

City of Falcon Heights State Fair Task Force

City Hall
2077 Larpenteur Avenue West

AGENDA

Wednesday, January 15, 2024
7:00 p.m.

A. CALL TO ORDER: 7:00 p.m.

B. ROLL CALL: Chairperson Mona McGarthwaite____
Vice Chairperson Nicole Porter ____
Secretary Jennifer Johnson__

Ross Allard ____
Alice Hausman ____
Rice' Davis ____
Tom Prather ____

Georgiana May____
Tom Brace ____
Jennifer Paulus ____

Staff Liaison Jack Linehan ____
Council Liaison Paula Mielke ____

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. October 16, 2025

E. NEW BUSINESS -

1. Pay for Street Parking Proposal
2. Commercial Parking Lot License
3. Discussion on Request for State Assistance
4. Member Topics / Open Discussion

F. INFORMATION AND ANNOUNCEMENTS

1. City Council Liaison Update
2. Staff Liaison Update

G. ADJOURN

Next regular meeting date: February 19, 2025 at 6:30PM

City of Falcon Heights

2024 State Fair Task Force Meeting

City Hall
2077 Larpenteur Avenue West

MINUTES

Wednesday October 16, 2024
6:30 p.m.

A. CALL TO ORDER: 6:30 p.m.

B. ROLL CALL: Chairperson McGarthwaite (R) __x__ Vice Chairperson Porter
__arrived after role call_ Secretary Johnson _x_

Allard __absent__
Brace __x__
Davis __x__
Hausman _x__

May __x__
Prather __x__
Paulus __absent__

Staff Liaison Linehan __x__ City Council Liaison Mielke __x__

Voting members. 9 Present. 5 Required for a Quorum. Quorum
has been achieved.

C. APPROVAL OF AGENDA

1. Motion made and **APPROVED 7-0 (1 members arrived after vote taken)**

CI. APPROVAL OF MINUTES

1. August 21, 2024 Minutes **APPROVED 8-0 as amended**

CII. NEW BUSINESS

1. Post – State Fair Survey/ Feed Back
 - i. 2024: 145 responses so far with 77% having attended the Fair this year
 1. Mostly from NE Quadrant and Northome
 2. Safety and Policing
 1. Visibility- Only 39% reported seeing regular patrols.
 2. Adequacy-Approximately 33% felt police presence was adequate
 3. Safety at home-76% felt safe during the Fair
 3. Parking
 1. Enforcement- 42% felt it was adequate

2. Permit Only areas- 35% wishes to change Permit Only to all city streets
4. Traffic/Noise
 1. Congestion: 23% said it was less of an issue
 2. Overall traffic: 50% said it was worse
 3. 61% residents felt noise was the same, 22% said better, 21% said worse
5. Litter/Property respect
 - 46% felt litter was improved
 1. 70% agree fairgoers had respect for property
6. New Policies
 1. 79% didn't notice changes to pedicabs, 17% said it was better
 2. 68% liked the signage and curb marking
7. Future Improvements/Other
 1. Commercial Parking: split evenly with opinion on regulation
 2. Resident compensation: Most would like free, reduced cost or season pass option for those within a geographic distance to the Fair
 3. Policing: 79% didn't contact during fair. 13% called Ramsey County.
2. Special Event Commercial Parking Lot license
 - i. 35 Commercial businesses
 - ii. Ordinance No. 24-XX
 1. recommendation to alter wording at the next workshop meeting to include "special events" instead of MN State Fair references **APPROVED 8-0**
 2. Year-long license recommended **APPROVED 8-0**
 3. Recommendation for the fee to be returned if not accepted as a commercial lot **APPROVED 8-0**
 4. Recommendation to include emergency contact during fair in the application **APPROVED 8-0**
 5. Commercial Lots recommended to add "NO PARKING" signs if they are closed to parkers. **APPROVED 8-0**
3. Ice Castles
 - i. For many years, a Utah Company has owned/run the event
 - ii. Parking is expected to be exclusively on the Fairgrounds
 - iii. Anticipated numbers are in the "ten's of thousands" From January through possibly March (weather dependent)
4. Member Topics
 - i. Get Pressed 1407 Larpenteur
 1. Baywest Grant applied for pollution clean-up (brownfield Clean up)

1. Costs expected to be several hundred thousand dollars.
 2. 10 townhome verbal approval from Planning Commission
- ii. Study by Member Georgiana May on correlation between State Fair and increase in vehicle accidents and police activity
 1. Member May presented data that she compiled on the increase in police calls during the fair, as well as the increase in vehicle accidents during that time.
 2. Chairperson McGarthwaite thanked Member May for her hard work on data she compiled.
5. Request for State Assistance
 - i. City of St. Paul has a contract with the State Fair for policing around the Fair and receives approximately \$600,000 to do so.
 - ii. Get a small working group and assemble proposal for state aid
 - iii. Member Hausman recommends a City Council Level approach (not citizen level)
 1. Detailed survey, policing issues and cost, and lack of MNSF support
 2. P. Mielke plans to meet in November with Sen. Clare Oumou Verbeten, Rep. Leigh Finke and Council Member Mitra's Leg. Aid.
6. Next Steps
 - i. Talk to Senator Oumou Verbeten and other legislators about getting State level aid
 - ii. Codify Commercial Parking Licensure

F. INFORMATION AND ANNOUNCEMENTS

1. City Council Liaison
 - i. Hill hall estimates about \$5,000 cost to the city for the MNSF
 - ii. Tuesday October 29 at 6pm Stouts Bingo with MC Eric Meyer
 - iii. October 26, 2-5pm Fall Festival at City Hall
 1. Music, Bouncy House, (75th Anniversary Celebration starts at 1pm)
 - iv. Poss. Engineer & Economic impact studies: cost issues. Maybe find grad student at the U of MN?
 1. Police presence, Emergency Vehicle access, Traffic, This may help with state support
2. Staff Liaison
 - i. Community Park: Removing old building and Replacing with Prefab Restroom/warming area
 - ii. Police contract
 1. December 2024 Ramsey County Sheriff contract ends (although they will commit to January and February potentially)-
 1. Untested if they would respond for unpaid assistance. Likely 911 only, no theft or other violations.

- i. FH residents pay Ramsey county taxes that include the Sheriff department
- 2. T. Brace asked about Contract negotiations.
 - i. Vote to occur in Council meetings at SAV and FH next week.
 - ii. SAV/L officers can commit to 24/7 emergencies, patrol a specified number of Hours/ day, until officers are hired starting March 1, 2025. Anticipated full staffing by July 1, 2026.

Prepared by Secretary Johnson

G. ADJOURN 8:10PM

Next regular meeting date: November 20, 2024 at 6:30pm (skip December)



REQUEST FOR ACTION

Meeting Date	January 15, 2025
Agenda Item	E1
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Pay for Street Parking Proposal
Description	Members of the Task Force identified that the city of Falcon Heights provides approximately 800-1,000 free parking spots at any given time to visitors of the Minnesota State Fair. For decades, residents have struggled with the growing impact of the Minnesota State Fair on the city’s infrastructure and public services. As indicated in our post-Fair surveys, the primary issue for residents during the State Fair is parking. There is a desire to find a solution to improve parking and to compensate—or at the very least, reimburse—residents for the impact the growth of the Fair has had on the quality of life of neighbors. Council Liaison Mielke and Staff Liaison Linehan met with representatives from ParkMobile in late 2024 to discuss a mobile parking app solution. ParkMobile has active contracts with the cities of Minneapolis, Rochester, Wayzata and St. Cloud in Minnesota, and is the third largest parking app nationwide behind Google Maps and Waze. Essentially, ParkMobile operates like parking meters, but without the need for a meter. If adopted, the City would designate each parkable block as a “zone”—i.e. 1400 block of Idaho may become zone 35421. ParkMobile would provide all signage, and visitors would pay via app, website, text, or by phone to park. There is no setup fee. ParkMobile would charge approximately \$0.40 to \$0.45 cents per transaction, plus if they are the payment processor an additional 3% + \$0.20. If, for example parking is \$20, the fees would be around \$1.20. Funds raised by pay-for-street parking could be used primarily two ways: 1) Increased parking enforcement. With a direct funding source, the City could hire additional parking agents to free up law enforcement to focus on more serious public safety matters. 2) Dedicated street funding. The funds raised by a program could be directly invested in our streets. Doing so would reduce the tax burden our residents face when paying for streets that visitors use without taxes going to the City. The State Fair Task Force is requested to review the proposal and discuss the merits of a program. Additionally, answering the following questions would help provide direction to the City Council: 1) How should parking for residents and their visitors be handled? 2) How far throughout the City should the program extend?

