

**City Council Regular Meeting Agenda**  
**City Council Chambers**  
**March 4, 2013**

Page

5:00 p.m. Personnel Committee Meeting

1. 5:30 p.m. Call the Meeting to Order at City Hall (Mayor)
2. Persons with Unscheduled Business to Come Before the City Council (Mayor)
3. Review the Consent Agenda: (Mayor)
  - a. Minutes:
    - 2-3     ▪ 2.19.13     City Council Meeting
  - b. Applications:
    - 4-5     ▪ Northern Lights Trails Gambling Permit - 4/5/13
    - Vacancies on Boards & Commissions:
      - Park Board – 4
      - Cemetery Board – 2
      - Benson Area Tourism Board – 3
      - EDA - 1
  - c. Correspondence:
  - d. Travel:
    - International Biomass Conference – Minneapolis – April 8-10, 2013
- 6-15 4. 2012 Police Department Annual Report
5. Update on Chief of Police Search
6. Library Cleaning Bids:
  - Thomas McGeary \$395.00                     ▪ Pat McGeary \$435.00
  - Randy Buttko \$600.00                     ▪ JoNell Schmidt \$667.00
  - Donald Vergin \$720.00
7. Benson Civic Center Improvements – Bill McGeary
  - Insulation
  - Air Exchange
- 16 8. FTA Drug Testing Policy
- 17-19 9. Planning Commission Review – Creamery & West Hwy 12 Development
- 20-22 10. Ziegler Power Plant Maintenance Agreement
11. Adjourn: Mayor

**Draft**

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING  
FEBRUARY 19, 2013**

The meeting was called to order at 5:30 p.m. by Mayor Kittelson. Members present: Gary Landmark, Sue Fitz, Mike Fugleberg & Paul Kittelson. Members Absent: Ben Hess. Also present: City Manager Rob Wolfington, Finance Director Glen Pederson, Assistant City Attorney Ben Wilcox, Fire Chief Mark Schreck, Firemen Dave Vollan, Rob Lee, Bob Hoberg and Brad Pecora, Landteam's Tom Klemenhagen and Jay Alsaker.

It was moved by Landmark, seconded by Fitz and carried unanimously to approve the following minutes on the consent agenda:

- February 4, 2013 City Council Meeting
- January 7, 2012 Planning Commission Meeting

It was moved by Fugleberg, seconded by Landmark and carried unanimously to approve a gambling permit for the Ducks Unlimited Banquet on April 6, 2013.

The Mayor noted vacancies on Boards and Commissions.

Wolfington presented a letter of support from the Southwest Initiative Foundation with their 2013 budget. After discussion, it was agreed upon by the Council to forward this on to the EDA for review.

The City Manager will be attending the International Biomass Conference in Minneapolis, Minnesota April 8-10, 2013.

Wolfington presented the firearm ordinance to the council. After discussion, it was moved by Landmark, seconded by Fitz and carried unanimously to approve the 2<sup>nd</sup> Reading of An Ordinance to Amend Title XIII: General Provisions, Chapter 103: General Offenses; § 130/01 of the Benson City Code of 2003.

Next Fire Chief Schreck came before the Council and presented the 2012 Fire Department Report. Schreck reviewed the report. He stated the 800 mhz radios went into service on September 1, 2012, and older radios that could be re-programmed were given to the public works departments at the City. He thanked the Council for replacing the old Tanker #1. Looking ahead to 2013 Schreck mentioned the roof over their air pack room is leaking and will need fixing. The standard operating procedures are being reviewed and they are putting out a training calendar for the firemen to see in advance. The Council thanked the firemen for their report.

It was moved by Fitz, seconded by Fugleberg and carried unanimously to approve a Special Use Permit to allow disposing of septic tank sludge and holding tank sewage into the Benson Wastewater Facility for 2013 to RG, Inc.

Wolfington presented the revised feasibility study for the Northwest Levy. Tom Klemenhagen from LandTeam came before the Council and reviewed the study. Klemenhagen stated the old study only addressed one style of flood barrier to sit on top of an earthen levy. This study addresses 3 styles and costs for each. The levee on the Golf Course road would consist of more class 5 gravel fill, whereas a change on the north levee would have a clay core for better support. There was discussion on how high to build the levee, and not including the cost of barriers in the project. It was agreed that no matter what is done with the levee, the affected homeowners will need to carry flood insurance. Wolfington agreed insurance should be their first line of protection, and the levee would be second.

done with the levee, the affected homeowners will need to carry flood insurance. Wolfington agreed insurance should be their first line of protection, and the levee would be second.

Klemhagen explained the Railroad Bridge study. The conclusion is if the bridge is replaced, it will only change the 100 year floodplain by two feet, leaving the majority of the homes in the 100 year floodplain.

Discussion continued on the next step in the process. Wolfington said if a public hearing is set, it will tie our efforts to the DNR Grant money, which we could lose if we don't move forward. The DNR will give us a \$150,000 grant toward a permanent structure, with the rest of the project funds coming from assessments on other city funds. Wolfington stated he hasn't heard from any homeowners since the increases in flood insurance.

Discussion turned to the storm sewer plugging, which could include sluice gates, which are expensive. Wolfington stated there are the options, if there are no assessments, to use the new storm water fund and/or capital outlay to pay for these.

Discussion turned to the first step of the process of acquiring properties to place the levee. The Council decided there needs to be a meeting with land owners first to see if the City can acquire the property. There was discussion about not constructing a levee. Klemenhagen stated it will cost \$285,000 to construct just the levee. Wolfington said \$150,000 will be from DNR grant money, \$120,000 could come from Capital outlay and the rest from the storm sewer utility fund, if there are not assessments.

After discussion, it was moved by Landmark, seconded by Fitz and carried unanimously to appraise land that needs to be acquired for an easement, and to have a public hearing with affected property owners on April 6, 2013, to discover whether or not the project is feasible. It was suggested the Golf Course Board, and immediate landowners be at the meeting.

It was moved by Landmark, seconded by Fitz and carried unanimously to approve bills and warrants in the amount of \$599,556.74.

There being no other business, a motion was made by Landmark, seconded by Fugleberg and carried unanimously to adjourn the meeting at 7:27 p.m.

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Mayor

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City Clerk

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name  
Northern Lights Trails

Previous gambling permit number  
X-04998 Nov 03, 2012

Minnesota tax ID number, if any  
Federal employer ID number (FEIN), if any  
41-1872708

**Type of nonprofit organization. Check one.**

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address  
P.O. Box 153

City  
Benson

State  
MN

Zip code  
56215

County  
Swift

Name of chief executive officer [CEO]  
Sheri Gades

Daytime phone number  
320 842 7201 x101

E-mail address  
Sheri.Gades@mn.nacdnet.net

**NONPROFIT STATUS****Attach a copy of ONE of the following for proof of nonprofit status.**

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**  
Don't have a copy? This certificate must be obtained each year from:  
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**  
If your organization falls under a parent organization, attach copies of **both** of the following:  
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
VFW Post 1403

Address [do not use PO box]  
1135 Pacific Ave

City or township  
Benson

Zip code  
56215

County  
Swift

Date[s] of activity. For raffles, indicate the date of the drawing.  
04/05/2013

Check each type of gambling activity that your organization will conduct.

