

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
MONDAY, MARCH 7, 2016 - 6:30 P.M.
A G E N D A**

- I. Roll Call
 - II. Consent Agenda
 - A. Minutes of the February 16, 2016 Special Meeting (#1-4)
 - B. Minutes of the February 16, 2016, Regular Meeting (#5-31)
 - C. Receipts
 - D. Bills and Payroll
 - E. Communications (#94-100)
 - III. Public Forum
 - IV. Committee and Staff Reports
 - A. Mayor's Report
 - B. City Administrator's Report
 - 1. Non-Audit Services Letter (#32-33)
 - C. Public Works Director's Report
 - D. Library Director/Special Events Coordinator's Report
 - E. Sheriff's Department Report
 - F. City Engineer's Report
 - G. Public Health and Safety Board
 - 1. Fire Fighter Competency Tests (#34-76)
 - H. Street and Alley Committee
 - 1. County Road 109/Highway 169 Request (#77)
 - 2. Local Improvement Guide Amendment (#78)
 - I. Liaison Reports
 - V. Unfinished Business
 - A. Resolution Number 05-16 Land Acquisition (#79-82)
 - VI. New Business
 - A. Resolution Number 13-16 Land Transfer (#83-84)
 - B. Resolution Number 14-16 Land Acquisition (#85-86)
 - C. Resolution Number 15-16 Ordering Bids (#87-88)
 - D. Resolution Number 16-16 Ordering Bids (#89-90)
 - E. Temporary Liquor License (#91)
 - F. Set Board of Review Meeting (#92-93)
 - VII. Communications (#94-100)
 - VIII. Announcements
 - IX. Adjourn
- # Page Number in Packet

MINUTES
SPECIAL MEETING
MOUNTAIN IRON CITY COUNCIL
FEBRUARY 16, 2016

Mayor Skalko called the City Council meeting to order at 5:29 p.m. with the following members present: Joe Prebeg, Jr., Susan Tuomela, Alan Stanaway, Tony Zupancich and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Amanda Inmon, Municipal Services Secretary; Bryan Lindsey, City Attorney and Al Johnson from Benchmark Engineering.

The purpose of the meeting was to conduct a public hearing on the proposed improvement on for/on Garden Drive South/Arbor Lane/Fairview Lane project, Improvement Number MI15-09. Last improvement was in 1983, roughly 33 years since this has been done.

At 5:30p.m., it was moved by Zupancich and seconded by Tuomela to recess the regular meeting and open the public hearing for the proposed special assessments. The motion carried unanimously.

Al Johnson from Benchmark Engineering was available to speak about the project. Start by milling two inches of the surface off, and replace with three inches to minimize future cracking. The proposed project would start at Fairview lane, going to Arbor Lane on Garden Drive. Estimated time frame during the summer is roughly 2-3 weeks, timeframe beginning when the contractor starts, ultimately up to contractors' schedule.

Prebeg asked Al Johnson about curbing replacement, will the entire road need new curbing, or as needed. Al Johnson said curbing would be left as is, mill down but try to maintain curbing, bring overlay up to current curb surface. Al Johnson noted that the curbing did not need to be replaced in most places. Al Johnson stated that there were a couple of places but overall most of the curbs would not need to be replaced. Milling will take off 2 and add 3 to the street, Prebeg, and Al discuss in regards to curbing and milling of street project.

Mayor Skalko discussed past improvements regarding corner lots, mentioned Joe and Mary Scinto. Mayor Skalko stated that Joe and Mary Scinto would be fully assessed on Fairview, in accordance to the position of their driveway being on that particular street. Mayor Skalko stated that all corner lots would be assessed at half for the street improvement; main assessments would be for the location of driveways, based on footage possessed.

Joe and Mary Scinto questioned the amount of the assessment, based on surrounding neighbors' assessments. Joe Scinto stated that he was paying over the \$5000 cap for the assessment. Joe Scinto indicated that he was paying more for this assessment than previous street improvement assessments. Joe Scinto said that according to the assessment that he would be over the cap with past street improvements included.

Prebeg stated that Council previously set a cap on the amount not to exceed \$5000 per individual lot assessed. Anyone that would have potentially been assessed for more than the cap, that the City of Mountain Iron was paying the difference.

Zupancich stated that the City Council policy's intent was that the \$5000 cap was by/per street project. This would be classified as two separate street projects, cap does not include past street projects unless the streets were under improvement at the same time. Prebeg stated that if the projects were done at the same time then the cap would be justified, however since the projects are in different years the cap would not include previous improvement assessments. Overall intent and policy was for residents to not have to pay large amounts for assessments, thus making a cap of \$5000 by street project, thus minimizing the impact on the residents.

Mayor Skalko stated that this does not affect many people, only those which live on a corner lot.

Glenn Curry stated that he lived on a corner lot as well, thus he was being assessed for an amount over the \$5000 cap. Was an error in previous paperwork, Glenn Curry wanted to know where the council received the assessment quotes from, if it only came from one company involved? Glenn Curry questioned if the street actually needed the improvements and does everyone on that street want the improvements done?

Zupancich says the assessment quotes are an engineer's estimate, and that they were the worst case scenario in regards to assessments. Official quotes and figures have not been presented to the City Council.

Prebeg discussed that the streets receive an evaluation, due to cracking, deterioration and potholes this particular street was assessed and determined to need the overlay on a recommendation from the engineer. Streets would only get worse, if the improvement was completed in three to four years it would need a complete reconstruct costing three times the amount.

Glenn Curry expressed his thoughts on the quotes and assessments, asserting that they are excessive, should get streets and sidewalks done for the amount assessed. Glenn Curry declared that compared to previous street that was completed, Arbor Lane, this is a substantial difference.

Prebeg specified that each street has a percentage of assessments which are based on the amount of usage of the street and location. Arterial street residents pay less because other residents and people use the street, when compared to residential streets. Residents are supposed to pay 75% of the overall cost, however with this cap; the maximum amount is \$5000.

Skalko stated the assessed amounts are the most that it will cost, but it will more than likely be less. Skalko brought up the idea that those residents that live in corner lots, if projects are done with 10 years apart, and then the resident just gets the \$5000. This could be a possible adjustment to the current policy, for only those residents on corner lots, both streets done with in a 10 year period, cap would be \$5000.

Zupancich and Prebeg stated that a majority of the residents without the cap, would pay double the amount that they are currently paying, the rest of the City of Mountain Iron is picking up the rest of the cost. The rest of the community is picking up the difference, to save the residents money, thus allowing for residents to know that they will not have to pay more than \$5000 for an assessment.

Skalko brought to attention that corner lots were not discussed within the policy in regards to the \$5000 cap, stated that the City Council would further discuss amending the current policy in regards to corner lot assessments. Cap would not exceed \$5000 even if both streets on corner lots are completed within a 10 year time frame.

Al Johnson from Benchmark Engineering articulated that the estimations are hard to predict and estimate during the winter months, hopeful that the estimations would come in less, perhaps 5-10% less than the initial estimation.

Mayor Skalko said during Street and Alley meeting it would be mentioned and discussed with it being brought back up at the next council meeting, March 7, 2016.

Zupancich stated that the main purpose is finding a balance, best interest in the long term for everyone. Zupancich stated that with the 10 year payment plan there is prime rate plus 2% interest in which the City must charge, minimum amount per state law.

Prebeg said that the City of Hibbing doesn't assess; instead they tax the entire city. The City of Mountain Iron is done per construction basis, with a \$5000 cap per resident based on owned footage.

Stanaway mentioned that when streets are evaluated, they are moved up on the list to be completed based on input from Public Works Director and City crews, due to deterioration being seen whilst working.

Mayor Skalko and Zupancich pointed out that \$5000 cap are for residential assessments only, commercial property, public property or businesses.

Mary Scinto stated that there were a couple spots along with a crack in the street which was completed within the last few years across from them. Mary wanted to know if the city comes back and reevaluates those areas, putting anything in there or patching them.

Zupancich and Prebeg stated that there was a crack and seal program, which should be done every year. Prebeg mentioned that they should be checked. This would help ensure that the streets do not have to be done again for roughly another 30 years.

At 5:53 p.m., it was moved by Zupancich and seconded by Stanaway to close the public hearing and reconvene the special meeting. The motion carried unanimously.

At 5:54 p.m., it was moved by Zupancich and seconded by Prebeg that the special meeting be adjourned. The motion carried.

Submitted by:



Amanda Inmon
Municipal Services Secretary

www.mtniron.com

MINUTES
MOUNTAIN IRON CITY COUNCIL
February 16, 2016

Mayor Skalko called the City Council meeting to order at 6:30 p.m. with the following members present: Joe Prebeg, Jr., Susan Tuomela, Alan Stanaway, Tony Zupancich and Mayor Gary Skalko. Also present were: Craig J. Wainio, City Administrator; Amanda Inmon, Municipal Services Secretary; Michael Downs, Director of Public Works; Bryan Lindsay, City Attorney; Sally Yuccas, Librarian Director/Special Events Director; John Backman Sheriff's Department; and Al Johnson, Benchmark Engineering Representative.

It was moved by Skalko and seconded by Tuomela that the consent agenda be approved as follows:

1. Approve the minutes of the February 1, 2016, regular meeting as submitted.
2. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
3. To acknowledge the receipts for the period February 1-15, 2016 totaling \$436,088.55 (a list is attached and made a part of these minutes).
4. To authorize the payments of the bills and payroll for the period February 1-15, 2016, totaling \$451,685.81 (a list is attached and made a part of these minutes).

The motion carried on a roll call vote with all members present.

Public Forum:

- Pastor Kristin Foster, chairperson of the Summer Work Outreach Program board, spoke on behalf of the non-profit organization. Thanked the City of Mountain Iron for being the most consist city of the 4-quad cities.
- Summer Work Outreach Program celebrating 20th anniversary on July 21st at Mountain Iron Community Center for the cities of Chisholm, Mountain Iron, Buhl, and Virginia. The program puts kids to work for their communities, has roughly affected the lives of roughly 550-600 kids, with roughly 325 kids ages 11-14 being from the City of Mountain Iron. This program alone gave roughly 200 volunteer hours to the surrounding community.

Mayor's Report:

- Mayor spoke about Summer Work Outreach Program, has been a part of the program for many years
- Condolences, to the family of Melba Niska
- No outstanding news to report or discuss

The City Administrator reported the following:

- Economic Development Authority Project will be starting soon on County Road 7, clearing of the area for the housing project
- 24th February Hosting Table Top Emergency Management Program, thanked Public Health and Safety Board for putting the program together
- Comprehensive plan will be conducting a Community Survey, online through Arrowhead Regional Development Commission

The Director of Public Works reported on the following:

- After previous announcement of Automated Meters installations, roughly down to 150 left to be installed in the West Virginia area, progress is being made

It was moved by Zupancich and seconded by Tuomela to authorize the purchase of the John Deere Gator TX for the State bid price of \$6,135.00, from Five Seasons Sports, the funding approved in the 2016 capital improvement fund. This vehicle would be for the caretakers to use for maintenance and oversight of the West Two Rivers Campground (a copy is attached and made a part of these minutes). The motion carried unanimously on a roll call vote.

Library Director/Special Events Coordinator report.

- Merritt Day committee meeting, 3rd Thursdays of the month at 6:00 p.m., at the Mountain Iron Library
- Stress Management class. Scheduled for February 23rd, at the Mountain Iron Library, given by two local Physicians
- Minnesota Gangsters Program on February 11, was successful, can be seen at another libraries

Sheriff's department:

- No formal or informal report at this time

It was moved by Prebeg and seconded by Tuomela to authorize an increase in residential monthly service fees for water to \$17.00 and commercial fees to \$28.00 per month, with use fee for both to \$2.50 per 1000 gallons water used. Motion carried with effective date immediately. As recommended by the City Accountant, so the City does not lose any money, Prebeg stated that the city looks at ways to reduce cost. Rates were raised roughly 6 years ago for the water and 5 years ago for the wastewater (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Prebeg and seconded by Zupancich to authorize an increase in both residential and commercial monthly service fee for wastewater by \$5.00 per month as of March 1, 2016. As well as to also increase residential and commercial use for wastewater to \$4.00 per every 1000 gallons used as of January 1, 2017 (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Zupancich and seconded by Tuomela to authorize the elimination of required meter deposits at Mountain Manor provided that the City goes into a contract/agreement with the Housing and Redevelopment Authority as well as D.W. Jones Management, Inc. for the guaranteeing of payment on tenant's utility accounts (a copy is attached and made a part of these minutes). The motion carried unanimously.

Director of Public Works spoke in regards to some "A" based meters cannot be changed, therefore establishing an incentive for residents to receive \$500 towards meter base upgrade. Roughly 20 "A" based meters that are about 60-80 years old, in West Virginia and the Downtown Mountain Iron area. If meter is not upgraded within a year, to charge a \$25.00 monthly with the program only being offered the remainder of 2016.

Ed Roskoski inquired why incentive was being proposed, with older homes having the metes built into the fuse box, was this ultimately to separate? Director of Public Works explained that the incentive was so the meter would be upgraded thus compatible with the new Automated Meter Reading System.

Discussion in-sued. Zupancich and Prebeg discussed the incentive and the monthly charge. Prebeg expressed that it was a good incentive, fair way to get this accomplished. Zupancich says instead of a fine, but perhaps a payment plan to pay the City of Mountain Iron back, to get the meter changed. Mayor Skalko suggested that after the 10 months, The Utility Advisory Board to re-asses and discuss the progress.

It was moved by Prebeg and seconded by Tuomela to establish a program for electric customers with “A” meter bases to receive \$500 incentive payment when their meter base is upgraded, and to charge a \$25.00 monthly fine to those not upgrading their service within one year. This program is to only be offered in 2016, only (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Prebeg and seconded by Stanaway to appoint Julie Hansen to the position of Assistant Librarian. Ms. Hansen is currently the Substitute Librarian, would bump into the Assistant Librarian position, both covered under the collective bargaining agreement with AFSCME. The motion carried unanimously.

It was moved by Prebeg and seconded by Stanaway to post internally for all AFSCME Local 453 Members, the Library Substitute Position for a minimum of seven days. And further, it was moved by Prebeg and seconded by Stanaway that if there are no applications received internally for the positions, that Staff be authorized to advertise externally in The Home Town Focus Classified Ads on February 19th, 26th and March 4th, plus approve the position analysis for the Library Substitute Position (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Zupancich and seconded by Tuomela to adopt Resolution Number 07-16; authorizing The City of Mountain Iron to submit a grant application to and receive funds from the IRRRB for the new municipal well construction project (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Zupancich and seconded by Stanaway to adopt Resolution Number 08-16; authorizing The City of Mountain Iron to submit a grant application to and receive funds from the IRRRB for the Garden Grove project (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Prebeg and seconded by Tuomela to adopt Resolution Number 09-16; authorizing The City of Mountain Iron to submit a grant application to and receive funds from the IRRRB for the biking and walking trail from Old Town to South Grove project (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Zupancich and seconded by Prebeg to adopt Resolution Number 10-16; to set a public hearing for a possible Tax Increment Financing District which would be located in the Rock Ridge Development. This proposed district would be used to assist with site preparation and infrastructure (strip mall) west of Holiday Inn, work to help develop the area. Public hearing would be set for March 21st at the Regular City Council meeting (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Prebeg and seconded by Tuomela to adopt Resolution Number 11-16; sanctioning Benchmark Engineering to develop plans and specifications for the Garden Drive Improvement Project, plans and specifications would be presented to City Council for approval prior to soliciting any bids (a copy is attached and made a part of these minutes). The motion carried unanimously.