	3) How should streets that are currently permit parking only be approached? If the general concept is favorable, the State Fair Task Force would be requested to make a formal recommendation to the City Council at our February meeting. Rob Stephens from ParkMobile will be in attendance at the meeting to present on the topic and answer any specific questions that may arise.
Budget Impact	Initial estimates on the budget impact would be approximately \$100,000 to \$200,000 annually.
Attachment(s)	• ParkMobile Presentation
Action(s) Requested	Staff recommends the task force review the proposal and bring questions or thoughts on the concept.



FALCON HEIGHTS
THE CITY THAT SOARS

MINNESOTA STATE FAIR

August 22 thru Labor Day, September 3, 2018



ParkMobile™

PART OF EASYPARK GROUP



ParkMobile + City of Falcon Heights Parking Management Program

- **Locations**
 - Public streets
 - Option for off-street parking as well
 - One zone number for all on-street spaces
 - Signage on posts with additional A-frame signage at street level
- **Parking Policy**
 - Rules set by city
 - Public streets during State Fair period
 - Rates set by city
 - Options depending on municipal goals
 - Flat rate
 - Variable rate based on when parking session starts (early bird, etc.)
- **Enforcement**
 - Two options:
 - Integration w/ police citation writing system
 - ParkMobile nForce
- **Revenue**
 - Revenue is distributed to City monthly

Why ParkMobile?



Network

Great North America Network

Open network to allow app use elsewhere

Most widely used app in North America—with **multiple ways to pay**



Platform

Broadest functionality for every stage of the journey—on and off street

Zone, Reservations, Gated, Insights, PM360

Existing integrations with all of the City's parking technology



Execution

Proven, rapid implementation of the most complex operations

Marketing at launch and beyond

Ongoing success through account management

ParkMobile by the numbers



65 Million+
Users
nationwide



15 Million+
monthly
transactions



600+
cities &
municipalities



47
of the top
100 cities

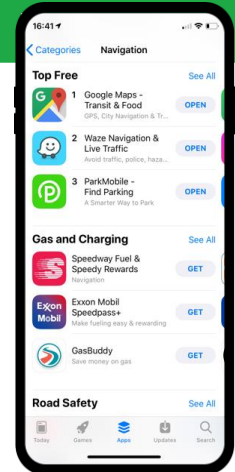


25+
airports



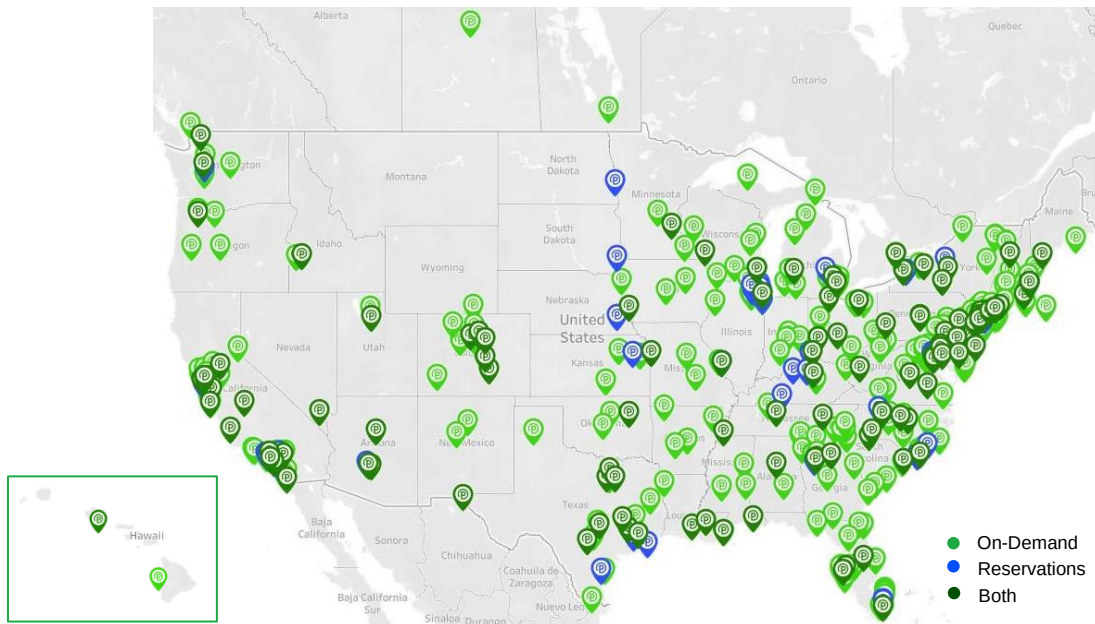
150+
universities

- Ranked #3 in the Navigation category of the app store only behind Waze and Google Maps
- Adopted by over 1 in 10 U.S. drivers
- 25% of users engage with the app as they travel to different markets



The ParkMobile Network

ParkMobile connects consumers to the **largest network** of municipal, private, airport, transit and venue parking inventory in the U.S. We are in **8 of the top 10** U.S. cities.



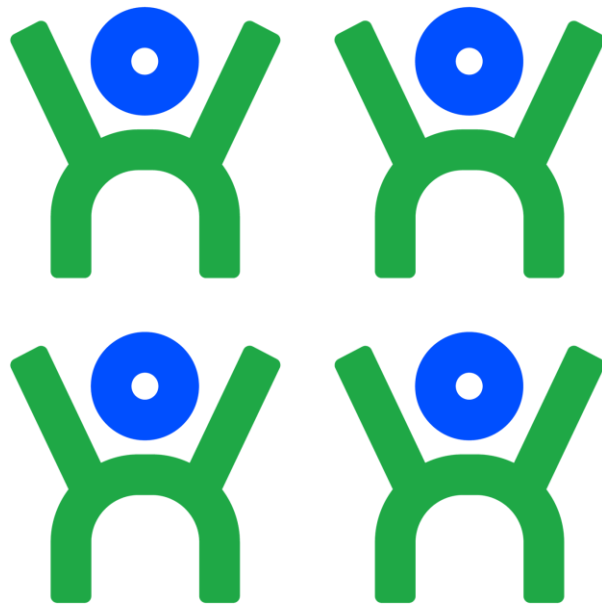
ParkMobile Top Markets

Atlanta
Boston
Dallas
Houston
Indianapolis
Los Angeles
Miami
Montgomery County
Minneapolis
Philadelphia
Pittsburgh
St. Louis
Tampa
Washington D.C.

25-30% of ParkMobile members use our app as they travel across markets

Harnessing network users to accelerate digital adoption

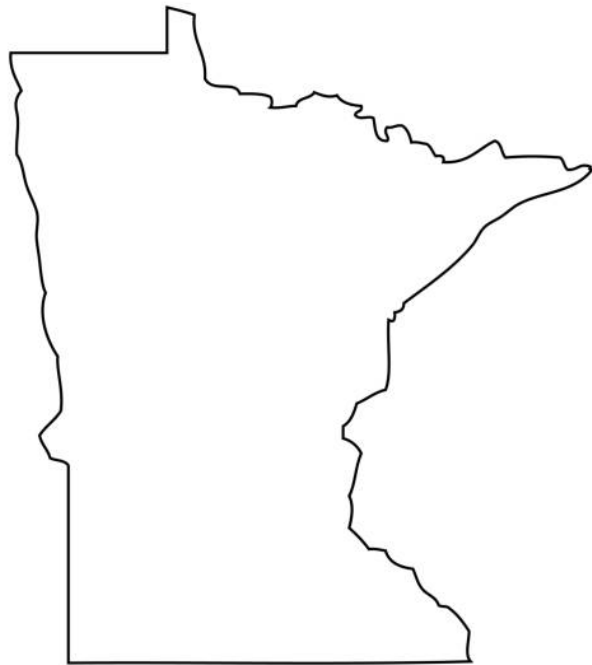
- **What's a network user?** A network user is simply a person who's already using ParkMobile in another market.
- **Benefits for users:** A network user already knows about mobile payment, already has an app downloaded, and are ready to use digital parking when they come to your area.
- **Benefits for clients:** With our vast base of users across the country, ParkMobile accelerates client's digital parking programs with more users, more transactions, and more awareness.



