

Exhibit A – Task Order
Master PSA Task Order No. 1

This Task Order No. 1 ("Task Order") is made as of [REDACTED] ("Effective Date"), under the terms and conditions established in the Master Professional Services Agreement dated April 29, 2026 ("Master Agreement"), between City of Long Lake, MN ("Client") and WSB LLC ("Consultant"). This Task Order authorizes and describes the scope and compensation conditions for Consultant's professional services ("Services") on the project known as: City Planning Services located in Long Lake, MN ("Project").

1. SCOPE OF SERVICES:

- a. **Reports and Correspondence.** Preparation of reports and technical correspondence including; determination of need, preparation, review for compliance with City ordinances and policies, minor site plan reviews, and review of reports prepared by other agencies, as directed by city staff.
- b. **Meeting Attendance.** The City Planner or other Consultant staff members as approved will attend the following meetings, as requested by city staff:
 - i. City Council Meetings
 - ii. Advisory Board Meetings
 - iii. Planning Commission Meetings
 - iv. Internal Staff Meetings
 - v. Public Meetings
 - vi. Pre-Application Meetings with property owners, developers and prospective applicants
- c. **Staff Support.** Provide assistance to City staff, with regard to ordinance interpretations, code enforcement, and evaluation and guidance on specific issues as requested by staff or City Council.
- d. **Liaison Support.** Respond as liaison for planning and zoning activities related to adjacent municipalities and regulatory agencies, as directed by city staff.
- e. **Resident Support.** Respond to resident planning and zoning inquiries and requests, as directed by city staff, including responding to calls and emails from residents within 24 business hours; deliver public presentations and recommendations to staff and City Council, as needed.
- f. **Permit Review.** Review building permits for zoning compliance, as directed by city staff. Correspond and coordinate with the Building Official and the City Engineer, as needed.
- g. **Staff Reports.** Review and provide staff reports for all land use applications (note that costs for application review will be charged to a separate project number so that the City can draw on escrow funds to pay for these reviews).
- h. **Other Services as Requested.** Provide services requested by city staff, on an as-needed basis.

2. COMPENSATION:

Consultant will be compensated for City Planning services as outlined in the Scope of Services above on an hourly basis. These services generally include administrative and staff duties as City Planner for the client and will generally be performed by a mutually agreeable employee of the Consultant. The Consultant will charge the Client the following rates for work performed by the City Planner in 2026. On average, Consultant rates have increased an average of +/- 4% annually across all labor categories.

Hannah Rybak \$181/hour
Connielia Mensah \$100/hour

3. ADDITIONAL PROVISIONS:

None

This Task Order is executed pursuant to the Master Agreement, effective as of the Effective Date. Execution of this Task Order by Client and Consultant authorizes Consultant to carry out and complete the Services described herein in strict accordance with the Master Agreement.

CITY OF LONG LAKE, MN

By: _____

Name: _____

Its: _____

WSB LLC

By: _____

Name: _____

Its: _____