Bingo\*  Raffle  Paddlewheels\*  Pull-tabs\*  Tipboards\*

**\*Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name \_\_\_\_\_

Signature of city personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Local unit of government must sign**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature *Sheri Gades* Date 02/20/2013

Print name Sheri Gades

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
  - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

**Send application with:**

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

**To:** Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

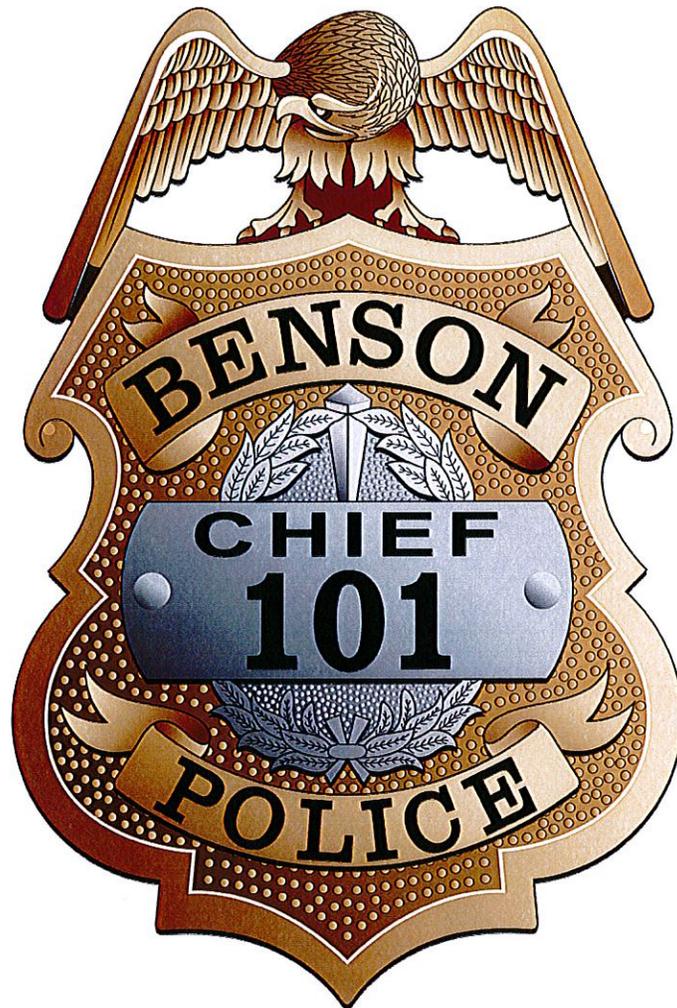
This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

# Benson Police Department



**2012**  
**Annual Report**

February 26, 2013

Rob Wolfington, City Manager  
City of Benson

Re: 2012 Annual Report

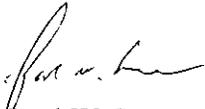
Dear Rob,

This report contains a detailed overview of the Benson Police Department's activity for 2012. Included in the report are statistics related to the department's calls for service and total offenses charged. Also included is information regarding Police Department activities and updates on some of our significant programs for your review.

This report is not an all- inclusive document, but rather a synopsis of events occurring in 2012, along with explanations/opinions on why we are seeing these trends. Also attached to this report is an all- inclusive list of statistics without any explanations of trends.

I hope you enjoy the reading and if you or anyone else should have any questions regarding this document they should feel free to call or see me. I do plan to present this at the next city council meeting and ask that you have this item put on the agenda for discussion. Thank you for your support in 2012!

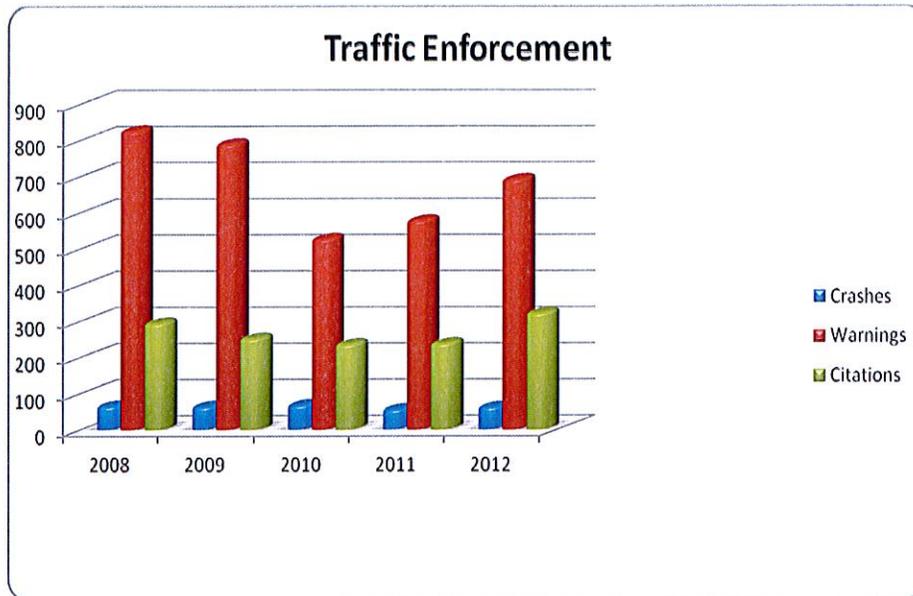
Respectfully,



Paul W. Larson  
Sergeant

## Traffic Crashes / Traffic Citations

Since 2008, we have seen an average of 63 crashes per year. Things seem to have kept right on pace with 62 crashes in 2012. Effective January 1, 2006, the department started to document all traffic warnings in order to have a more accurate picture of our traffic contacts with the public. In 2012, BPD officers issued 692 warnings for various traffic offenses and 322 citations. As a whole, BPD officers issued 2.14 warnings for every citation written.



