

City of Falcon Heights

State Fair Task Force

City Hall
2077 Larpenteur Avenue West

AGENDA

Wednesday, April 16, 2025
6:30 p.m.

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

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

Ross Allard ____
VACANT____
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

E. NEW BUSINESS -

1. ParkMobile Parking Program
 - i. Update from Work Group on Models / Budget Estimates
 - ii. Direction from City Council:
 1. Explore recommendations for increasing the number of passes to be provided to residents
 2. Determine Format for Passes (Digital, Hangtag, etc.)
 3. Revisit Pricing Discussion - Fixed Rate Citywide or Zone-by-Zone Rate
 - iii. Request for Consideration - No Parking on North/South Streets in Northome for Alleyway Access
 - iv. City of Roseville Discussion on E-Meters
2. Update on Legislative Activity
3. Member Vacancy Update & Process
4. Future Agenda Items:

- i. Invitation to St. Anthony Village Police / Minnesota State Fair Leadership
- 5. Member Topics / Open Discussion

F. INFORMATION AND ANNOUNCEMENTS

- 1. City Council Liaison Update
- 2. Staff Liaison Update

G. ADJOURN

Next regular meeting date: May 14, 2025 at 6:30PM



REQUEST FOR ACTION

Meeting Date	April 16 2025
Agenda Item	E1
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	ParkMobile Parking Program Updates
Description	The City Council met on Wednesday, April 2nd to review the feedback from the public hearing. Task Force Chair McGarthwaite and Members May, Davis and Prather were in attendance. At the meeting, it was directed that a subgroup of the task force work with council members Meyer and Wassenberg on developing models to refine the budget to help guide decision making around passes, costs and more. The subgroup met on April 7th and will present some of their research to date and questions to pose to the group. Following this, the Task Force is requested to weigh in on: • Number of passes that would be provided to each household under a program. • How to provide these passes (by mail or in-person), and whether they would be physical or digital passes. • How to handle one-off circumstances. • Other considerations such as pricing different regions differently, adding or considering not allowing parking on streets abutting an alleyway. Staff has included a draft budget to highlight the working determinations of the programs costs and potential revenues. The gross program revenues listed at \$250,000 may move up or down depending on modeling used and passes provided, and costs may also shift depending on program scope and future determinations. After the State Fair Task Force weighs in, the next step will be to provide a recommendation back to the City Council for their review at the May workshop. Additionally, cities and neighborhood councils surrounding Falcon Heights have began having discussion on the proposal and either A) how it may impact parking in their jurisdiction or B) how they may also consider

	leveraging paid-on-street parking. The City of Roseville had a discussion on April 7 th on the topic. Video here (starts at about 3:45 mark): https://webstreaming.ctv15.org/viewer.php?streamid=7714
Budget Impact	N/A
Attachment(s)	• Draft Budget • Administrative Manual Sections: Parking and MN State Fair Guidelines
Action(s) Requested	Staff recommends the task force discuss the latest considerations around the ParkMobile program and determine next steps.

PARKING MANAGEMENT (211)

ACCOUNT	ESTIMATE	BUDGET	
NUMBER	ACCOUNT TITLE	2024	2025
	REVENUES:		
	INTERGOVERNMENTAL		
33610	GRANTS	0	0
	TOTAL INTERGOVERNMENTAL	0	0
	CHARGES FOR SERVICES		
34310	PARKING METER FEES - GROSS	0	250,000
	TOTAL CHARGES FOR SERVICES	0	250,000
	MISCELLANEOUS		
36211	INTEREST ON INVESTMENTS	0	0
36400	MISCELLANEOUS	0	0
	TOTAL MISCELLANEOUS	0	0
201	TOTAL REVENUES	0	250,000
	OTHER FINANCING SOURCES		
39200	TRANSFERS	0	0
	TOTAL OTHER FINANCING SOURCES	0	0
	TOTAL REVENUES & OTHER FINANCING SOURCES	0	250,000
	EXPENDITURES:		
	COMPENSATION		
60100	REGULAR SALARIES	0	8,500
60520	PART-TIME EMPLOYEES	0	2,500
			Allocation of staff salary for installation of signs, administration of program for OT weekends
			Part-time office support if needed for management of program, additional weekend coverage
60530	SEASONAL EMPLOYEES	0	18,720
			Parking Ambassadors - 144 hours * \$25/hr * four employees plus shift supervisors at \$30/hr for 144 hours. Pay rates are estimates for budgeting and will be determined once jobs are scored in our pay system
64011	PERA CONTRIBUTIONS	0	600
64012	FICA CONTRIBUTIONS	0	800
64031	HOSPITALIZATION	0	150
64032	DENTAL	0	25
64033	LONG-TERM DISABILITY	0	15
64034	LIFE INSURANCE	0	15
	TOTAL COMPENSATION	0	31,325
	MATERIALS & SUPPLIES		
70100	SUPPLIES	0	10,000
			2,000 hang tags at \$5 per
70300	AMBASSADOR SUPPLIES	0	10,000
			6 tablets for enforcement, vests/uniforms, hotspots, misc supplies
70440	PRINT & PUBLISHING & ADVERTISING	0	2,000
			Postage
73000	ADDITIONAL PARKMOBILE SIGNAGE	0	0
			This is an asterisk, I'm getting exact number of signs shortly but there is potential we have to purchase more signs than PM provides
	TOTAL MATERIALS & SUPPLIES	0	22,000
	OTHER SERVICES & CHARGES		
80310	AUDIT	0	850