ParkMobile's Regional Presence

2.6+ Million Regional ParkMobile Users

- Minneapolis, MN
- St. Cloud, MN
- Wayzata, MN
- Rochester, MN
- Milwaukee, WI
- La Crosse, WI
- Lake Geneva, WI
- Whitefish Bay, WI
- Davenport, IA
- Des Moines, IA
- Sioux City, IA
- Ames, IA
- Cedar Rapids, IA
- Ames, IA



1,500,000
Minnesota Users

Maximizing the value of your entire parking inventory



On-street zone parking

Regulated zones with curbside parking on-street



Off-street non-gated parking

Open parking lots or garages without gates or access control



Fleet parking

Parking spaces for multiple vehicles owned by a single organization or company



Off-street reservations

Spaces where booking of parking in advance, providing guaranteed parking availability



Off-street gated zone parking

Secured areas with controlled access, equipped with cameras or gates

The Parking App

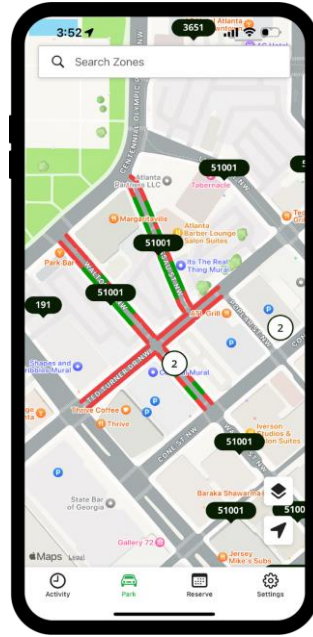
The most user-friendly, popular digital parking app in North America



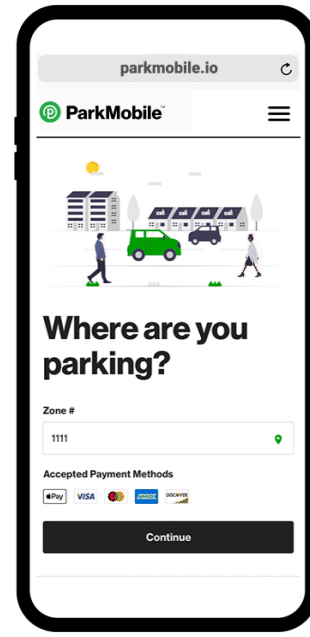
ParkMobile gives more options for contactless payments

Looking to provide more contactless payment options in your city or facility?

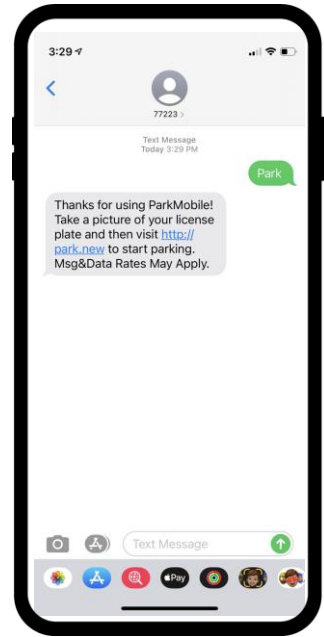
ParkMobile now offers multiple ways for your customers to pay for parking, making it easier than ever to go contactless. People can pay by app, web, or even text, whichever way they choose.



Pay by app



Pay by web



Pay by text



Equitable Access for Patrons Without Smartphones, Credit, or Debit Cards

Pay for parking **by calling**, **by PayPal**, or **by prepaid card**

An Equitable Experience

- **No smartphone?** Drivers who don't own a smartphone can easily pay for parking by calling a toll-free IVR number and making a payment over the phone.
- **No credit or debit card?** Drivers without a credit card can use PayPal to connect a bank account or use a prepaid card as payment
- **Unbanked?** Use a prepaid card or a reloadable prepaid card from a retailer like GreenDot or NetSpend.



Link a payment method



Link a bank account
Use it to send money to friends in the U.S. for free

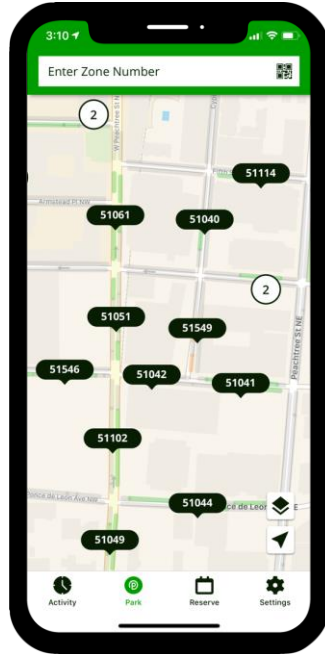


ParkMobile On-Demand / Zone Parking

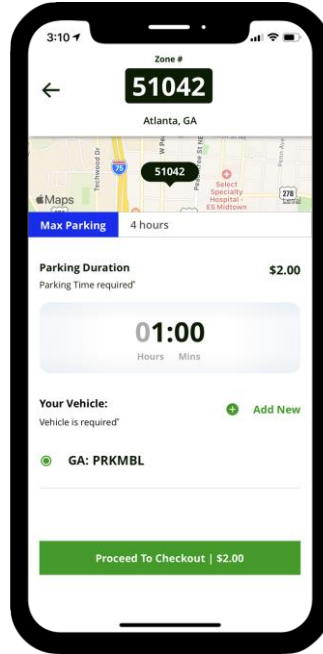
Quickly find and pay for parking with a feature-rich mobile app