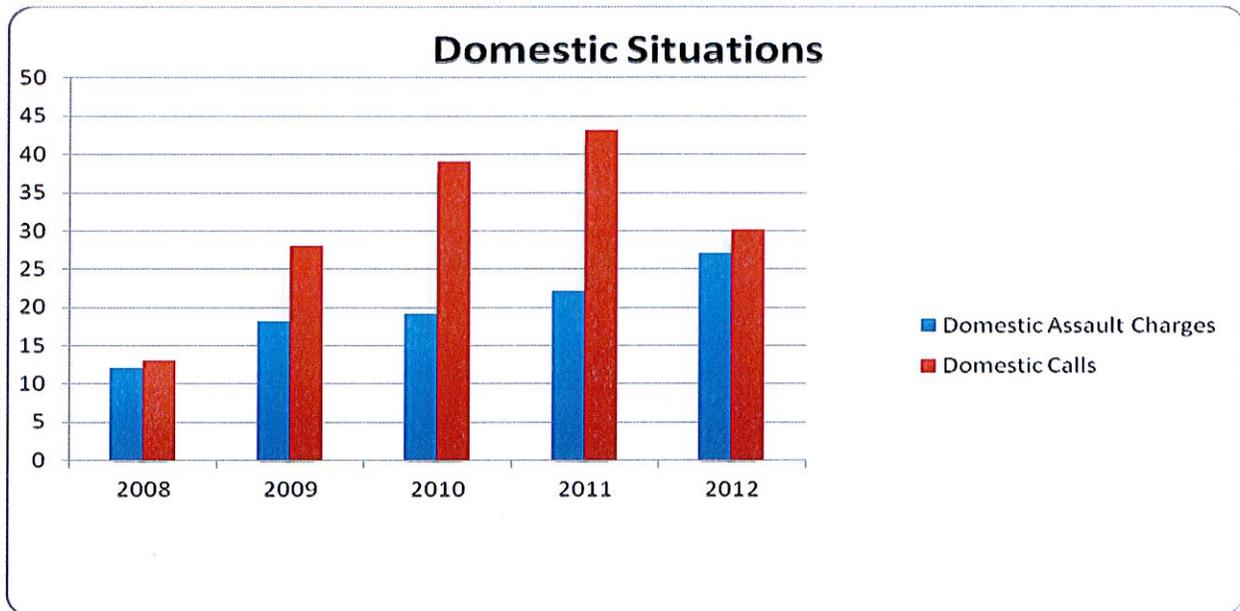
## Disturbance Calls

Our calls for *Disturbances* have increased from 205 complaints in 2008 to 278 complaints in 2012.



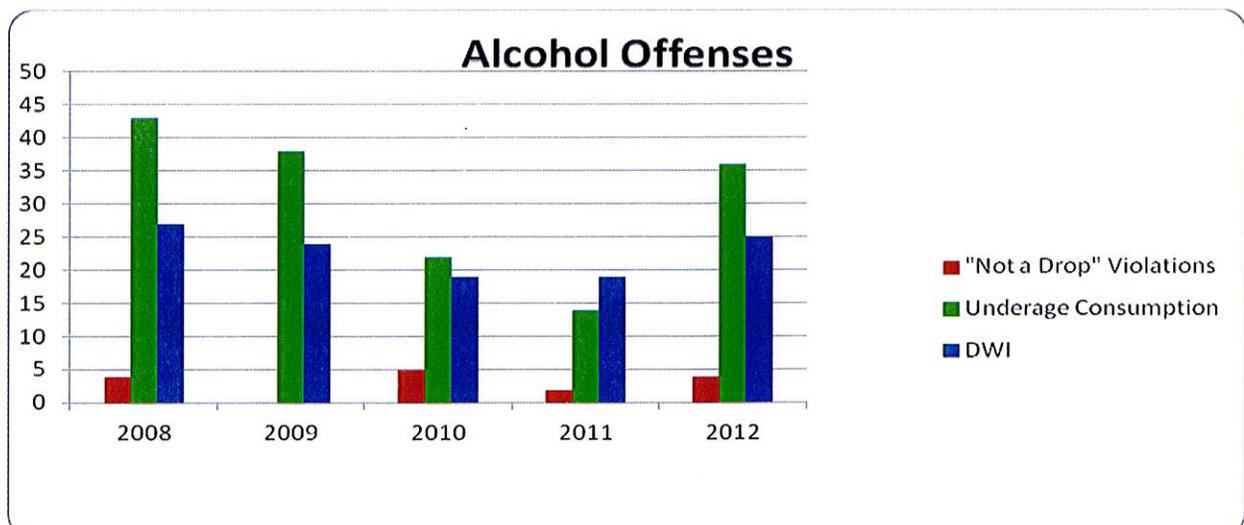
## Domestics Situations

We have experienced a decrease in reports of *Domestic Disturbance* and an increase in reports of *Domestic Assault* in 2012. The department continues to work closely with the Swift County Attorney's Office, Swift County Human Services and Victim's Advocates Teams in these cases. Out of the 30 Domestic Calls in 2012, 27 suspects were charged with Domestic Assault.



## Alcohol Offenses

This year we experienced an overall increase in Alcohol Related violations. The number of *DUI* arrests is above average when compared to the previous 5 years. *Underage Consumption Offenses* also increased overall since our high in 2008 as illustrated in the table below.

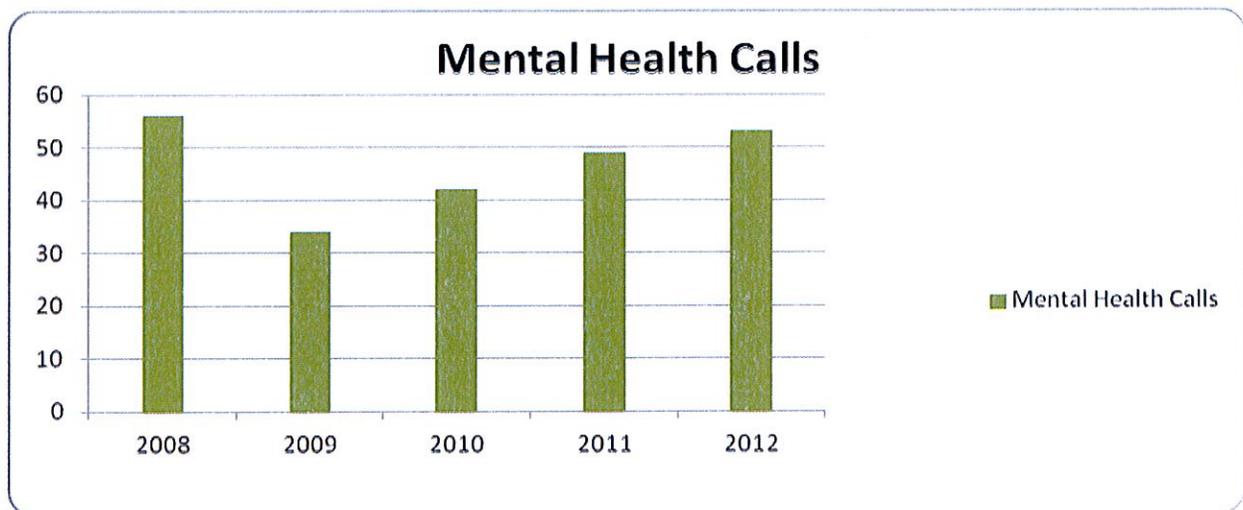


## Mental Health Calls

In 2012, we responded to 53 *Mental Health* calls. This number still represents a decrease from what we saw in 2008; however, it is a slight increase from the previous year.

