

**RESOLUTION NO. R22-19**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE A RETENTION FEE AGREEMENT BY AND BETWEEN THE CITY OF LAUREL AND OLNES & ASSOCIATES, P.C.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The Retention Fee Agreement by and between the City of Laurel and Olness & Associates, P.C., a copy attached hereto and incorporated herein, is hereby approved.


Section 2: Execution. The Mayor is hereby given authority to execute Retention Fee Agreement on behalf of the City.

Introduced at a regular meeting of the City Council on the 26<sup>th</sup> day of April, 2022, by Council Member Herr.

PASSED and APPROVED by the City Council of the City of Laurel the 26<sup>th</sup> day of April, 2022.

APPROVED by the Mayor the 26<sup>th</sup> day of April, 2022.

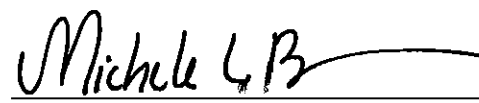
CITY OF LAUREL

  
\_\_\_\_\_  
Dave Waggoner, Mayor

ATTEST:

  
\_\_\_\_\_  
Kelly Strecker, Acting Clerk-Treasurer

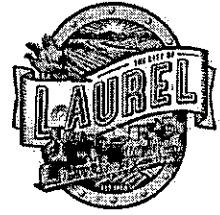
APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michele L. Braukmann, Civil City Attorney

**CITY HALL**  
115 W. 1st. St.  
**PUB WORKS: 628-4796**  
**PWD FAX: 628-2241**  
**WATER OFFICE: 628-7431**  
**WTR FAX: 628-2289**  
**MAYOR: 628-8456**

# City of Laurel

P.O. Box 10  
Laurel, Montana 59044



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DEPARTMENT

26 April 2022

Olness and Associates, PC  
2810 Central Avenue #B  
Billings, MT 59102

**Re: *Non-Audit Services Agreement***  
**By and Between Olness and Associates, PC and the City of Laurel**

Dear Olness and Associates:

On behalf of the City of Laurel, we are engaging the services of Olness and Associates, PC (hereinafter "Olness") to assist with the Clerk-Treasurer transition by and between the former Clerk-Treasurer and the Acting Clerk-Treasurer. We understand that, as part of the services provided by Olness, Olness will bill the City of Laurel on an hourly professional basis at \$175.00 per hour, to be invoiced on a monthly basis, until services are hereinafter discontinued.

As part of the transitional professional services provided by Olness, the City understands that Olness will work directly with City Staff in the Finance Department of the City of Laurel to effect training, assist with providing guidance regarding cash and monthly reconciliations, consult on budget processes, and provide direction regarding processes and procedures previously unknown to the Acting Clerk-Treasurer.

The City agrees and understands that Olness will not engage in posting any transactions directly to the City's accounting records, as these will be handled by the Clerk-Treasurer. The City also agrees and understands that the City of Laurel will be fully responsible for ensuring the accuracy and reliability of any non-audit services through the City's normal review and approval processes.

Olness is providing its non-audit services solely on a consultation basis, to assist in training and guidance for City staff during the transition in the Clerk-Treasurer position.

With Best Regards,

A handwritten signature in black ink, appearing to read "Dave Waggoner", written over a horizontal line.

Dave Waggoner  
City of Laurel Mayor