It was moved by Stanaway and seconded by Zupancich to adopt Resolution Number 12-16; reallocating \$300,000 from the General Fund to the Capital Improvement Fund (a copy is attached and made a part of these minutes). The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Tuomela to extend the Accounting Technician to Ms. Lisa Stevens pending a physical, drug test and background check. The motion carried unanimously.

It was moved by Stanaway and seconded by Prebeg to extend the position of Captain to Ms. Julie Nyman, for the position to expire December 31, 2018. Expressed that this was the First woman to be appointed as the Fire Department Captain of City of Mountain Iron. The motion carried unanimously.

It was moved by Zupancich and seconded by Tuomela to approve temporary Liquor License for St. Raphael's Health and Rehabilitation Center's event "Frosty in February," Friday, February 19, 2016, being held at City of Mountain Iron's Community Center. The motion carried unanimously.

It was moved by Prebeg and seconded by Stanaway for The Director of Public Works to work with The City of Eveleth to come with up with options to dispose of or recycle the Old Recycling Trailer. New Recycling Trailer in service, either dispose of Recycling Trailer by means of selling as a complete trailer, for parts or scrap. Motion carried unanimously.

At 7:28p.m., it was moved by Skalko and seconded by Tuomela that the meeting be adjourned. Motion carried with all members present.

Submitted by:



Amanda Inmon
Municipal Services Secretary

www.mtniron.com

Summary By Category And Distribution

Category	Distribution	Amount
UTILITY	UTILITY	144,222.68
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	603.04
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	1,200.00
BUILDING RENTALS	COMMUNITY CENTER	400.00
SPECIAL ASSESSMENTS	SPECIAL ASSESS.-BOND MONEY	1,805.52
LICENSES	ANIMAL	15.00
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	4.77
METER DEPOSITS	ELECTRIC	150.00
CHARGE FOR SERVICES	SEWER-CHARGE FOR SERVICES	60.89
MISCELLANEOUS	REIMB PHONE EXPENSE-ELEC	36.21
MISCELLANEOUS	CHARITABLE GAMBLING PROCEEDS	444.26
CD INTEREST	CD INTEREST 101	-
CD INTEREST	CD INTEREST 378	357.67 -
CD INTEREST	CD INTEREST 602	-
CD INTEREST	CD INTEREST 603	-
CD INTEREST	CD INTEREST 604	-
CD INTEREST	CD INTEREST 378	357.67
INTERGOVERNMENTAL REVENUE	GRANTS RECEIVABLE	225,000.00
MISCELLANEOUS	REIMBURSEMENTS	99.70
MISCELLANEOUS	REFUSE-SALE OF SCRAP METAL	13.50
CHARGE FOR SERVICES	WATER-CHARGE FOR SERVICES	165.88
INTERGOVERNMENTAL REVENUE	CDBG/ST LOUIS CO/I & I REDUCT.	60,000.00
BUILDING RENTALS	NICHOLS HALL	50.00
PERMITS	BUILDING	233.19
FINES	CRIMINAL	1,490.27
SPECIAL ASSESSMENTS	INTEREST-SP.ASSESS.-BONDS ISSU	93.64
MISCELLANEOUS	ASSESSMENT SEARCHES	-
Summary Totals:		<u>436,088.55</u>

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/16	02/17/2016	148121	10056	A T & T MOBILITY	604-20200	1,277.63
02/16	02/17/2016	148122	10055	ALTEC INDUSTRIES INC	604-20200	313.73
02/16	02/17/2016	148123	130017	AMERICAN BANK	101-20200	159.76
02/16	02/17/2016	148124	6054	ANNETTE PIRI	101-20200	200.00
02/16	02/17/2016	148125	10009	ARCHITECTURAL RESOURCES	301-20200	1,282.50
02/16	02/17/2016	148126	10019	ARMORY SHELL	101-20200	75.00
02/16	02/17/2016	148127	10041	ARROWHEAD EMS ASSOCIATION	101-20200	1,270.00
02/16	02/17/2016	148128	20063	B & L SUPPLY	301-20200	7,955.25
02/16	02/17/2016	148129	20022	BENCHMARK ENGINEERING INC	301-20200	39,182.50
02/16	02/17/2016	148130		Void Check	603-20200	.00 V
02/16	02/17/2016	148131	151	CELERA MARTIN	604-20200	46.54
02/16	02/17/2016	148132	156	CHARLES TAYLOR	604-20200	133.49
02/16	02/17/2016	148133	30083	CITY OF VIRGINIA	101-20200	64.74
02/16	02/17/2016	148134	30072	COMPUTER WORLD	101-20200	29.75
02/16	02/17/2016	148135	153	DARLENE RAUTRO	604-20200	242.56
02/16	02/17/2016	148136	148	DEBRA LABADIE	604-20200	335.82
02/16	02/17/2016	148137	40013	DR MATTHEW A GAHN	101-20200	400.00
02/16	02/17/2016	148138	40027	DULUTH/SUPERIOR COMMUNICATION:	101-20200	5,401.50
02/16	02/17/2016	148139	50049	ESSENTIA HEALTH	101-20200	50.00
02/16	02/17/2016	148140	155	FENTON & COLLEEN SPICER	604-20200	82.83
02/16	02/17/2016	148141	60029	FERGUSON ENTERPRISES INC	602-20200	37.21
02/16	02/17/2016	148142	60006	FISHER PRINTING COMPANY	101-20200	577.00
02/16	02/17/2016	148143	1218	FLOOR TO CEILING STORE	101-20200	614.44
02/16	02/17/2016	148144	149	GARY SCHUBERT	604-20200	111.45
02/16	02/17/2016	148145	70016	GOPHER STATE ONE CALL INC	604-20200	8.70
02/16	02/17/2016	148146	70004	GRANDE ACE HARDWARE	602-20200	48.91
02/16	02/17/2016	148147	2017	HABITAT FOR HUMANITY	101-20200	200.00
02/16	02/17/2016	148148	80001	HILLYARD/HUTCHINSON	101-20200	1,386.90
02/16	02/17/2016	148149	80055	HUNDRIESER CONSULTING LLC	101-20200	6,000.00
02/16	02/17/2016	148150	152	JOSEPH & DANIELLE SPELTS	604-20200	183.92
02/16	02/17/2016	148151	150	JOSEPHINE RINGGENBERG	604-20200	69.54
02/16	02/17/2016	148152	154	JOY BOETTCHER	604-20200	65.49
02/16	02/17/2016	148153	1217	L & M SUPPLY	101-20200	5,000.00
02/16	02/17/2016	148154	120006	L & M SUPPLY	101-20200	958.30
02/16	02/17/2016	148155	120014	LUNDGREN MOTORS	101-20200	97.73
02/16	02/17/2016	148156	137	MESABI FAMILY YMCA	101-20200	200.00
02/16	02/17/2016	148157	130006	MESABI HUMANE SOCIETY	101-20200	1,500.00
02/16	02/17/2016	148158	157	MIKE RIOS	604-20200	138.83
02/16	02/17/2016	148159	140026	MINNESOTA ENERGY RESOURCES	602-20200	2,106.72
02/16	02/17/2016	148160	130009	MINNESOTA POWER (ALLETE INC)	604-20200	112,743.13
02/16	02/17/2016	148161	130155	MN PUBLIC FACILITIES AUTHORITY	802-20200	5,013.04
02/16	02/17/2016	148162	130086	MN RURAL WATER ASSOCIATION	601-20200	225.00
02/16	02/17/2016	148163	130151	MN SECRETARY OF STATE-NOTARY	101-20200	120.00
02/16	02/17/2016	148164	130015	MOUNTAIN IRON PUBLIC UTILITIES	101-20200	14,548.78
02/16	02/17/2016	148165	159	NICOLE SUNDT	101-20200	200.00
02/16	02/17/2016	148166	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	67,672.00
02/16	02/17/2016	148167	140065	NYMAN, KEITH	101-20200	936.95
02/16	02/17/2016	148168	160066	PACE ANALYTICAL SERVICES	602-20200	426.00
02/16	02/17/2016	148169	160037	PRAXAIR	101-20200	148.57
02/16	02/17/2016	148170	170007	QUILL CORPORATION	101-20200	284.59
02/16	02/17/2016	148171	180008	RADKO IRON & SUPPLY INC	101-20200	130.96
02/16	02/17/2016	148172	180084	ROTARY CLUB OF THE QUAD CITIES	230-20200	250.00
02/16	02/17/2016	148173	190045	SERVICE SOLUTIONS	101-20200	23.00
02/16	02/17/2016	148174	90013	ST LOUIS CO.-IRON RANGE YOUTH	230-20200	500.00
02/16	02/17/2016	148175	190054	ST LUKES CLINICS	101-20200	320.00
02/16	02/17/2016	148176	806	STEVE HEINRICH	101-20200	425.00
02/16	02/17/2016	148177	190012	SUMMIT COMPANIES	101-20200	3,473.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/16	02/17/2016	148178	190012	SUMMIT COMPANIES	101-20200	143.82
02/16	02/17/2016	148179	200003	TACONITE TIRE SERVICE	602-20200	225.33
02/16	02/17/2016	148180	30077	THE COSTIN GROUP INC	701-20200	1,763.96
02/16	02/17/2016	148181	200020	THE TRENTI LAW FIRM	101-20200	5,356.76
02/16	02/17/2016	148182	200028	TRI CITIES BIOSOLIDS DISPOSAL	101-20200	3,000.00
02/16	02/17/2016	148183	210001	UNITED ELECTRIC COMPANY	101-20200	857.92
02/16	02/17/2016	148184	210002	UNITED TRUCK BODY COMPANY INC	101-20200	210.28
02/16	02/17/2016	148185	228	UNITED WAY OF NE MINNESOTA	101-20200	200.00
02/16	02/17/2016	148186	220004	VIRGINIA DEPARTMENT OF PUBLIC	604-20200	48,792.74
02/16	02/17/2016	148187	220020	VISA OR AMERICAN BANK CC PMT	101-20200	2,481.19
02/16	02/17/2016	148188	158	WENDY STANZELL	101-20200	200.00
02/16	02/17/2016	148189	230028	WISCONSIN ENERGY CONSERVATION	604-20200	495.96
02/16	02/17/2016	148190	240001	XEROX CORPORATION	101-20200	633.65
02/16	02/17/2016	148260	30084	CARDMEMBER SERVICE	603-20200	5,124.00

Totals:

354,734.37

Payroll-PP Ending 2/12/16 96,546.90
 TOTAL EXPENDITURES \$451,685.81

COUNCIL LETTER 021616-IVC1

CAMPGROUND

UTILITY VEHICLE

DATE: February 11, 2016

FROM: Mike Downs
Director of Public Works

Craig J. Wainio
City Administrator

Staff is requesting authorization to purchase a utility vehicle for the caretakers to use for maintenance and oversight of the West Two Rivers Campground. Enclosed is a quote for a John Deere Gator TX from Five Seasons Sports in Eveleth. The quote is based upon the State bid price including freight. This item is budgeted for in the 2016 Capital Improvement Budget. It is recommended that the City Council authorize the purchase of the John Deere Gator TX from Five Seasons Sports for \$6,135.00.

QUOTATION

HONDA
YAMAHA

FIVE SEASONS SPORTS

JOHN DEERE
POLARIS

Box 360 Hwy 53
EVELETH, MN 55734
(218) 744-5871

HARLEY DAVIDSON

www.fiveseasonsports.com

DATE

NAME <u>City of Mt. Iron</u>	
ADDRESS _____	
PHONE NO _____	SALESMAN _____
NEW OR USED VEHICLE	
<u>John Deere GATOR TX</u>	\$ <u>5715.00</u>
<u>Freight</u>	<u>420.00</u>
	<u>6135.00</u>
EXTENDED SERVICE CONTRACT _____	
NOTICE: USED VEHICLE ALLOWANCE SUBJECT TO BE APPRAISED AT TIME OF SALE	SUBTOTAL \$ _____
	TAX _____
	LICENSE FEE _____
THIS QUOTE GOOD FOR 30 DAYS IF NO DATE APPEARS THEN 10 DAYS FROM DATE OF QUOTATION	BALANCE DUE ON DELIVERY \$ _____
ADDITIONAL COMMENTS _____	



Gator TX Turf



FEATURES & SPECS

- Overhead valve design for greater efficiency
 - Four-wheel hydraulic disk brakes
 - Wide wheel stance and a low center of gravity
 - The Cayman Turf tire is four-ply rated
- See All Features

List Price:	\$8,699.00* USD
Brakes Type	All-wheel hydraulic disk
Tires Front	Two 22x9.50-10, 4PR
Dimensions Seat Type	Professional High back, bucket

See All Specs

Write the first review

Build Your Own



- Overview
- Features
- Specifications
- Compare
- Accessories & Attachments
- Support
- Reviews

YOU MAY ALSO BE INTERESTED IN...

Build Your Own

More of what you asked for. The Gator TX Turf.

Step up to the enhanced Gator TX Turf and you'll appreciate a deluxe cargo box that includes 16.4 cubic feet of capacity, pick-up style tailgate, 20 tie-down points, a gas-assist shock for easier lifting and dumping, and the ability to convert to a flatbed mode in minutes by removing the composite side panels and tailgate.



4-Wheel Suspension

Whether you load it up or leave it empty, the TX Turf delivers a well-cushioned ride with a four-wheel suspension with new coil over shock, triple-rate adjustable springs and a four-inch longer wheelbase.



Deluxe Cargo Box

16.4 cubic foot capacity reinforced box includes a gas assist for easier lifting and dumping, pick-up style tailgate, 20 integrated tie-down points, and removable side panels and tailgate for flatbed operation. Carries up to 600 lbs. A factory-installed spray-in bed liner is also available.



Engine

The Gator TX Turf is powered by a 13-hp, 401 cc, single-cylinder, four-cycle Kawasaki® gas engine.

COUNCIL LETTER 021616-IVH1

UTILITY ADVISORY BOARD

RATES

DATE: February 11, 2016

FROM: Utility Advisory Board

Mike Downs
Public Works Director

Craig J. Wainio
City Administrator

It was moved by Renzaglia and supported by Heller to increase the residential monthly service fee for water to \$17.00 per month, the commercial monthly service fee for water to \$28.00 per month and the use fee for both to \$2.50 per 1000 gallons of water used. The new rates would be effective immediately after City Council approval. The motion carried unanimously.