As your Acting Chief of Police, I still believe there is great value in having well trained and prepared officers to handle Mental Health calls. Currently, the department has all but our newest Officer trained as Crisis Intervention Team members. Additionally, three of our five part-time officers are also trained in the curriculum.

We also continue to work closely with Swift County Human Services, Swift County Sheriff's Office and the Appleton Police Department to assist and update each other on the status of people within our community that may suffer from mental health issues.



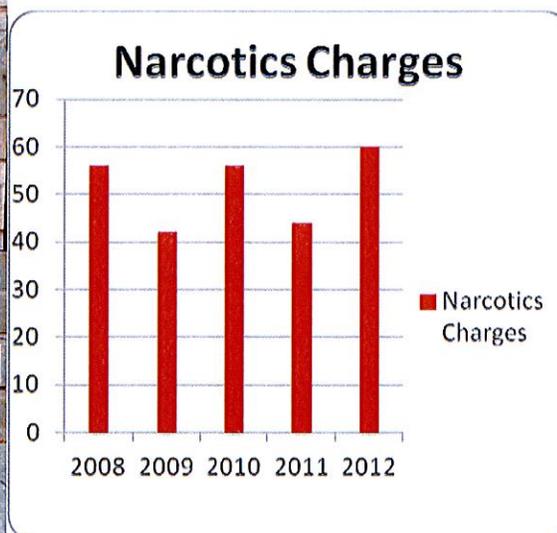
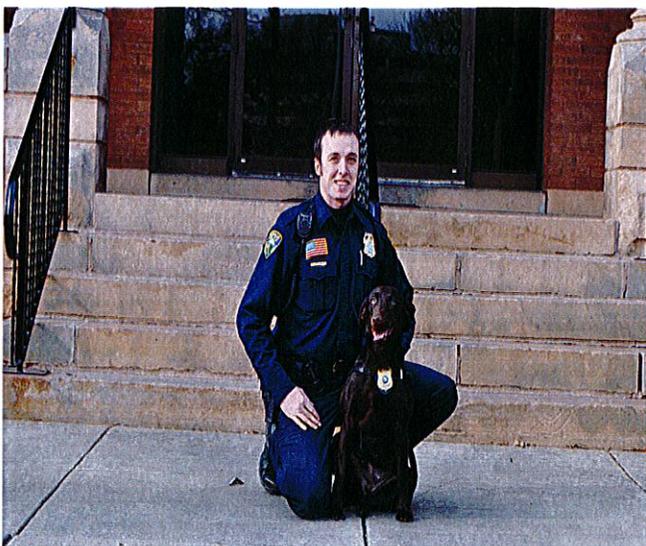
# Narcotics Investigations

We saw an increase in *Drug Related Calls* in 2012. We have answered these calls with insistent investigation and enforcement. We continue to have an officer, when time permits, working directly with the CEE VI Drug Task Force to combat these problems.

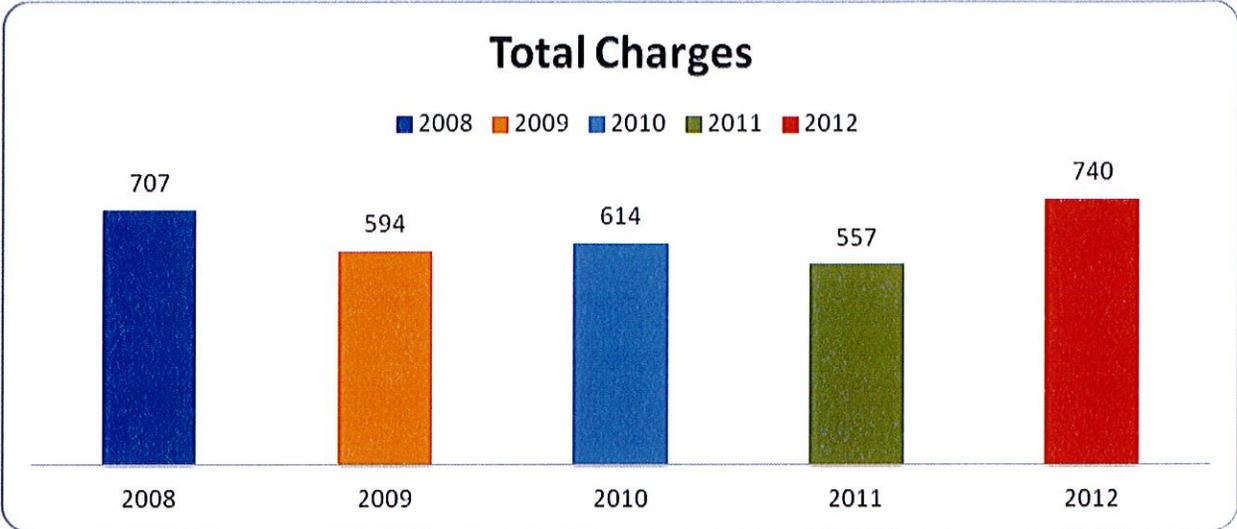
BPD's drug enforcement efforts in 2012 resulted in 60 local charges. These statistics represent narcotics incidents that the Benson Police Department investigated either as the primary agency within the City of Benson, or as an assisting agency- assisting the CEE VI Drug Task Force in close proximity to the City of Benson.

As of December 2012 Officer Burton has been assigned as a Liaison Officer to the CEE VI Drug Task Force. This work involves generating informants that assist in task force investigations. BPD submitted 10 narcotics Intelligence Reports to the CEE VI - DTF. Naturally, not all Intelligence Reports result in an arrest. Our efforts resulted in 4 Narcotics Investigation Operations. It should be noted that all of the investigations were directly related to narcotics trafficking going in and out of Benson.

A shining example of the effectiveness of having a Liaison that works with other agencies is a case where Benson Officers wrote a search warrant for a residence in a neighboring county and discovered approximately 7 pounds of marijuana and numerous stolen items from the Benson businesses. I look forward to increasing Narcotics Investigations when the current staffing level returns. As you may know, the Department's Canine Riddle has joined in the narcotic investigation and enforcement mission in November and has been an outstanding addition to our narcotics enforcement efforts. There is a great deal of work yet to be done in this area. In the month of December alone the K-9 Unit answered 5 calls for service and performed 5 narcotics searches.

