

**ORDER**  
**ORDER TO AUTHORIZE THE MAYOR TO ENTER INTO A  
TEMPORARY INDEPENDENT CONTRACTOR AGREEMENT FOR  
PAYROLL TRAINING SERVICES**

**WHEREAS**, the City of Laurel requires short-term payroll training and transition support in connection with a recently hired Payroll Technician to ensure continuity and accuracy in payroll operations;

**NOW THEREFORE, IT IS ORDERED** by the Laurel City Council that the Mayor be and is hereby authorized to enter into a temporary independent contractor/consultant agreement with Sheila Windham to provide payroll training and related consulting services for the City of Laurel, said engagement to be for the anticipated period of January 12, 2025 through March 30, 2025, at a rate of \$24.00 per hour, to be paid in accordance with City procedures; and

**IT IS FURTHER ORDERED** that Ms. Windham shall serve solely as an independent contractor/consultant and shall not be considered an employee of the City or eligible for employee benefits.

**IT IS FURTHER ORDERED** that the Finance Director is authorized to make any necessary budgetary adjustments to effectuate payment under this agreement.

Motion was made by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, that the above and foregoing Order be adopted.

Upon roll call vote, the result was as follows:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The President thereupon declared the motion carried and the Order adopted this the 6<sup>th</sup> day of January, A.D. 2026.

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PRESIDENT OF THE COUNCIL

ATTESTED AND SUBMITTED TO THE MAYOR BY THE CLERK OF THE COUNCIL ON \_\_\_\_\_.

\_\_\_\_\_  
Clerk of the Council

APPROVED ( ) DATE\_\_\_\_\_

VETOED ( ) DATE\_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

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Min. of 01/06/2026; Book No. 104 ; Pg. No. \_\_\_\_\_; Agenda Item No. \_\_\_\_\_