It was moved by Peterson and supported by Renzaglia to increase the residential and commercial monthly service fee for wastewater by \$5.00 per month as of March 1, 2016 and to increase the residential and commercial use fee for wastewater to \$4.00 per 1000 gallons used as of January 1, 2017 with the City Council's approval. The motion carried unanimously.

Sewer Rates:									
Increase									
Service Fee by									
\$5.00									
	# of Accts.	Service Fee	Revenue	Usage	Rate per 1000 gal.	Revenue	Total Revenue	Increase in Revenue over 2015	Increase in Revenue over 2015
Residential	825	\$20.00	\$200,250.00	31839330	\$3.50	\$111,437.66	\$311,687.66		
Commercial	129	\$30.00	\$41,940.00	22375760	\$3.50	\$78,315.16	\$120,255.16		
								Increase in Revenue over 2015	
									\$431,942.82
									\$57,240.00
Sewer Rates:									
Increase Use									
Fee by \$0.50									
	# of Accts.	Service Fee	Revenue	Usage	Rate per 1000 gal.	Revenue	Total Revenue	Increase in Revenue over 2016	Increase in Revenue over 2015
Residential	825	\$20.00	\$200,250.00	31839330	\$4.00	\$127,357.32	\$327,607.32		
Commercial	129	\$30.00	\$41,940.00	22375760	\$4.00	\$89,503.04	\$131,443.04		
								Increase in Revenue over 2016	Increase in Revenue over 2015
									\$459,050.36
									\$27,107.54
									84347.54

COUNCIL LETTER 021616-IVH2

UTILITY ADVISORY BOARD

METER DEPOSIT POLICY

DATE: February 11, 2016
FROM: Utility Advisory Board

Mike Downs
Public Works Director

Craig J. Wainio
City Administrator

The Public Works Director stated that the management company for the Mountain Manor Apartments has made a request to eliminate the meter deposit requirement for the apartments in exchange for their guaranteeing payment of the utility bills or the City's EDA guaranteeing payment of the bills. They are requesting this, because potential tenants have difficulty paying the required \$350.00.

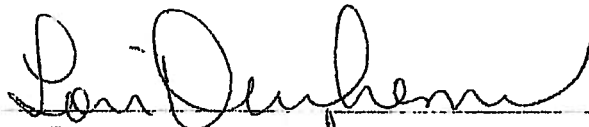
It was moved by Hellyer and supported by Renzaglia to recommend City Council approval of a deposit agreement with D.W. Jones for the Mountain Manor Apartments to eliminate the need for meter deposits in exchange for guaranteeing payment on the utility accounts for the tenants. The motion carried unanimously.

AGREEMENT


In consideration of the mutual promises contained herein the parties to this agreement, the City of Mountain Iron, Minnesota (hereinafter the City), the Mountain Iron Housing and Redevelopment Authority (hereinafter the HRA and DW Jones Management, Inc. (hereinafter DW Jones), state and agree as follows:

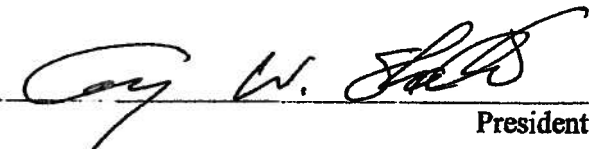
1. DW Jones manages the Mountain Manor Apartments, (hereinafter the apartment), which are located within the City and owned by the HRA.
2. The City provides electricity to the tenants of the apartment. The City requires all electricity customers, including tenants of the apartment, to deposit with the City the sum of \$350. The deposit may be applied against any arrearages owing to the City by its customers for electricity.
3. The City hereby agrees that it will eliminate the deposit for electricity for new tenant of the apartment if so desired by the new tenant. As consideration for the reduction of any new tenant's deposit, DW Jones and the HRA hereby agrees that it will guarantee payment of any portion of that tenant's electricity obligation that accrues after the tenant is 45 days in arrears on the payment of his or her electric bill.
4. The City will provide DW Jones and the HRA with prompt written notice, addressed to DW Jones Management Inc., P.O. Box 340, Walker, Minnesota 56484, of any tenant covered by this agreement becoming 30 days in arrears on an electricity bill.
5. This agreement may be terminated by either party upon the giving of 30 days written notice of termination.
6. This agreement shall be effective February 17, 2016.

DW Jones Management, Inc


Its: President

City of Mountain Iron


Mayor
Housing and Redevelopment Authority


President

COUNCIL LETTER 021616-IVH3

UTILITY ADVISORY BOARD

METER BASE REPLACEMENT

DATE: February 11, 2016
FROM: Utility Advisory Board

Mike Downs
Public Works Director

Craig J. Wainio
City Administrator

The Public Works Director requested the Board to consider establishing a new program to help electric customers with A meter bases to upgrade their meter base to enable them to have the new AMR meters installed. He suggested giving the eligible customers \$500 towards the cost of a new meter base and requiring them to upgrade within one year or be fined \$25.00 per month until it is upgraded.

It was moved by Hellyer and supported by Peterson to recommend to the City Council that a program be established for electric customers with A meter bases to receive a \$500 incentive payment when their meter base is upgraded and to establish a \$25 fine for those customers not upgrading their service within one year. The program is to be offered in 2016 only. The motion carried unanimously.

COUNCIL LETTER 021616-IVI1

PERSONNEL COMMITTEE

ASSISTANT LIBRARIAN APPOINTMENT

DATE: February 11, 2016
FROM: Personnel Committee
Craig J. Wainio
City Administrator

The Personnel Committee recommends that the City Council appoint Ms. Julie Hansen to the position of Assistant Librarian. Ms. Hansen is currently the Substitute Librarian and is “bumping” into the Assistant Librarian position. Both positions are covered by the collective bargaining agreement with AFSCME.

COUNCIL LETTER 021616-IVI2
PERSONNEL COMMITTEE
LIBRARY SUBSTITUTE POSTING

DATE: February 11, 2016
FROM: Personnel Committee
Craig J. Wainio
City Administrator

With Ms. Hansen has accepted the position of Assistant Librarian, now we must obtain a replacement Substitute Librarian. The first step in the process is to post the position internally for all members of AFSCME Local 453 for a minimum of seven days. Enclosed is a copy of the required posting. It is recommended that the City Council post and advertise for the Substitute Librarian position as presented.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: Library Substitute

SUPERVISOR: Library Director

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to perform a variety of routine clerical and manual work in processing, classifying, circulating and cataloging library materials and providing services to library patrons.

RESPONSIBILITIES:

- ◆ Reviews materials to be classified, selects classification numbers and descriptive heading according to the Dewey-decimal classification system; inputs information containing author, title and classification number; stamps and pastes card into books, or applies bar code onto library materials.
- ◆ Types cards, correspondence, memoranda and other material; files materials; files cards or inputs data into computer and necessary operating records.
- ◆ Processes inter-library loans and in-house reference work.
- ◆ Performs routine maintenance on books and other materials, library collections and facilities.
- ◆ Answers telephone calls and provides information or otherwise assists or refers patrons in the selection of library materials and provides reference guidance.
- ◆ Checking library materials in and out; processes overdue charges and fines.
- ◆ Assists in the conducting of special programs for patrons.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of the principles and practices of modern library systems and programs.
- ◆ Knowledge of library circulation, classification and processing techniques.
- ◆ Ability to accurately maintain library filing systems.
- ◆ Skills in library computer system; calculator; copy and fax machine; phone.
- ◆ Ability to perform light physical activity.
- ◆ Experience dealing with the public.

TRAINING AND EXPERIENCE:

- ◆ 2 years post secondary education or equivalent or certified through the Minnesota Voluntary Certification Program for Library Employees.
- ◆ Minimum two years library work experience preferred.
- ◆ Computer training or experience.
- ◆ Valid Minnesota Class D driver's license.



CITY OF MOUNTAIN IRON

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RESOLUTION NUMBER 07-16

AUTHORIZING THE CITY OF MOUNTAIN IRON TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE IRRRB GRANT PROGRAM

WHEREAS, the Mountain Iron City Council approves of the attached application for infrastructure for the Mountain Iron Well Project; and,

WHEREAS, the Mountain Iron City Council agrees to accept funding for the underlying project if approved by the IRRRB.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
MOUNTAIN IRON, MINNESOTA**, that it does hereby adopt this Resolution.

DULY ADOPTED BY THE CITY COUNCIL THIS 15th DAY OF FEBRUARY, 2016.

ATTEST:



City Administrator



Mayor Gary Skalko



CITY OF MOUNTAIN IRON

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RESOLUTION NUMBER 08-16

AUTHORIZING THE CITY OF MOUNTAIN IRON TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE IRRRB GRANT PROGRAM

WHEREAS, the Mountain Iron City Council approves of the attached application for infrastructure for the Garden Drive Project; and,

WHEREAS, the Mountain Iron City Council agrees to accept funding for the underlying project if approved by the IRRRB.

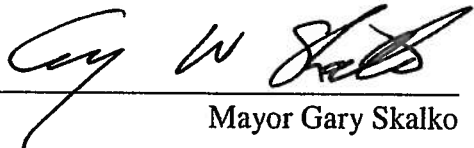
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that it does hereby adopt this Resolution.

DULY ADOPTED BY THE CITY COUNCIL THIS 15th DAY OF FEBRUARY, 2016.

ATTEST:



City Administrator



Mayor Gary Skalko



CITY OF MOUNTAIN IRON

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RESOLUTION NUMBER 09-16

AUTHORIZING THE CITY OF MOUNTAIN IRON TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE IRRRB GRANT PROGRAM

WHEREAS, the Mountain Iron City Council approves of the attached application for infrastructure for the Mountain Iron Bicycle and Pedestrian Connection Project; and,

WHEREAS, the Mountain Iron City Council agrees to accept funding for the underlying project if approved by the IRRRB.

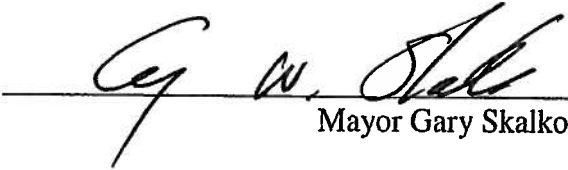
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that it does hereby adopt this Resolution.

DULY ADOPTED BY THE CITY COUNCIL THIS 15th DAY OF FEBRUARY, 2016.

ATTEST:



City Administrator



Mayor Gary Skalko



CITY OF MOUNTAIN IRON

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RESOLUTION NUMBER 10-16

CALLING PUBLIC HEARING ON THE PROPOSED ADOPTION OF AN AMENDMENT TO THE DEVELOPMENT PROGRAM RELATING TO DEVELOPMENT DISTRICT NO. 1, THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 15 WITHIN THE DEVELOPMENT DISTRICT NO. 1 AND THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO

BE IT RESOLVED by the City Council (the "Council") of the City of Mountain Iron, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on March 21, 2016, at approximately 6:30 p.m., to hold a public hearing on the following matters: (a) the proposed adoption of an amendment to the Development Program relating to Development District No. 1 and (b) the proposed establishment of Tax Increment Financing District No. 15 within the Development District No. 1; and (c) the proposed adoption of a Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.134, both inclusive, as amended, and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively, the "Act").
2. Notice of Hearing; Filing of Program and Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed amendment to the Development Program and the proposed Tax Increment Financing Plan for Tax Increment Financing District No. 15 on file in the City Administrator's Office at Mountain Iron city hall and to make such copies available for inspection by the public.
3. Consultation with Other Taxing Jurisdictions. The City Administrator is hereby directed to mail a notice of the public hearing and a copy of the amendment to the Development Program and the Tax Increment Financing Plan for Tax Increment Financing District No. 15 to the Saint Louis County Auditor and the Clerk of Independent School District No. 712 informing those taxing jurisdictions of the estimated fiscal and economic impact of the amendment to the Development Program and the establishment of the proposed Tax Increment Financing District No. 15.

DULY ADOPTED BY THE CITY COUNCIL THIS 15th DAY OF FEBRUARY, 2016.

ATTEST:


City Administrator


Mayor Gary Skalko



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RESOLUTION NUMBER 11-16

ORDERING IMPROVEMENT AND PREPARATION OF PLANS

WHEREAS, a Resolution of the City Council adopted the 20th day of January, 2016, fixed a date for a Council hearing on Improvement Number 15-09, the proposed improvement of Garden Drive between Arbor Lane and Fairview Lane by overlay, and

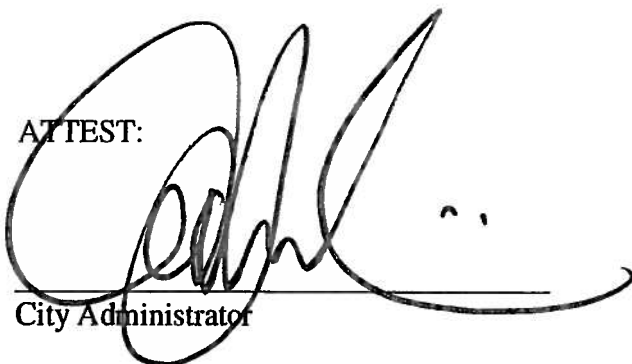
WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 16th day of February, 2016, at which all persons desiring to be heard were given an opportunity to be heard thereon,

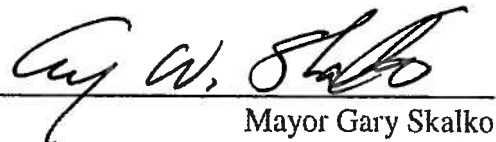
NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council Resolution adopted 20th day of January 2016.
3. Benchmark Engineering is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF FEBRUARY, 2016.

ATTEST:



City Administrator

Mayor Gary Skalko



CITY OF MOUNTAIN IRON

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RESOLUTION NUMBER 12-16

TRANSFERRING FUNDS FROM THE GENERAL FUND TO THE CAPITAL IMPROVEMENT FUND AT THE END OF THE 2015 FISCAL YEAR

WHEREAS, the need presents itself for the transfer of funds from one city fund to the other to maintain the proper fund balance and fund future Capital Improvement Projects, and

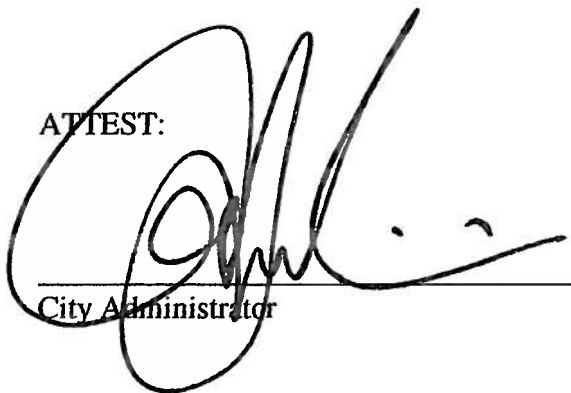
WHEREAS, these transfers need to occur at the end of the City's 2015 fiscal year.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA that the following transfers take place at the end of the City's 2015 fiscal year:

\$300,000 is transferred from General Fund – Unreserved Fund balance to Capital Improvement – Unreserved Fund balance.

