City of Falcon Heights
State Fair Task Force

City Hall
2077 Larpenteur Avenue West

AGENDA

Wednesday, May 21, 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 ____
Tom Baldwin ___
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. March 19, 2025
2. April 16, 2025

E. NEW BUSINESS -
1. Meeting with St. Anthony Village Police Chief Jeff Spiess
2. Pay-by-Mobile Parking Program
    i. Update
    ii. Parking Passes
        1. Hardship Qualifications / Guidelines
        2. Consideration of Daily Passes
    iii. Statistics and Observations During the State Fair
3. Parking Ambassador Job Description
4. Future Agenda Items:
    i. Invitation to 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: June 18, 2025 at 6:30PM

City of Falcon Heights
State Fair Task Force

City Hall
2077 Larpenteur Avenue West

MINUTES

Wednesday, March 19, 2025
6:30 p.m.

A. CALL TO ORDER: 6:36 p.m.

B. ROLL CALL:

Chairperson Mona McGarthwaite__X__
Vice Chairperson Nicole Porter _X*___
Secretary Jennifer Johnson_X_

Ross Allard _A___
Alice Hausman _A__
Rice' Davis _X___
Tom Prather _X___
Georgiana May__X__
Tom Brace _A___
Jennifer Paulus __X__

Staff Liaison Jack Linehan _X___
Council Liaison Paula Mielke _X___

*Member Porter arrived after roll call

C. APPROVAL OF AGENDA
1. Moved by Member May to modify the agenda to include Item 2 under new business, consideration of other issues before Public Hearing
    i. Moved by Member Prather
    ii. Approved 7-0

D. APPROVAL OF MINUTES
1. February 19, 2025
    i. Correction that Member Porter attended, but after roll having arrived at 7PM.
        1. Motion by Member May to approved the Minutes as corrected
            a. Approved 7-0

E. NEW BUSINESS -
1. E-Meter Presentation – Public Hearing Preview and Discussion
    i. Next week 03/26 at 7pm @City Hall will be at the beginning of the presentation.
        1. Easch resident has 3 minutes to make comments.

2. No answers will be given immediately, but opportunity to review after meeting

ii. Price and logistics discussed.
1. $20 of the amount charged per car goes to the city.
a. 862 Parking spots anticipated.
b. 598 Houses affected.
c. 1150 Houses in Falcon Heights.
d. Approximately $207,000 anticipated income
2. Only e-pay or pay-by-mobile options available
3. All 12 days of the Fair
4. Parking Ambassadors needed (3 tiers of management possible)

iii. Contract is with Park Mobile
1. Draft is 3-year contract that can be terminated early without penalty

iv. Contract is needed. First Ordinance necessary to charge fee for e-meters. Additionally, a resolution for a specific area can be used to make changes more easily.

2. Consideration of Other Issues Before Public Hearing
3. Update on Legislative Activity
i. Rep. Finke/Sen. Verbeten are invested in helping Falcon Heights. One bill would provide funding to Falcon Heights/St. Paul from funding via a $0.30 Admission fee tax
ii. Legislation from the State Fair asking to be Sales Tax Exempt.
4. Member Topics / Open Discussion

F. INFORMATION AND ANNOUNCEMENTS
1. City Council Liaison Update
i. 4/26 Sustainability Fair
2. Staff Liaison Update
i. 3/1/25 St. Anthony Police started their contract with Falcon Heights.
1. They are adding staff more quickly than anticipated with positive recruiting success, which is good.

G. ADJOURN

Next regular meeting date: April 16, 2025 at 6:30PM

City of Falcon Heights
State Fair Task Force

City Hall
2077 Larpenteur Avenue West

MINUTES

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

A. CALL TO ORDER: 6:34 p.m.

B. ROLL CALL:

Chairperson Mona McGarthwaite__X__
Vice Chairperson Nicole Porter _X*___
Secretary Jennifer Johnson_X_

Ross Allard _X___
VACANT _A__
Rice' Davis _X___
Tom Prather _X___
Georgiana May__X__
Tom Brace _X___
Jennifer Paulus __X__

Staff Liaison Jack Linehan _X___
Council Liaison Paula Mielke _A___
Eric Meyer (council member present as a resident)_ X
KARE 11 Present and video taken during first half of meeting.

