



Natural  
Resources  
Conservation  
Service

375 Jackson Street, Suite 600  
St. Paul, MN 55101-1854  
Phone: (651) 602-7900  
Fax: (651) 602-7914

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Transmitted via email

March 25, 2004

MINNESOTA BULLETIN NO. 120-4-11

SUBJECT: ADS - VEHICLE MANAGEMENT – STATE OFFICE PARKING

Purpose. To provide new policy on parking in the visitor parking lot.

Expiration Date. September 30, 2005

This is a reminder that all employees who visit the state office will only be allowed to park in the visitor's lot for two hours provided space is available.

If you are here for more than two hours, the following parking ramps/facilities are within walking distance of the office:

- MN Mutual Ramp – Enter from Jackson Street between 6<sup>th</sup> and 7<sup>th</sup> Street
- Galtier Plaza Ramp – Enter from 5<sup>th</sup> Street between Jackson and Sibley Streets
- Jackson Ramp – Enter on Jackson Street between 4<sup>th</sup> and 5<sup>th</sup> Streets

Upon entering the building, you must sign in the west lobby guard desk. The guard will issue a pass which must be carried at all times while in the building. You must provide them with your name; who you are visiting; the make and model of your vehicle; and the purpose of your visit.

Contact Laurie Otte, Management Services Specialist, if you have any questions or concerns.

WILLIAM HUNT  
State Conservationist

DIST: AE