

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

June 10, 2026

No. 26-53

**RESOLUTION ACCEPTING A PROPOSAL FROM BOLTON & MENK FOR INTERIM
PLANNING SERVICES AND AUTHORIZING THE CITY ADMINISTRATOR TO
NEGOTIATE A CONTRACT**

WHEREAS, the City of Falcon Heights anticipates a temporary vacancy in the City Planner position due to a planned leave of absence for a period of up to five months; and

WHEREAS, the City has a need to ensure continuity of planning services during this period, including review of land use applications, preparation of staff reports, attendance at Planning Commission and City Council meetings, ordinance drafting, and related planning activities; and

WHEREAS, City staff solicited proposals from two firms experienced in providing interim planning services to municipalities; and

WHEREAS, Bolton & Menk was evaluated as providing the highest overall value and best fit for the City's needs based on experience, qualifications, service approach, responsiveness, and cost; and


WHEREAS, Bolton & Menk has identified TJ Hofer as the primary planning consultant for the City and has demonstrated the capacity to begin providing services immediately if needed; and
WHEREAS, the City Council finds that engaging Bolton & Menk for interim planning services is in the best interests of the City.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota, that the proposal submitted by Bolton & Menk to provide interim planning services is hereby accepted; and


BE IT FURTHER RESOLVED that the City Administrator is authorized to negotiate and execute a professional services agreement with Bolton & Menk, subject to review by the City Attorney and within the budgetary parameters presented to the City Council

ADOPTED this 10th day of June, 2026 by the City Council of Falcon Heights, Minnesota.

Moved by: Mogen

Approved by: 
Randall C. Gustafson
Mayor

GUSTAFSON 4 In Favor
MAY
MIELKE
MOGEN 0 Against
WASSENBERG

Attested by: 
Jack Linehan
City Administrator