*Member Porter arrived after roll call

C. APPROVAL OF AGENDA
1. Moved by Member
2. Approved 8-0

D. APPROVAL OF MINUTES
1. Not moved. Minutes not available to approve.

E. NEW BUSINESS –
1. Park Mobile Parking Program
    i. Update from Work Group on Models/Budget Estimates
        1. Per Member May: Prather, May and Wassenberg comprised Subgroup
        2. Subgroup doesn't make decisions, only attempted a budget. Strong desire to meet all expenses
        3. Falcon Heights Fair impact is hard to determine, although $80,000 is the approximate cost

a. All Events- Approximate Historical Costs
    i. O.T. Police: $35,000
    ii. O.T. Public Works: $5,000 (Signs, Porta Potties, etc.)
    iii. O.T. Staff: $42,000
b. Handout –(Included) shows Potential Budget for Park Mobile Program
    i. Incorporates Park mobile costs
        1. Range is $100,000-$250,000 of Revenue
            a. Discussion to keep revenue numbers very conservative and overestimate costs to reduce chance of failure with the program
    ii. Will be sent to May 7th (6:30pm) Council Workshop
c. Change the name of the program to avoid the verbiage "E-Meter", which is a term utilized for a Church of Scientology device.

ii. Direction from City Council:
1. Explore recommendations for increasing the number of passes to be provided to residents.
    a. Motion 1: Recommendation that Falcon Heights City Hall mail the 1st pass to impacted residents with immediate option of 2nd pass upon request. Additional option to apply in person for a 3rd/4th pass if there is a hardship. Moved by Brace. APPROVED 9-0
    b. Falcon Heights City Hall plans to be open during the Fair so that residents may acquire tags mid-Fair, if needed
2. Determine Format for Passes (Digital, Hangtag, etc.)
    a. Recommend using Hang tag format to reduce costs and alleviate some resident concerns
3. Revisit Pricing Discussion- Fixed Rate Citywide or Zone-by-Zone Rate
    a. Councilmember Meyer made a request as a resident that the farther portions of Falcon Heights should be considered for a lower rate
        i. Discussion resulted in a motion to "keep it simple" for this cycle and readdress next year
    b. Motion 2: Recommendation that the fee be a fixed $25 for all zones in Northome and NE. Moved by May. APPROVED 9-0

iii. Request for Consideration- No Parking on North/South Streets in Northome for Alleyway Access
1. Motion 3: Recommend that Falcon Heights City Council change the "Albert/Pascal/Arona streets from Hoyt to Larpenteur to

Permit only area during the Fair. Moved by Prather. APPROVED 9-0

a. Permitting these approximately 75 spots will offer a benefit to residents and potential improves alley awareness in the area

iv. City of Roseville Discussion on E-Meters
1. They are going to watch for this year
2. Ward 4 and District 10 in St. Paul are also interested

2. Update of Legislative Activity
i. 3204S/3098H referred 4.1.25 to Ag (Public Safety)
ii. 3068S/3099H authored by Verbeten/Finke was referred 3.22.25 (Reimbursement Bill)
iii. 3203S/3997H referred 4.1.25 (Annual Inflation-Taxes)
iv. 3205S/3096H referred 4.1.25 to Ag (Peace Officers)
3. Member Vacancy Update and Process
4. Future Agenda Items:
i. Invitation to St. Anthony Village Police/Minnesota State Fair Leadership
1. May and July – SAP (try for Chief or Deputy Chief), June SF
2. Garbage Can Movement
5. Member Topics/ Open Discussion
i. Suggestion to have a Party at Member May's home the day after Labor Day (Potluck)