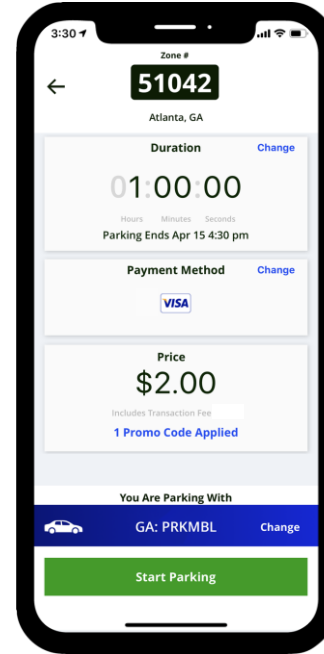
Register or
Login



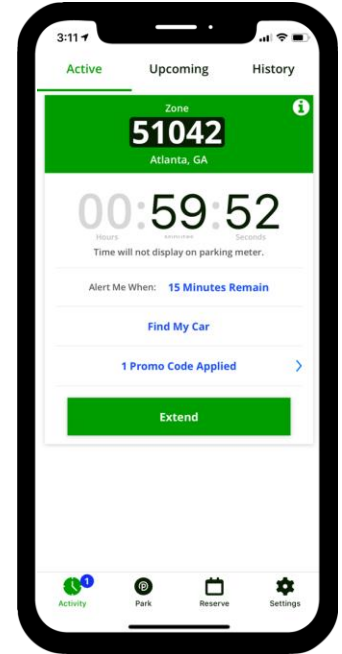
Select or Enter
ParkMobile Zone



Choose Parking Time,
Vehicle and Payment
Method



Confirm Information
and Start Parking

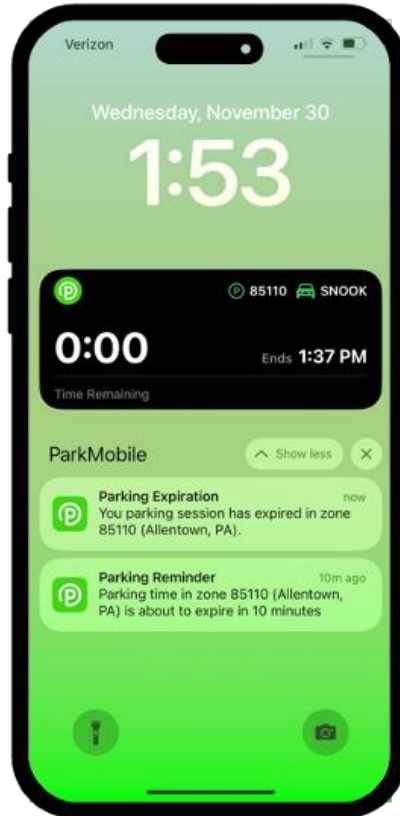


Know how much time
you have left. Extend
time remotely

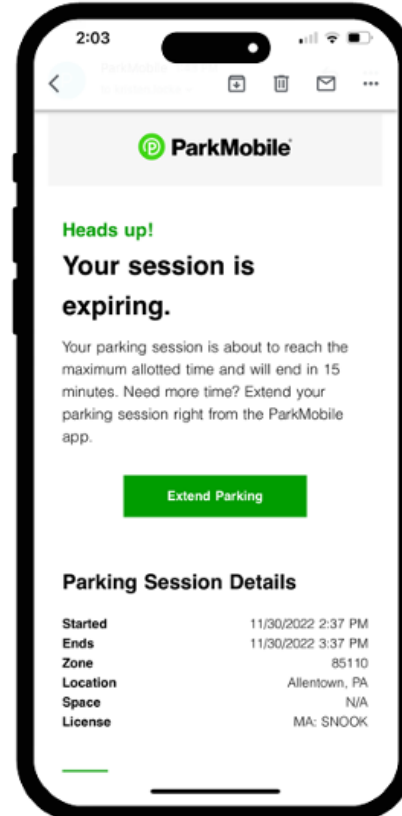
Parking Expiration Notification Reminders



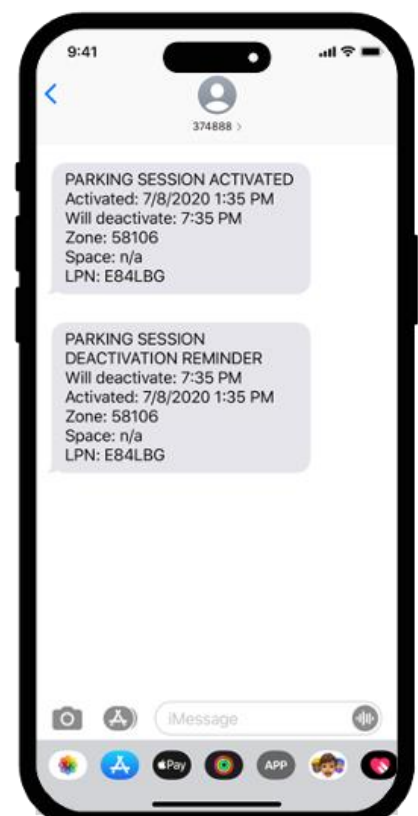
 **Live Activities**



Push Notifications



Email Notifications

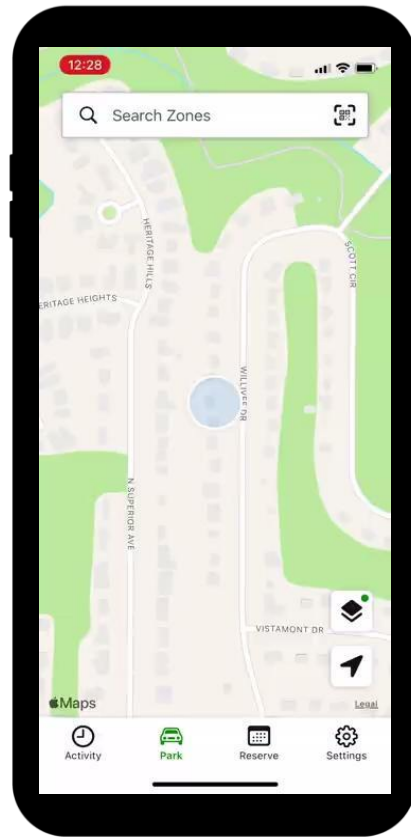


Text Notifications

App accessibility

ParkMobile focuses on making our solution accessible, so all users have an equivalent user experience, regardless of disability.

- Our web and native consumer applications in compliance with Section 508 accessibility requirements and we are working toward WCAG 2.1 AA compliance.
- App colors are accessible for color-blind users, and we offer an audio screen reader for visually impaired users.



App Screen Reader Demo

ParkMobile Pricing

There is **no** upfront cost and **no** annual fee.

- Signage, enforcement, account management, back office and 24/7/365 customer service are included **at no cost to the city**
- Transaction fees **paid by the user**

All ParkMobile's Standard Terms and Conditions Shall Apply to this Pricing Proposal	Fees
Mobile Payment (OnDemand) Transaction Fee paid by City. Price does not include credit card processing fees. City or ParkMobile can serve as Merchant of Record (MOR).	\$0.45 per transaction
Pre-Paid Parking Mobile Payment (Reservations) Transaction Fee paid by the End User. Price does not include credit card processing fees. Client or ParkMobile can serve as Merchant of Record (MOR).	15% of parking fee amount
No Charge Parking Reservations Fee paid by City. Zero Dollar Parking Reservation using access code to unlock a non-public parking product.	\$1.00 Per transaction

****If ParkMobile is Merchant of Record (MOR), our processing fees for credit card payments are 3% plus \$0.20 per transaction.***

*****Transaction fee is \$0.40 per transaction if City uses Omnia cooperative purchasing***

ParkMobile

Implementations, Marketing, and Support

Implementation Process



Data Collection & Set Up

Gather ZAR (zone and rate structure) information on parking inventory, location, rates, integrations, merchant account information, signage, etc.



Marketing

Discuss marketing initiatives for launch!

- **Press Release**
- **Social Media**
- **Geo Fencing**
- **Collateral**



Testing & Training

Conduct testing and train the client on ParkMobile tools to self-manage their parking rates and provide access to reporting.



