

Parking Advisory Committee

Approved 2/4/05

Meeting Minutes – Friday, December 10, 2004

Parking Advisory Committee Chairperson David Cowan convened a regular meeting of the PAC at 12:55 PM on Friday, 10 December 2004 in the Conference Room of the Student Senate.

Regular PAC Members Present - 4 of 6

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| 1. David Cowan | Administration Representative |
| 2. Rose Marie Ley | Classified Employee Representative –
Voting Member |
| 3. Mike Lagerquist | MSU Association of Administrative &
Service Faculty (MSUAASF) |
| 4. Emily Kofoed | Student Assn. Residence Hall Represent-
ative – Voting Member |

Regular PAC Members Absent – 2 of 6

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| 1. Victoria Peters | (Excused) | IFO Faculty Association Representative |
| 2. Thomas Bergstrom | | Student Association Off-Campus
Representative |

Ex-officio Non-Voting Members Present – 2 of 8

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| 1. Dave Neve | Business Affairs Office Representative |
| 2. Larry Kohanek (for Marty Rost) | Facilities Mgmt. Planning & Construction
Manager Designee |

Ex-officio Non-Voting Members Absent – 6 of 8

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| 1. Annette Spiess | Minnesota Assn. of Professional Employees
(MAPE) |
| 2. Sue Edstrom | Parking & Traffic Services Coordinator and
Parking Citation Appeals Board Liaison |
| 3. Ryan Boon | Residence Hall Association President |
| 4. Shirley Piepho | Space Scheduling Office Liaison |
| 5. Cynthia Janney | Residential Life Office |
| 6. (Vacant) | MN Management Assn (MMA) |

Meeting Agenda Approved

Without objection the 10 December 2004 meeting agenda was approved.

Prior Meeting Minutes Approved

Without objection the meeting minutes of 5 November 2004 were approved.

Review of Budget for 2004-05

The Parking Advisory Committee reviewed activity on the 2004-05 Parking Program budget and noted mid-year adjustments. It was reported that MSU Comptroller Steven W. Smith had emailed PAC Chairperson Cowan that the Parking Program Budget ended 2003-04 with an accumulative positive cash balance of \$161,489.59. The figure was down from the ending balance of 6/30/03 which showed \$309,865.16. PAC members express no surprise as they recognized that FY'04 would not balance on its own what with the major parking capacity expansion effort accomplished last May and June.

The revised 2004-05 **income estimate** of \$1,340,710 appears to be on track and achievable. The original **spending plan** of \$1,428,000, had been trimmed in November to \$1,249,700 thanks to reduced costs associated

with capital improvement outlays made last August as part of the parking lot expansion program. PAC members now believe that the 2004-05 budget will produce a surplus of around \$90,000, which then can be added to the \$161,489.59 available 30 June 2004. Such excess receipts are dedicated for a contingency for parking stall capacity increases, or equipment replacement.

Bus Contract Status

The bus contract has been signed for 2004-05 with a \$63 per hour rate as opposed to the old \$75 rate. Chairperson Cowan reported that the City of Mankato had yet to submit to MSU detail associated with last Spring Semester's leased bus contract. MSU had advanced \$90,000 to the City on 16 August when MSU's FY'04 books had to be closed, which was a sum more than enough to cover any Spring Semester net invoice from the City's Heartland Express Bus Service. [Detail was received 9 January 2005 for Spring Semester 2004. The Spring final total shook out at only \$82,534 (Student Senate's Campus Express Bus Route #1 = \$67,771; and Parking Fund's Route #8 = \$14,763). The \$7,466 overpayment will be applied against MSU's Fall Semester bus lease bill sent from the City. Note table below which merges all FY'04 bus activity.]