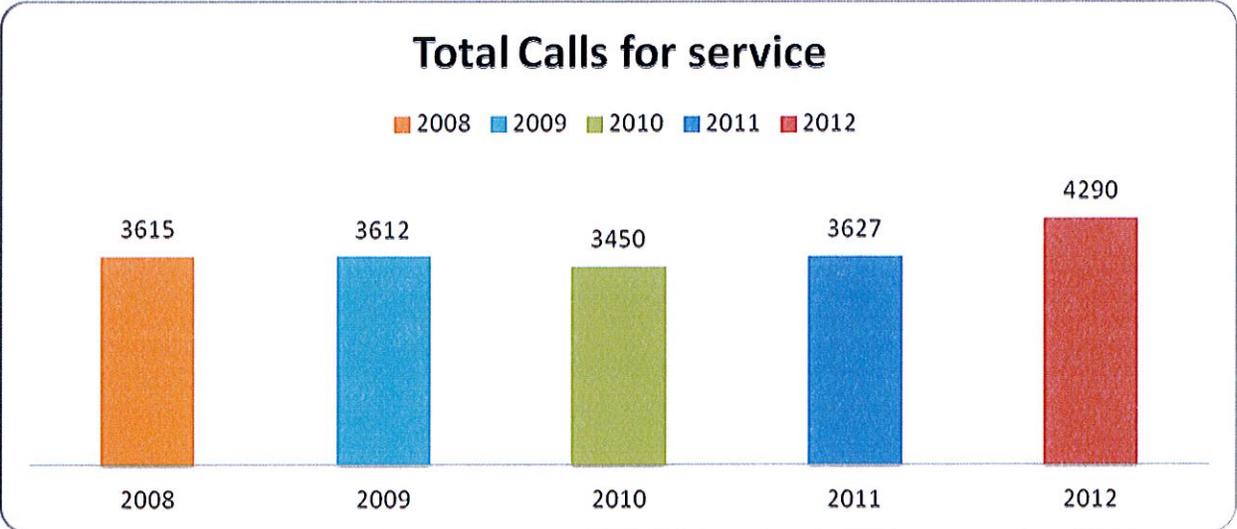


# Total Charges



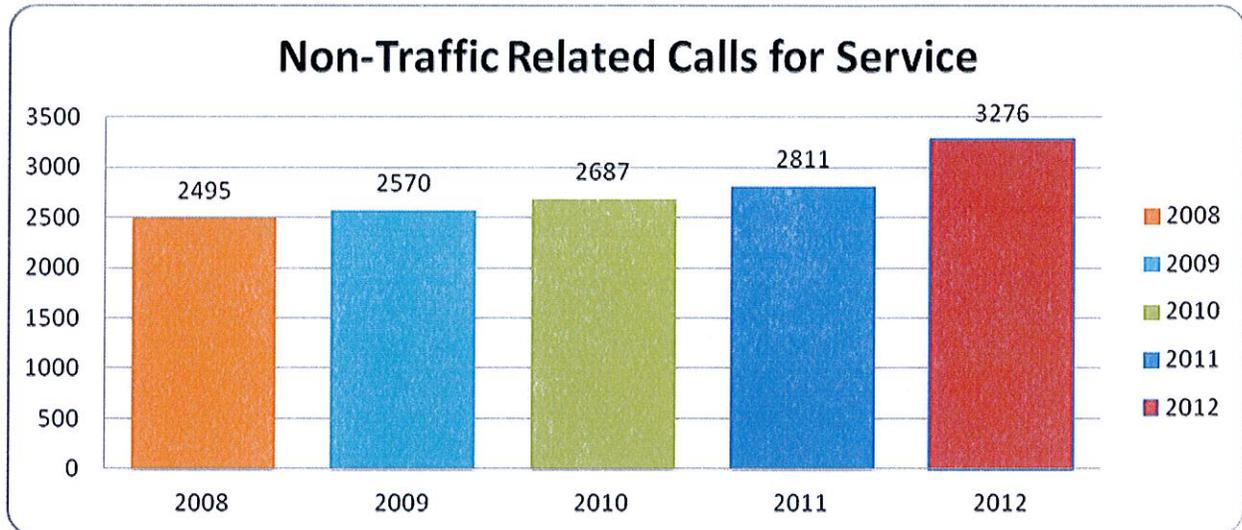
# Total Calls for Service

Your police department answered 4290 calls for service in 2012. Due to being staffed at 6 FT officers; staffing was spread thin for parts of 2012. As a result, each officer handled a larger call load than in recent years.



Above you will see the total calls for service. This number represents every call the Police Department answered and initiated in 2012 including traffic stops.

## Non-Traffic Related Calls for Service



Above you will see calls for service that were answered by the Police Department in 2012. I removed all traffic stops to give a true representation of the call load that our Officers are handling. Please take notice that the call load of the department has been steadily increasing since 2008.

## Twenty-Four Hour Patrol

In 2012, the Benson Police Department continued providing our community with 24 hour Police patrol. We continue to believe that this is a necessity in the current day in age. During overnight hours, Officers focus their patrols on businesses both by vehicle and foot patrols. Officers continued to discover numerous open doors to businesses. Our 24 hour patrol was again instrumental in solving thefts from vehicles, burglaries and also responding to medical emergencies.

We continued to provide this 24 hour coverage despite decreased staffing levels. We are currently staffed at 6 Full Time Employees, including a Patrol Sergeant and we plan to continue at this level until the Chief of Police vacancy is filled.

## Technology Advancements



The Benson Police Department believes that technology helps us provide a better service to our community. In 2012, we worked closely with the Swift County Sheriff's Office and Appleton Police Department to reach an agreement with the Law Enforcement Technology Group (LETG). The three agencies worked well together in organizing the new joint records system in the spring of 2012. This system included records management mobile in car field reporting and computer aided dispatching. Since implementation of this system there has been a notable difference in the time officers spend at the office. Officers are now able to complete the majority of their reports and paperwork from their squad cars. This allows Officers to spend more time in the community, rather than at the office.

## Community Involvement

The Benson Police Department continues to be very active in and involved with the community. Officers are currently involved in a number of Community Policing Projects to include:

- Senior Citizen Assistance Program
- Child Seat Assistance Program
- School Resource Officer Program
- DARE Program
- Safe Communities Coalition
- CEE VI Drug Task Force Liaison
- Bullying Prevention Committee
- Health and Safety Committee- Benson H.S.
- Healthy Community / Healthy Youth
- Program
- Firearms Safety (Volunteer)
- Benson Schools Crisis Team (when needed)
- Driver's Education
- Crosswalk Safety Campaign
- Crisis Intervention Team
- Safe & Sober
- Swift County Child Protection Team
- Swift County Adult Protection Team

In addition, as the Acting Chief is a member of the Benson Kiwanis, Minnesota Chiefs of Police Association, CEE-VI Drug and Gang Task Force Board of Directors and is also a member of the Region 6 Chiefs of Police Association. He also is involved with the Swift County Emergency Management Organization, Restorative Justice Program and the City of Benson Safety Committee.

