



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake
450 Virginia Avenue
Long Lake, MN 55356

MEETING DATE / September 15, 2026

SUBJECT: Approve Master Professional Service Agreement and Supplementary Task Orders with WSB, LLC to Provide City Engineering Consulting Services, City Planning Services, and for Transfer of Municipal Engineering Data

Prepared By: Amanda Nowezki, City Administrator

Report Date: 9/10/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve:

- Entering into a Master Professional Services Agreement (PSA) with WSB, LLC, for City engineering consulting services;
- Master PSA Task Order No. 1 for City planning services;
- Master PSA Task Order No. 2 with WSB, LLC, for transfer of the City's engineering data; and
- Authorizing the City Administrator to execute the Master PSA and accompanying task orders.

Overview / Background

At a City Council meeting held on July 27, 2026, the Council approved an agreement to engage Hakanson Anderson Associates, Inc. (HAA) for City engineering services. While the City looks forward to working with HAA on future engineering needs, staff will continue to work separately with WSB, LLC to assist with the completion/closeout of existing engineering projects and to maintain ongoing planning consultant services.

The proposed Master Professional Services Agreement (PSA) with WSB, LLC will establish a framework for future planning and engineering consulting services on an as-needed basis. In addition to the Master PSA, two Task Orders are proposed. The first Task Order will provide for the continued use of WSB, specifically Hannah Rybak, for the City's ongoing planning services. The second Task Order will provide for the transfer of historical engineering data and project records to the City, which will then be provided to the City's new engineering firm in order to support continuity and the transition of engineering services.

Supporting Information

- WSB, LLC Master Professional Services Agreement (PSA)
- WSB, LLC Master PSA Task Order No. 1 for Planning Services
- WSB, LLC Master PSA Task Order No. 2 for Engineering Data Transfer