DULY ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF FEBRUARY, 2016.

ATTEST:



City Administrator

Mayor Gary Skalko

COMMUNICATIONS
February 16, 2016

1. Mesabi Family YMCA, a thank you for the donation to their Dinner & Auction Fundraiser.



The Y.™ For a better us.™

Dear Craig:

Thank you for your Corporate Table Sponsorship for the Mesabi Family YMCA's Dinner & Auction Fundraiser on Thursday, March 17th. We are looking forward to the City of Mountain Iron joining us for an evening dedicated to creating a healthier and better connected community.

Enclosed is a sponsorship receipt along with your 8 tickets to the event. We have also included details about the fun evening we have planned. See you on March 17th!

Sincerely,

A handwritten signature in black ink that reads 'Samantha Hadley'.

Samantha Hadley
Director of Marketing & Community Engagement

A handwritten signature in black ink that reads 'Becky Zubich'.

Becky Zubich
CEO



**United Way
of Northeastern MN**

**WALKER, GIROUX & HAHNE, LLC
225 1ST STREET N SUITE 2400
P.O. BOX 960
VIRGINIA, MN 55792
218-749-4880 FAX 218-749-8528**

**TO: CRAIG WAINIO
FROM: PATTY SABIE
DATE: December 17, 2015**

CITY OF MOUNTAIN IRON "NONAUDIT SERVICES" LETTER

Craig,

Enclosed please find a copy of the letter that we are required to have on file to document that you have been designated by the City Council to oversee, monitor, accept responsibility and evaluate the "nonaudit services", which include preparation of the financial statements and notes to the financial statements to be included in the audit.

Please have a council member sign the letter also, and return to our office.

Please call if you have questions.

Thank you,

Patty

NONAUDIT SERVICES

Nonaudit services performed by Walker, Giroux & Hahne, LLC (check applicable items):

- 1. Preparing a trial balance based on entity management's chart of accounts.
- 2. Maintaining depreciation schedules for which entity management has determined the method and rate of depreciation and salvage value of the assets.
- 3. Preparing draft financial statements based on entity management's chart of accounts and trial balance and any adjusting, correcting, and closing entries that have been approved by entity management.
- 4. Preparing draft notes to the financial statements based on information determined and approved by entity management.

With regard to the above nonaudit services performed by Walker, Giroux & Hahne, LLC during the audit of City of Mountain Iron, Minnesota for the year ended December 31, 2015, I confirm the following:

- 1. I have been designated by the City of Mountain Iron, Minnesota to be responsible and accountable for overseeing the nonaudit services.
- 2. I will monitored the performance of the nonaudit services.
- 3. I will make all decisions that involved entity management functions related to the nonaudit services and accept full responsibility for those decisions.
- 4. I will evaluate the adequacy of the services performed and accept responsibility for the results.

Craig Wainio, Administrator
Printed Name and Title

Signature

Craig Wainio, Administrator has been designated by the City of Mountain Iron, Minnesota to be responsible and accountable for overseeing the above nonaudit services.

Gary Skalko, Mayor
Printed Name and Title

Signature

COUNCIL LETTER 030716-IVG1
PUBLIC HEALTH AND SAFETY
COMPETENCY TEST

DATE: March 03, 2016
FROM: Public Health and Safety Board
Personnel Committee
Fire Department
Craig J. Wainio
City Administrator

As part of their hiring procedure, the Fire Department would like to implement a basic competency test. Enclosed are the two tests the Fire Department would like to implement. The Public Health and Safety Board and the Personnel Committee have reviewed and approved the tests and recommend that the City Council adopt as presented.

MIDWEST FIREFIGHTER EXAM 1

PART 1: READING COMPREHENSION

Following are several reading passages. Answer the questions that come after each, based solely on the information in the passage.

Following a recent series of arson fires in public-housing buildings, the mayor of a large U.S. city has decided to expand the city's Community Patrol, made up of 18- to 21-year-olds, to about 400 people. The Community Patrol is an important part of the city's efforts to at least reduce the number of these crimes.

In addition to the expanded patrol, the city also plans to reduce the seriousness of these fires, which are most often started in stairwells, by stripping the paint from the stairwell walls. Fed by the thick layers of oil-based paint, these arson fires race up the stairwells at an alarming speed.

Although the city attempted to control the speed of these fires by covering walls with a flame retardant, it is now clear that the retardant failed to work in almost all cases. In the most recent fire, the flames raced up ten stories after the old paint under the newly applied fire retardant ignited. Because the retardant failed to stop the flames, the city decided to stop applying it and will now strip the stairwells down to the bare walls.

1. One of the main points of the passage is that flame retardants
 - a. reduce the number of arson fires in large cities
 - b. are being stripped from walls by the Community Patrol
 - c. have not prevented stairwell fires from spreading
 - d. have increased the speed of flames in stairwell fires
2. The mayor expanded the size of the Community Patrol in an effort to
 - a. arrest and convict the city's arsonists
 - b. increase jobs for 18- to 21-year-olds
 - c. apply flame retardants in public-housing buildings
 - d. prevent some of the stairwell fires from occurring
3. The city's MOST RECENT decision in an attempt to reduce the seriousness of stairwell fires is to
 - a. remove all paint and retardants from stairwell walls
 - b. increase the age range of community-patrol members
 - c. develop a new flame-retardant material
 - d. apply a non-oil-based paint to stairwell walls
4. The passage indicates that stairwell fires spread extremely rapidly because
 - a. the flames are fed by the oil-based paint on the walls
 - b. the stairwells have no ventilation from the outdoors
 - c. arsonists set the fires in several locations at once
 - d. the stairwell walls are old and often bare

5. The city has decided to stop using flame retardants because the retardants
- have failed to control the speed of stairwell fires
 - send toxic fumes and gases into the buildings
 - are thick and have a flammable oil base
 - increase the speed at which flames travel up stairs

Firefighters know that the dangers of motor vehicle fires are too often overlooked. In the United States, one out of five fires involves motor vehicles, resulting each year in 600 deaths, 2,600 civilian injuries, and 1,200 injuries to firefighters. The reason for so many injuries and fatalities is that a vehicle can generate heat of up to 1,500°F. (The boiling point of water is 212°F, and the cooking temperature for most foods is 500°F.)

Because of the intense heat generated in a vehicle fire, parts of the car or truck may burst, causing debris to shoot great distances and turning bumpers, tire rims, drive shafts, axles, and even engine parts into lethal shrapnel. Gas tanks may rupture and spray highly flammable fuel. In addition, hazardous materials such as battery acid, even without burning, can cause serious injury.

Vehicle fires can also produce toxic gases. Carbon monoxide, which is produced during a fire, is an odorless and colorless gas but in high concentrations is deadly. Firefighters must wear self-contained breathing devices and full protective fire-resistant gear when attempting to extinguish a vehicle fire.

6. One reason that firefighters wear self-contained breathing devices is to protect themselves against
- flying car parts
 - intense heat

- flammable fuels
- carbon monoxide

7. The passage suggests that most injuries in motor vehicle fires are caused by
- battery acid
 - odorless gases
 - extremely high temperatures
 - firefighters' mistakes

8. The main focus of this passage is
- how firefighters protect themselves against motor vehicle fires
 - the dangers of motor vehicle fires
 - the amount of heat generated in motor vehicle fires
 - the dangers of odorless gases in motor vehicle fires

9. The cooking temperature for food (500°F) is most likely included in the passage to show the reader
- how hot motor vehicle fires really are
 - at what point water boils
 - why motor vehicle fires produce toxic gases
 - why one out of five fires involves a motor vehicle

10. One reason that firefighters must be aware of the possibility of carbon monoxide in motor vehicle fires is because carbon monoxide
- is highly concentrated
 - cannot be seen or smelled
 - cannot be protected against
 - can shoot great distances into the air

If a building is to be left in a safe condition, firefighters must search for hidden fires that may rekindle. Typically this process, known as overhaul, begins in the area of actual fire involvement. Before searching for hidden fires, however, firefighters must first determine the condition of the building.

The fire's intensity and the amount of water used to fight the fire are both factors that affect a building. Fire can burn away floor joists and weaken roof trusses. Heat from the fire can weaken concrete and the mortar in wall joints and elongate steel roof supports. Excess water can add dangerous weight to floors and walls.

Once it has been determined that it is safe to enter a building, the process of overhauling begins. A firefighter can often detect hidden fires by looking for discoloration, peeling paint, cracked plaster, and smoke emissions; by feeling walls and floors with the back of the hand; by listening for popping, cracking, and hissing sounds; and by using electronic sensors to detect heat variances.

11. The main purpose of overhauling a building is to
- make sure the fire will not start up again
 - strengthen wall joints and roof supports
 - make sure excess water has not damaged floors
 - test for heat damage by using electronic sensors
12. Before overhauling a building, what is the FIRST thing a firefighter should do?
- look for discoloration in the paint
 - detect differences in heat along walls and floors
 - listen for sounds that may indicate a fire
 - determine the extent of fire and water damage

13. According to the passage, cracked plaster is a sign that
- a wall may be about to fall in
 - a fire may be smoldering inside a wall
 - a wall is dangerously weighted with water
 - firefighters should exit the building immediately

As a firefighter, you may be assigned the important task of conducting school fire inspections. At the school, you should first meet with school officials to discuss fire safety policy. Be certain all those involved, including administrators, teachers, and support staff, understand their roles during emergencies. Ask about the school's fire drill schedule and inquire about your department's participation in future drills. Next, conduct a check of all alarms on the premises. If an alarm has been tampered with, notify school officials immediately. If an alarm is not functioning properly and cannot be repaired immediately, notify school officials and fill out a repair request form. Next, inspect all exits to be sure none are obstructed. Review evacuation plans to make certain primary and secondary exits are viable. Walk the routes yourself. Next, inspect all extinguishers. Remember, pressurized water extinguishers must *not* be located near electrical equipment. If this is the case, they should be replaced immediately with foam units, which are safer. Next, inspect wall and ceiling decorations. Depending on regulations, it is often a violation of fire codes to have more than 20 percent of any wall or ceiling covered with artwork or other hangings. Last, report your findings to your supervisor.

14. According to the passage, why should fire personnel review evacuation plans?
- to confirm that all exits listed are workable options
 - to inspect the alarms located near exits
 - to replace pressurized water extinguishers
 - to notify school officials if alarms are malfunctioning
15. Why should pressurized water extinguishers located near electrical equipment be replaced?
- They cannot be easily repaired.
 - They obstruct emergency exits.
 - Their use requires extensive training.
 - They are a potential threat to safety.
16. Which of the following is NOT included in this passage?
- what to do if an alarm is damaged
 - a review of staff responsibility during an emergency
 - the procedure to follow if an exit is blocked
 - the significance of material attached to ceilings
17. Which of the following safety measures is covered in the passage?
- how to correctly perform a fire drill
 - how to tell if an alarm has been tampered with
 - how to identify a particularly hazardous wall or ceiling hanging
 - how to tell if a certain pressurized water extinguisher should be replaced

While preserving evidence is not the firefighter's main priority, certain steps can be taken, while fighting a fire, to maintain site integrity and maximize efforts of investigators.

Try to determine the point of origin from wind direction or the way the fire spread. Take notes, mentally and on paper, of suspicious people or vehicles. Use ribbon or other practical material to flag potential evidence, such as tracks near the suspected point of origin and items such as matches, bottles, rags, cigarette butts, lighters, paper, or exposed wires. Keep other personnel away from these areas unless doing so would hamper firefighting efforts.

After flagging the evidence, notify the commanding officer as soon as possible. If evidence must be removed, handle it carefully to maintain fingerprint integrity.

Once the fire is declared under control, create a map of the scene, indicating the point of origin and areas where evidence is or was located. Compose an inventory of any evidence that was removed. Record any other useful information, such as conversations with witnesses, names, and descriptions. Before leaving, share your findings with the lead investigator.

Remember, safety is the main priority during fighting of the fire. But by keeping an alert eye for clues, you can also contribute to an efficient investigation into its cause.

18. According to the passage, which of the following is the main responsibility of a firefighter?
- to maintain the integrity of the site
 - to flag evidence and keep an inventory of it
 - to operate in a safe manner
 - to provide support for investigators
19. The passage suggests that the first step the firefighter should take after evidence is flagged is to
- bring it to the attention of the officer in command
 - create a map of the scene
 - see how it relates to the point of origin
 - indicate its location to investigators

20. Which of the following would a firefighter NOT necessarily do after the fire is brought under control?
- create an inventory
 - carefully remove the evidence from the scene
 - log witness descriptions
 - record flagged evidence areas
21. Which of the following best expresses the subject of this passage?
- how to aid investigation into the cause of a fire
 - how to maintain safety while investigating a fire
 - the importance of flagging evidence during the fighting of a fire
 - what to do with flagged evidence of the cause of a fire
22. According to the passage, fire personnel should be instructed to avoid areas where evidence is found
- only after the fire has been brought under control
 - only if the fire can also be fought effectively
 - only if the evidence points directly to the cause of the fire
 - only until the commanding officer is informed

So that the Fire Agency Specialties Team (F.A.S.T.) can maintain a high level of efficiency and preparedness for emergency response situations, its members must meet certain requirements. In order for you to be considered for membership on F.A.S.T., your department must be a member of the F.A.S.T. organization, and you must have written permission from your fire chief or your department's highest ranking administrator.

Once active, you must meet further requirements to maintain active status. These include completion of technician level training and certification in hazardous material (hazmat) operations. In addition, after becoming a member, you must also attend a minimum of 50 percent of all drills conducted by F.A.S.T. and go to at least one F.A.S.T. conference. You may qualify for alternative credit for drills by proving previous experience in actual hazmat emergency response.

If you fail to meet minimum requirements you will be considered inactive, and the director of your team will be notified. You will be placed back on active status only after you complete the training necessary to meet the minimum requirements.

A training calendar and schedule will be distributed to all applicants. Training will take place the third week of each month. Classes will be taught on Monday afternoons, Wednesday evenings, and Saturday afternoons.

23. Potential F.A.S.T. members can attend less than half of F.A.S.T. drills if they
- complete technician level training requirements
 - indicate prior real emergency experience
 - receive permission from their fire chief
 - enroll in three weekly training sessions
24. Which of the following is the main subject of the passage?
- preparing for hazmat certification
 - the main goal of F.A.S.T.
 - completing F.A.S.T. membership requirements
 - learning about your department's F.A.S.T. membership

25. Applicants must be available for training
- three days each month
 - three days each week
 - every third month
 - for fifty percent of classes

PART 2: JUDGMENT

Use good judgment and common sense to answer the following questions.

