

**MINUTES  
ADMINISTRATIVE FINE HEARING BOARD**

**FEBRUARY 3, 2020**

The meeting was called to order at 1:03 p.m. Members present were Neil Herzberg, Len Gilmore, and Belinda Ludwig, Acting City Administrator. Also in attendance were Police Chief, Paul Wegner; Police Officer, Carter Lentsch, and Elizabeth Lambert.

**Motion was made by Herzberg to approve the minutes of the January 3, 2019 Administrative Fine Hearing Board meeting. Seconded by Ludwig and unanimously carried.**

**ELECTION OF OFFICERS**

**Motion was made by Gilmore to appoint Herzberg as Chairperson, Gilmore as Vice Chair, and the City Administrator position as Secretary. Seconded by Ludwig and unanimously carried.**

**MEETING SCHEDULE**

**Motion was made by Herzberg to continue to have the Administrative Fine Hearing Board on an as needed basis. Seconded by Gilmore and unanimously carried.**

**ADMINISTRATIVE CITATION APPEAL - \$10.00 PARKING TICKET**

A letter from Elizabeth Lambert was reviewed. Ms. Lambert requested the \$10.00 fine to be waived. On January 19, 2020 Lambert moved her vehicle from the parking lot at her apartment complex to the street as they were plowing the parking lot. Lambert does not have heat in her vehicle and the windshield was iced over. Lambert drove with her head out the window in order to park on the street. Since it was late, Lambert decided to stay parked in the street until the next day so Lambert could scrape the windshield off. Lambert was not aware of the no parking ordinance.

**Motion was made by Gilmore to uphold the \$10.00 Administrative Fine for Elizabeth Lambert. Seconded by Herzberg and unanimously carried.**

Lambert asked for additional time to pay the ticket. Chief Wegner gave her until the end of February, 2020 to pay the \$10.00 ticket.

The Board discussed if the City could have a welcome basket for tenants or post some of these types of notices on a bulletin board at apartment complexes so new tenants are aware of City policies.

There being no further business, the meeting was adjourned at 1:16 p.m.