86010	MILEAGE / VEHICLE USE	0	1,500	
86100	SALES TAX	0	0	Parking Meters are exempt from sales tax, but gathering ruling from MNDOR on if we qualify under definitions. If not, 8.375% of gross
87500	PARKMOBILE FEES	0	47,000	Gross revenue * 15% plus \$0.20 per transaction, plus 3% merchant of record fee
89000	MISCELLANEOUS	0	0	
	<i>TOTAL OTHER SERVICES & CHARGES</i>	0	49,350	
-201	<i>TOTAL EXPENDITURES</i>	0	102,675	
	FUND BALANCE - JANUARY 1	0	0	
	CHANGE IN FUND BALANCE	0	147,325	
	FUND BALANCE - DECEMBER 31	0	147,325	

DRAFT

Parking Policy

Adopted February 19, 1991
Last Modified March 13, 2024

I. PARKING POLICIES

A. GENERAL

The city's parking philosophy is to provide a safe, orderly, and, when possible, convenient parking environment for residents, trade and visitors within the city, while keeping the streets primarily for safe and efficient traffic flow.

B. SPECIFIC

1. Maintain the streets primarily for safe and efficient traffic flow.
2. Maintain the residential character of the city's neighborhoods and the 'small-scale' or 'village character of the overall city by attempting to alleviate parking conflicts between residential neighborhoods and non-residential uses when they appear; and by utilizing complementary new parking facilities when they are necessary.
3. Encourage property owners to accommodate parking demands generated by the property particularly redevelopment and new development, by enforcing the parking requirements in the zoning code and working with property owners, residents and/or proprietors when parking problems develop.
4. Cover the cost of parking administration and enforcement by charging fees to the individuals for these services, whenever possible.
5. Adopt temporary parking restrictions when necessary to accommodate the Minnesota State Fair and other special circumstances.
6. Consider a variety of on-street and off-street parking solutions to parking problems including posting restrictions, permit parking, shared parking, parking lots, parking ramps, and re-routing traffic. The simplest solution shall be selected.
7. Select the most efficient and least disruptive solution to a parking problem.

II. PROCEDURES FOR HANDLING PARKING PROBLEMS

A. ORIGINATION

Parking problems arise when parking demands conflict with fixed amounts of

available on and off street parking to produce an unsafe and/or inconvenient parking situation.

B. IDENTIFICATION

Parking problems come to the attention of the city when:

1. A city official reports a safety problem and/or inconvenience problem.
2. A resident(s), proprietor(s) and/or a property owner(s) reports a safety and/or an inconvenience problem.

C. EVALUATION

1. Problem: A possible immediate threat to public safety:
 - a. The appropriate city staff shall immediately research the reported parking situation. The city staff must visit the site and assess the parking conditions at various times of the day as well as collect other useful information including state and county rules governing the street(s) in question. The city planner shall prepare a written report on the nature and severity of the reported parking problem and alternative solutions for the city administrator as soon as possible but no more than five working days after the reported problem.
 - b. If the parking situation is determined to be a threat to public safety, the city administrator must take the necessary action to alleviate the dangerous situation. A report of the steps taken shall be made to the planning commission and the city council at their earliest meeting dates. Any revisions in the action taken may be made at this time.
2. Problem: A possible, but not immediate, threat to public safety and/or inconvenience to residents, businesses, and/or institutions:
 - a. If notice of the parking problem arose from a city official, city staff shall research the reported parking problem. Staff shall visit the site, assess the parking conditions at various times of the day and collect other useful information including state and county rules governing the streets in question. The staff shall also determine whether the problem area is limited to the area specified in the complaint or broader in scope.
 - b. If notice of the parking problem arose from a resident(s), proprietor(s) and/or property owner(s) complaint, the city staff shall request a formal written request be submitted to the city defining the nature of the problem, the affected area and, whenever possible, the names of other affected