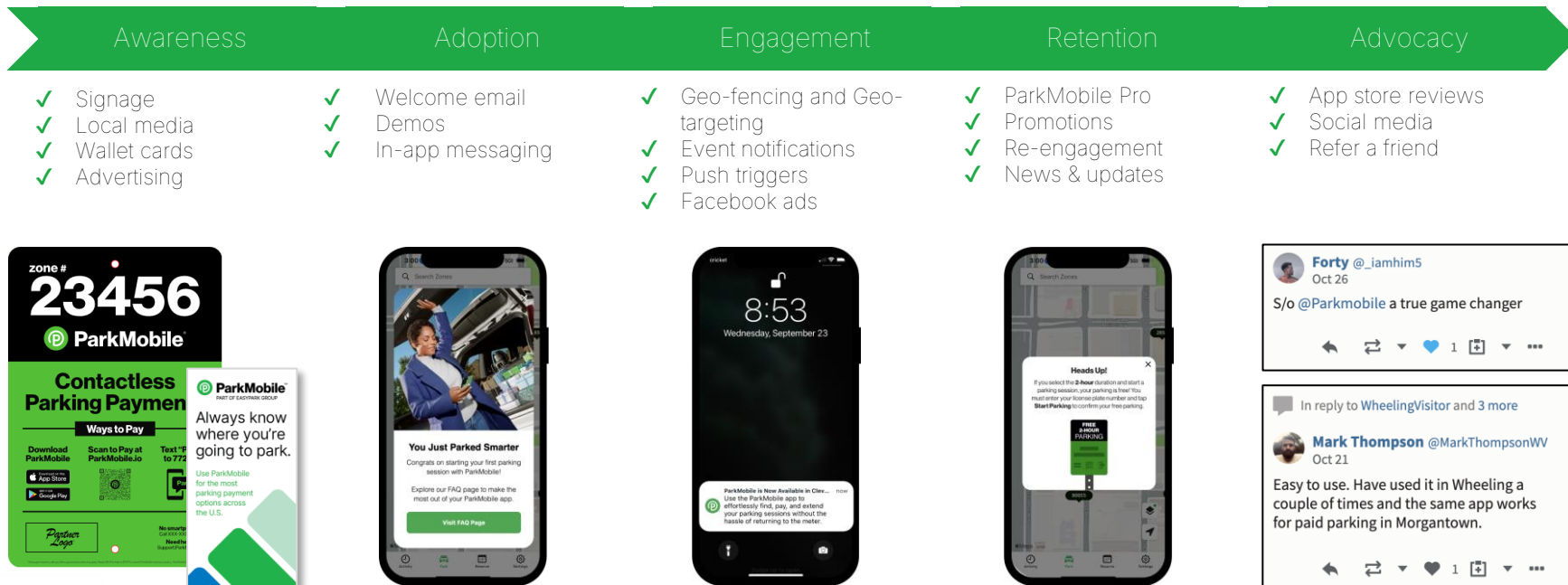
Launch & Support

Client will **go live** with ParkMobile transactions and have continued support with our talented teams!

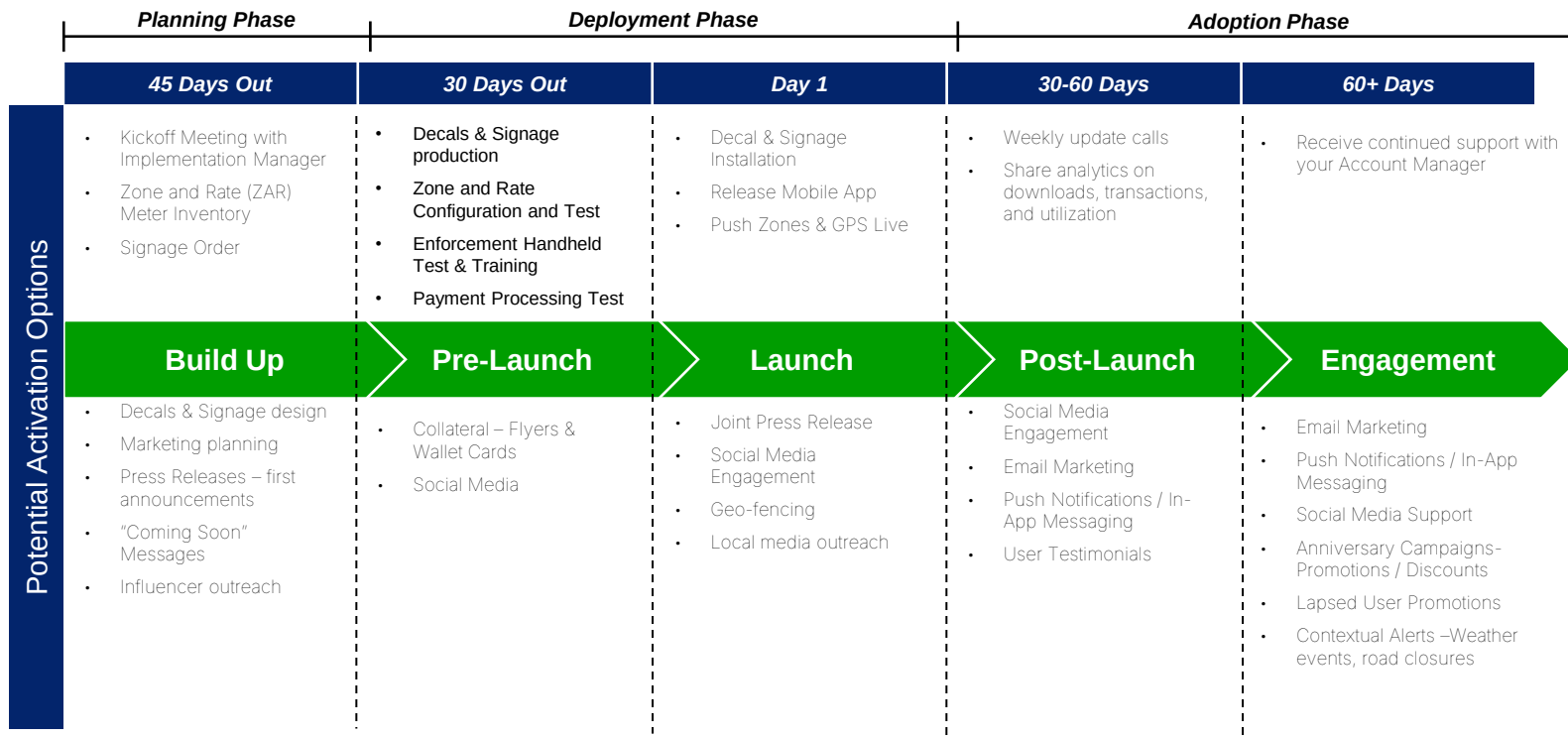
- **Implementations**
- **Client Support**
- **Account Management**
- **Customer Care**

End-to-end engagement and activation

- ParkMobile deploys and embeds sophisticated marketing technology, tools and tactics in every step of the consumer cycle, driving awareness, adoption and sustained growth
- Our experienced team delivers results significantly above all competitors in the market