F. INFORMATION AND ANNOUNCEMENTS
1. City Council Liaison Update—Paula Mielke is absent, but submitted updates read.
i. 4/26 11AM-2PM Sustainability Fair
ii. Tree for yard $50 on Website
iii. Matt Privratksy is the newly appointed Ward 4 Interim Council Member. Former aide.
2. Staff Liaison Update
i. Parking Ambassador position may be discussed by CEC
ii. Goff Public used by City for Media and FAQ
1. Parking Ambassador will likely be a FT/Temp supervisory position

G. ADJOURN

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

REQUEST FOR ACTION

Meeting Date	May 21, 2025
Agenda Item	E1
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Law Enforcement During State Fair – St. Anthony Police Department – Chief Jeff Spiess
Description	St. Anthony Police Chief Jeff Spiess will join the State Fair Task Force to discuss updates on policing, approaches to the State Fair and staffing plans. It will also be an opportunity for the Task Force to share trends and have a dialogue with SAPD.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force have positive discussions with Chief Spiess.

REQUEST FOR ACTION

Meeting Date	May 21, 2025
Agenda Item	E2
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Pay-by-Mobile Parking Program Updates
Description	The City Council approved five items on Wednesday, May 14th related to the ParkMobile program, which officially adopted the program. As some next steps, staff will update on timelines and additional info. A few items for the State Fair Task Force to discuss include: Hardship Qualifications / Guidelines There has been some discussion on what constitutes a "hardship". Staff will discuss the current practices with State Fair permit parking, and seek advice from the Task Force on how to handle requests Daily Passes Another topic that has been requested for further discussion are whether to consider daily pass offerings for circumstances that require additional passes that exceed the cap, but are for one-off requests. Statistics and Observations During the Fair It was discussed that the State Fair Task Force should consider how we may monitor the pay-by-mobile parking program. The group can start thinking of ways to track and evaluate the program.
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	Staff recommends the task force discuss the latest updates around the Pay-by-Mobile program and determine next steps.

REQUEST FOR ACTION

Meeting Date	May 21, 2025
Agenda Item	E3
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Parking Ambassador and Shift Supervisor Sample Job Descriptions
Description	Staff has worked on creating basic job descriptions for the Parking Ambassador Shift Supervisors and Parking Ambassadors. The Task Force can discuss other duties to assign, as well as expectations of how much coverage is needed to balance budgetary and enforcement considerations.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force discuss the descriptions and advise staff on the next steps as they advertise the positions.

CITY OF FALCON HEIGHTS
2077 W. Larpenteur Ave.
Falcon Heights, MN 55113
651-792-7600

Shift Supervisor - Seasonal Parking Ambassador
Job Description

DEPARTMENT: Administration
CLASSIFICATION: Seasonal/Temporary
SUPERVISOR: City Administrator
HOURS: Monday through Sunday, 8:00am - 8:00pm, including Labor Day (40 hours per week)
WAGE: $30/hr, DOQ

1. **NATURE OF WORK:** The City of Falcon Heights is seeking a seasonal shift supervisor to oversee a team of seasonal parking ambassadors and to warmly welcome and assist fairgoers to pay-by-mobile park on select city streets during the Minnesota State Fair, starting in August and running through Labor Day. Duties will include identifying cars parked in violation of City Code, including vehicles parked too close to driveways or stop signs, as well as vehicles that have not paid to park in a parking zone. Parking ambassadors will then contact St. Anthony Police Department to issue tickets. This position holds no enforcement powers aside from reporting violators to law enforcement. In addition, seasonal parking ambassadors will keep city streets and public areas free of garbage and they will help answer general questions and provide directions and assistance to fairgoers.