26. You are finishing up operations after an apartment building fire. Outside on the ground, you find a box containing jewelry and believe it to be of considerable value. There is no owner's name on the box. What should you do?
- leave the box where you found it, as the owner will probably return to reclaim it
 - turn the box over to your superior officer
 - keep the box, because you have no way of knowing who it belongs to
 - since the owner is unknown, bring the box to the firehouse and share the contents with your company
27. You have been invited by the local elementary school to give a fire safety talk. While you are there, one of the children asks you, "What do I do if my clothes catch on fire?" Which of the following should you tell the child?
- "Stop where you are, drop to the ground, and roll around to put the fire out."
 - "Call the operator or dial the emergency number 911."
 - "Try to locate a fire extinguisher and use it to put out the fire."
 - "Call the fire department and ask them for help."
28. You are a firefighter at the scene of a fire caused by damaged wiring. The civilian who owns the building approaches you and complains about the windows broken by firefighters extinguishing the fire. You should
- deny the firefighters did it unless you are absolutely sure they did
 - chastise him for being reckless and causing the fire, and then direct him to your superior officer
 - advise him to write a letter to the fire commissioner
 - explain that breaking the windows was necessary in order to release heat and smoke from the fire
29. A woman walks into the firehouse and tells you she has locked her keys in the car. She is frantic because her daughter is in the back seat. You should
- leave the firehouse and break the car window
 - use an ax to open the car door
 - ask her the location of her car, and inform your superior officer immediately
 - advise her to call a locksmith, and tell her not to be so careless next time
30. The fire department has replaced its wooden ladders with aluminum ladders. Which of the following is NOT a sensible reason for this change?
- Wooden ladders are harder to repair and keep clean.
 - Wooden ladders are less expensive than aluminum ladders.
 - Wooden ladders are heavier than aluminum ladders.
 - Wooden ladders catch on fire more readily than aluminum ladders.

31. While reading the latest edition of *Firefighters Magazine*, you see an article that explains a faster, more efficient way to connect a hose to a standpipe. You think this is a terrific idea that will save precious time at the scene of a fire. Which of the following is the most appropriate action for you to take?
- At the next fire, implement the procedure you read about.
 - Write a letter to the fire commissioner reporting your findings.
 - Show the article to your superior officer and ask if your company can change its procedure.
 - Call the union and ask them if you can advise the fire department to change its procedure.
32. After a fire is extinguished, the water in the hose lines must be removed before the hose lines are reloaded on the fire truck. The best place to remove this water is
- near a large body of water if there is one close by
 - inside the building where the fire was
 - back at the fire station
 - just outside the building where the fire was
33. When the firehouse receives an alarm, all the firefighters should immediately put their protective clothing on. The most important reason for this rule is that
- it allows the firefighters to begin fighting the fire immediately upon arriving at the scene
 - the firefighters may not be recognized by civilians at the scene of the fire
 - it is too difficult for firefighters to dress on the truck
 - other vehicles may not yield, if the firefighters on the truck cannot be identified by their attire
34. The most important reason that tools and equipment are checked and cleaned at the fire station every day is that
- fire department members can look for damage and do needed repairs
 - departmental regulations require this procedure
 - the procedure keeps the firefighters occupied during the slow periods
 - all fire department equipment must be well-maintained for inspection purposes
35. You arrive at an apartment building for a routine inspection. During the inspection you notice several fire safety violations in the building across the street. The best course of action for you to take would be to
- notify the police to arrest the owner of the building across the street
 - issue violation orders for the building across the street
 - disregard the building across the street, since it is not due for inspection
 - call your company into the building across the street to fix the violations

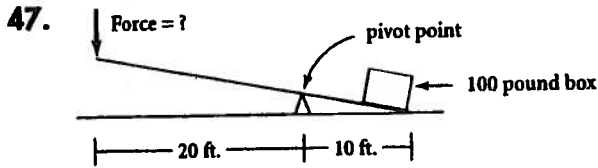
36. Because subway fires take place underground, they are difficult to work on and require that firefighters take extra precautions to keep the fire contained. One such precaution is to cover the sidewalk grates. This is one of the first actions firefighters should take because
- citizens walking by may complain
 - citizens walking by may become very emotional
 - the fire must be prevented from reaching the sidewalk
 - the precaution enables the firefighters to keep their equipment in one place
37. When a firefighter uses a ladder to rescue a citizen, the firefighter should assist the person down the ladder. The most important reason for giving this assistance is that
- even the best fire ladders tend to be unstable
 - firefighters should do everything they can to improve public relations
 - if there is an accident the fire department might be held liable
 - firefighters should keep individuals being rescued as safe as possible
38. Firefighters are required to check the air supply on their self-contained breathing apparatus each day. If there is any reduction in pressure, the firefighter should change the air tank and replace it with a full tank. The main reason firefighters should have full air tanks is that
- a full air tank permits the firefighter to operate for a maximum length of time in a fire area
 - they won't have to check their air tank for the rest of the week if the tanks are not used
 - a full air tank allows the firefighter to have a feeling of confidence and protection against heat, flame, and toxic gases
 - checking and replacing tanks provides work for the firefighters assigned to the Mask Maintenance Unit
39. After every fire, firefighters are required to clean and check their protective clothing when they return to the firehouse. The most important reason for this requirement is that the firefighters
- take pride in their firehouses and want their equipment to be neat and clean
 - need to get any chemicals, toxins, or fire ash off the clothing and check that the clothing does not require replacement
 - must demonstrate that they know how to clean their protective clothing
 - must verify that all their protective clothing has come back to the firehouse with them
40. When firefighters remove a refrigerator from an apartment, the door or door lock is removed. The chief reason for this action is that
- children may play in the refrigerator and lock themselves inside
 - vagrants may use the refrigerator to store their belongings
 - a disreputable refrigerator company may attempt to resell the refrigerator
 - the refrigerator will develop unhealthy fumes if the door is tightly closed
41. Lieutenant James has ordered you to clean his breathing apparatus. While cleaning the apparatus, you drop it and think you may have damaged it. The best course of action would be to
- keep quiet unless you are certain it is very badly damaged
 - watch Lt. James when you go to the next fire, to make sure the equipment is working properly

- c. keep quiet because Lt. James may bring you up on charges for damaging his equipment
d. tell Lt. James about the suspected damage
42. One of the duties of the fire department is to raise public awareness of fire prevention methods. To this end, firefighters often speak with the public at schools, churches, and other meeting places. When speaking to the public, which of the following would NOT be an appropriate subject for a firefighter to address?
- how to advise one's neighbors on fire prevention
 - how to choose the most inexpensive fire-protection equipment
 - how to purchase raffle tickets for the firefighters' charity ball
 - how to make an escape plan in case of a fire in one's home
43. The first thing a firefighter should do on arriving at the scene of an automobile accident is to
- check for any gasoline leaks
 - call the police so they can fill out an accident report
 - do nothing until the ambulance arrives
 - remove victims who are trapped inside the automobile
44. A fire company is called to a house fire. When the engine arrives at the street given by the caller, there is no house at the number given, nor is there a fire elsewhere on the street. Which of the following is NOT a reasonable assumption about false alarms?
- False alarms waste the time and money of the fire department.
 - The fire department cannot answer another call while out on a false alarm.
 - Sometimes what seems to be a false alarm is simply a mistake made by the caller.
 - False alarms, although illegal, serve a positive role in keeping firefighters alert.
45. Your company is doing a building inspection of your favorite restaurant. You know the owner and all of the waiters. You discover that the restaurant's permits have all expired; therefore, you should
- take the owner aside out of courtesy and issue a verbal warning, without writing a formal summons
 - inform your superior officer, and let that officer handle the situation
 - leave the restaurant immediately because your involvement with the owner might reflect badly on the fire department
 - call the police and have the owner arrested

PART 3: MECHANICAL APTITUDE

Use the information provided in the question, as well as any diagrams provided, to answer the questions below.

46. A fire engine has become stuck in a ditch. Which of the following tools would most likely be used to help extract the fire engine from the ditch?
- a clamp
 - an electric winch
 - a speedometer
 - a centrifugal pump

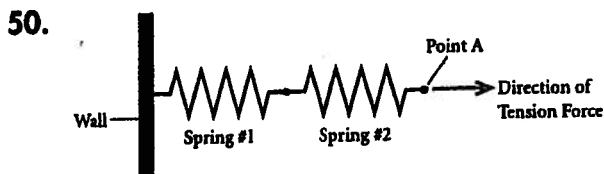


In the diagram shown above, Joe must lift a 100-pound box using a lever. How many pounds of force must he apply to the left side of the lever to lift the box? (The product of the weight of the box times the distance of the box from the pivot point must be equal to the product of the required force times the distance from the force to the pivot point: $w \times d_1 = f \times d_2$)

- a. 100 pounds
- b. 200 pounds
- c. 50 pounds
- d. 33 pounds

48. The purpose of a spark plug in an internal combustion engine is to provide
- a. lubrication of the engine
 - b. rotation of the piston
 - c. cooling of the manifold
 - d. ignition of the fuel

49. A carpenter's square is primarily used to
- a. insure that a cut is straight
 - b. measure the length of a stud
 - c. saw a board to the correct length
 - d. check that a building is level



Two springs are arranged in series as shown above. Spring #1 is very stiff and will become 1 inch longer when a tension force of 10 pounds

is applied to it. Spring #2 is very soft and will become 2 inches longer when a tension force of 5 pounds is applied to it. What will be the change in length of the two springs when a force of 20 pounds is applied—that is, how far will point A move to the right?

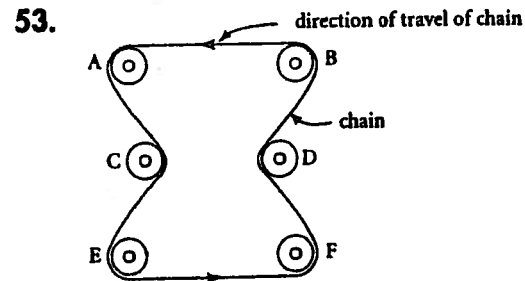
- a. 10 inches
- b. 6 inches
- c. 8 inches
- d. 3 inches

51. What primary principle of physics is used by the "Jaws of Life?"

- a. a rotor
- b. a lever
- c. a spring
- d. a pulley

52. Which of the following items is used to measure angles?

- a. a lever
- b. a tachometer
- c. a gear
- d. a protractor



In the diagram shown above, which gears are turning clockwise?

- a. A, C, and E
- b. B, D, and F
- c. C and D
- d. E and F

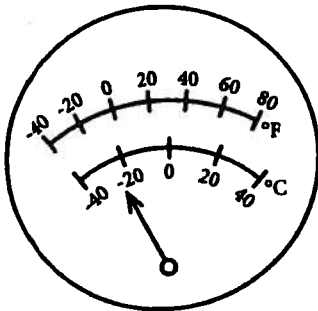
54. Which of the following is NOT a type of wrench?

- a. crescent
- b. box end
- c. ratchet
- d. drill

55. What type of gauge is read in units of psi (pounds per square inch)?

- a. pressure gauge
- b. depth gauge
- c. speed gauge
- d. RPM gauge

56.



The gauge shown above is

- a. a pressure gauge
- b. an altitude gauge
- c. a temperature gauge
- d. a flow meter gauge

57. If a truck is traveling at constant speed of 50 miles per hour for a total time period of 1 hour and 30 minutes, how many miles does it travel? (Distance = Rate × Time)

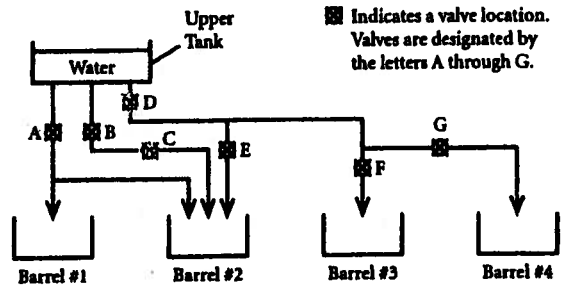
- a. 75 miles
- b. 50 miles
- c. 5 miles
- d. 130 miles

58. What common mechanical device is typically used on a push button—such as that found on

a push-button telephone, a computer keyboard, or an electric garage door opener—in order to return the button to its original position?

- a. a wheel
- b. a pulley
- c. a spring
- d. a gear

59.



In the diagram shown above, all valves are initially closed. Gravity will cause the water to drain down into the barrels when the valves are opened. Which barrels will be filled if valves A, B, E, F, and G are opened and valves C and D are left closed?

- a. barrels #1 and #2
- b. barrels #3 and #4
- c. barrels #1, #2, #3, and #4
- d. barrels #1, #2, and #3

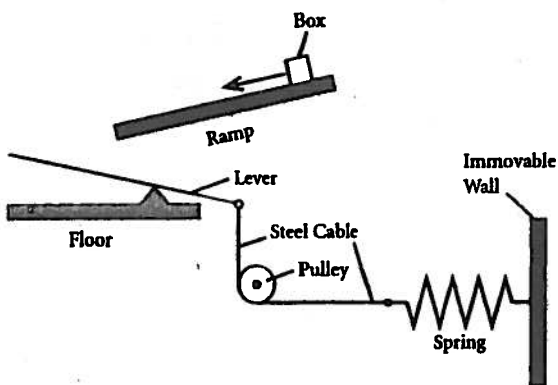
60. Which of the mechanical devices listed below is used to control the flow of liquids and gases in a piping system?

- a. a gear
- b. a valve
- c. a piston
- d. a spring

61. The purpose of a radiator on a car is to

- a. cool the engine
- b. maximize gas mileage
- c. increase the engine horsepower
- d. reduce engine noise

62.



In the diagram shown above, if the box slides down the ramp and drops onto the left side of the lever, what will happen to the spring?

- a. It will touch the box.
- b. It will remain as it is.
- c. It will be compressed or shortened.
- d. It will be stretched or lengthened.

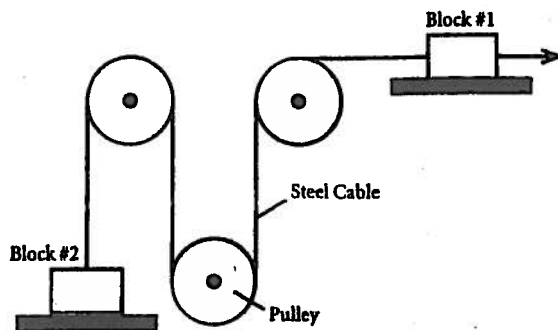
63. Which mechanical device is NOT typically found on an automobile?

- a. a valve
- b. a pump
- c. a drill
- d. a fan

64. A solar panel, a wind mill, an atomic reactor, a dam on a river, and a steam turbine are ALL examples of methods that could be used to create

- a. ice
- b. electricity
- c. steel
- d. rain

65.