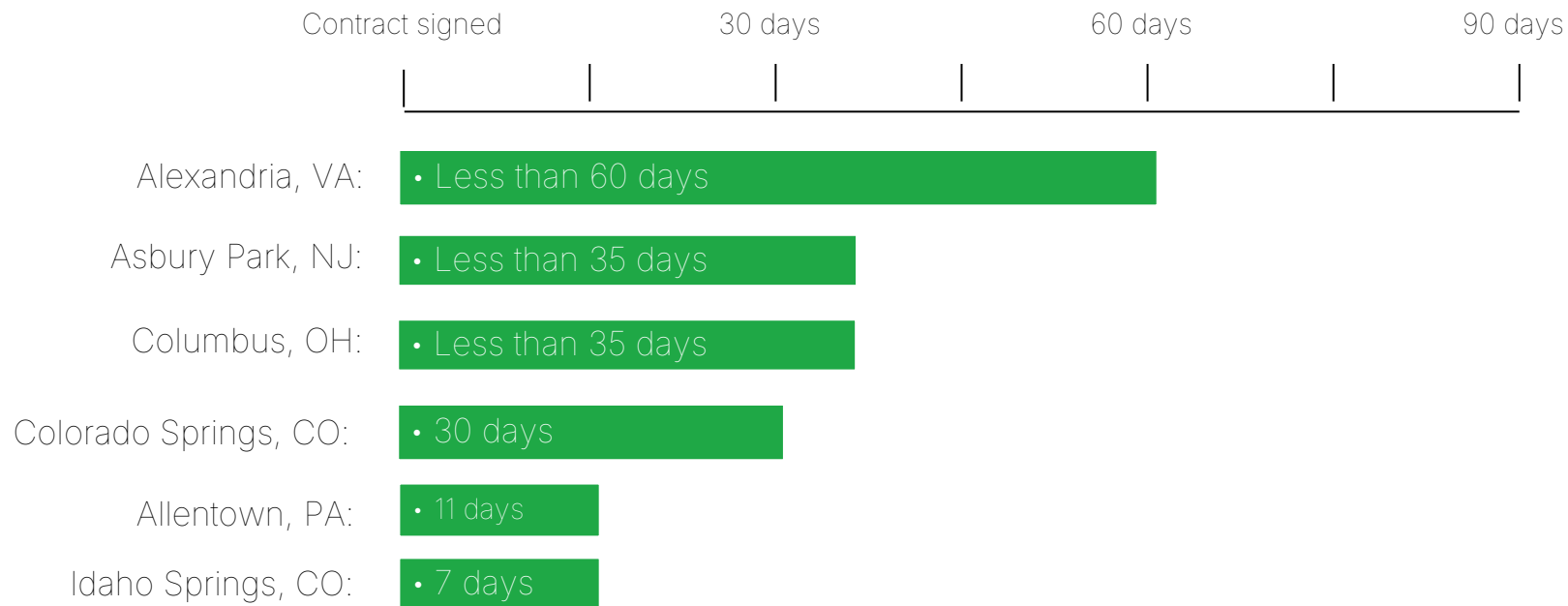


Complete End-to-End Launch Plan



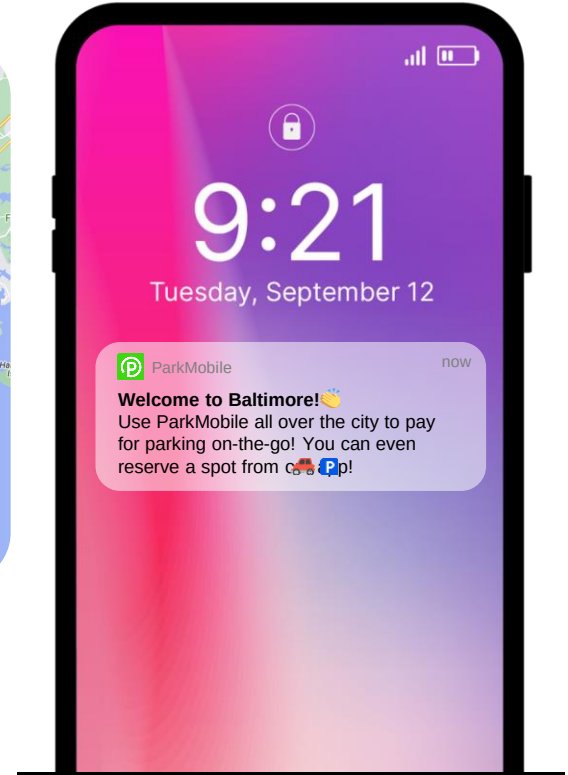
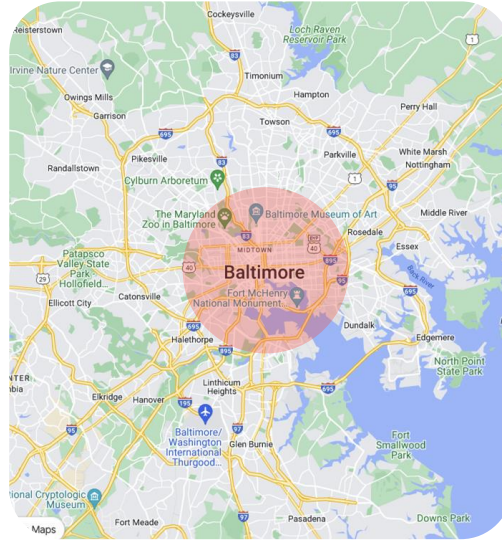
ParkMobile's Rapid Deployment of Pay-by-Cell

Time to go-live after contract finalized



Geo-targeting

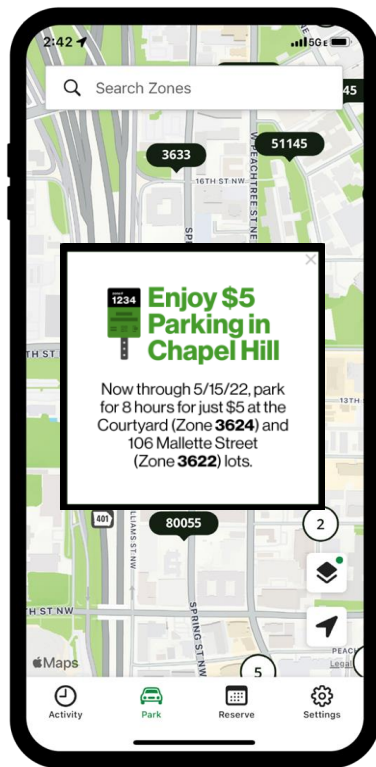
- ParkMobile can geo-fence messages around the city and airport to target visitors coming into town who already have the app on their phone.
- Geo-targeted messages will let people know that they can use the ParkMobile app all around the city.



Promotions

ParkMobile can set up special promotions for parking in the city, such as discounted or free parking.

The ParkMobile marketing team will work with you to design and execute a promotion that is right for you.



ParkMobile
PART OF EASYPARK GROUP



Enjoy \$5 Parking in Chapel Hill

Attention UNC and Chapel Hill Drivers! Beginning December 1, 2021, through January 31, 2022, park for 8 hours for just \$5 at the 106 Mallette Street lot, zone number 3622. Don't miss parking in a prime location, minutes from UNC campus at this special daily rate.

[Let's Park](#)

[f](#) [t](#) [i](#)

Questions?
We're always here to help.
[Contact Support](#)

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[Terms of Use](#) | [Unsubscribe](#) | [Contact Us](#)

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Structured, Secured and Privacy Compliant

- ParkMobile maintains the broadest certifications and highest levels of insurance coverage in the industry
 - ✓ **SSAE 16 – Statements of Standards for Attestation Engagements**
 - ✓ **PCI DSS Level 1 – Payment Card Industry Data Security Standard**
 - ✓ **ISO 9001 2015 – Quality Management Certification**
 - ✓ **Cyber Insurance of \$15,000,000+**
 - ✓ **NCPA Approved**
 - ✓ **Compliant with new privacy regulations - PIPEDA (Canada) and CCPA (California)**



The market leader in customer support

Best-in-class support 24/7/365

We take the burden of customer service off of your team so you can focus more on what's important to you.

- **50,000+** customer service contacts per month
- Minimum **Satisfaction score of 90%** for all Member Services interactions.
- **85% of calls** answered within **30 seconds**
- Level 1 PCI compliant ensuring data security
- Multi-channel call center with in-house phone, email, web and in-app chat, social media & bilingual support.



Support & Account Management

- Account Management team will be 1st point of contact.
 - Regular touchpoints
 - New Features, Future enhancements, upgrades
 - KPI run-through: Transaction Growth, User Growth, YOY growth, Best/Worst performing zones (by trx volume)
 - #1 Goal is Success for your program
- Client Support works to enact any changes to program needed
- Member Services team will support city parkers 24x7x365
- Sales & AM work together for new solution implementations



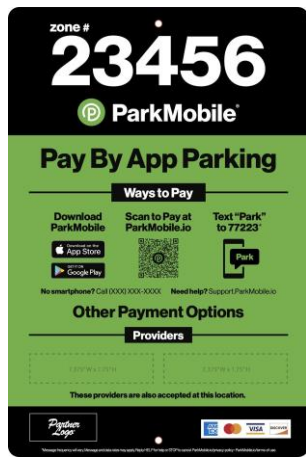
VENDOR PROVIDED SIGNAGE

ParkMobile Provides High Impact Signage

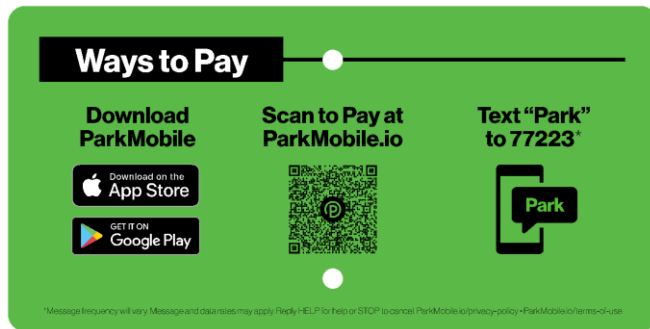
Signage includes permanent signs, stickers, and can even include temporary signage like A-frames.

It includes any visualizations that help drive awareness and adoption of mobile payment as an option.