property owners in agreement with the problem. The city staff shall research the reported parking problem. Staff shall visit the site, assess the parking conditions at various times of the day and collect other useful information including state and county rules governing the streets in question. If appropriate, residents and/or property owners in the affected area shall be contacted for their opinion about the existence and/or extent of the parking problem. The staff shall also determine whether the problem area is limited to the area specified in the complaint or is broader in scope.

c. If staff research suggests that the city needs to take action to alleviate the parking situation, the city planner shall make a report with the proposed alternatives to the planning commission for its review and recommendation. The planning commission recommendation and staff report will go to the city council for final action.

d. If staff research suggests that the city does not need to take action to alleviate the parking situation, the city planner shall report the state of the request at the next planning commission and city council meetings. The initiator of the parking request will be notified of the report.

III. PARKING RESTRICTIONS

A. POSTED PARKING RESTRICTIONS

1. Posting parking restrictions on streets may be used to control on-street parking problems in specific areas for various lengths of time. When such a solution is proposed, the affect on nearby streets must be taken into account.
2. Restrictions shall contain as few conditions as possible so they are easily understood and enforced.
3. Restrictions adopted to alleviate a specific parking problem shall be as consistent as possible in a neighborhood and throughout the city. For example, "two hour parking 8:00 A.M. to 4:00 P.M. Monday through Friday" should be used throughout the city rather than "one hour parking 8:00 A.M. to 4:00 p.m. Monday through Friday".

4. On-street posted signs shall include:

a) "No Parking Anytime"

"No Parking Anytime" is to be used when parking at anytime of day or night is a safety threat to the public or a chronic inconvenience to residents and/or property owners.

b) Parking for a specified period of time

Signs restricting parking for a specified period of time shall be used to control traffic turnover for commercial areas and prevent the inconvenience to residents of long-term parking in residential neighborhoods near businesses and institutions. These shall include "15 Minute Parking", "Two Hour Parking from 8:00 A.M. to 4:00 P.M. Monday through Friday", and "Two Hour Parking from 10:00 P.M. to 7:00 A.M".

c) "No Parking" for a specified distance

Signs restricting parking for a specified distance are useful to eliminate safety hazards near alleys, driveways and stop signs. Examples include: "No parking between signs", "No parking here to corner".

B. RESIDENTIAL PARKING PERMITS

1. Purpose/Policy

a. Residential permit parking shall be pursued as a solution to a parking problem only when all other solutions have been determined inadequate.

b. Residential districts congested because of heavy residential and non-residential traffic and parking are eligible to request residential permit parking. It is the purpose of this policy to reduce the flow of commuter traffic from year-round non-residential traffic from parking in an adjoining residential neighborhood; to reduce air pollution and other environmental effects of automobile commuting; to enhance the quality of life in the residential areas by reducing noise, traffic hazards and litter; to protect the residents from unreasonable burdens in gaining access to their residences; to preserve the character of the residential district; to promote efficiency in maintaining the streets in a clean and safe condition; to preserve the safety of children and other pedestrians; and to promote traffic safety; and to promote the peace, good order, comfort, convenience and welfare of the inhabitants of the city.

c. No residential parking permits shall guarantee any permit holder of a designated parking space, but shall provide general parking subject to availability in designated areas during the posted, specified times.

2. Procedures for Designating Residential Permit Parking Areas

a. Submitting a request

1) Petition

The designation of a residential permit parking area shall be initiated by a petition filed with the city staff stating that residents of a

particular residential area are encountering serious problems because of excessive parking by persons who are associated with nearby nonresidential uses. A filing fee shall accompany every petition. The fee is identified in the fee schedule portion of the city code.

2) Signatures

The petition must be signed by 75% of the owners of all residential structures in the area. One resident per structure may sign. No signature shall be valid where multiple residents in a household express disagreement on whether the area should have residential permit parking. Any signer may withdraw his/her name by filing a written request. If for any reason the number of signers falls below 75% prior to the public hearing, the petition shall be deemed defective and shall not be considered. The person and/or group responsible for submitting the petition will be notified of this finding prior to the public hearing.

