five-year parking lot improvement plan for review by the Parking Advisory Committee. Beyond the \$309,584 requested for this summer, he noted that the five year plan was designed to target the largest expenditures for 2009 and 2011 leaving minor repairs for 2008 and 2010.

Summer	Projected Costs	Brief Description of Projects
2007 Summer Work	\$ 309,584	Lot 23 (\$189,019); Lot 7 (\$47,561); Lot 12 \$28,079; Patching \$20,000; and engineering \$24,000.
2008 Summer Work	50,000	Patching.
2009 Summer Work	590,480	Lot 1 (giant 475 stall lot behind Gage \$540,480); Patching \$50,000.
2010 Summer Work	50,000	Patching.
2011 Summer Work	438,260	Lot 13 (giant 374 stall lot in front of Crawford \$418,260); Patching \$20,000.
5 Year Est. Total	\$1,438,324	

PAC members reviewed the entire list five year project but chose to focus on the proposals for the summer of 2007.

Lot 23 (a.k.a “Free Lot” Proposed Upgrade - It was noted that the \$189,019 for paving and lighting Lot 23’s estimated 460 stalls would address complaints that annually surface about the existing gravel lot, the dust and potholes, the nonexistence of stall striping so vehicles tend to take up more space, the poor lighting, and the enforcement burden the gravel lot places on Parking & Traffic Services Officers trying to keep drive through lanes open and keep people from triple parking. Rost noted that City ordinances, though their jurisdiction may not impact MSU property in the same way as elsewhere, limit the life of gravel lots and require their hard surfacing. There was general agreement among PAC members as to the merit of upgrading the gravel lot, however, concern was expressed on how to recover the costs it would take to accomplish the improvement.

Lot 7 (108 stall lot across from Myers Field House) – The \$48,486 proposal was designed to fix the driveway entrance. PAC members noted that part of the problems stems from the continual movement of Grounds Maintenance equipment over that stretch and therefore the University should consider absorbing some of the cost of the improvement between Parking Funds and M&E or R&R funds.

Lot 12 (15 stalls on north end of Memorial Library) – PAC members expressed surprise that \$28,079 was needed for such a small lot but recognized that it was not in the best of shape.

Engineering and Miscellaneous Patching – Engineering costs of \$24,000 and \$20,000 worth of patching and crack filling were reviewed.

PAC member Nathan Madden moved and PAC member Nolan Chenevert seconded that the 2007 Summer Work Program be recommended to the Administration and that it be included on the Hearing Docket of the Annual Public Hearing on Parking Policies, Capital Improvements, and Budget. Motion Carried.

Proposal: Replace 8 Old Campus Bus Shelters

PAC Chairperson Cowan noted that the University had received several vendor submissions on a Request for Proposal to replace eight of the ten existing campus bus shelters. The new structures would replace the older City of Mankato provided shelters now on MSU property. MSU would not be charged for the new structures under the proposal but the vendor would provide and install them as long as MSU would allow the vendor to display advertising on panels within each shelter. MSU would also share in the ad commissions. No vendor has been chosen yet.

Annual Public Hearing on Parking Policies, Capital Improvements, and Budget – Thursday, February 15, 2007 Without objection the PAC agreed to set Thursday, February 15, 2007, as the date for the Annual Hearing on Parking Policies, Capital Improvements, and Budget.

Cost Recovery for Lot 23 Improvements

PAC members spent considerable time discussion how to help recover the projected \$189,019 in costs associated with paving and lighting Lot 23 (a.k.a. the “Free Lot”). These two proposals were each reviewed:

The bill to pave and properly light the estimated 460 gravel stalls in Lot 23 (aka “Free Lot”) will total around \$190,000. Much of the drainage, curb, and gravel overlay is already in place. Plan A would recover initial investment in 7.6 years at \$25,000 annually.

