



R E P U B L I C  
**BUILDS**  
Public Works • Community Development

To: David Cameron, City Administrator  
From: Karen Haynes, BUILDS Administrator  
CC: Andrew Nelson, Deputy City Administrator  
Garrett Brickner, Assistant BUILDS Administrator  
Laura Burbridge, City Clerk  
Megan McCullough, City Attorney

Date: February 15, 2023

**Subject: Emergency Purchase, Well/Tower #6 Repair**

---

In accordance with the City's Purchasing Policy, Department Directors may request authorization from the City Administrator for emergency purchases, not to exceed one-hundred thousand (\$100,000) dollars. Emergency purchases are defined as an unexpected situation of a serious nature demanding immediate action affecting public health, loss of service, threat to the community, or risk of a substantial financial loss; these defined emergencies may include the procurement of supplies, materials, equipment, services, or a combination of one or more.

The BUILDS Department is requesting emergency authorization to secure repair for Well #6, which will include the purchase and installation of a well pump, motor, check valves, pipe, and fittings for installation. On Sunday, February 05, Well #6 tripped (electrical flow shut off); the following day, an Electrician verified the pump needed to be pulled and tested, which was completed on Monday, February 13 by a well contractor. The pump was pulled on the morning of Tuesday, February 14, which verified repair would include replacement of the pump, motor, and fittings.

A Resolution will be presented to Council following the emergency authorization, expected on the March 07, 2023, City Council Meeting.