

City of Falcon Heights State Fair Task Force

City Hall
2077 Larpenteur Avenue West

AGENDA

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

A. CALL TO ORDER:

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. September 17, 2025
2. October 15, 2025

E. NEW BUSINESS -

1. Member Topics
 - i. Parking Report / Analysis
 - ii. List of Meeting Discussion Topics
2. Final Report to City Council - Draft

F. INFORMATION AND ANNOUNCEMENTS

1. City Council Liaison Update
2. Staff Liaison Update

G. ADJOURN

Next regular meeting date: December 17, 2025 at 6:30PM

City of Falcon Heights

State Fair Task Force

City Hall
2077 Larpenteur Avenue West

MINUTES

Wednesday, September, 2025
6:30 p.m.

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

B. ROLL CALL: Chairperson Mona McGarthwaite __X__
Vice Chairperson Nicole Porter ____
Secretary Jennifer Johnson_Arrived 10 min late X_

Ross Allard __X__
Tom Baldwin __X__
Rice' Davis __X__
Tom Prather __X__

Georgiana May __X__
Tom Brace __X__
Jennifer Paulus __X__

Staff Liaison Jack Linehan __X__
Council Liaison Paula Mielke __X__

C. APPROVAL OF AGENDA- Approved 8-0

D. APPROVAL OF MINUTES - Approved 8-0

E. NEW BUSINESS

1. Pay -By-Mobile Program/ 2025 State Fair Parking Analysis.

1. Staff overview:

a. Utilization and outcomes:

- i. 3,561 visitor transactions in paid zones via app/text/ phone.
- ii. Net revenue to the City approximately \$72,000; after expenses, estimated surplus approximately \$49,000.
- iii. Primary goal of reducing parking demand in neighborhoods was reported as successful; traffic noted as significantly down in the Northeast Quadrant and Northome.

b. Deployment and communications:

- i. ~112 temporary ParkMobile signs installed/removed by Public Works; typical placement 3-5 per block; installation took ~2 days, removal ~1/2 day.
- ii. City conducted broad media outreach prior to the fair.

c. Violations/tickets:

- i. 488 tickets issued. This is an increase from 2024, which was 293. The difference primarily was the massive reduction in safety infraction tickets, and increase in non-payment tickets.
- d. Budget and levy notes raised in discussion:
 - i. Surplus (~\$49,000) intended to offset the larger 2026 levy need \$25,000 in levy equates to approximately 1% levy, so a reduction in nearly 2%.
 - ii. Ticket revenue directed to the General Fund for 2026.
- e. Enforcement/ resourcing comments from discussion:
 - i. Approximate officer cost cited at \$75-\$80 per hour; estimated \$30,000 for city prosecutor services noted.
 - ii. Report of one stolen hang tag.
- f. Operational observations from discussion:
 - i. Cell coverage was poor in certain areas; staff advised using "text-to-pay" rather than downloading the app on-site. Staff attempted to secure a temporary cellular asset at Curtiss Field during fair; carriers did not deploy.
 - ii. Report from Metro Transit of increase in bus ridership.
 - iii. Parking split rough estimate cited as 65% Northome / 35% Northeast; 80-85% of parked vehicles appeared paid from field data.
- g. Recommendations discussed:
 - i. Consider authorizing "parking ambassadors" to issue tickets, allowing greater percentage of citation revenue to remain with the City and decriminalizing non-payment of parking.
 - ii. Staff recommendations: increase signage, pursue a Joint Powers Agreement with the MN State Fair (noting St. Paul and Roseville have JPAs), add small, easily visible signs listing the parking cost; evaluate administrative citations/ petty-misdemeanor model and explore ticket printers for ambassadors at \$3,000/each.
 - 1. Staff presented option for mobile pay stations at approximately \$5,000 per location, but feedback was mixed.
- i. Financial/ Budget

1. About \$49,000 revenue over expenditures, not including ticketing
2. Used to reduce the \$150,000 levy increase down to just over \$100,000. This is 3.88% increase from the 2025 levy.
3. Ticket money will go to the General Fund
- ii. Violation/Tickets
 1. 488 tickets were issued. Typically, 300 is normal.
 2. Officer Costs \$75-80 per hour.
 3. It was noted there may have been a few selling spots and a few allowing parking on their lawns.
 4. 1 tag was reported stolen
- iii. Recommendations for Future Considerations.
 1. Issue tickets: parking ambassadors
 - a. More of ticket price will stay in the city
 - b. Give discount to pay immediately. Fines escalate with non-payment
 - c. Eventually will go to city prosecutor
 - d. We will need proof of violation
 2. Falcon Heights Staff Recommendations
 - a. Increase signage
 - b. Get Joint Powers agreement with State Fair and Falcon Heights: St. Paul and Roseville already have one in place.
 - i. Check on possible income from agreement.
 - c. Small colored sign with cost to park
 - d. Administrative Citation (Petty Misdemeanor)
 - i. \$3,000 X 3 Devices
 - ii. Use judge to finalize citations
 - iii. Exploring with City Attorney
- iv. Review of State Fair Task Force Field Data
 1. Members presented neighborhood observations per August assignments; discussion focused on signage placement, compliance in “resident-only” blocks, and consistency of patrols.
- v. Post-State Fair Survey-Initial Results
 1. Survey launched Monday, September 8; as of Wednesday, September 17 at 4:00 p.m., 185 responses received. More analysis planned for October meeting once survey closed.
- vi. Member Topics/Open Discussion
 1. No new member discussion. Some questions on non-related city projects.

F. INFORMATION AND ANNOUNCEMENTS

1. City Council Liaison Update
 - i. Paula- Update on Les Bolstad visioning / U of M RFP
 - ii. County Levy / Roseville Schools Levy
2. Staff Liaison Update
 - i. Summer 2026 Community Park will open

G. ADJOURN – Meeting Adjourned at 8:22 p.m.

Next regular meeting date: October 15, 2025 at 6:30 p.m.

City of Falcon Heights

State Fair Task Force

City Hall
2077 Larpenteur Avenue West

MINUTES

Wednesday, October 15, 2025
6:30 p.m.

A. CALL TO ORDER:

B. ROLL CALL:

Chairperson Mona McGarthwaite A

Vice Chairperson Nicole Porter X

Secretary Jennifer Johnson x (left before end of meeting)

Ross Allard X

Georgiana May X

Tom Baldwin X

Tom Brace X

Rice' Davis X

Jennifer Paulus X

Tom Prather X

Staff Liaison Jack Linehan X

Council Liaison Paula Mielke X

C. APPROVAL OF AGENDA

1. Moved by Member Rice' Davis

- i. All in Favor 8-0

D. APPROVAL OF MINUTES

1. September 17, 2025

- i. It was suggested the Administrator Linehan amend the minutes to clarify some points and bring the draft minutes back to the November meeting.

E. NEW BUSINESS -

1. Post-State Fair Survey – Final Results

- i. The group reviewed the open-ended survey data, particularly Q17.
Member Tom Prather did an analysis of Q17

1. Discussion centered around how to count those who commented on pay-by-mobile:

- a. 34% indicated approval

- b. 12% indicated disapproval

- c. 54% did not indicate clear approval or disapproval

- ii. The group discussed signage, and how to recommend improvements for the final report.
 - iii. Tom Brace – There is work to continue to do that is not related to parking surrounding the State Fair
 - iv. Tom Baldwin – Every comment can be contextualized. If you get in to how to address one-off negatives, get out of the point.
 - v. Jennifer Johnson – Pointed out comments that had information that the city can work with.
 - vi. Nicole Porter – More communication, better signage listing pricing.
 - vii. Rice’ Davis – Recommendation to add parking requirements to city code.
 - 1. Discussion on ordinances, limiting parking in residential parking
- 2. Final Report to City Council
 - i. Members discussed the final recommendations that should be reported to City Council, likely at the January meeting. They included:
 - 1. Parking Program should be continued with strategic improvements
 - 2. Look into Administrative Citations to decriminalize parking violations and improve use of police resources for other public safety
 - 3. Finalize the commercial parking lot license process
 - 4. Look into codifying the Administrative Manual items around the State Fair to improve transparency and compliance with our city’s regulations surrounding the State Fair
 - 5. 2026 pay-by-mobile signs should continue to be improved, potentially with cost and hours.
 - 6. Recommend continuation of a Task Force in some fashion, potentially an as-needed group, to lessen the burden on the City Council to review policies surrounding the State Fair
 - ii.
- 3. Member Topics / Open Discussion

F. INFORMATION AND ANNOUNCEMENTS

- 1. City Council Liaison Update
 - i. Update on Les Bolstad & policy updates
- 2. Staff Liaison Update
 - i. Community Park continuing progress
 - ii. Les Bolstad Golf Course sale update

G. ADJOURN

- 1. Motion by Tom Prater – 8:12 p.m.

