

5.7 Parking Enforcement Authorization on Central Lakes College Campuses Policy and Procedure

Purpose: This policy provides all CLC employees, students, and visitors with guidelines concerning parking at Central Lakes College, including but not limited to the parking authority, parking fee, parking enforcement, and overnight parking.

1. Authority to adopt regulations, issue citations, and collect fines:
 - a. On July 1, 1985, legislation (MN Statute 169.966) was passed that authorizes Minnesota State Colleges and Universities to:
 - i. Adopt and enforce parking regulations on property owned or leased by the college/university.
 - ii. Assess and collect fines, rents, charges, or fees for a violation of a parking regulation.
 - iii. Establish procedures to resolve a dispute arising from enforcing a parking regulation.
 - b. Personnel authorized to issue parking citations:
 - i. Only designated employees of Central Lakes College and the Security Department shall be authorized to issue parking citations on the CLC campus. Those authorized to issue citations are:
 1. Director of Security and Emergency Management
 2. Student Security Officers
 - ii. Staples or Brainerd Police Department.
 - c. Appeals Committee: An appeals committee has been established to review written appeals from individuals challenging citations issued for violations of campus parking regulations. The appeals committee consists of the Director of Security and Emergency Management, Physical Plant Director, and Vice President of Administrative Services. The appeals committee will meet to review all parking appeals for CLC.

Parking Enforcement Policy:

1. Who may park where:
 - a. All parking spots on both the Brainerd campus and the Staples campus are open to everyone on a first-come, first-served basis, with the following exceptions:
 - i. Handicapped parking will be set aside as required by law (MN Statutes 169.345 and 169.346).
 - ii. Parking for the College's fleet of vehicles, including college departmental vehicles, will be set aside.
 - iii. Visitor parking will be set aside.
 - iv. Permit parking spaces will be set aside.
 - v. There will be designated parking spots for various technical programs within the technical receiving area.
2. Who Must Pay:

- a. Students
 - i. They will be charged per credit.
 - ii. Students in management programs, i.e., Farm Business, off-campus courses, and web-based (online) programs are exempt unless the courses are taken on campus.
 - iii. Students who do not commute by vehicle or motorcycle (walkers, bicyclists, and bus riders) or who carpool or use public transit may apply for a parking fee waiver by completing a Parking Fee Waiver Request Form.
- b. College Employees
 - i. Employees will be charged per year based on the percentage of their annual assignment. (NOTE: Employees also taking CLC classes **must** inform the Business Office of their classes so the student parking fee can be waived on their student account, and they will be charged full employee parking fees.)
 - ii. Employees on leave of absence or sabbatical for at least one full academic term or six months will have their parking fee prorated or may apply for a waiver.
 - iii. Employees who teach or work exclusively off campus may apply for a waiver.
 - iv. Employees who do not commute by vehicle or motorcycle (walkers, bicyclists, and bus riders) or who carpool or use public transit may apply for a parking fee waiver by completing a Parking Fee Waiver Request Form.

3. Enforcement:

- a. There is no need for parking permits for vehicle display, as the fee is charged upfront.
 - i. Security/maintenance personnel are responsible for routine checks to ensure no one parks in unauthorized places.
- b. Parking is prohibited in areas designated as:
 - i. Visitor parking
 - ii. Permit parking without a college-issued permit (for temporary disabilities)
 - iii. Handicapped parking without a proper state permit
 - iv. Deliveries only
 - v. Service areas
 - vi. Fire lanes
 - vii. No Parking
- c. Parking is also prohibited:
 - i. On the grass,
 - ii. Where the curbing is painted yellow
 - iii. When blocking a driving lane,
 - iv. When a vehicle is in an improper position (taking up two parking spaces by parking over the yellow line),
 - v. Overnight without prior approval from Security.
- d. The Security Department will ticket vehicles parked in these areas. During an emergency, parking a vehicle with flashing lights on will be permitted in prohibited areas, but it must be moved at the earliest convenience.
- e. Parking for students and employees with disabilities is provided in designated areas.
 - i. In compliance with Minnesota Law, an accessible parking space is reserved for vehicles bearing state-issued accessible license plates or displaying a state-issued certificate.
 - ii. Accessible Parking Spaces are enforced 24 hours a day.
 - iii. Temporary parking arrangements are available for employees and students. Requests for a temporary permit must be accompanied by a physician's statement explaining the reason for the request.

