**Making a Local or Special Emergency Contract, LMC Model Resolution**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for your circumstances, in consultation with your city attorney. Helpful background information on this model may be found in the Handbook for Minnesota Cities chapters on* [*Expenditures, Purchasing and Contracts*](https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-22-expenditures-purchasing-and-contracts/) *and* [*Public Safety and Emergency Management.*](https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-12-public-safety-and-emergency-management/)

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

**RESOLUTION NO.** \_\_\_\_\_

**A RESOLUTION authorizing the City of \_\_\_\_\_ to make a contract during a \_\_\_\_\_**

*Insert the city’s name in the first space. Insert “local emergency” in the second space when the city is using the emergency management authority of Minnesota Statutes sections 12.29 and 12.37 and insert “special emergency” if the city is using township authority available under Minnesota Statute sections 365.37 and 415.01*.

Whereas, the mayor of \_\_\_\_\_has declared that a \_\_\_\_\_ emergency is in effect;

*In the second space insert either “local,” or “special,” see note under icon above.*

Whereas, the city council finds that immediate action to respond to the situation is needed in order to protect the health, safety, and welfare of the community;

Whereas, the immediate purchase of \_\_\_\_\_ is required to respond to the emergency; and

*Insert a description of what is to be purchased, for example goods, equipment or supplies*.

Whereas, Minnesota Statute sections \_\_\_\_\_ provide that an emergency contract is not subject to the normal purchasing and competitive-bidding requirements because of the emergency;

*Insert either 12.29 and 12.37 for a local emergency, or 365.67 and 415.01 for a special emergency*.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, MINNESOTA AS FOLLOWS:

To purchase the following\_\_\_\_\_ from \_\_\_\_\_ for the sum of $\_\_\_\_\_:

*In the first blank insert either “goods,” “equipment,” or “supplies.” In the second blank insert the person or company selling the item. In the third blank insert the cost. Below this statement describe the goods, equipment or supplies that will be purchased.*

Be it further resolved that the Mayor and the City Clerk are directed to contract on behalf of the city for the \_\_\_\_\_.

*Insert either “goods,” “equipment,” or “supplies.”*

Passed by the City Council of \_\_\_\_\_\_\_, Minnesota this \_\_\_\_\_ day of Month, Year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

Attested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk