City of Falcon Heights

State Fair Task Force

City Hall 2077 Larpenteur Avenue West

AGENDA

Thursday, May 15, 2024 6:30 p.m.

A.	CALL TO ORDER:	6:30 p.m.	
В.	ROLL CALL:	Allard Brace Davis Hausman Johnson	May McGarthwaite Paulus Porter
		Staff Liaison Linehan	
C.	APPROVAL OF AGE	ENDA	
D.	APPROVAL OF MIN	TUTES	

- E. NEW BUSINESS
 - 1. Recap of 2023 State Fair Task Force & Final Report
 - 2. Officer Position Nominations (Chair, Vice-Chair, Secretary)
 - 3. Adopt the Standing Rules
 - 4. Review of Current State Fair Policies / Procedures
 - 5. Review of State Fair Maps
 - i. Parking Map
 - ii. Garbage Can Map
 - 6. Discussion 2024 Priorities and Schedule
 - i. Meeting Schedule
 - ii. Meeting Topics
- F. INFORMATION AND ANNOUNCEMENTS
 - 1. Staff Liaison Report
- G. ADJOURN

Next regular meeting date: TBD (No Meeting June 19th due to holiday)

CITY OF FALCON HEIGHTS

THE CITY THAT SOARS!

P: 651-792-7600 F: 651-792-7610

To: Mayor and City Council

From: State Fair Task Force

Date: January 10, 2024

Subject: Final State Fair Task Force Report and Recommendations

Overview on the Taskforce & Acknowledgements

On June 14th, 2023 a special task force was appointed by the City Council with a clear directive: to provide the City Council with recommendations aimed at enhancing the quality of life for residents impacted by events at the Minnesota fairgrounds. This Task Force also had the responsibility to ensure continued positive relations with our community neighbors and partners. Furthermore, it was essential that the Task Force's recommendations ensured that all residents, such as renters, seniors, and minority groups, were not adversely affected by any new policies or procedures.

The Task Force was composed of a dedicated group of individuals including Ross Allard, Bob Tomlinson, Christian Ruud, Mona McGarthwaite, Rice' Davis, Tom Brace, Vickie Brand, Georgiana May, Paula Mielke, and Jennifer Paulus. In addition, Deni Larson participated as a non-voting member. City Administrator Jack Linehan served as the staff liaison to ensure the Task Force decisions and recommendations aligned with broader city goals. Leading up to the State Fair, the Task Force met on a bi-weekly basis. It's worth noting that this Task Force concluded its operations on December 31, 2023. It was the goal of the State Fair Task Force to provide a final report to the City Council following the expiration of the group.

History

The Minnesota State Fair is within the municipal boundaries of the City of Falcon Heights. However, in 1985, the Minnesota State Fair leadership successfully lobbied for an amendment to MN Stat. 37.01 the explicitly states that "Any part of the State Fairgrounds which is within the boundaries of another city or political subdivision of the state is detached from the city or political subdivision". This limits the ability of the City of Falcon Heights to regulate or levy taxes on the operations of the Minnesota State Fair. The focus of the Task Force and other past regulatory action has focused on the jurisdictional authority of the City of Falcon Heights.

2023 Recommendations

The State Fair Task Force held its first meeting on June 15, 2023. The 2023 State Fair was approaching rapidly, and the Task Force was aware that timely recommendations were essential to ensure a safe and manageable experience for residents. They delved deep into the issues and, after careful consideration, suggested several policy changes that the City Council enacted prior to the 2023 Minnesota State Fair.

- Designate the hydrant side of all streets in the Northeast Quadrant neighborhood as no parking zones. This would not only address the parking disorganization but also ensure that essential services like firefighting would remain unhindered.
- Add more temporary signage throughout the community to provide clarity and reduce violations. The additional signage included more signs for No Parking During the State Fair and those marking the 30-foot "no parking here to (stop)" in front of stop signs.
- To disincentive ignoring parking regulations, the Task Force passed a policy doubling parking violations between August 15th and September 15th. The Task Force believed that a financial deterrent would discourage visitors violating parking regulations.
- The Task Force passed motions to uphold these existing State Fair procedures outlined in the administrative manual:
 - No parking on front lawns
 - No sale of parking on lawns or permeable surfaces
 - No vendors in front lawns
 - Kid lemonade stands as the only allowed commercial venture in residential districts