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

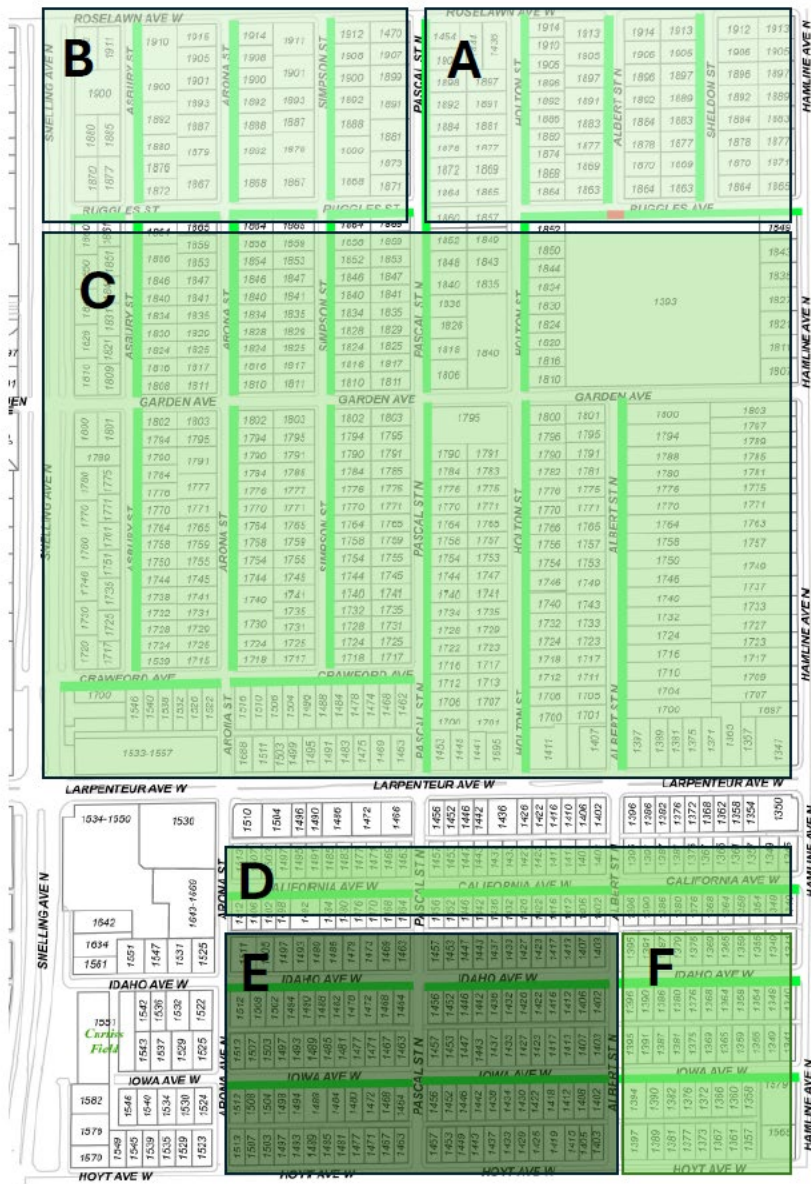


REQUEST FOR ACTION

Meeting Date	November 19, 2025
Agenda Item	E1
Attachment	Parking Report, Meeting Topics
Submitted By	Jack Linehan, City Administrator

Item	Member Topics - Parking Report / Analysis and List of Meeting Topics
Description	Members have submitted a request to review an analysis of the data on parking, as well as some topics for consideration as the group finalizes the report to City Council
Budget Impact	N/ A
Attachment(s)	Parking Report, Meeting Topics
Action(s) Requested	Staff recommends the task force review the member submitted reports and discuss.