2003-04 MSU Leased Bus Service – Route #1 & Route # 8 Revenues & Expenses										
Description	Existing Costs to Riders	Campus Express Rt. #1			Parking's Route #8			Combined		
		Fall (1)	Spring (2)	Total (3)	Fall (4)	Spring (5)	Total (6)	Fall (7)	Spring (8)	Total (9)
Per Ride Fare	50¢	\$2,517	\$3,176	\$ 5,693	\$3,211	\$5,020	\$8,231	\$5,728	\$8,196	\$13,924
SemesterPass	\$40	7,240	9,360	16,600	1,120	600	1,720	8,360	9,960	18,320
30 Day Pass	\$14	1,638	2,324	3,962	252	182	434	1,890	2,506	4,396
Advertising		279	227	506	558	227	785	837	454	1,291
State Aid		30,705	42,375	73,080	- 0 -	- 0 -	- 0 -	30,705	42,375	73,080
Revenue Subtotal		\$42,379	\$57,462	\$99,841	\$5,141	\$6,029	\$11,170	\$47,520	\$63,491	\$111,011
Less Expenses – Hrs. @ \$75 per hour		(58,275)	(72,225)	(130,500)	(71,850)	(73,800)	(145,650)	(130,125)	(146,025)	(276,150)
Net Owed City		\$15,896	\$14,763	30,659	\$66,709	\$67,771	\$134,480	\$82,605	\$82,534	\$165,139
Finance Plan										
Parking Fund Subsidized		3,500	3,500	7,000	66,709	67,771	134,480	70,209	71,271	141,480
Student Act.Fee Subsidized		12,396	11,263	23,659	- 0 -	- 0 -	- 0 -	12,396	11,263	23,659
Finance Plan Total		\$15,896	\$14,763	30,659	\$66,709	\$67,771	\$134,480	\$82,605	\$82,534	\$165,139

Capital Improvement Plans

Larry Kohanek, MSU Facilities Management Construction and Planning Manager, presented his department's recommendations for parking improvements this coming summer. The plan included:

2005 Summer Parking Capital Improvement Plan	
Lot 23 (Free Lot Improvements – Aggregate base (\$16,625), grading & rolling (\$3,000), new lights (\$39,600), under-drainage (\$5,000), 12” storm sewer line (\$7,040), storm structures (\$2,975), curb & gutter (\$4,826), miscellaneous (\$1,360), contingency (\$8,000), and engineering \$10,400).	\$98,826
Lot 11 (Horseshoe shaped lot) – bituminous wear course (\$10,800), mill (\$6,750), tack coat (\$800), stripping (\$900), contingency (\$1,800), and engineering (\$1,950).	23,000
Lot 21 – Crack and fill (\$1,600), contingency (\$160), and engineering (\$160)	1,920
Lot 22 South East Quarter – Bituminous wear course 2” (\$22,400), striping (\$3,600), Mill 2” out from curb (\$1,175), tack coat (\$1,800), contingency (\$2,900), and engineering (\$2,900)	34,775
Miscellaneous valve box & manhole repairs	6,000
Lot 6 – Major rehab and repairs.	64,450
Estimated Total for Proposed Summer 2005 Parking Improvement Plan	\$228,971

Kohanek indicated that construction funds would cover from \$25,000 to \$30,000 of Lot 6's costs. Without objection the PAC agreed to endorse the plan and include it in the Annual Hearing on Parking Policies & Budget held [in late February or early March](#).

Rose Marie Ley moved that the plan be amended to include \$50,000 for a first bituminous overlay of the 450 stall free lot (Lot 23). Motion carried.

Mike Lagerquist moved that the Administration be given the okay to proceed with the engineering work associated with the endorsed and amended plan despite the fact that the public hearing wouldn't take place until March. Motion carried. PAC members indicated that existing parking budgeted funds should be used to "get the ball rolling" in anticipation of formal approval of the \$278,971 plan in March. Getting the contracts issued to vendors in April may translate into major cost savings on the overall parking improvement plan.

Paylot Rolling Gate to accommodate Exiting following Special Events

It was reported that the PAC approved initiative to install a fence and rolling gate would be completed during the December/January break. The cost would be about \$5,700. The PAC expressed a desire to create a separate exit to accommodate a growing number of events held in the Student Union. Event goers should be able to quickly exit during night with the paylot could also have nigh class students trying to exit from the normal Paylot 4 exit. New fencing for both the lower and upper levels of Lot 4/4a would be an improvement over the concrete barricades now in place.

Adjournment

Without objection the meeting was adjourned at 12:55 PM.