Forging Stronger Relationships

The Task Force met with the new State Fair CEO Renee Alexander and members of her leadership team including marketing director Christine Noonan and operations manager Mike Hagan. Topics discussed included:

- Adding more park-and-ride sites and Metro Transit express buses
- Status of northeast transit hub
- Admission caps
- Noise reduction from fireworks
- Revenue sharing
- Adding 25 new garbage bins placed at our recommendation throughout the city

The Task Force also met with the Shevek McKee, director of Como District 10 Council. McKee has created a State Fair resource guide and gave permission to use it as a

model for creating one for Falcon Heights' residents. The comprehensive 'State Fair Resident Guide' was not just informative but was designed to empower residents with knowledge. The guide was shared electronically. City staff recommends including it next year in a print newsletter distributed in August.

The Task Force held a post meeting with the State Fair operations and marketing managers to discuss what worked well in 2023 – garbage cans placed in the neighborhood and sharing fireworks schedule – and other areas to address going forward.

State Fair Survey

To ensure that the implemented changes were not just top-down but also reflected the experiences of residents, a feedback survey was conducted post the 2023 State Fair. This survey witnessed participation from 163 respondents, whose feedback was invaluable.

- 57.4% believed the parking enforcement measures implemented this year were an improvement—a testament to the Task Force's initiative
- 61.8% observed a reduction in littering
- 67.9% felt that the fairgoers were respectful of private properties.
- 64.59% favored doubling parking fines
- 79.51% appreciated the curb markings and added signage

However, challenges remain, as 32.3% still felt that traffic was a significant problem during the State Fair and other popular events such as the car shows.

The open-ended feedback section was a gold mine of insights and recommendations:

- Expand parking restrictions to include "no parking within 30 feet" signs on both sides of the block
- Add signage to mark "no parking within 5 feet" of alley entrances and driveways
- Improve signage at crucial crossings like Fry Street and work with policing to protect pedestrian safety
- Provide more porta potties in neighborhoods
- Extend State Fair regulations to other large-scale events such as the Minnesota Street Rod Association's Back to the 50s

Full survey results available here:

www.falconheights.org/home/showpublisheddocument/4312/6383218726982300

Next Steps

As Falcon Heights looks to the 2024 Minnesota State Fair and beyond, the City Council has a robust set of recommendations at its disposal, including:

- Regulate and enforce pedicabs safety guidelines during the State Fair
- Refine city ordinances to offer more clarity on parking regulations
- Further define terms such as "kids' lemonade stands"
- Ensure commercial businesses obtain licenses if third-party parking services are employed
- Officially codify current State Fair procedures outlined in the administrative manual to allow additional enforceability
- Because parking pressure will continue to be an issue, consider ways to ensure that residents can reasonably expect to be able to park near their home.

In the long term, the City Council should explore avenues for financial support or reimbursement from the either the Minnesota State Fair or the State of Minnesota, acknowledging the wear and tear on the city's infrastructure. Moreover, the council should proactively engage with the State Fair to explore more inclusive ticketing options for various community groups.

Additionally, it is recommended that the city commission a financial impact study on the State Fair with the support of our state legislators and other elected officials.

Conclusion

In 2023, the Falcon Heights Task Force has proven that when a community comes together with a clear vision and purpose, transformative changes can be achieved. Their dedication has set the stage for a harmonious relationship between the Minnesota State Fair and the Falcon Heights community. The road ahead is clear, with both immediate and long-term recommendations, and it's now upon the City Council to steer Falcon Heights to a future where events like the State Fair only amplify the city's charm and not detract from it.



REQUEST FOR ACTION

Meeting Date	May 15, 2024
Agenda Item	E2
Attachment	Officer Elections
Submitted By	Jack Linehan, City Administrator

Item	Officer Elections
Description	The State Fair Task Force should nominate and elect officers for 2024. Descriptions of these positions are as follows:
	<u>Chairperson</u> Main contact between the task force and staff, conducts the meeting by opens/closes, calls for votes, and helps set the agenda for upcoming meetings.
	Vice chairperson Fills duties in the Chair's absence and encouraged to work as a team and communicate needs with staff.
	Secretary Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends nominating and electing officers for 2024.

City of Falcon Heights, Minnesota

FALCON HEIGHTS STATE FAIR TASK FORCE

STANDING RULES

2024 - 2025

INTRODUCTION

In the belief that the best decisions are made by the best-informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special task force meetings as well as formal public hearings. There are several goals behind these rules.