- iv. Students with temporary disabilities should apply for a temporary parking permit through the Disability Coordinator.
- v. Employees or members of the general public may apply for a temporary parking permit through the Disability Coordinator.
- f. CLC parking lots are checked periodically by student security officers and/or maintenance staff. The College provides an escort service for parking lot access during the evening hours. It is secured by contacting the Security Department at (218) 828-6050 on the Brainerd campus or contacting Facilities at (218) 270-0150 on the Staples campus.

4. Disabled Vehicles:

- a. If a vehicle is determined to be inoperable and appropriate assistance is not immediately available, and it is not necessary to remove the disabled vehicle from its parking space due to current parking concerns or security/maintenance needs, security/maintenance personnel may grant an exemption (maximum of 24 hours) for that vehicle. Specific time frames for which temporary parking permits may be issued are as follows:
 - i. Persons with disabled vehicles parked in a parking space may be given an exemption for up to 24 hours.
 - ii. All other circumstances of disabled vehicles parked on campus must be addressed with the security or maintenance department and will be handled on a case-by-case basis.
 - iii. Failure to notify security/maintenance may result in a vehicle being ticketed and/or towed at the owner/operator's expense.
- b. College security or maintenance staff can assist with contacting an appropriate towing service or repair shop if a car is disabled in a college parking lot.

5. Overnight Parking:

- a. Overnight parking is permitted only in the West Parking lot at the Brainerd campus in the marked "Overnight/Extended Parking Spaces," in or adjacent to the Wood Chip building at the Staples campus, and in the parking lot behind the building at the West Campus. All overnight parking for non-state vehicles must be pre-approved through the information desk and security/maintenance at each campus.
- b. Overnight parking or camping is strictly prohibited in ALL CLC parking lots and on CLC property for any vehicle that is specifically designed, equipped, and/or used for sleeping and/or overnight accommodations (i.e., personal vehicle, camper, motor home). Sleeping and/or staying overnight in any vehicle on campus by anyone is not permitted.
- c. Vehicles associated with a specific commercial vendor assigned to do business with the College may park overnight in the designated areas; however, as stated, no overnight staying or sleeping is permitted in these vehicles on campus. All vendors' vehicles must obtain permission from security/maintenance.
- d. Anyone leaving their vehicle in the overnight parking areas must inform the information desk and the security/maintenance department and provide them with the make, model, and license plate number on the vehicle and a contact number for emergency purposes, and obtain an overnight parking pass to be displayed on the windshield of their vehicle while parked overnight.
- e. All state vehicles must be parked in the designated state vehicle parking spots, not in the CLC general parking lots.

Parking Appeals Committee Procedures:

1. You must file an appeal within five (5) business days of the ticket issue date. An appeal form may be obtained online at <http://www.clcmn.edu/general/security.html>.
2. An appeals committee has been established to review written appeals from individuals challenging citations received for violation of campus parking regulations. The appeals committee's decision is final. Failure to pay parking fees and/or fines may result in the debt being turned over to a collection agency or added to a student's financial account.

Fee Collection:

1. The Business Office will collect parking fees.
 - a. Students:
 - i. Students pay their parking fee (per credit) with their tuition/fees in the Business Office each semester.
 - ii. Student parking tickets and fines must be paid at the Business Office.
 - b. Permanent Full-time and Part-time Employees:
 - i. Permanent full-time and part-time employees must sign a payroll deduction form to have the parking fee deducted pre-tax from their paycheck each fiscal year.
 - ii. Employee parking tickets and fines must be paid at the Business Office.
 - c. Adjunct / Part-Time Faculty Employees:
 - i. Adjunct and temporary part-time faculty must sign a payroll deduction form to have the parking fee deducted pre-tax from their paycheck each fiscal year.
 - ii. Employee parking tickets and fines must be paid at the Business Office.

Use of Collected Fees and Fines:

1. Parking fees are deposited into a dedicated parking fund, which is appropriated for college purposes to maintain and operate parking lots, sidewalks, and parking facilities.
2. Parking ticket revenue and fines are deposited in the parking fund.

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