

CHAPTER 1225
DEPARTMENT OF ADMINISTRATION
STATE GROUNDS; LOST PROPERTY AND PARKING

1225.0200 LOST PROPERTY.

1225.0300 PARKING.

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Pursuant to Minnesota Statutes, section 16B.25, personal property found in the Capitol complex or other buildings under the custodial control of the commissioner of administration shall be sent to: Plant Management Division, Department of Administration, Room G-9, State Administration Building, 50 Sherburne Avenue, Saint Paul, Minnesota 55155.

Each article shall be labeled indicating the date, the place where the article was found, and the name and telephone number of the finder.

Articles sent to the Plant Management Division shall be disposed of in accordance with Minnesota Statutes, section 16B.25.

Any person wishing to recover any personal property which may have been lost in the Capitol complex or other buildings under the custodial control of the commissioner of administration shall contact the Plant Management Division at the above-noted address, giving a description of the lost property, the approximate time, and the location where it may have been lost.

Statutory Authority: *MS s 16B.04*

1225.0300 PARKING.

Subpart 1. **Scope.** Pursuant to Minnesota Statutes, section 16B.58, subdivision 2, this part governs the parking of motor vehicles in parking facilities owned or operated by the state of Minnesota and under the control of the commissioner of administration.

Subp. 2. **Lots and facilities.** Parking lots or facilities governed by these rules are located within the Capitol complex, the city of Saint Paul, and the city of Minneapolis, and including the following:

A. outdoor lots within the Capitol complex; at the Department of Employment and Economic Development, 332 Minnesota Street, Suite E200, Saint Paul; 1246 University Avenue, Saint Paul; and at the State Department of Health Building, 717 Delaware Avenue Southeast, Minneapolis;

B. indoor parking facilities located in the Department of Transportation Building in the Capitol complex; the Department of Employment and Economic Development, 332 Minnesota Street, Suite E200, Saint Paul; 1246 University Avenue, Saint Paul; and the State Department of Health Building, 717 Delaware Avenue Southeast, Minneapolis;

C. ramp parking facilities located in the state Administration Building and adjacent to the Centennial Building, both in the Capitol complex; and

D. street parking facilities located on Aurora Street between Cedar Avenue and Park Avenue.

Subp. 3. **Prohibited parking.** All parking of motor vehicles is prohibited across driveway entrances; upon sidewalks; along yellow painted curbing; within 15 feet of fire hydrants; within 20 feet of crosswalks or intersections; in stalls assigned to other persons unless permission is granted by such persons; in driveways; and in restricted zones of lots, ramps, or other posted areas.

Subp. 4. **Application for parking.** Applications for contract parking shall be made in writing to: Director of Plant Management Division, Room G-9, State Administration Building, Saint Paul, Minnesota 55155.

The application shall bear the written signature of the person applying and contain the following information: employing agency, telephone number at place of work, type of vehicle (compact or regular), motor vehicle license number, and all other relevant information requested by the director. Additional information may be required, including the name of each passenger, if car pooling, the employing agency of each passenger, and location if other than in the Capitol complex. If a desired facility is requested, the facility shall be identified. The applicant shall not submit payment with the application.

Subp. 5. **Priority for granting permits.** Permits shall be granted to applicants in the following priority order:

A. applicants qualifying for a disability parking permit per subpart 9 or demonstrating special needs or circumstances arising from position, nature of work, and/or travel requirements;

B. applicants with riders with the applicant with the highest number of riders first, the applicant with the second highest number of riders second, etc.; and

C. all other applicants on a first-come, first-served basis.

Subp. 6. **Stickers.** All authorized parking contract recipients shall be issued a sticker of proper identifying color. Stickers shall be displayed on the reverse side of the rearview mirror.

Subp. 7. **Fees.** Fees for parking shall be set by the commissioner of administration with the approval of the commissioner of management and budget and shall be based on consideration of, but not limited to, the following factors: administrative overhead and operating cost; surcharge required pursuant to Minnesota Statutes, section 16B.58, subdivision 7; and number of car pool passengers, if any.

Subp. 8. **Exemptions from parking surcharge.** Pursuant to Minnesota Statutes, section 16B.58, subdivision 7, the following are exempt from surcharge:

A. parking contract holders whose work shift is other than the customary daytime work hours, including those individuals employed on rotating shifts; and

B. parking contract holders whose work activity does not conform to the customary hours or patterns of work so as to preclude the opportunity to participate in a car pool.

Any person wishing to apply for exemption from the surcharge shall apply in writing on the forms provided to the Division of Plant Management, Department of Administration. Notice of approval or denial for the exemption of the surcharge shall be sent in writing to the applicant.

Subp. 9. **Disabled.** To receive a disability parking permit, a written application shall be submitted to the director of the Plant Management Division at the above-noted address stating the circumstances and extent of the disability. Certification of disability eligibility pursuant to Minnesota Statutes, section 169.345, shall be deemed sufficient showing to authorize vehicles bearing proper identification of such certification to use disability designated parking facilities in the Capitol complex and other facilities. Upon receipt of an application from a noncertified person, the director shall instruct the applicant to contact the nurse in the Transportation or Centennial Building for verification of the disability. A written recommendation from the nurse is required stating the estimated length of time required to accommodate the disability. Disability parking shall be available on a first-come, first-served basis. Regular parking rates shall apply.

Subp. 10. **Special temporary permits.** For departments or agencies having individuals or groups visiting the Capitol complex for meetings or hearings, temporary reserved hooded meter parking may, if available, be obtained upon request to the director of the Plant Management Division, for which a per day per unit fee shall be paid by the requesting organization. The amount of the fee shall be set by the commissioner of administration and approved by the commissioner of management and budget.