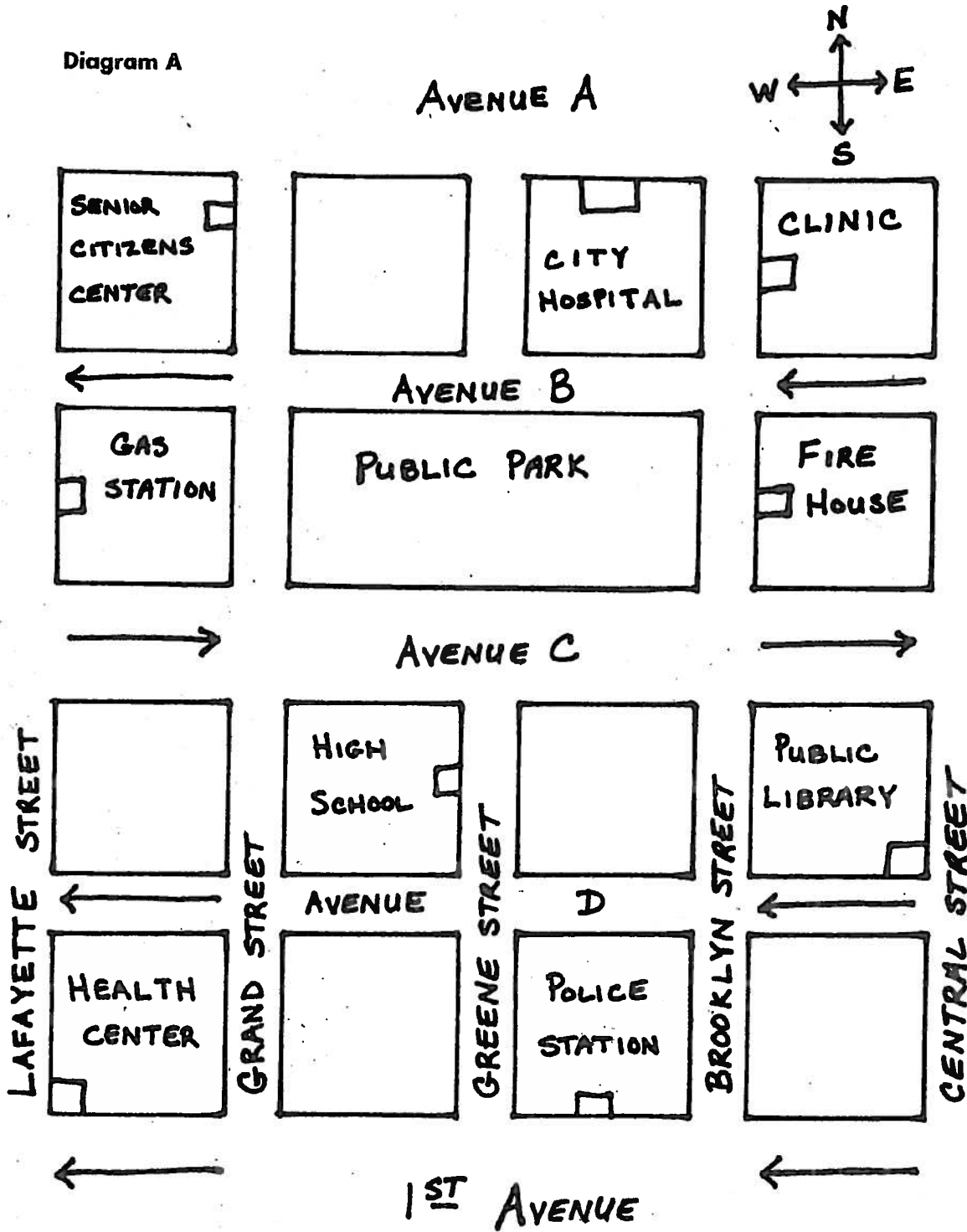


In the diagram shown above, if block #1 is moved 10 feet to the right, how far upward is block #2 lifted?

- a. 3 feet
- b. 5 feet
- c. 10 feet
- d. 20 feet

PART 4: SPATIAL RELATIONS

Diagram A



Answer questions 66–70 based on Diagram A and the information below.

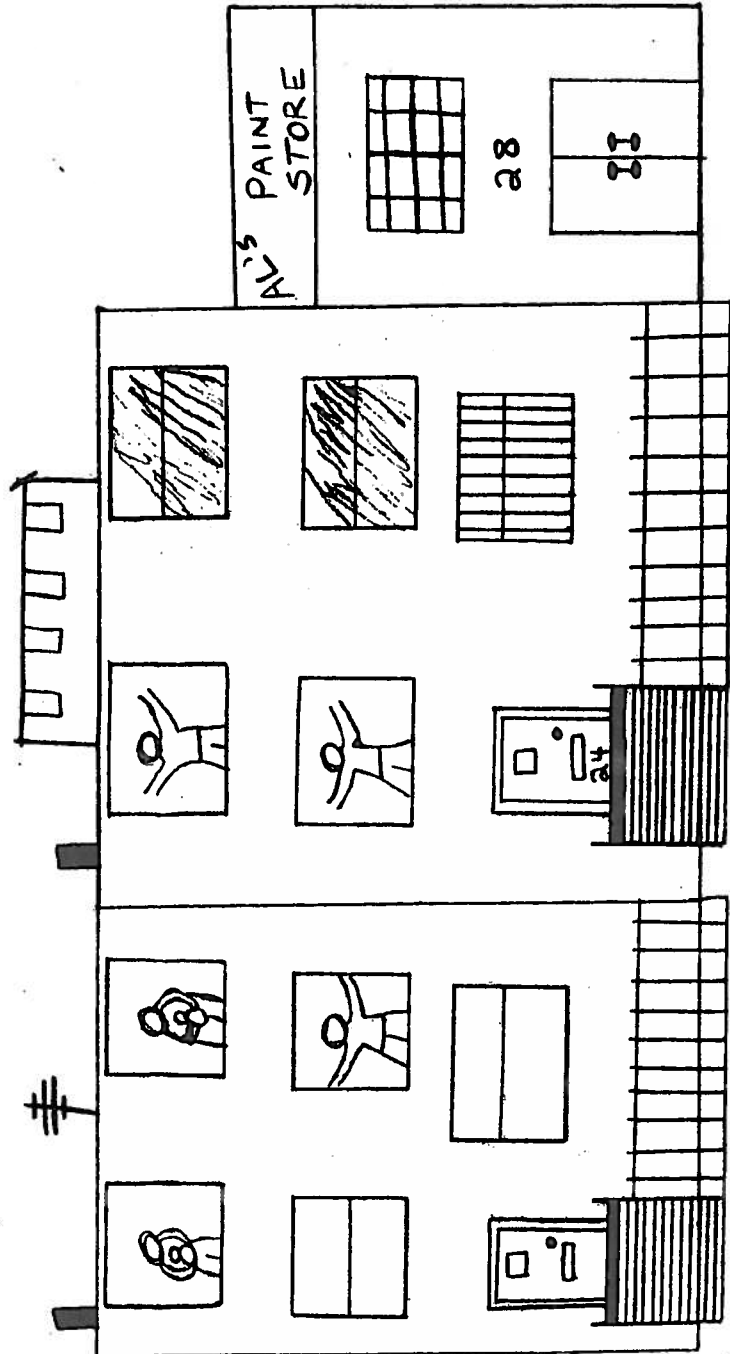
A firefighter is often required to assist civilians who seek travel directions or referral to city agencies and facilities.

Diagram A is a map of a section of the city where some public buildings are located. Each of the squares represents one city block. Street names are as shown. If there is an arrow next to the street name, it means the street is one way only in the direction of the arrow. If there is no arrow next to the street name, two-way traffic is allowed.

- 66.** While you are on duty in the fire station, an elderly man asks you to help him find the Senior Citizens Center. You should tell him to
- walk across the street to the Senior Citizens Center
 - ask a police officer
 - walk north to Avenue B, west on Avenue B to the end of the park, make a right and go one block
 - walk north to Avenue B, west on Avenue B to Lafayette Street, make a right and go one block
- 67.** The head librarian needs gasoline for his automobile. He is leaving the Avenue D garage exit from the library. His quickest legal route is to go
- north on Central Street to Avenue C and west on Avenue C to the gas station
 - west on Brooklyn Street to Avenue B and north on Avenue B to the gas station
 - west on Avenue D to Grand Street and north on Grand Street to the gas station
 - west on Avenue D to Lafayette Street and north on Lafayette Street to the gas station
- 68.** You are leaving the firehouse and are on your way to the high school to pick up your son. Which is the most direct, legal way to go?
- north to Avenue B, west to Grand Street, south to Avenue D, east to Greene Street, and then north to the entrance to the high school
 - south on Brooklyn Street, west on Avenue D, and north on Greene Street to the entrance of the high school
 - north to Avenue A, west to Lafayette Street, south on Lafayette Street, east on Avenue C, and south on Greene Street to the entrance of the high school
 - south on Brooklyn Street, west on 1st Avenue, and north on Greene Street to the entrance of the high school
- 69.** Your spouse is a nurse at the city hospital and drives to the public library every Monday as a volunteer. What would be the shortest legal route from the hospital to the library?
- west on Avenue A, south on Lafayette Street, east on Avenue C, and south on Central Street to the library entrance
 - east on Avenue B and south on Central Street to the library entrance
 - west on Avenue A, south on Lafayette Street, and east on Avenue D to the library entrance
 - east on Avenue A and south on Central Street to the library entrance

- 70.** Your company receives a call of a fire at the police station. What is the engine's quickest legal route?
- a. south on Brooklyn Street and west on 1st Avenue to the police station
 - b. north on Brooklyn Street, west on Avenue A, south on Lafayette Street, and east on 1st Avenue to the police station
 - c. north on Brooklyn Street and east on 1st Avenue to the police station
 - d. south on Brooklyn Street, west on Avenue C, south on Grand Street, and east on 1st Avenue to the police station

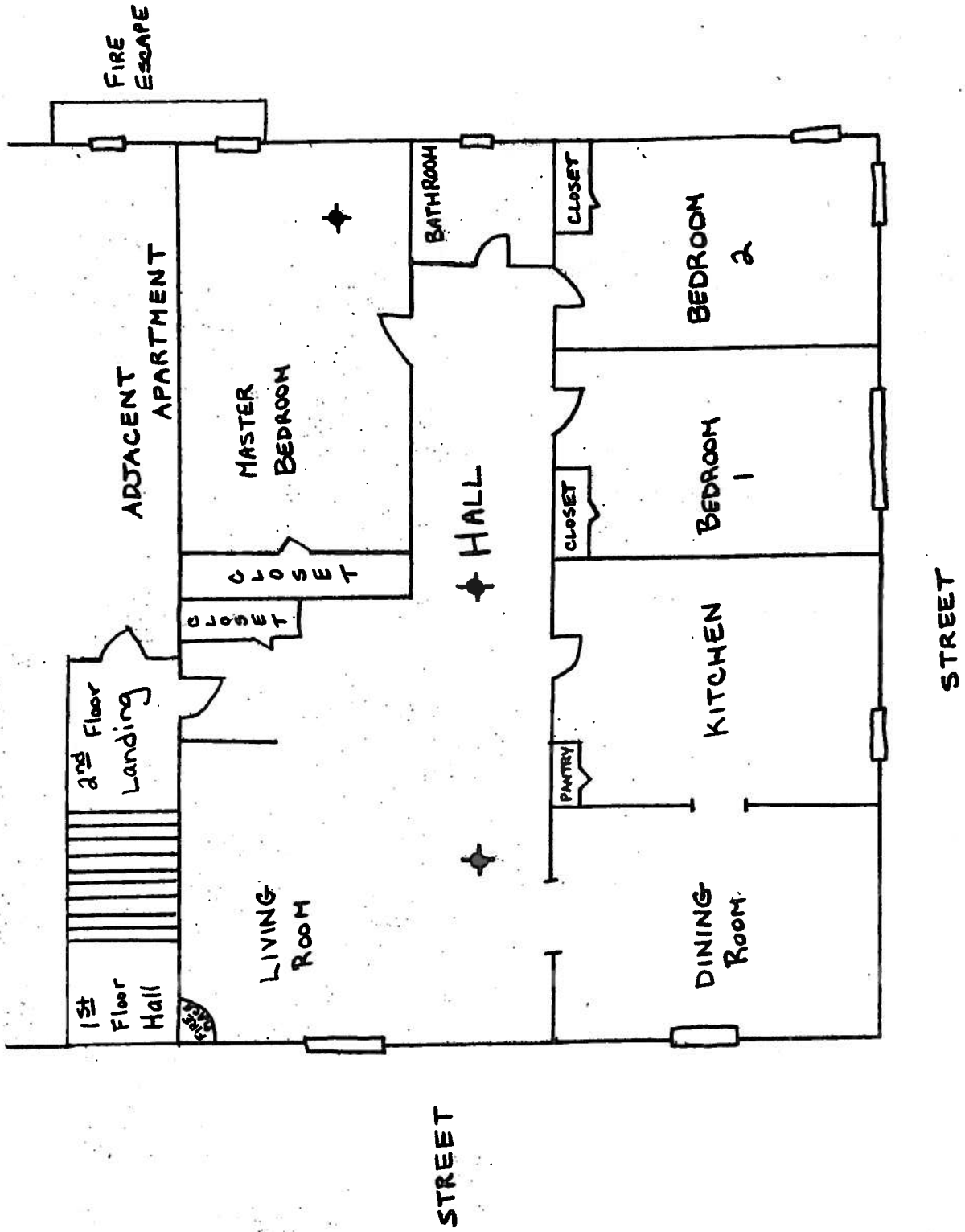
Diagram B

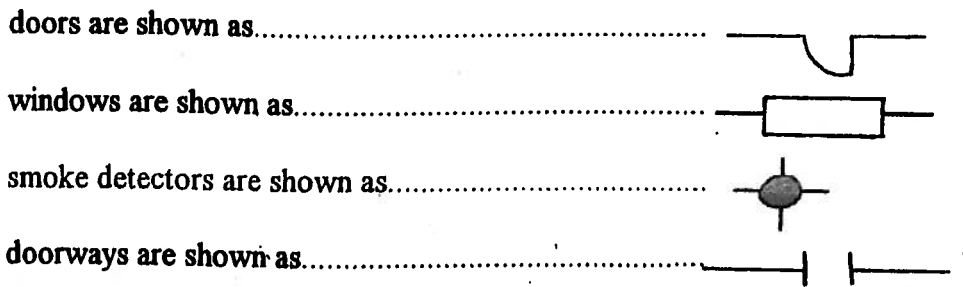


Answer questions 71–77 based on the information in Diagram B.

- 71.** Upon arriving at the scene, you can see flames from the windows on which floor(s)?
- second floor only
 - third floor only
 - first and third floor
 - second and third floor
- 72.** How many victims can you see in the building on fire?
- none
 - one
 - two
 - three
- 73.** What is the address of the business next door to the fire scene?
- 22
 - 20
 - 24
 - 28
- 74.** You must evacuate the victims in the fire building from the roof. What are the obstructions that are in your way?
- a clothes line and two smoke stacks
 - a TV antenna and two smoke stacks
 - a clothes line and a TV antenna
 - a clothes line and a smoke stack
- 75.** How many people are standing in the windows of the dwelling adjacent to the fire?
- two adults
 - three adults
 - three adults and two babies
 - two adults and two babies
- 76.** Which of the following is NOT a reason that the store next to the fire might have to be evacuated?
- Paints can be extremely flammable.
 - The fire has spread to the roof of the store.
 - Smoke may endanger the employees and patrons of the store.
 - The store shares the fire wall with the building on fire.
- 77.** There is one window of the fire building that firefighters do not have access to. On which floor is it located?
- first
 - third
 - basement
 - second

Diagram C





Answer questions 78–85 based on Diagram C and the information below.