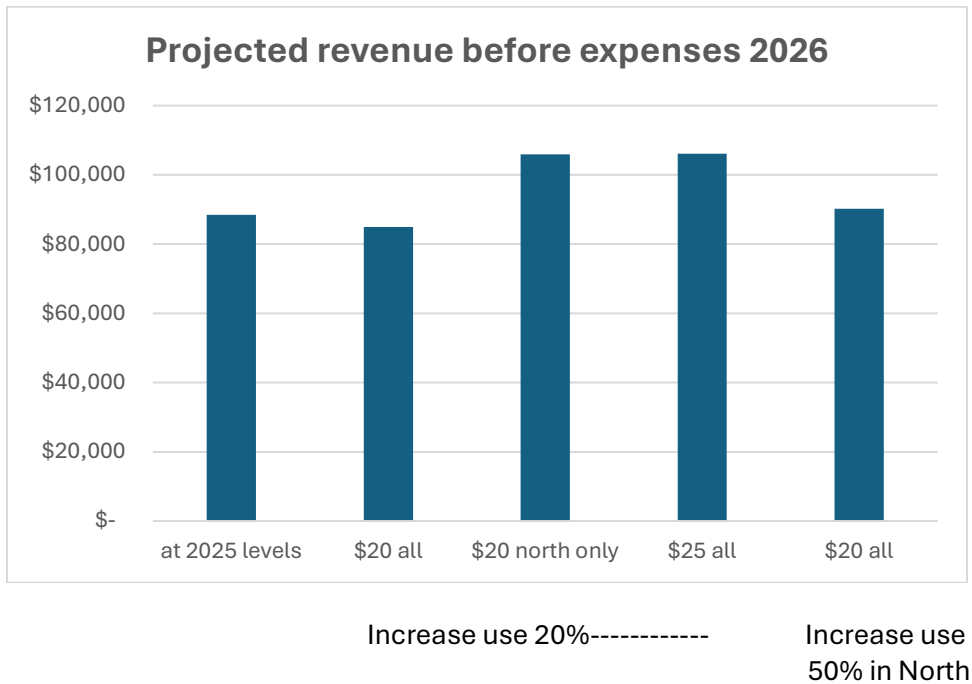
Utilization of parking places - 2025



Areas Average utilization of spaces

A	1%
B	3%
C	32%
D	72%
E	130% - only area with turn-over
F	82%

Model Scenarios for 2026



Points to consider

- * Lowering the cost of parking to \$20 could cause increased parking use but would have to increase parking use by 50% to make a large difference in income.
- * Parking use may be driven by public perception, which we might improve by advertising the benefits of parking in Falcon Heights.

Paid Parking by Time of Day

Time of Day	Number Paid Park	%
Morning	2018	57%
Afternoon	1366	38%
Evening*	174	5%
total	3558	100%

Points of Discussion for pay-by-mobile parking

Keep pricing same as 2025 - \$25/slot for all areas

- * *Advantages*: simple, income predictable, customers get used to it
- * *Disadvantages*: seems to discourage use of northern regions

Decrease rates close to Roselawn

- * *Advantages*: should increase use of these regions which were 1-3%
- * *Disadvantages*: hard to communicate, might increase traffic on N/S streets, will bring in little extra revenue.

Decrease rate \$20/slot for all areas to

- * *Advantages*: should increase use of parking
- * *Disadvantages*: would have to increase parking use 20-50% to substantially increase income.

Charge hourly rate after 6 pm

- * *Advantages*: might increase use of parking in Northome after 6 pm, currently this is 5% of the total per day.
- * *Disadvantages*: difficulty in communicating, would have to greatly increase parking use (or price/hour) to substantially increase income.

List of Meeting Discussion Topics

This is to get your ideas flowing.

Goals of Parking Program

Safety of residents of visitors

KISS – Keeping it simple

Topics

1. Park Mobile Data
2. Should the program be continued
 - a. How?
 - b. Where?
 - c. Cost? Different rates?
 - d. Signage – how can it be improved?
 - e. # of ambassadors or should we let admin handle
 - f. Issuance of tickets
3. Hangtags
 - a. Guidelines?
 - b. How do we handle Hoyt/Larpenteur
 - c. New tags for this year or just stickers?
 - d. Can we fine person who sells hangtags? Ordinance?
4. Possibly of parking on 2 sides of the street. Safety concerns?
5. Cell phone tower in Curtiss
6. Communications - How do we spread the word about the parking program.
#statefairparking

