

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 28, 2022

No. 22-42

---

**RESOLUTION ACCEPTING OF PROPOSAL AND AUTHORIZATION OF CITY  
ADMINISTRATOR TO NEGOTIATE CONTRACT WITH LANDFORM PROFESSIONAL  
SERVICES, LLC FOR TEMPORARY PLANNING CONSULTANT SERVICES**

**WHEREAS**, with the resignation of Planner/Community Development Coordinator Paul Moretto, there is an immediate need for City Staff assistance to review plans and be the liaison to the Planning Commission; and

**WHEREAS**, in the past, the City has contracted temporary planning services to assist with this vacancy; and

**WHEREAS**, Staff approached three firms that provide this service to the Twin Cities; and

**WHEREAS**, two firms provided proposals with the availability to start immediately; and

**WHEREAS**, Staff recommends the City hire Landform Professional Services, LLC (“Landform”) as the temporary planning consultant; and

**WHEREAS**, Landform has experience working as planning consultants for municipalities and have developed comprehensive plans and specialty plans for communities across Minnesota; and

**WHEREAS**, Kevin Shay will be Landform’s designated consulting planner for the City; and

**WHEREAS**, Kevin Shay will be at City Hall 1-2 days per week, depending on need, and will attend Planning Commission meetings; and

**WHEREAS**, Landform’s proposal is for hourly contracted services, and staff anticipates that it will range from \$6,000 to \$9,000 per month, depending on how many days per week the consulting planner is in the office; and

**WHEREAS**, it is anticipated that Landform will begin the week of October 3, 2022.


**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota:

1. That the proposal from Landform Professional Services, LLC is accepted by the City Council of the City of Falcon Heights.
2. That the City Administrator is authorized by the City Council of the City of Falcon Heights to negotiate contract with Landform Professional Services, LLC for temporary planning consultant services.

Moved by:

Wehyee

Approved by:

  
Randall C. Gustafson  
Mayor

GUSTAFSON

5

In Favor

MEYER

ANDREWS

0

Against

LEEHY

WEHYEE

Attested by:

  
Jack Linehan  
City Administrator