Firefighters arriving at the scene must be able to read a floor plan quickly. When there is a fire, the smoke can be very thick, so the firefighters need to know their way in and out without seeing where they are. The apartment shown in Diagram C is on the second floor.

- 78.** The number of rooms in the apartment is
- six
 - seven
 - eight
 - five
- 79.** The firefighters enter the first floor hall and proceed up the stairs and into the apartment. What is the first room they encounter?
- the living room
 - the master bedroom
 - the bathroom
 - the kitchen
- 80.** How many smoke detectors are in the bedrooms?
- none
 - three
 - one
 - two
- 81.** While searching a room you notice there are two windows. Which room are you in?
- bedroom 2
 - the dining room
 - bedroom 1
 - the master bedroom
- 82.** During the night a spark from the fireplace starts the carpet smoldering, which causes the drapes to catch fire. The fire begins to spread. The areas most affected by the fire are the
- kitchen and bedroom 1
 - living room and bathroom
 - master bedroom and bedroom 1
 - living room and dining room
- 83.** The residents of the apartment like to smoke in bed. One of them falls asleep in the master bedroom and drops a lit cigarette on the floor. The nearest smoke detector to be activated would be located in the
- hall
 - living room
 - master bedroom
 - second bedroom
- 84.** The number of windows in the apartment is
- nine
 - eight
 - ten
 - seven

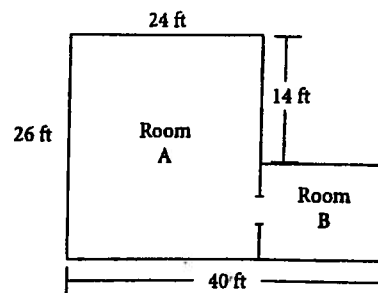
85. The firefighters who need to get into the apartment can do so by the
- fire escape
 - windows, hall stairway, and fire escape
 - hall stairway and fire escape
 - windows and hall stairway

PART 5: MATHEMATICS

86. If a fire truck travels at the speed of 62 mph for 15 minutes, how far will it travel? (Distance = Rate \times Time)
- 9.3 miles
 - 15.5 miles
 - 16 miles
 - 24.8 miles
87. Pumper Truck A pumps at a rate of 500 gallons of water per minute. Pumper Truck B pumps at a rate of 425 gallons per minute. If both trucks begin pumping at the same time, how many more gallons of water will Truck A pump in 12 minutes than will Truck B?
- 75
 - 600
 - 900
 - 1,500
88. The cost of a list of supplies for a fire station is as follows: \$19.98, \$52.20, \$12.64, and \$7.79. What is the total cost?
- \$91.30
 - \$92.61
 - \$93.60
 - \$93.61
89. Nationwide, in one year there were about 21,500 residential fires associated with furniture. Of these, 11,350 were caused by smoking

materials. About what percent of the residential fires were smoking related?

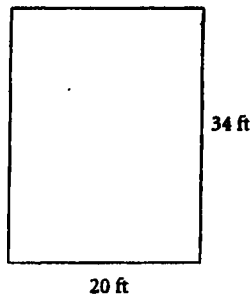
- 47%
 - 49%
 - 51%
 - 53%
90. A firefighter checks the gauge on a cylinder that normally contains 45 cubic feet of air and finds that the cylinder has only 10 cubic feet of air. The gauge indicates that the cylinder is
- $\frac{1}{4}$ full
 - $\frac{2}{9}$ full
 - $\frac{1}{3}$ full
 - $\frac{4}{5}$ full
91. A firefighter determines that the length of hose needed to reach a particular building is 175 feet. If the available hoses are 45 feet long, how many sections of hose, when connected together, will it take to reach the building?
- 2
 - 3
 - 4
 - 5



92. The smallest waterproof tarpaulin that will entirely cover Room B is
- 10 ft \times 14 ft
 - 12 ft \times 14 ft
 - 10 ft \times 16 ft
 - 12 ft \times 16 ft

93. A fire station receives an alarm on August 3 at 10:42 P.M. and another alarm at 1:19 A.M. on August 4. How much time has elapsed between alarms?
- 1 hour 37 minutes
 - 2 hours 23 minutes
 - 2 hours 37 minutes
 - 3 hours 23 minutes

94. Each sprinkler head in an office sprinkler system sprays water at an average of 16 gallons per minute. If 5 sprinkler heads are flowing at the same time, how many gallons of water will be released in 10 minutes?
- 80
 - 160
 - 1,650
 - 800



95. How many feet of rope will a firefighter need to tie off a protective area that is 34 feet long and 20 feet wide?
- 54
 - 88
 - 108
 - 680

96. About how many liters of water will a 5-gallon container hold? (1 liter = 1.06 quarts)
- 5
 - 11
 - 20
 - 21

97. A locked ammunition box is about $2\frac{1}{2}$ centimeters thick. About how thick is this box in inches? (1 cm = 0.39 inches)
- $\frac{1}{4}$ inch
 - 1 inch
 - 2 inches
 - 5 inches

98. What is the approximate total weight of four firefighters who weigh 152 pounds, 168 pounds, 182 pounds, and 201 pounds?
- 690 pounds
 - 700 pounds
 - 710 pounds
 - 750 pounds

99. If a tank on the back of a fire truck is 10 feet long, 6 feet wide, and 4 feet high, how many cubic feet of water will it hold? ($V = L \times W \times H$)
- 20
 - 64
 - 210
 - 240

100. If the diameter of a metal spool is 3.5 feet, how many times will a 53-foot hose wrap completely around it? ($C = \pi D$, $\pi = \frac{22}{7}$)
- 2
 - 3
 - 4
 - 5

MIDWEST FIREFIGHTER EXAM 2

PART 1: READING COMPREHENSION

Following are several reading passages. Answer the questions that come after each, based solely on the information in the passage.

Firefighters are often called upon to speak to school and community groups about the importance of fire safety, particularly fire prevention and detection. Because smoke detectors cut a person's risk of dying in a fire in half, firefighters often provide audiences with information on how to install these protective devices in their homes.

A smoke detector should be placed on each floor level of a home and outside each sleeping area. A good site for a detector would be a hallway that runs between living spaces and bedrooms.

Because of the "dead" air space that might be missed by turbulent hot air bouncing around above a fire, smoke detectors should be installed either on the ceiling at least four inches from the nearest wall, or high on a wall at least four but no further than twelve inches from the ceiling. Detectors should not be mounted near windows, exterior doors, or other places where drafts might direct the smoke away from the unit. Nor should they be placed in kitchens and garages, where cooking and gas fumes are likely to set off false alarms.

1. What is the main focus of this passage?
 - a. how fire fighters carry out their responsibilities
 - b. the detection of "dead" air space on walls and ceilings
 - c. the proper installation of home smoke detectors
 - d. how smoke detectors prevent fires in homes
2. The passage implies that "dead" air space is most likely to be found
 - a. on a ceiling, between four and twelve inches from a wall
 - b. close to where a wall meets a ceiling
 - c. near an open window
 - d. in kitchens and garages
3. The passage states that, when compared with people who do not have smoke detectors, persons who live in homes with smoke detectors have a
 - a. 50% better chance of surviving a fire
 - b. 50% better chance of preventing a fire
 - c. 100% better chance of detecting a hidden fire
 - d. 200% better chance of not being injured in a fire
4. A smoke detector should NOT be installed near a window because
 - a. outside fumes may trigger a false alarm
 - b. a wind draft may create a "dead" air space
 - c. a wind draft may pull smoke away from the detector
 - d. outside noises may muffle the sound of the detector

5. The passage indicates that one responsibility of a firefighter is to
- install smoke detectors in the homes of residents in the community
 - check homes to see if smoke detectors have been properly installed
 - develop fire safety programs for community leaders and school teachers to use
 - speak to school children about the importance of preventing fires

One of the most hazardous conditions a firefighter will ever encounter is a backdraft (also known as a smoke explosion). A backdraft can occur in the hot-smoldering phase of a fire when burning is incomplete and there is not enough oxygen to sustain the fire. Unburned carbon particles and other flammable products, combined with the intense heat, may cause instantaneous combustion if more oxygen reaches the fire.

Firefighters should be aware of the conditions that indicate the possibility for a backdraft to occur. When there is a lack of oxygen during a fire, the smoke becomes filled with carbon dioxide or carbon monoxide and turns dense gray or black. Other warning signs of a potential backdraft are little or no visible flame, excessive heat, smoke leaving the building in puffs, muffled sounds, and smoke-stained windows.

Proper ventilation will make a backdraft less likely. Opening a room or building at the highest point allows heated gases and smoke to be released gradually. Suddenly breaking a window or opening a door allows oxygen to rush in, causing an explosion.

6. A backdraft is a dangerous condition for firefighters because
- there is not enough oxygen for breathing
 - the heat is too intense

- the smoke is too thick
- an explosion occurs

7. Which of the following is NOT mentioned as a potential backdraft warning sign?
- windows stained with smoke
 - flames shooting up from the building
 - puffs of smoke leaving the building
 - more intense heat than usual

8. To prevent the possibility of a backdraft, a firefighter should
- carry an oxygen tank
 - open a door slowly to allow gases to escape
 - make an opening at the top of the building
 - break a window to release carbon particles

9. When compared with a hot, smoldering fire, a fire with visible, high-reaching flames
- has more oxygen available for combustion
 - has more carbon dioxide available for consumption
 - produces more dense gray smoke
 - is more likely to cause a backdraft

Heat reactions usually occur when large amounts of water and/or salt are lost through excessive sweating following strenuous exercise. When the body becomes overheated and cannot eliminate this excess heat, heat exhaustion and heat stroke are possible.

Heat exhaustion is generally characterized by clammy skin, fatigue, nausea, dizziness, profuse perspiration, and sometimes fainting, resulting from an inadequate intake of water and the loss of fluids. First aid treatment for this condition includes having the victim lie down, raising the feet 8–12 inches, applying cool, wet cloths to the skin, and giving the victim sips of salt water (1 teaspoon per glass, half a glass every 15 minutes), over the period of an hour.

Heat stroke is much more serious; it is an immediate life-threatening situation. The characteristics of heat stroke are a high body temperature (which may reach 106°F or more); a rapid pulse; hot, dry skin; and a blocked sweating mechanism. Victims of this condition may be unconscious, and first aid measures should be directed at cooling the body quickly. The victim should be placed in a tub of cold water or repeatedly sponged with cool water until his or her temperature is lowered sufficiently. Fans or air conditioners will also help with the cooling process. Care should be taken, however, not to overly chill the victim once the temperature is below 102°F.

10. The most immediate concern of a person tending a victim of heat stroke should be to
- get salt into the victim's body
 - raise the victim's feet
 - lower the victim's pulse
 - lower the victim's temperature
11. Which of the following is a symptom of heat exhaustion?
- unconsciousness
 - profuse sweating
 - hot, dry skin
 - a weak pulse
12. Heat stroke is more serious than heat exhaustion because heat stroke victims
- have no salt in their bodies
 - cannot take in water
 - do not sweat
 - have frequent fainting spells
13. Symptoms such as nausea and dizziness in a heat exhaustion victim indicate that the person most likely needs to
- be immediately taken to a hospital
 - be given more salt water
 - be immersed in a tub of water
 - sweat more

In October of 1993, a disastrous wildfire swept across portions of Charlesburg. Five residents were killed, 320 homes destroyed, and 19,500 acres burned. A public safety task force was formed to review emergency response. The task force findings were as follows:

- The water supply in the residential areas was insufficient, and some hydrants could not even be opened. The task force recommended a review of hydrant inspection policy.
- Fire companies that responded had difficulty locating specific sites. Most came from other areas and were not familiar with Charlesburg. The available maps were outdated and did not reflect recent housing developments.
- Evacuation procedures were inadequate. Residents reported being given conflicting and/or confusing information. Some residents of the Hilltop Estates subdivision ignored mandatory evacuation orders, yet others were praised for their cooperation.
- Firefighters reported a number of items that contributed to the spread of the fires. Some homes were lost long after the fire had passed through, because dried undergrowth nearby caught fire and slowly spread.
- Homeowners had not been sufficiently educated on emergency preparedness. Many residents underestimated hazards such as shifting winds, poor visibility due to smoke, and the speed with which fire spreads.

14. According to the passage, why did some fire companies have difficulty adequately responding to the Charlesburg fire?
- Visibility was poor, due to smoke.
 - They were given conflicting information.
 - They lacked knowledge about Charlesburg streets.
 - They could not locate water sources.
15. According to the passage, which of the following was a specific task force recommendation?
- Evacuation shelters should be better supplied.
 - Residents of Hilltop Estates should be reprimanded.
 - Outdated maps should be destroyed.
 - Hydrant inspection procedures should be reexamined.
16. One reason for confusion among some homeowners was that
- they lacked adequate guidance on emergency procedures
 - their subdivisions were not included on emergency maps
 - they could not locate emergency shelters
 - they misunderstood hydrant inspection policy
17. Which of the following is NOT included in this passage?
- the reason some homes burned after the main fire had swept through
 - statistics based on the aftermath of the fire
 - the role played by wind direction
 - the home cities of other fire departments who responded

Firefighters must learn the proper procedures for responding to residential carbon monoxide (CO) emergencies.

Upon arriving at the scene of the alarm, personnel shall put on protective clothing and then bring an operational, calibrated CO meter onto the premises.

Occupants of the premises shall then be examined. If they are experiencing CO poisoning symptoms—i.e., headaches, nausea, confusion, dizziness, and other flu-like symptoms—an emergency medical services (EMS) crew shall be notified immediately and the occupants evacuated and administered oxygen.

To test for CO contamination, meters must be held head high. Appliances should be operating for five to ten minutes before testing, and a check must be made near all gas appliances and vents. If vents are working properly, no CO emissions will enter the structure.

If the meters register unsafe levels—above 10 parts per million (ppm)—all occupants shall be evacuated and the source of the contamination investigated. Occupants shall be interviewed to ascertain the location of the CO detector (if any), the length of time the alarm has sounded, what the occupants were doing at the time of the alarm (cooking, etc.), and what electrical appliances were functioning. Occupants shall not re-enter the premises until the environment is deemed safe.

If the meters register levels lower than nine ppm, occupants shall be allowed to re-enter the building. They shall be notified of the recorded level and given a CO informational packet.