7. Task Force – what about it? Should it continue or morph into something else?
8. Pedicabs
9. Anything missing from the survey would like addresses
10. Commercial Parking licenses?
11. Residents selling parking and lawn parking
12. Joint Powers agreement with Fair would alleviate issues with Fry/Larp and if not what can be done
13. Would the parking program make sense to use for other events at Fairgrounds and in FH like Back to the 50s and UMN women's soccer
14. Administrative Manual – anything Fair related we need to address and how can we get it to be Administrative Code



REQUEST FOR ACTION

Meeting Date	November 19, 2025
Agenda Item	E2
Attachment	Ordinances
Submitted By	Jack Linehan, City Administrator

Item	Review of State Fair Task Force Recommendation
Description	As part of the State Fair Task Force purpose, the group has been asked to present a final report to the City Council. It is tentatively scheduled for Wednesday, January 14, 2026 at 7PM. To get started, staff drafted a report based on our discussions and feedback in the past few months. This is a rough draft and is intended to generate ideas from the task force on areas to consider and report on.
Budget Impact	N/A
Attachment(s)	Draft State Fair Task Force Recommendations
Action(s) Requested	Review and consider the draft State Fair Task Force recommendations to the Falcon Heights City Council.



To: Mayor and City Council

From: State Fair Task Force

Date: January 14, 2026

Subject: **DRAFT - Falcon Heights State Fair Task Force 2024–2025 Final Report**

Executive Summary:

- The State Fair Task Force was convened in 2024 and met 17 times to provide recommendations to the City Council to improve the resident experience around the State Fair.
- To measure the success of recommendations, an annual post-State Fair survey has been conducted to gather feedback. Resident experience during the 2025 State Fair improved significantly across safety, traffic, and parking metrics, with 195 survey responses (97.9% residents). Visibility of police patrols rose to 85.8%; 73% agreed policing outside the fairgrounds was adequate; 74% agreed parking enforcement was adequate; 72% agreed traffic was less of a problem; and 89% agreed neighborhood safety was good.
- Pay-by-mobile parking was implemented on select streets at a \$25 flat daily rate (8 a.m.–8 p.m.) with roughly 1,000 on-street spaces, and one mailed hang tag per eligible household (approximately 600 addresses). The program raised enough revenue to cover:
 - The costs of the program; and
 - The City's staff and material cost for hosting the State Fair through a transfer of \$49,000 in 2026 to the General Fund, resulting in a reduction of the levy by 2%.
- Residents widely credited the parking program and ambassadors for calmer streets, while calling for clearer signage (cost/hours on signs, more visible placements, multilingual content) and continued transparency on program costs and revenue.
- The Task Force recommends continuing the parking program with targeted improvements; evaluating a civil/administrative citation model for non-moving parking violations; finalizing the commercial parking lot license; codifying State Fair administrative manual items into City Code; improving pay-by-mobile signage for 2026; and maintaining a Task Force in an "as-needed" format.

Acknowledgements:

State Fair Task Force 2.0 was charged to continue work through December 31, 2025. The following individuals volunteered many hours to helping improve community safety during the busiest time of year for our city:

- Ross Allard
- Tom Brace
- Rice' Davis
- Tom Baldwin
- Alice Hausman
- Jennifer Johnson
- Georgiana May
- Mona McGarthwaite
- Jennifer Paulus
- Nicole Porter
- Tom Prather
- Paula Mielke (Council Liaison)
- Jack Linehan (Staff Liaison)

Background and Charge (2024–2025)

The City continued the Task Force in 2024–2025 to:

- Improve resident quality of life impacted by fair-related activity
- Sustain positive neighbor/partner relations
- Consider equity impacts across all residents (renters, seniors, minority populations)
- Sunset date set for December 31, 2025, unless extended.

Policy groundwork carried over from the 2024 report included emphasis on clearer parking regulations, licensing of commercial lots using third-party services, and codifying administrative manual items for enforceability.

What We Implemented in 2025

- Pay-by-mobile on-street parking program: ~1,000 spaces; \$25/day from 8 a.m.–8 p.m.; mailed hang tag to eligible households; hardship process for extra passes.
- Parking ambassadors and supervision: fielded during fair; staffing and wage ranges discussed in Task Force meetings.
- Street configuration and signage: continued one-side-of-street parking and temporary signage, with a commitment to expand/refine placement.