12x18 Sign



Rider to Place Under Existing Sign



Rider sticker to go below
Multispace Meters (e.g. 8"x12")



On-Demand Signage

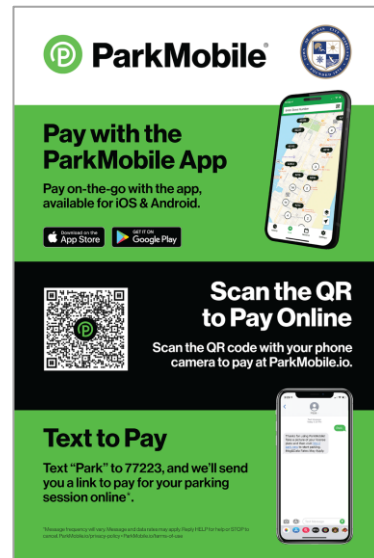
18x24 Sign



24x36 A-Frame



24x36 "Perks" A-Frame



28x44 "Windmaster"



High Impact Signage

Research shows **signage is the #1 way people learn about ParkMobile**

ParkMobile works closely with clients to deploy high impact signage around parking spots

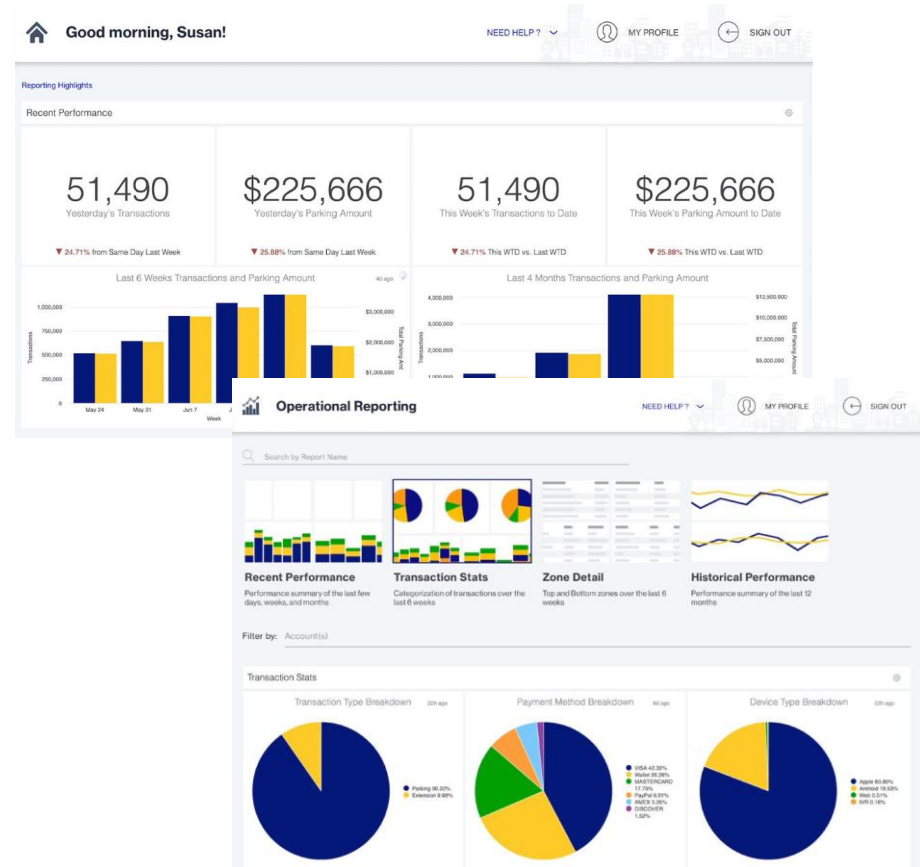


ParkMobile 360

Rate Management and Analytics

ParkMobile 360™ Analytics and Reporting

- Easy-To-Read Reporting Dashboard View
- Scheduled Reports Delivered to Your Inbox
- Filter By Date and Supplier
- Download ParkMobile 360 Reporting Data in Multiple Formats: (.xls, .csv, and .pdf)



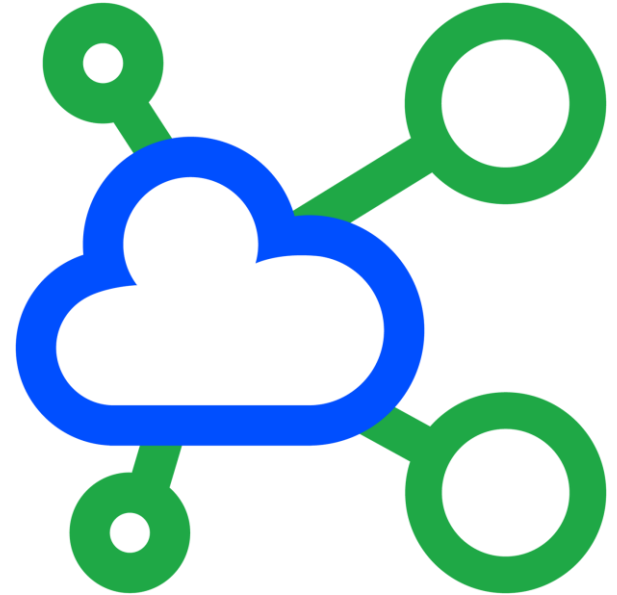
ParkMobile 360 – A comprehensive tool for all your parking data

Aggregate all hardware, data sources, and information from your parking operations in one place

- Improves enforcement processes and standardizes all transactional data within your Parking Operations.
- Real-time communication with every component of the parking operation.
- Improved visibility into inventory, transactions, and usage.

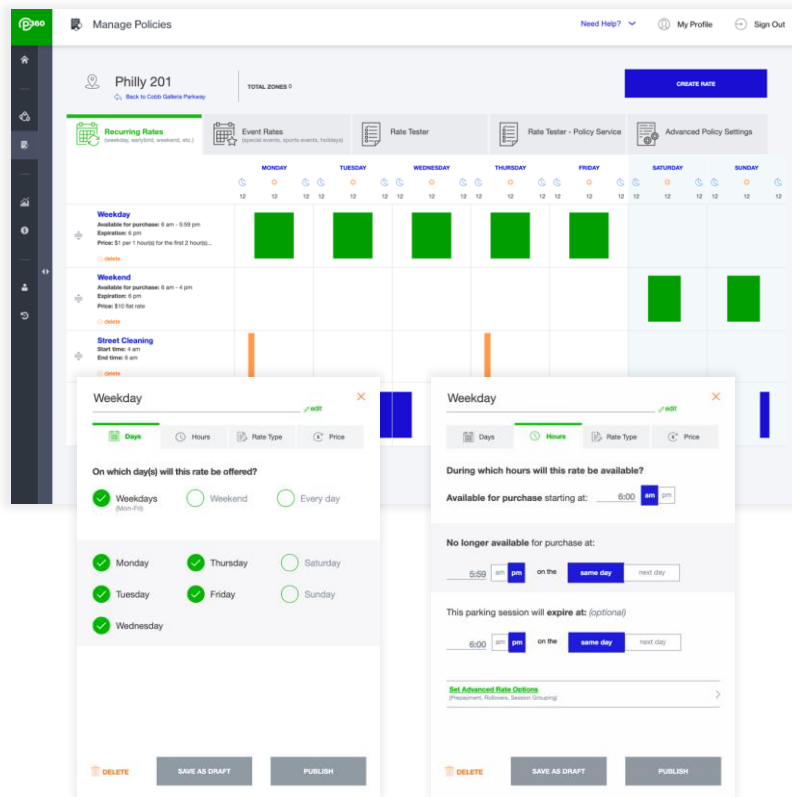
We offer API integration to all parties:

- Parking meter providers
- Mobile parking providers
- Enforcement platforms and control interface integrators



ParkMobile 360 Rate and Policy Management

- Calendar View:** ParkMobile 360 shows daily, weekly and monthly calendar views of all parking policies, making it easy to visually see all parking rates and make the necessary adjustments.
- Rate Creator:** A user can quickly create rates for specific days, weeks or months. If there's a festival, street cleaning or a weather event, a user can just change and update rates across different locations.
- Policy Management Across Locations:** Complete view of rates and policies across multiple locations. A user can quickly apply policies from one location to another without having to rebuild a location's rate structure.
- Rate Tester:** Before pushing out a rate change, test that rate to make sure it is working properly and avoid any potential customer service issues.