3) Minimum Size

The request for residential permit parking must be a minimum of 600 linear feet or one block front.

b. Request Review Process

1) Staff Review

After receiving the petition, the city staff shall assess the nature of the problems, if any, caused by nonresidential parking in a residential area. The city planner shall submit a report to the Planning Commission. The report must include the following information:

- a. The need assessment for residential permit parking
- b. The specific area petitioned for residential permit parking
- c. The guidelines for who and how one may obtain a residential parking permit
- d. The potential implications of such a parking arrangement in the area
- e. If the permit parking area is recommended, the report must also include:
 - (1) A recommended review period to evaluate the residential permit parking district
 - (2) The specific area recommended for residential permit parking

3. Policy Review

The city planner shall submit the report with its recommendation to the planning commission. A public hearing shall be held on the request. The planning commission shall submit a recommendation to the city council. The city council shall make the final decision. If the city council designates

a residential permit parking district, the resolution shall state the need for the district, the location, hours (if applicable), streets to be posted permit parking and the procedure for issuing permits to eligible residents.

4. Permit Eligibility and Fees

a. Resident Permits

Residents living on streets designated in the residential permit parking district may apply for a non-transferable residential parking permit for each car owned or leased, currently licensed and in operating condition at the address. A non-refundable annual residential permit fee will be charged. The fee shall be identified in the fee schedule section of the city code. A false application shall be grounds for denial of the residential permit.

b. Lost Permits

A duplicate permit may be obtained for a fee, if the application submits a notarized, written statement to the city that the original permit was lost. The fee shall be identified in the fee schedule section of the city code.

c. Placement of Permit

Annual residential parking permit stickers shall be permanently affixed to the inside of the vehicle in the lower rear corner of the left side window closest to the rear of the vehicle.

5. Review of an established district.

If antecedent conditions change and there is a lack of permit demand, the district may be reviewed and repealed.

C. EXCEPTIONS

1. Emergency Vehicles

Emergency vehicles are exempt from posted parking restrictions when responding to an emergency.

2. Snow Emergencies

After a two inch snowfall, no on street parking is allowed until the street is plowed to its full width.

3. State Fair Parking

a. Temporary "No Parking" signs shall be posted on streets so designated by the city council during the Minnesota State Fair.

b. Temporary parking permits shall be issued to residents and/or property owners of designated apartment buildings along streets designated "No Parking" by the city council during the Minnesota State Fair.

4. Temporary Parking Permits

- a. Temporary permits shall be issued for the following reasons:
 - (1) For construction and service vehicles necessary for performing work on a property
 - (2) For special event parking or visitor parking in a restricted parking district
 - (3) For visitor parking in a residential permit parking district
- b. A temporary parking permit(s) shall be issued for a minimum of one day and a maximum of two weeks. The applicant shall identify the purpose for the permit(s) and the length of time required for the temporary parking permit(s).
- c. A temporary parking permit shall be placed in the left lower rear corner of the left side window closest to the rear of the vehicle or in some other conspicuous spot inside the left rear of the vehicle where it is visible to law enforcement personnel.
- d. A temporary parking arrangement using a bag over a sign to cover up the parking restrictions shall be issued for one to three days. The applicant shall identify the purpose for the bag(s) and the length of time required for this temporary parking arrangement. The bag(s) shall be returned by the person using it.

D. FEES

Parking permit fees are as established in the fee schedule section of the city code.

E. ENFORCEMENT

Violation of the city's parking restrictions are deemed a misdemeanor.

E. GUIDELINES DURING THE MINNESOTA STATE FAIR

1. Purpose. To provide guidelines to explain in a practical, understandable way how the city codes and parking procedures are handled during the Minnesota State Fair. The guidelines are intended to simply re-state some sections of the city code that frequently come up during the State Fair. The guidelines are not intended to cover all codes and policies as they apply during the State Fair.

2. Applicability of codes. All city codes and ordinances are applicable during the Minnesota State Fair (attachment 1 identifies applicable codes).

3. Residential districts. No commercial activity is permitted in residential districts other than that permitted in the zoning code. Residential districts include both single family and multi-family dwellings. To clarify this, this includes:

- a. No parking on front lawns.
- b. No identifiable sales of parking or of State Fair parking permits.
(License plates in driveways will not be checked for a local registration.
However, the advertising of parking spaces for sale will be prohibited.)
- c. No outside sales except garage sales as permitted in the zoning code and kids' "kool-aid" stands.