Community Feedback (Post-Fair Survey 2025)

Survey sample: n=195; 97.9% residents. Headline results:

- Police patrol visibility: 85.8% Yes; Adequacy of outside policing: 73% Agree/Strongly Agree.
- Parking enforcement adequacy: 74% Agree/Strongly Agree; ambassadors broadly viewed as helpful.
- Traffic: 72% Agree/Strongly Agree it was less of a problem than prior years.
- Safety: 89% Agree/Strongly Agree neighborhood safety was good.
- Noise: “about the same” (53%), “better/much better” (29.9%), “worse/much worse” (17.0%); many cited banner-towing aircraft as a top issue.

- Hang-tag use and resident-only areas: mixed uptake; 29% reported using resident-only areas; comments suggested clearer signage and equitable access.

Key themes from open-ended responses:

- Signage clarity: request to add “\$25/day” and active hours on every sign; improve visibility and multilingual messaging; reduce confusion early in the fair.
- Pricing/coverage: some support exploring tiered rates by proximity to gates.
- Transparency: interest in a clear close-out of program costs, revenues, and uses.
- Pedestrian safety hotspots: Larpenteur & Fry cited for additional safety measures and agency coordination.

Comparison: Post State Fair Survey – 2023 vs. 2025:

Measure	2023 result	2025 result	Change/notes
Saw police patrols	38.9% Yes	85.8% Yes	Large increase in visibility.
Adequate policing outside fairgrounds	33.1% Agree/Strongly Agree	73% Agree/Strongly Agree	Strong improvement with SAPD presence/coordination.
Adequate parking enforcement	61.9% Agree/Strongly Agree	74% Agree/Strongly Agree	Improved clarity/enforcement alongside ambassadors.
Traffic less of a problem vs prior years	33.5% Agree/Strongly Agree	72.4% Agree/Strongly Agree	Marked reduction in cruising for free parking.
Litter less of an issue	61.9% Agree/Strongly Agree	41.6% Agree/Strongly Agree	2025 comments still report improvement; wording differences may affect comparability.

Evaluation of the 2025 Parking Program

What worked:

- Noticeable reduction in traffic in neighborhoods historically impacted. Residents reported calmer, safer streets.
- Ambassador presence and SAPD coordination supported compliance and sense of safety.
- Resident hang tags and designated zones preserved local access.

What to improve in 2026:

- Signage: ensure every block-face sign includes price and active hours; improve sightlines/placement; add multilingual coverage.
- Communications: publish an easy-to-find debrief on program costs/revenues/uses.
- Pricing design: explore proximity-based rates (pilot only if operationally simple).
- Pedestrian safety hotspots: engage partner agencies on Larpenieur & Fry controls during peak ingress/egress.
- Noise: convey resident concerns to State Fair (banner planes, concert volume) and track responses.

Proposed 2026 success metrics (to be tracked and published):

- Mobility/safety: traffic speeds, crash/near-miss data at priority intersections; SAPD calls for service near gates
- Parking compliance: ParkMobile transactions; citation volume and resolution time; resident permit usage
- Equity and access: distribution of citations by area; hardship pass approvals; multilingual outreach reach
- Resident experience: post-fair survey core KPIs (visibility, enforcement adequacy, safety, traffic) with year-over-year dashboard

Final Recommendations (for 2026 season and beyond)

1. Continue the Parking Program with strategic improvements
 - Adopt a 2026 operating plan that:
 - Standardizes sign content (include \$ price and hours) and placement; adds multilingual panels where helpful.
 - Confirms zone footprints and adjusts only where clearly indicated by 2025 demand and safety data.
 - Pilots limited proximity-based pricing only if administration and communication remain simple (e.g., two tiers max).
 - Deliverables: Program goals defined by March 30, 2026; 2026 signage plan by June 15, 2026.
2. Evaluate Administrative Citations for non-moving parking violations
 - Direct the City Attorney to return with options to decriminalize parking violations via an administrative penalty framework (civil citations), with appeal rights and due-process standards, enabling police to prioritize traffic safety and patrol while trained parking enforcement/ambassadors handle routine violations.
 - Deliverables: issue paper in March 2026; draft ordinance and fine schedule in April 2026; Council consideration by May/June 2026.
3. Finalize the Commercial Parking Lot License process
 - Advance the draft license ordinance started in 2024–2025 to adoption, including: traffic/queuing plan; on-site management; ADA compliance;