“Eastern” Lots Affected	Plan A – Deals Only with Lot 23 at \$40 Per Year	Plan B – Merges Free Lot Stalls with Orange & Reduces Orange to \$70 from \$94 Per Year
Lot 23 (aka “Free Lot”)	460 Stalls	460 Stalls
Lot 22 South and North – Orange (515) Lot 21 South - Orange (274)	0 Stalls	789 Stalls
Grand Totals	460 Stalls	1,249 Stalls
Oversell reflects history of “come and go” permit holder parking habits. Larger the base the higher you can oversell but still have the customer find a stall at peak demand times.	X 35% Oversell	X 85% Oversell
	621 Permits	2,310 Permits
	X \$40 Academic Year Permit	X \$70 Academic Year Permit
<i>Projected FY’08 Revenue Capture</i>	<i>\$24,840</i>	<i>\$161,746 Est. FY’08</i>
<i>2006-07 Predicted Receipts @ Existing Rates With \$0 Generated from Free Lot</i>	<i>- 0 -</i>	<i>\$140,000 Est. FY’07</i>

Should Plan B be recommended by the Parking Advisory Committee for review at the Annual Public Hearing on Parking Policies, Capital Improvements, and Budget, then the rates would look something like this:

Parking Permits	Plan B FY'08 Rates
Orange (Lot 23, Lot 22, Lot 21 South)	\$ 70 – Free Lot Ends & Orange Rates fall from \$94
Purple (Lot 20 North, Lot 21 North and some on the northern fringe around Wiecking Center)	\$ 130 – Assumes No Increase
Gold (Guaranteed Parking)	\$ 230 – Assumes No Increase
Dark Green Res. Hall Discount (Lot 20 South)	\$ 70 – Assumes No Increase

PAC members noted that the “free lot” option had been around for a long time and that there would be resistance to a charge to park in Lot 23.

Paybox Option - It was noted that a Paybox option already exists in Lot 21 where anyone could put in quarters as the Lot 21 Paybox rates are \$1 per hour minimum and 25¢ for each 15 minutes thereafter. Use of the Lot 21 paylot is minimal. Having a Paybox in Lot 23 would be a problem as more Lot 23 users come at the same time and would pile up trying to get a Paybox dashboard ticket. Each paybox costs about \$15,000 and more than one would be needed if they were installed in Lot 23.

Plan A remains attractive because of its low \$40 Academic Year permit charge. Plan B proponents favor merging all the Orange permit lots together including Lot 23 and reducing the existing Orange permit rate by \$24. Plan B would mean better utilization of existing Orange permit stalls.

PAC members agreed to talk with members of their respective constituencies to see what they thought of paving the Free Lot and what their opinion was of finding a way to recover the costs. It was agreed to bring feedback to the next PAC meeting. Whatever PAC recommendation surfaces would be on the Hearing Docket of the Annual Hearing on Parking Policies, Capital Improvements, and Budget. Any recommendation would also be presented to appropriate Sub Meet and Confers and Meet & Confers meetings.

Fall Vacancy Studies on “Come and Go” Parking Habits of Permit Holders

PAC members then reviewed the Fall Semester Parking Stall Vacancy Study taken in October, 2006. Out of a total of 5,301 parking stalls, even at peak demand loads there were 123 Gold permit vacancies, 131 Purple permit vacancies, 152 Orange permit vacancies, and 200 Green residence hall permit vacancies. The 180 Paylot stalls, however, have been full or nearly full too many times this past Fall Semester.

Members then reviewed a snapshot of 1,066 Gold permit holders and the impact of their individual “come and go” parking habits on the availability of Gold permit stalls. The \$230 Gold 12 month Gold permit is directly linked to a “vacancy guarantee” unlike other permit types. Sue Edstrom, Parking & Traffic Services Coordinator, reported that almost no calls have come into Security from Gold permit holders complaining that they couldn’t find a vacant space.

FY'07 Budget Activity

PAC Chairperson David Cowan then distributed an 10/31/06 update to the Parking Program budget for 2006-07. PAC members reviewed known income and expenditures and understood why a revised \$1,612,450 income and \$1,493,127 spending plan was in place. If those estimates are realized a year-end surplus of \$119,323 should occur. The cash position of the Parking Program totaled \$227,884 at the end of the last fiscal year, not much of a reserve to either acquire property for surface lots or build a ramp.

McElroy/Crawford Zone Green Residence Hall Permit

PAC members were then briefed by Nolan Chenevert and Cameron Olafson on an idea floating around the Residence Hall Association which would call for the separation of the current McElroy/Crawford Green Zone with Crawford permit holders allocated Lot 13 Green permit stalls and McElroy residents assigned to Lot 15 and Lot 16 Green permit stalls. PAC members agreed to hold off on further discussion of the idea until a formal position on the matter was forwarded to it by the Residence Hall Association.

Next Meet Set

Without objection the PAC agreed to hold its next meeting on Tuesday, November 28, 2006, in the Student Senate’s Conference Room in the Student Senate.

Adjournment

Without objection the meeting was then adjourned at 4:28 PM.