4. Commercial districts.

- a. Businesses are permitted to sell parking spaces during the State Fair on paved surfaces designed for off-street parking. There shall be no parking on boulevards or rights of way.
- b. Advertising for parking sales must be on ground signs or hand-held signs. It cannot be posted on trees, poles nor in residential neighborhoods.
- c. No outside sales of merchandise that is not part of the adjacent business.
- d. No inflated balloons that are mounted above the ground or go above the roof of a structure or are located in the right-of-way.

5. State Fair posted "no parking" and "permit parking only" areas:

- a. The city shall post streets that may be heavily impacted from State Fair parking with no parking or permit parking only signs to eliminate hazards to public safety by protecting access by public safety vehicles. These streets and postings are included in attachment 2.
- b. The State Fair parking postings are enforced from the first day of the State Fair, not from the first day that they are posted.

6. Parking permits and parking bags.

- a. Residents of multi-family dwellings along the street sections posted for State Fair permit parking are eligible for State Fair residential permit parking during the State Fair.
- b. State Fair parking permits will be issued to residents in these multi-family dwellings upon request at city hall by the resident and registration of their vehicle's license number at city hall. The vehicle's license number will be posted on the State Fair parking permit. (If necessary, staff will arrange for evening or Saturday hours for residents' registration for State Fair parking permits to make it as easy as possible.)
- c. Regular temporary parking permits will be available for residents upon a special request for unique occasions such as family reunions, weddings, or pre-scheduled events. Temporary parking permits will not be available for residents who wish to park on the street for a non-unique occasion or who wish to have friends or family park on the street for a non-unique event. Emergency situations shall be accommodated.
- d. "Parking bags" will not be available for covering parking signs during the State Fair.

Blocking of streets. The city will not issue wooden barricades to block streets for block parties or other events during the State Fair.

CITY CODES AND POLICIES RELATED TO THE GUIDELINES FOR THE STATE FAIR

1. **Residential**

Single and multi-family: Chapter 9, Section 4.01 through 8.01

Home occupations: Chapter 9, Section 14.01, Subd. 24

2. **Commercial**

All districts: Chapter 9, Section 9.01 through 11.01

3. **Signs**

All districts: Chapter 9, Section 13.01

4. **Parking**

City parking policy III.D: Administrative Manual

"No Parking"

- 1) All of Northome, water side of street
- 2) All of Hollywood Court, water and alley
- 3) St. Mary's Street, Fry Street, Maple Knoll Drive, and Garden Avenue west of Snelling on both sides
- 4) Water side of all streets north of Larpenteur, between Snelling and Hamline running to Roselawn
- 5) Snelling Drive north and southbound both sides of Snelling Avenue
- 6) Tatum Street, water side
- 7) Lindig Street on water side, including cul-de-sac
- 8) Larpenteur Avenue from Snelling to Cleveland, both sides
- 9) Fairview Avenue 1,300 feet north of Larpenteur on both sides.

"Permit Parking Only"

- 1) East side of Arona from California to Crawford, except where presently posted
"No Parking"
- 2) East Snelling drive from Idaho to alley between 1642 Snelling Drive and Pizza Hut
- 3) West side of Fry Street in front of the Fry apartments
- 4) Approximately two car lengths in front of the group home at 1746 Snelling Avenue



REQUEST FOR ACTION

Meeting Date	April 16, 2025
Agenda Item	E2
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Legislative Update
Description	An update will be provided on the status of various bills and other legislative efforts.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force hear the request update and provide feedback.



REQUEST FOR ACTION

Meeting Date	April 16, 2025
Agenda Item	E3
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Member Vacancy Update
Description	State Fair Task Force Member Alice Hausman has unfortunately resigned, citing health and time commitment concerns. We are grateful Alice was able to participate with us and for her contributions. This leaves a vacancy, which the City is posting for. We will update the recruitment process and next steps in filling this vacancy.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force discuss the vacancy.



REQUEST FOR ACTION

Meeting Date	April 16, 2025
Agenda Item	E4
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Future Agenda Items
Description	Chair McGarthwaite has requested that we extend invites for future meetings to leadership at the St. Anthony Police Department to discuss staffing and enforcement around the Fair, as well as our meeting with leadership from the Minnesota State Fair to gather updates on the 2025 Fair and collaborate.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force discuss and provide additional recommendations for future guests.



REQUEST FOR ACTION

Meeting Date	April 16, 2025
Agenda Item	E5
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.