ParkMobile 360 Reporting

Payment Date Range:

is in the past x complete days

▼

15

Filter

Clear Filters

Transaction Detail with Location Approved Only

just now

	ID	Order ID	Payment ID	Client ID	Customer Phone	Payment Amount	Insert Date	Payment Date	Approved	Parking Amount	Parking Vat Amount	Transaction Fee	Transaction Fee Vat A
1		947,344,102	897,860,834	57,269,349	0	\$0.00	2023-11-05 13:24:18	2023-11-06 06:02:04	Approved	\$0.00	\$0.00	\$0.00	\$0.00
2		947,246,827	897,706,811	29,400,527	0	\$0.00	2023-11-05 01:11:42	2023-11-05 13:06:06	Approved	\$0.00	\$0.00	\$0.00	\$0.00
3		946,215,726	897,549,853	35,436,573	0	\$16.35	2023-11-03 12:55:12	2023-11-04 22:57:29	Approved	\$16.00	\$0.00	\$0.35	\$0.00
4		946,215,416	896,862,350	35,436,573	0	\$6.35	2023-11-03 12:54:52	2023-11-03 22:57:13	Approved	\$6.00	\$0.00	\$0.35	\$0.00
5		946,213,114	898,388,866	35,436,573	0	\$36.35	2023-11-03 12:52:12	2023-11-06 21:57:16	Approved	\$36.00	\$0.00	\$0.35	\$0.00
6		941,178,136	891,137,075	56,817,665	0	\$1.35	2023-10-25 12:59:13	2023-10-25 20:01:30	Approved	\$1.00	\$0.00	\$0.35	\$0.00
7		940,685,658	890,529,600	33,850,481	0	\$5.35	2023-10-24 15:22:52	2023-10-24 23:02:05	Approved	\$5.00	\$0.00	\$0.35	\$0.00
8		940,334,152	890,599,159	55,637,831	0	\$23.35	2023-10-24 01:09:02	2023-10-25 07:11:09	Approved	\$23.00	\$0.00	\$0.35	\$0.00
9		940,334,146	890,533,483	55,637,831	0	\$15.35	2023-10-24 01:08:16	2023-10-24 23:12:13	Approved	\$15.00	\$0.00	\$0.35	\$0.00

Financial reports in PM360 clearly show:

- Payment Amount
- Parking Amount
- Transaction Fee.



REQUEST FOR ACTION

Meeting Date	January 15, 2025
Agenda Item	E2
Attachment	Ordinances
Submitted By	Jack Linehan, City Administrator

Item	Commercial Parking Lot Licensing
Description	In the 2023 State Fair Task Force Report, it was noted that the regulation of commercial parking lots should be a future goal. As a reminder, the city does not allow parking in residential districts but does allow paid State Fair parking in commercial lots. The city does not regulate further beyond that, other than working with operators when complaints arise to ensure they are operating safely. A concern over special event commercial lots is that some that operate lots should not be doing so, some businesses no longer have sufficient parking to operate, and parking lot operations often spill into roadways, causing safety concerns. A t licensing system would also give staff a point of contact in the event of an issue, as often the operator of a commercial lot is not the same individual as the owner. At the October meeting, the State Fair Task Force gave direction to staff to expand the ordinance to be year-round rather than just the State Fair to encompass other special events. Additionally, more direction was provided on signage and language. Staff has modified the ordinance and is prepared to present it to City Council for approval in February if it is supported by the State Fair Task Force.
Budget Impact	N/A
Attachment(s)	Draft Ordinance 25-XX – Special Event Commercial Parking Lots
Action(s) Requested	Motion to recommend the Falcon Heights City Council supports for adoption a Special Event Commercial Parking Lot Ordinance

ORDINANCE NO. 25-XX

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING TITLE 14 OF THE FALCON HEIGHTS CITY CODE
TO LICENSE SPECIAL EVENT COMMERCIAL PARKING LOTS**

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

Section 1. Title 14 of the Falcon Heights City Code is hereby amended to add a new Article X to read as follows:

ARTICLE X. SPECIAL EVENT COMMERCIAL PARKING LOTS

Sec. 14-311. Definitions. Except where otherwise expressly stated, the following terms, wherever used in this chapter, shall have the meanings respectively ascribed to them in this section:

- **Special event commercial parking lot:** Any commercially zoned premise where motor vehicles are parked, stored, or allowed to remain for a fee at any point.
- **Licensee:** The person or entity to whom a license is issued to operate a special event commercial parking lot.

Sec. 14-312. License required.

(a) No person shall engage in the business of operating a special event commercial parking lot without a license required under this article.

(b) Each license issued under this article shall be subject to the provisions of this chapter and shall be valid only for the period specified in the license.

Sec. 14-313. License fees. The license fee for operating a special event commercial parking lot shall be as established in the City Fee Schedule. The fee shall be paid at the time of application.

Sec. 14-314. Licensing requirements.

(a) Application. Any person desiring a license to operate a special event commercial parking lot shall submit an application on forms provided by the city. The application shall include:

1. The name, address, and telephone number of the applicant.
2. The name, address, and telephone number of the on-site contact for the proposed parking lot.
3. The location and size of the proposed parking lot.
4. The maximum number of vehicles to be parked on the lot.

5. A general description of the security measures to be provided.
6. Any other information deemed necessary by the city.

(b) Review and approval. The city shall review the application, inspect the proposed site, and approve or deny the license based on compliance with city standards and regulations.

(c) Issuance. Upon approval, the city shall issue the license, which shall be prominently displayed at the entrance to the parking lot.

Sec. 14-315. License expiration. Licenses issued under this article shall expire on December 31st of each year.

Sec. 14-316. Operational requirements.

(a) A special event commercial parking lot license will only be eligible to properties in a commercial zoning district.

(b) The charge for parking shall be clearly posted at the entrance to the parking lot in letters of sufficient size to be readily seen from the street.

(c) The parking lot shall be maintained in a clean and orderly manner, free from litter and debris.

(d) Adequate lighting shall be provided to ensure the safety and security of patrons.

(e) The parking lot shall comply with all applicable federal, state, and local traffic laws.

(f) The licensee shall ensure that no vehicles are parked in a manner that obstructs sidewalks, driveways, or other access points.

(g) The licensee shall ensure that all vehicles are parked in designated parking stalls as required by building codes.

Sec. 14-317. Insurance requirements.

No license shall be issued or renewed without proof of general liability insurance in an amount not less than one hundred thousand dollars (\$100,000) for injury or death to one person, three hundred thousand dollars (\$300,000) for each occurrence, and one hundred thousand dollars (\$100,000) for property damage. The certificate of insurance must be issued by an insurance company authorized to do business in the State of Minnesota.

Sec. 14-318. Enforcement and penalties.

(a) The city shall have the authority to inspect any licensed special event commercial parking lot to ensure compliance with this article.

(b) Any violation of the provisions of this article may result in the revocation or suspension of the license and/or a fine as established below:

- Operating a commercial parking lot without a valid license:
 - \$200 per parked vehicle per day

Sec. 14-319. Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this [XX] day of [Month], 2025 by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____

Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator



REQUEST FOR ACTION

Meeting Date	January 15, 2025
Agenda Item	E3
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Discussion of Request for State Assistance
Description	At previous meetings, members discussed the need for state assistance and resources during the State Fair. This will be an opportunity to discuss and formulate a request strategy.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force discuss a potential request.



REQUEST FOR ACTION

Meeting Date	January 15, 2025
Agenda Item	E4
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Member Topics
Description	This is an opportunity for Task Force members to discuss other topics that may not have been covered on the agenda.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force discuss additional topics.