## **Training**

Police Officers have to put their life on the line occasionally, but they make life and death decisions on a regular basis. They also make decisions on whether or not to take away someone's freedom by incarcerating them. With this in mind, proper training is paramount to the successful delivery of effective service to the community. Benson Police Officers are trained to the highest level possible while staying within budget constraints. Last year your officers received countless hours of training in areas ranging from Active Shooter to Crisis Intervention and many other things in between. Proper training is directly related to quality delivery of service to the community and also minimizes potential for litigation. Officers attended the following courses in 2012:

- Firearms Qualification Courses
- Use of Force Refresher Courses
- High Risk Traffic Stops Course
- Meth Investigations
- Missing Persons

In January 2012, the Benson Police Department again entered into a cooperative agreement with the Appleton Police Department and the Swift County Sheriff's Office. The contract was for 72 hours of training for each officer. The intent our cooperative agreement was to have all police officers in the county trained in the same manner and to the same level in regards to officer tactics. Due to the program's success, the Benson Police Department, Swift County Sheriff's Office and the Appleton Police Department have continued the agreement in 2013. We also send officers to selected classes and participate in a MN LMC web based training program which covers a wide array of legal topics and offers new classes every month.

**Benson Heartland Express**

**DRUG AND ALCOHOL TESTING POLICY**

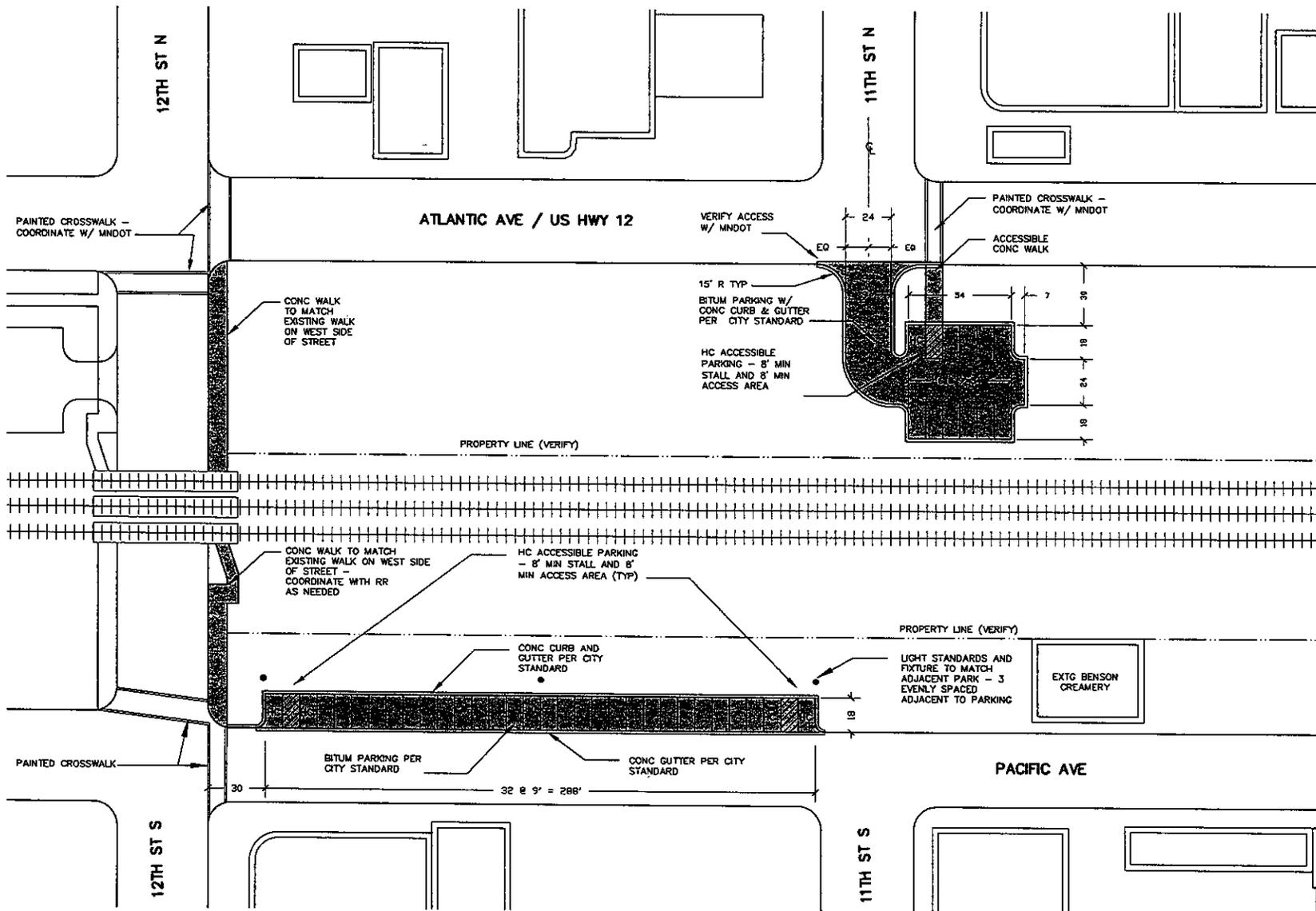
**Policy adopted 10/4/10, Policy revised on 01/23/13**

**Rob Wolfington  
City Manager**

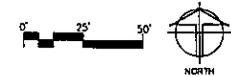
**FTA DRUG AND ALCOHOL TESTING PROGRAM**

Revised 01/29/13

DSK FILE NAME: (17.24 (LMS Tech)) P:\1718 - Bopper1 - Perro Park\SMB perro base 10612.dwg  
 PLOT DATE: Jan 07, 2013 10:45am



1  
L1 LAYOUT PLAN




**SANDERS  
WACKER  
BERGLY  
INC.**  
 A LOUGHS COMPANY  
 PLANNING · CIVIL ENGINEERING · LAND  
 SURVEYING · LANDSCAPE ARCHITECTURE  
 · ENVIRONMENTAL  
 355 East Kellogg Blvd.  
 Saint Paul, MN 55101  
 Phone: (651) 221-0401  
 Fax: (651) 237-8817  
 www.swbinc.com

**BENSON  
CREAMERY**

**SITE  
DEVELOPMENT**

BENSON,  
MINNESOTA

This plan, specification, or report is intended for general guidance only. The City shall be responsible for obtaining all required approvals and for construction details and methods.