- insurance; queue spillback prevention; hours; noise/litter controls; incident log; and enforcement provisions tied to license renewal.
- Deliverables: final ordinance language to Council by April 2026; application materials ready by May 2026; outreach to affected businesses in June 2026.
 - Note: The 2024 report also called out the need to ensure businesses using third-party parking services are licensed.
- 4. Codify State Fair Administrative Manual items into City Code
 - Convert recurring manual practices (e.g., no lawn parking or vending in residential districts; allowing only kids' lemonade stands) into ordinance text for transparency and enforceability during fair periods.
 - Deliverables: draft code amendments by April 2026; adopt by June 2026; publish a consolidated "Resident's State Fair Guide" each July.
- 5. Improve pay-by-mobile signs for 2026 (cost and hours on sign)
 - Standard template: "PAID EVENT PARKING — \$25 per day — 8 a.m.–8 p.m.", zone number, call-in option, basic multilingual line, and resident-permit exceptions where applicable; ensure retroreflectivity, mounting height, and placement clear of foliage.
 - Deliverables: final sign mockups by June 2026; procurement/installation schedule by July 2026.
- 6. Continue a Task Force in "as-needed" format
 - Transition to a standing, as-needed group meeting three times annually (March pre-fair plan review; September post-fair debrief; November recommendations). Maintain resident, Council, and staff liaison participation to reduce Council workload while preserving community co-creation.
 - Note: SFTF 2.0 sunsets Dec 31, 2025; continuation requires Council action.

Implementation Timeline (working back from August 2026)

- January–February 2026: Program close-out (2025) and public brief; convene task force; initiate admin-citation issue paper.
- March 2026: Draft ordinance(s) — admin citations and commercial lot license; sign standards finalized; improve clarity of program goals—is it to cover costs, raise funds, improve safety, improve quality of life for residents or some combination of these goals. This will help direct decisions.
- April–May 2026: Council consideration of ordinances; procure signs and finalize zone map.
- June–August 2026: Commercial lot licensing window; publish updated Resident Guide; ambassador hiring/training; website and multilingual communications live.
- August–September 2026: In-season monitoring; post-fair survey launch; after-action debrief (Sept).

Next steps for Council consideration

1. Direct staff/City Attorney to draft administrative citation and commercial lot license ordinances for spring 2026 action.
2. Approve 2026 signage standards (pricing and hours on-sign) and authorize procurement/installation.
3. Extend or reconstitute the Task Force as an as-needed group for 2026.
4. Define program goals by March 30, 2026.

Conclusion and Request for Council Action

Over the 2024–2025 term, the State Fair Task Force advanced practical, resident-focused solutions to long-standing State Fair impacts. Building on the 2024 report and incorporating 2025 survey findings and meeting deliberations, the Task Force:

- Implemented and evaluated a pay-by-mobile on-street parking program that contributed to calmer neighborhood streets and improved compliance.
- Coordinated enforcement and ambassador presence, correlating with higher reported perceptions of safety, policing adequacy, and traffic management in 2025.
- Developed clear, actionable policy recommendations to modernize enforcement (administrative citations), regulate commercial parking activity through licensing, and codify recurring administrative practices for transparency and consistent application.
- Identified targeted 2026 improvements (notably, signage that clearly states price and hours, multilingual communication, and a publishable metrics and improved clarity in program goals).
- Proposed an “as-needed” Task Force structure that preserves community collaboration while reducing ongoing workload for the City Council.

Collectively, this work reflects a balanced approach: protecting neighborhood livability, supporting fairgoer access, and using City resources efficiently. The 2025 results show measurable progress and provide a clear path for incremental refinements in 2026.

Council Action Requested (January 14, 2026)

1. Adopt the 2024–2025 State Fair Task Force Final Report and direct staff to use it as the operating framework for 2026 planning.
2. Direct the City Attorney and staff to return with:
 - An ordinance establishing administrative (civil) citations for non-moving parking violations, with due-process provisions.
 - A commercial parking lot licensing ordinance and application materials.
 - Draft code amendments that codify relevant State Fair administrative manual items.
3. Reconstitute the Task Force as an “as-needed” advisory group to review pre-season plans, debrief post-season results, and recommend adjustments annually.