- 1. In general, free and open discussion by all interested parties should be an essential part of the decision-making process.
- 2. The task force process should have as little procedural overhead as possible.
- 3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal task force membership consists of ten members. All ten have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Task Force shall name an acting chair for the duration of the meeting.

RULES

Agenda

- 1. To be considered, an item must be on the agenda and the agenda must be distributed to all the task force members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
- 2. Since there may be an audience not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
- 3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e., a public hearing.
 - b. Grouping several items to best make use of consultant time.

c. Accommodating individuals who have attended the meeting specifically, to provide input on an item.

<u>Process - Regular Task force Meetings</u>

- 1. For these proceedings the task force will use the 'open discussion' procedure.
- That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the Staff Liaison and any of the consultants who may have an interest in or can contribute to the item at hand.
- 2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
- 3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any task force member has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
- 4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
- 5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
- 6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
- 7. If the task force action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
- 8. No task force meeting will extend beyond 9:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 9:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the task force. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any task force member and can be overruled by a majority vote.

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

- 1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
- 2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
- 3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
- 4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 General motions are lowest in rank, and #7 Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

Type of Motion/Rank	Purpose	Applies To What Situations	Needs Recognition	Needs Second	Can Be Discussed	Amendable	Vote Required
7. Restrict Discussion (highest rank)	To stop or limit discussion	All discussable motions	Yes	Yes	Хех	Yes	2/3
6. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	o N	Yes	Yes	No	Majority
5. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	ON	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
3. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
2. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
1. General (lowest rank)	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority



REQUEST FOR ACTION

Meeting Date	May 15, 2024
Agenda Item	E4
Attachment	State Fair Policies
Submitted By	Jack Linehan, City Administrator

Item	Current Policies and Procedures for State Fair
Description	The following attachments are the current policies in place surrounding the State Fair. Additionally, City Code references the State Fair as follows:
	Sec. 113-401 - Permit required (Special Events) No person on or after the effective date of this division shall conduct or allow to be conducted any special event as defined in this division without first obtaining a special event permit. No special event may be scheduled during the Minnesota State Fair or for one week prior and one week following the Minnesota State Fair. (Ord. No. 13-01, § 2, 4-10-2013)
	Sec. 113-180 - Public land (P-1) (3) State fair. This district also applies to lands utilized for buildings, structures, and activities of the Minnesota state fair or the various states of the United States of America. Permitted uses shall include year-round activities such as recreation and others not directly associated with normal and commonly known "state fair" activities and purposes as approved by the city council; such uses may include tennis courts, play fields, picnic areas, and others intended for local community and/or general public use. All uses shall be in accordance with a state fair development and operations plan on file with the city. The city shall be given not less than 30 days notice of any new development, construction, or change in use on any portion of the state fair property affecting city services, facilities and road system.
	Additionally, commonly cited ordinances cited during the State Fair include:
	Sec. 113-310 - Residential districts Off-street parking and loading shall be as required and regulated in specific sections of this chapter and by the applicable general provisions of this section herein. (1) The following provisions apply to the R-1 and R-2 districts: a. Parking shall be permitted on hard-surfaced areas designed for that purpose and for providing access to garage, carport or open parking area and provided that no driveway or off-street open parking area shall be located closer than five feet from the property line on that side.
Budget Impact	N/A
Attachment(s)	N/A

City of Falcon Heights, Minnesota

Action(s) Requested	Staff recommends reviewing the policies and procedures existing currently.

E. GUIDELINES DURING THE MINNESOTA STATE FAIR

- 1. <u>Purpose.</u> 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. <u>Applicability of codes.</u> All city codes and ordinances are applicable during the Minnesota State Fair (attachment 1 identifies applicable codes).
- 3. <u>Residential districts.</u> 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.