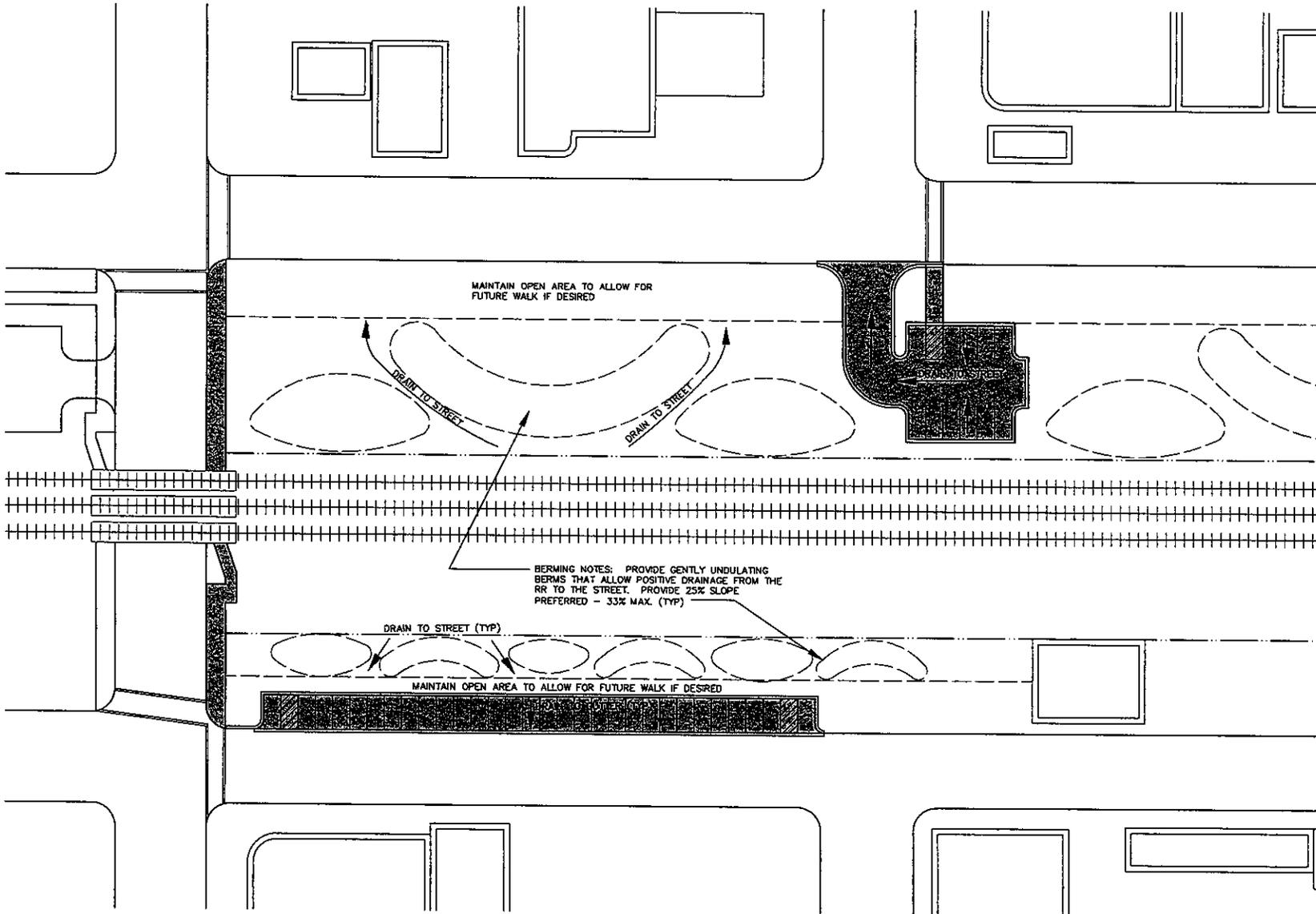
Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Reg. Number: \_\_\_\_\_

Project Number: 1218  
 Drawn By: \_\_\_\_\_  
 Original Issue Date: 01/07/13

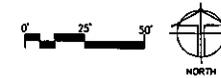

LAYOUT PLAN

SHEET: **L1**

DSK FILE NAME: (172a (JMS Tech)) P:\1216 - Bayport - Petro Park\SMB petro base 110512.dwg  
PLOT DATE: Jan 07, 2013 10:45am



1 GRADING PLAN  
12



**SANDERS  
WACKER  
BERGLY  
INC.**  
A LOUCKS COMPANY

PLANNING · CIVIL ENGINEERING · LAND SURVEYING · LANDSCAPE ARCHITECTURE · ENVIRONMENTAL

365 East Kellogg Blvd.  
Saint Paul, MN 55101  
Phone: (651) 291-0401  
Fax: (651) 297-6817  
www.swbinc.com

## BENSON CREAMERY

### SITE DEVELOPMENT

BENSON,  
MINNESOTA

This plan, specification, or report is intended for general guidance only. The City shall be responsible for obtaining all required approvals and for construction details and methods.

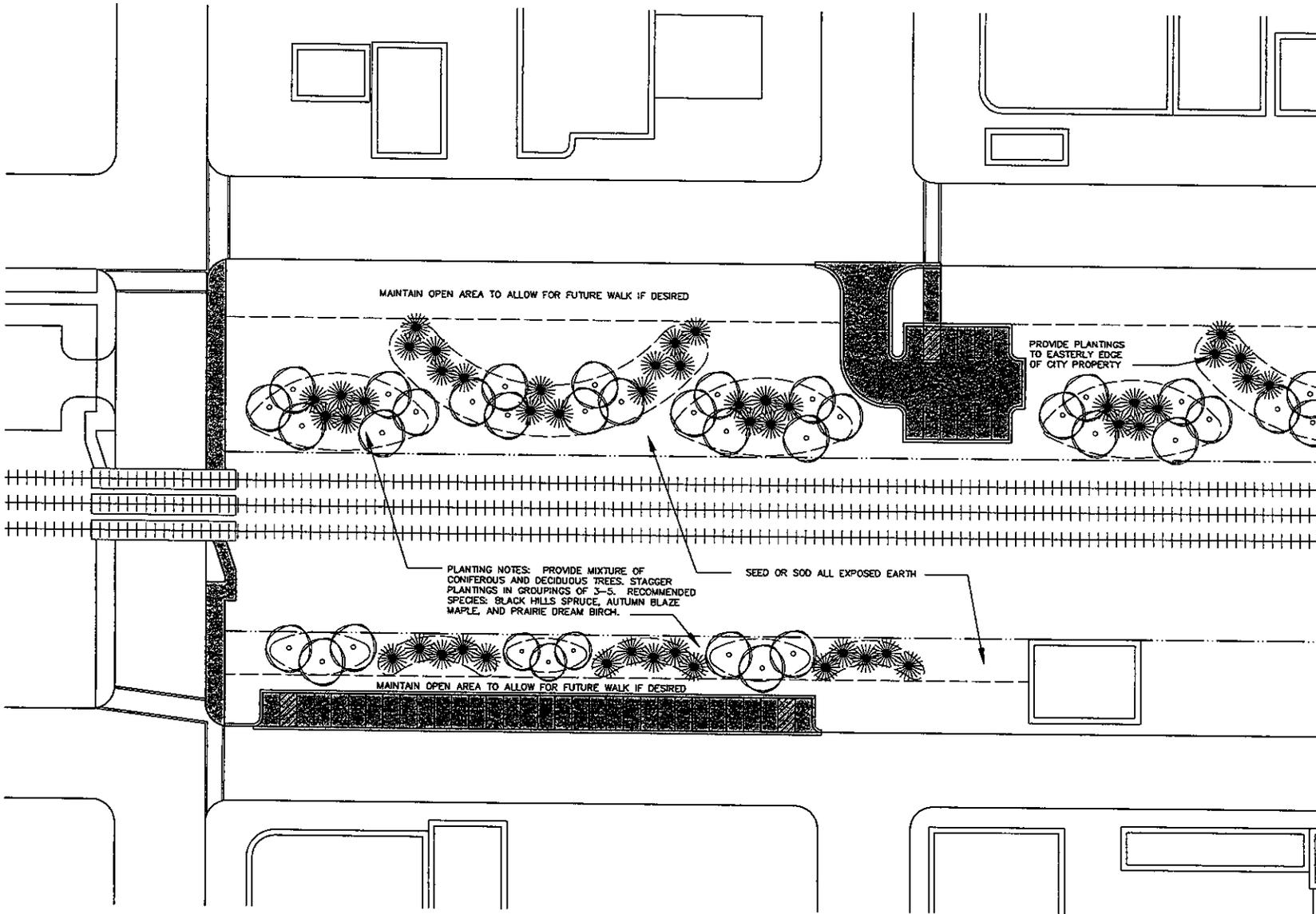
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Reg. Number: \_\_\_\_\_