MINIMUM QUALIFICATIONS:
1. Minimum age 18 years old.
2. Must have a valid driver's license
3. Experience working with the public

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:
1. Ability to work with little or no direct supervision.
2. Utilize sound reasoning and common sense in a variety of situations.
3. Experience operating and comfortable using mobile devices is desired.
4. Interact well with others
5. Experience leading staff
6. Communication and conflict resolution strategies

CHARACTERISTICS: Reliable, honest, positive attitude, friendly, mature, self-motivated, and self-directed.

PHYSICAL DEMAND: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to stand or walk and talk or hear.
2. The employee is frequently required to use hands to handle or feel objects, tools, or controls and reach with hands and arms.
3. The employee is required to climb or balance and run, walk, sit, stoop, kneel, crouch and crawl.
4. The employee must be able to lift/and or move up to 25 pounds.
5. Specific vision abilities required by this job include close, distant, color and peripheral vision.

6. Perform in an outdoor work environment subject to seasonal heat and adverse weather conditions.

RESPONSIBILITIES (CORE JOB REQUIREMENTS):

1. Patrol an assigned area by foot and/or vehicle to ensure public compliance with existing parking ordinance.
2. Supervise the Parking Ambassadors assigned to the Supervisor's shifts.
3. Recognize and respond effectively in an emergency.
4. Set up and close down the temporary command center daily.
5. Gather up refuse left in public areas.
6. Keep supervisor informed of any concerns or issues.
7. Perform other related duties as requested by supervisor.
8. Enforce all policies, rules and regulations established by the City of Falcon Heights. This includes identifying cars parked in violation of City Code, including vehicles parked too close to driveways or stop signs, as well as vehicles that have not paid to park in a parking zone. Parking ambassadors will then contact St. Anthony Police Department to issue tickets.
9. Interact with community members in a professional, courteous, friendly and helpful manner.
10. Answer questions, provide directions, and be a welcoming and informative resource to fairgoers.

SOMETHING TO CONSIDER:
Do we want to state that they will use their personal cell phones to communicate parking enforcement needs, etc.?
Cell Phone Use:

- Employees may be required to use personal cell phones for work-related communication, including coordination with team members, law enforcement and city staff. Reimbursement for work-related phone usage will follow company policy.
- OR, City will provide temporary cellular devices to Ambassadors/Supervisors
    - Had budgeted for tablets, but a cellular device may be easier to track and may be better for data retention / transfer.

CITY OF FALCON HEIGHTS
2077 W. Larpenteur Ave.
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Seasonal Parking Ambassador
Job Description

DEPARTMENT: Parking
CLASSIFICATION: Seasonal/Temporary
SUPERVISOR: Shift Supervisors
HOURS: Monday through Sunday, 8:00am - 8:00pm (40 hours per week)
WAGE: $25/hr, DOQ

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3. The employee is required to climb or balance and run, walk, sit, stoop, kneel, crouch and crawl.
4. The employee must be able to lift/and or move up to 25 pounds.
5. Specific vision abilities required by this job include close, distant, color and peripheral vision.
6. Perform in an outdoor work environment subject to seasonal heat and adverse weather conditions.

RESPONSIBILITIES (CORE JOB REQUIREMENTS):

1. Patrol an assigned area by foot to ensure public compliance with existing parking ordinance.
2. Recognize and respond effectively in an emergency.
3. Set up and close down the central workspace daily.
4. Gather up debris and refuse left in public areas.
5. Keep supervisor informed of any concerns or issues.
6. Perform other related duties as requested by supervisor.
7. Enforce all policies, rules and regulations established by the City of Falcon Heights. This includes identifying cars parked in violation of City Code, including vehicles parked too close to driveways or stop signs, as well as vehicles that have not paid to park in a parking zone. Parking ambassadors will then contact St. Anthony Police Department to issue tickets.
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REQUEST FOR ACTION

Meeting Date	May 21, 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 with leadership from the Minnesota State Fair to gather updates on the 2025 Fair and collaborate. Additional topics to layout the remainder of the calendar is helpful for planning purposes.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force discuss and provide additional recommendations for future guests.