<u>Blocking of streets.</u> 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

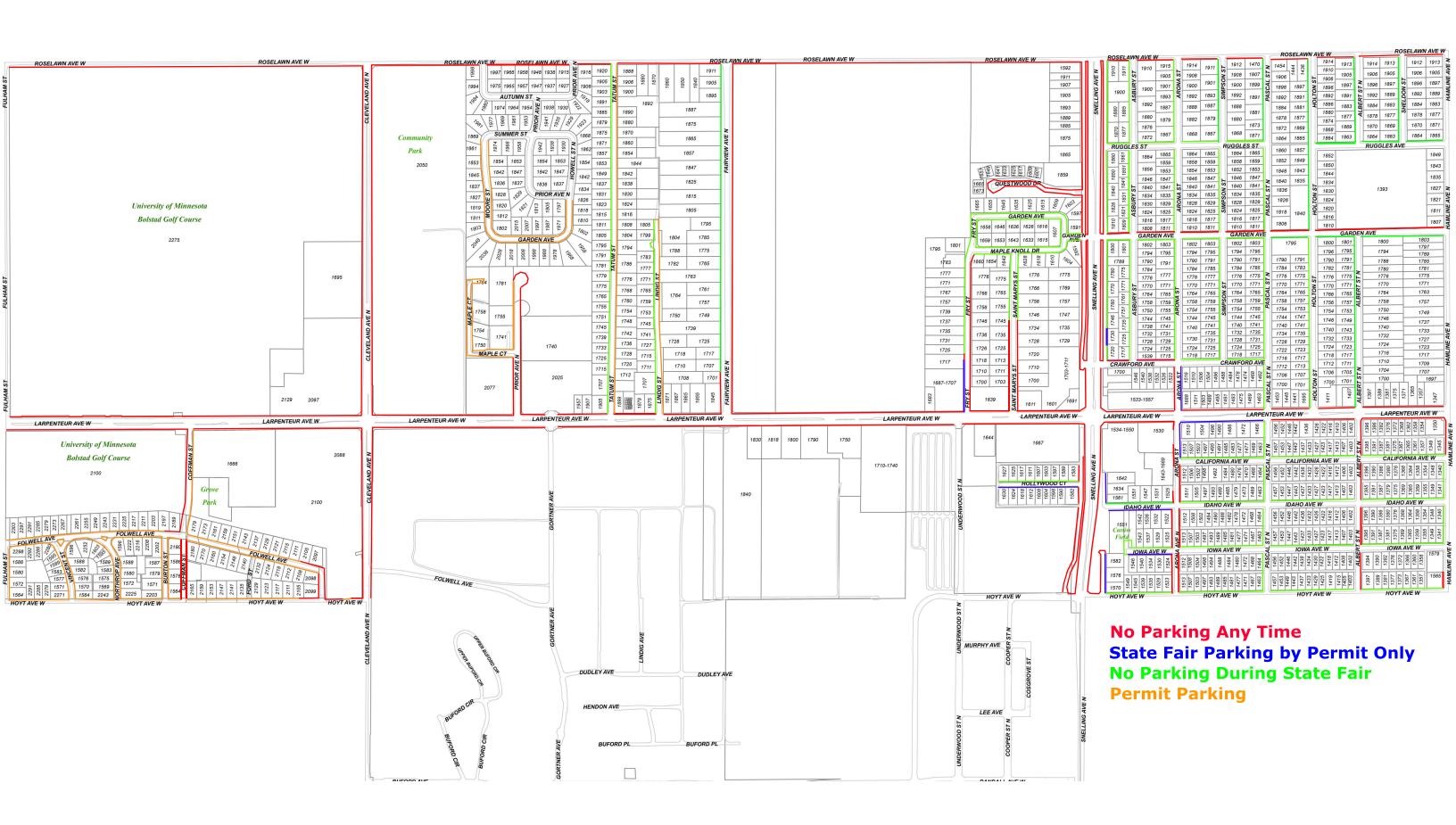
City parking policy III.D: Administrative Manual


"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





City of Falcon Heights State Fair Task Force Annual Meeting Agendas/ Tasks/Events

(3rd Wednesday of the Month)

May 15, 2024	 Officer Position Nominations (Chair, Vice-Chair, Secretary) Adopt the Standing Rules 2023 Schedule Review of Current State Fair Policies / Procedures Discussion - 2023 Priorities Schedule of Meeting Topics 	
June TBD	TBD (conflict with Juneteenth)	
July 17, 2024	• TBD	
August 21, 2024	• TBD	
August 22 – September 2, 2024	STATE FAIR DATES	
September 18, 2024	• TBD	
October 16, 2024	• TBD	
November 20, 2024	• TBD	
December 18, 2024	• TBD	

CITY EVENTS (2024 Dates)

May 18	Spring Together	3:00 to 5:00 PM	Curtiss Field
July 18	Ice Cream Social	5:00 to 7:00 PM	Community Park
August 6	Night to Unite	5:00 to 9:00 PM	Neighborhoods
December	Human Rights Day	TBD	Location TBD