Project Number: 1216  
Drawn By: \_\_\_\_\_  
Original Issue Date: 01/07/13

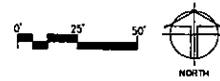

### GRADING PLAN

SHEET: **L2**

DRK FILE NAME: (172r (LMS Tech)) P:\1218 - Bogert - Perry Park\588 Perry Park 10012.dwg  
PLOT DATE: Jan 07, 2013 10:45am



1  
L3 PLANTING PLAN



 SANDERS  
WACKER  
BERGLY  
INC.  
A LOVORS COMPANY

PLANNING · CIVIL ENGINEERING · LAND SURVEYING · LANDSCAPE ARCHITECTURE · ENVIRONMENTAL

305 East Kellogg Blvd.  
Sooth Paul, MN 55101  
Phone: (651) 221-0401  
Fax: (651) 297-8817  
www.swbinc.com

# BENSON CREAMERY

## SITE DEVELOPMENT

BENSON, MINNESOTA

This plan, specification, or report is intended for general guidance only. The City shall be responsible for obtaining all required approvals and for construction details and methods.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Reg. Number: \_\_\_\_\_

Project Number: 1218  
Drawn By: \_\_\_\_\_  
Original Issue Date: 01/07/13


### PLANTING PLAN

SHEET: L3

Proposal by

Date: 1/10/2013

Proposal No. CSA=1440



**ZIEGLER POWER SYSTEMS**

8050 STATE HIGHWAY 101  
SHAKOPEE, MN 55379  
952-445-4292 888-320-4292

To: Mr. Elliot Nelson  
City of Benson (Utility Division)  
1410 Kansas Avenue  
Benson, MN 56215

Re: 5-Year Customer Support Agreement  
(CSA) for  
(5) Caterpillar D3516 Generators

*WE PROPOSE TO FURNISH IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS, TERMS AND CONDITIONS*

This proposal is for the maintenance of 5=1880 KW, Caterpillar D3516 emergency backup generators. A brief descriptions of the services are listed below can be found on the following pages of this proposal.

**Engine S/N'S= 7RN01860, 7RN01883, 7RN01873, 7RN01871, & 7RN01872**

**Service Agreement start Date=March 1, 2013      Service Agreement End Date=March 1, 2018**

**\*\* Annual payment: \$24,825.00**

**\*\*PRICE STATED IS FOR ALL (5) GENERATORS\***

**Parts, Labor, Travel, & disposal of fluids and parts to meet MN EPA Regulation are included in this service agreement. Services completed by a certified trained caterpillar technician. (Real Important)**

**HELPS PROTECT EXISTING CATERPILLAR WARRANTY ON ENGINES AND GENERATORS.**

**Terms and Conditions**

- **Agreement cost is guaranteed for the entire contract term as specified above.**
- This is a preventative maintenance agreement and any repairs classified outside of standard preventative maintenance will result in additional cost to the customer.
- This proposal is valid for (30) days and assumes all work to be done during normal business hours (7:30a.m. to 4:00p.m.). Monday through Friday
- Prices do not include local and/or state taxes.

ACCEPTED BY:

X

Respectfully submitted,  
ZIEGLER INC.

By: Chuck A Roehrich  
Chuck A Roehrich, Parts and Service Sales Representative

1/10/2013

By:

X

Subject to approval by  
Ziegler Inc.

APPROVED:

→ **Watch guard Level 1: Service performed in: April 2013, 2014, 2015, 2016, 2017**

Includes the inspection of the following systems:

- Cooling
- Lube Oil **(Includes oil and coolant analysis at Ziegler lab)**
- Air Intake
- Fuel
- Exhaust (inside building only)
- Starting
- Engine
- Generator
- Transfer Switch
- Coolant and Oil Analysis

→ **Watchguard Level 2: Service performed in: October 2013, 2014, 2015, 2016, 2017**

Includes the following:

- Level 1 Inspection **(Includes oil and coolant analysis at Ziegler lab)**
- Change engine oil
- Change engine oil filter (s)
- Change fuel filter (s)
- Inspect air filter (s)
- Disposal of old fluids per EPA standards

**Watchguard Level 3:** Service performed in: Recommended every 36 months

- Drain and refill cooling system, add coolant additives
- Replace cooling system hoses and engine thermostats
- Disposal of old fluids per EPA standards

**Watch guard Level 4:** Service performed in: Recommended every 12 months

Includes the following:

- Megohmmeter test

**Watch guard Level 6:** Service performed in: Recommended every 36 months

Includes the following:

- Inspection of Slip ring and brushes
- Grease rear generator bearing
- Inspection of Generator wiring
- Inspection of Stator and rotor
- Inspection of Generator space heater
- Inspection of Coupling and guards
- Inspection of Meters and voltage regulator
- Adjust engine intake and exhaust valves
- Calibrate injectors
- Check engine timing where applicable
- Check turbo endplay

**Watch guard Level 9:** Service performed in: Recommended every 36 months

Includes the following services

- Complete electrical system check
- Battery charger adjustment
- Test engine starter amperage
- Removal and disposal of old, lead acid, batteries per EPA standards
- Installation of new, low-antimony batteries specifically designed for standby applications

**Customer Requirements**

It is the customer's responsibility to....

- Perform weekly and monthly inspections of the engine/generator.
- Maintain written or computerized records of the weekly and monthly inspections.
- Contact Ziegler Power Systems with any problems or concerns noted during the weekly and monthly inspections.

**Ziegler Power Systems Exclusion of Responsibility:**

Ziegler Inc. is not responsible for...

- Providing a portable generator during repairs
- Fuel consumed by generator set during operation
- Building wiring
- System modifications
- Acts of nature, terrorism or war
- Uses of generator beyond rated capacity
- Main fuel tank or piping problems
- Emissions permitting
- Regulation changes
- State and local taxes
- Customer abuse/neglect