18. If residents are experiencing carbon monoxide poisoning symptoms, which of the following steps should firefighters take immediately?
- allow the residents to lie down
 - determine CO levels in the household

- c. summon an emergency services team
- d. investigate the source of contamination

19. Carbon monoxide levels under nine ppm are considered
- a. relatively safe
 - b. very dangerous
 - c. capable of causing illness
 - d. cause for evacuation
20. According to the passage, all occupants of a residence should be evacuated when
- a. the investigators arrive
 - b. an EMS crew arrives
 - c. the source of contamination is discovered
 - d. any occupant exhibits symptoms of CO poisoning
21. Which of the following is NOT included in this passage?
- a. potential sources of contamination
 - b. indications of CO toxicity
 - c. proper levels of oxygen for ailing occupants
 - d. which pieces of equipment should be taken into homes

Understanding the basics of fire extinguishers is a requirement for firefighters who teach fire safety to the public. Different types of fires require different types of extinguishers. Being able to clearly explain the differences can save lives and property.

Class A fires involve combustible materials such as paper, wood, and cloth. A water-filled extinguisher is the most effective in putting out these fires. Residents should direct the nozzle toward the base of the fire and spray until all involved material is wet. A dry chemical extinguisher can also be used on some Class A fires.

Fires that involve flammable liquids such as gasoline and paint are Class B fires. Dry chemical extinguishers are most effective on these types of fires. Res-

idents should stand about ten feet from the fire and spray the chemical substance at the base of the fire. As the fire diminishes, they can slowly move closer. If there is no wind, carbon dioxide extinguishers, which decrease the amount of oxygen, can be used. Oxygen can accelerate the spread of fires.

Electrical fires are in the Class C category. Residents should attempt to shut off power before confronting this type of fire. If power is shut off, a water-filled unit is most effective and can be used safely. Otherwise, residents should use carbon dioxide or dry chemical units.

Fires involving combustible metals such as magnesium are Class D fires. Special foam compounds are needed to extinguish these fires.

Extinguishers should be kept in areas where they are easily accessible but safe from damage and out of the reach of children.

22. On which of the following types of fires should water-filled extinguishers be used?
- a. Class A and Class C
 - b. Class B and Class D
 - c. Class A and Class B
 - d. Class B and Class C
23. If cotton sheets in a bedroom caught fire, the proper method of fighting the fire would be to
- a. use a carbon dioxide extinguisher
 - b. spray toward the base until the materials are soaked
 - c. spray toward the base, then gradually move closer
 - d. direct foam compound toward the base of the fire

24. If an electrical fire caused a power outage, which of the following would be the ideal extinguisher to employ?
- water-filled unit
 - carbon dioxide unit
 - foam unit
 - dry chemical unit
25. Which of the following is the main idea of the passage?
- Residents should learn how to operate extinguishers.
 - Firefighters should understand that extinguishers can save lives.
 - Different types of extinguishers are effective on various kinds of fires.
 - Electrical fires require a special type of extinguisher.
27. Fires in vacant buildings can cause many problems for firefighters. Which of the following is LEAST likely to pose difficulty?
- The building is likely to be boarded up.
 - The building's structure may be weak and unstable.
 - There could be unknown combustible materials in the building.
 - Probably no one lives in the building.
28. There has been a small fire in a first floor apartment. Your company has put the fire out, and you are cleaning up the debris. As you look around, you wonder where all the expensive items in the apartment came from. Then you discover a small box full of money. Now you believe that the money is drug money. In this situation you should
- give the money to your superior officer and report your suspicions
 - keep the money since the drug dealers came by it illegally
 - call the police, but tell no one else since this might interfere with police procedure
 - split the money with the other firefighters since it belongs to no one in particular

PART 2: JUDGMENT

Use good judgment and common sense to answer the following questions.

26. The driver or chauffeur of the fire truck is required to keep the gas tank full at all times. The reason for this requirement is that
- the chauffeur can drive faster with a full tank
 - the truck must always be available for maximum use
 - the procedure keeps the chauffeur occupied when things are slow
 - the chauffeur may go on report if an inspection is called
29. You have just gotten off duty and arrive back home. When you get out of your car, you hear your neighbors across the street yelling and see that the husband is on a ladder by an open window. You go over to find out if you can help. The wife explains that their two-year-old has locked herself in the bathroom. You can see that the ladder is not tall enough for the man to reach the child from the open window. Your best course of action would be to

- a. tell them to call the fire department, whose taller ladders will enable firefighters to rescue the child quickly and safely
 - b. leave them to deal with the situation on their own, so they will learn to be more responsible in the future about their child's safety
 - c. call the police and report them for child endangerment
 - d. advise them that breaking down the bathroom door would be easier than climbing the ladder
- 30.** You are on the fire department's softball team, and your team has advanced to the play-offs. In the bottom of the ninth inning with the bases loaded, you are up next. If you score for your team, the game will be tied and go into overtime innings. You look at your watch and realize you have to be at work in 20 minutes. If the game does go into overtime you will be late. You should
- a. lose the game on purpose because getting to work on time is more important
 - b. call your superior officer and tell him you will be late because of the game
 - c. keep playing and explain the circumstances to your superior officer when you get to the firehouse
 - d. ask someone to take your place so you can report for duty on time
- 31.** You are driving your spouse home and are planning to go straight on to work; however, you have an accident. The other driver insists that you should exchange license information, which will make you late for work. You should
- a. leave without delay since the public and other firefighters depend on you, and you must not be late
 - b. call your superior officer, explain what happened, and then proceed with exchanging licenses
 - c. tell the driver of the other car that you will be in touch later, explaining how important it is for you to be on time
 - d. exchange license information, take your spouse home, and then report to work and write an explanation for being late
- 32.** While on duty you see a fellow firefighter behaving in what seems to you a suspicious manner. You suspect he is sabotaging another firefighter's equipment. You should
- a. tell the firefighter to stop and threaten to report him if you see him doing it again
 - b. do nothing because you are not absolutely sure of the true nature of the incident
 - c. tell the firefighter whose equipment may have been tampered with that she should be careful
 - d. report the incident and your impressions to your superior officer

33. While searching a fire scene for hidden pockets of fire, you find a book of matches and a cigarette rolled up in newspaper. You show it to the investigating officer because you are convinced that that was how the fire was started. The investigator is able to determine who the arsonist was from that evidence. Later, a reporter comes into the firehouse to ask you about the arson suspect who was just arrested. The reporter was told that evidence found at the fire scene led to the arsonist's being caught and wants to give you credit for helping in the case. How should you answer the reporter's questions?
- Don't answer any of the questions because the arsonist may come after you.
 - Tell the reporter you have no comment, and call your superior officer over.
 - Don't answer any of the questions because this is strictly a police matter.
 - Tell the reporter everything you know because your actions were truly heroic.
34. Your company responds to a call of a car fire on the main highway. The first order your superior officer gives you is to put flares on the road. The flares serve to
- warn motorists that they need to use extreme caution
 - give citizens confidence that their tax money is being put to good use
 - educate passing motorists on just how dangerous car fires can be
 - let the police know where the firefighters are working
35. You are a guest at dinner in a friend's home. The friend yells for help from the kitchen, and you rush in to find that grease in a frying pan has caught fire. The first thing you should do is to
- remind everyone you are a firefighter to avoid the danger of panic
 - turn off the stove and cover the pan with a metal covering
 - pour water on the pan
 - call 911
36. You receive a call at the firehouse in which a citizen reports smelling gas in her home. The first thing you should advise the citizen to do is to
- avoid doing anything that might cause a spark, including making any more calls
 - turn off all gas appliances and leave the house immediately
 - open all the doors and windows to ventilate the house
 - call the gas company from the house next door
37. Which of the following would be the best way for the driver of a fire truck that is responding to an alarm to approach a red light at an intersection?
- Stop and wait for a green light.
 - Have firefighters riding with you motion other vehicles away.
 - Drive straight through because a fire truck always has the right of way.
 - Stop and proceed as soon as the traffic is clear.

- 38.** While operating at a fire, you notice cracks developing in the walls and the ceiling starting to sag. Your best course of action is to
- immediately communicate your observation to your officer and other firefighters
 - do nothing since these are usual conditions at a fire and are to be expected
 - run out of the building immediately
 - go to the floor above to find the cause of the damage
- 39.** Firefighters should take great care when handling flammable liquids because the vapors from these liquids can travel to sources that can ignite them easily. Which of the following would NOT be advisable when refueling firefighting equipment?
- keeping as many other firefighters from entering the area as possible
 - taking pains not to overfill the equipment
 - allowing smoking in the area as long as it is done some distance away
 - opening windows and doors in the immediately area
- 40.** Your company is responding to a multi-vehicle accident at which injured citizens are trapped. You are driving an engine and have two more blocks to go when you see a detour sign, and the road ahead is blocked off. You were just down this same block this morning, and no construction was going on. Following the detour sign will take you four blocks out of your way. You should
- proceed directly through the traffic barrier, knocking it out of the way
 - move the traffic barrier and call the fire commissioner when you return to the firehouse
 - to complain about detours that should not exist
 - follow the detour sign because you can't be sure that construction was not begun since you last drove by this spot
 - call your superior officer and ask that officer what you should do
- 41.** An elementary school is visiting the firehouse. Some of the students begin climbing on the truck, others ask to hear the siren and see the lights, and still others want to slide down the pole. The best way to handle this is to
- ask the teacher to gather the class into a group for an organized tour of the firehouse
 - advise the teacher on how to give the tour so that you can return to more important duties directly related to firefighting
 - tell the teacher the class will have to leave but may come back when the children have learned proper behavior in a firehouse
 - scold the children for not behaving in the firehouse and advise the teacher to either bring them under control or leave
- 42.** While you are walking to work, dressed in your uniform, you witness an automobile accident. Which of the following actions is the most appropriate?
- You leave because if you stay you will be late for work.
 - You stay to offer any information about what you saw, since you are a witness.
 - You leave after giving your name to the persons involved in the accident, so you can be contacted later about what you saw.
 - You leave so that you will not involve the fire department in what may become a court case.

43. While on duty, you are ordered by your superior officer to issue a summons to a car parked directly in front of a fire hydrant. A citizen is upset because of your giving a neighbor a summons. Which is the correct choice?
- Put the incorrect license number on the summons and tell the citizen his neighbor will not receive a summons, but that the neighbor should not do it again.
 - Tell your superior officer you do not feel it is your place to write a summons.
 - Tell the citizen he must leave the scene or you will give him a summons as well.
 - Explain to the citizen what a serious problem blocked fire hydrants are at fires.
44. A writer from *Firefighters Weekly* walks into the firehouse. She is doing a story about alcoholism in the workplace and wants you to give a statement. A source has told her that a firefighter in your firehouse has had a problem with alcohol. What should you tell her?
- that you know the firefighter she is referring to and will find out if that firefighter is willing to talk with her
 - that you personally know of no one in this firehouse who has an alcohol problem but that you will report the rumor to your superior officer
 - that you do not wish to comment but will get your superior officer for her
 - that as a good citizen you will tell her what she wants to know as long as your name does not appear in the article
45. You are at an elementary school with your lieutenant, doing an inspection of the school. While walking through the halls, you are approached by a six-year-old boy who asks why

he should bother to learn fire safety rules. You should tell him that

- learning fire safety rules will help him and his family know what to do in case of emergency
- he needn't memorize the rules as he might get them wrong; he should let his parents or school officials advise him what to do in case of an emergency
- knowing fire safety rules can show who is the smartest student in the class
- he should write a letter to the fire commissioner for a complete answer

PART 3: MECHANICAL ABILITY

Use the information provided in the question, as well as any diagrams provided, to answer the questions below.

46. Of the actions described below, which one best illustrates the principle of preventative maintenance?
- fixing a device after it fails
 - making periodic adjustments on a device to keep it working smoothly
 - purchasing a new device just before an old one wears out
 - purchasing a new device after an old one wears out
47. A hinge is most likely to be used on which of the following?
- a hand rail
 - a digital clock
 - an electric fan
 - a cabinet door

48.



The hand tool shown above is a

- a. crescent wrench
- b. hammer
- c. screwdriver
- d. pair of pliers

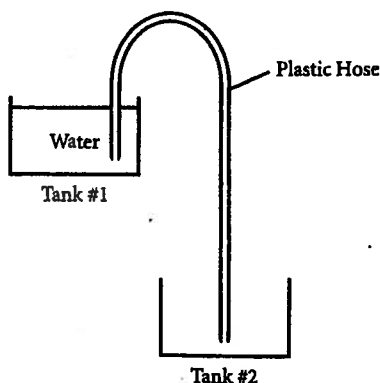
49. Which of the following groups of items listed below consists entirely of fasteners—that is, devices that are used to connect two items together?

- a. duct tape, nails, and springs
- b. string, scissors, and glue
- c. rivets, levers, and bolts
- d. snaps, buckles, and buttons

50. Which of the following best describes the purpose of welding?

- a. joining
- b. cleaning
- c. lifting
- d. moving

51.



What mechanical device could be used to transfer water from tank #1 to tank #2?

- a. a pulley
- b. a siphon
- c. a gauge
- d. a spring

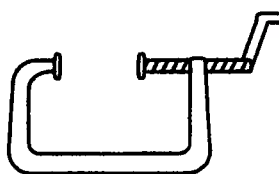
52. Which of the following mechanical devices is used to open a common soft drink can?

- a. a winch
- b. a lever
- c. a wrench
- d. a piston

53. Which hand tool listed below is used to tighten a nut and bolt?

- a. a crescent wrench
- b. a screwdriver
- c. an awl
- d. a hammer

54.



The C-clamp shown above would most likely be used to

- a. temporarily hold two boards together
- b. hold up a car in order to repair a flat tire
- c. secure a nut as the bolt is tightened
- d. make a straight cut on a board

55. The primary function of a wire mesh screen is to

- a. transport water on a construction project
- b. aid in reading a directional compass
- c. separate large particles from smaller ones
- d. lift heavy loads in a warehouse

56. A crane is primarily used to perform which of the following functions?
- pushing
 - drilling
 - welding
 - lifting
57. An elevator is most similar to which of the following mechanical devices?
- a lever
 - a hydraulic jack
 - a crane
 - a spring

58.

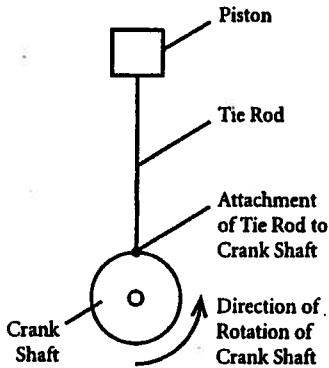


Figure #1

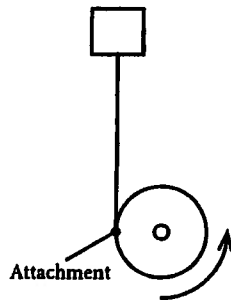


Figure #2

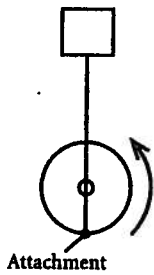


Figure #3

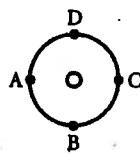


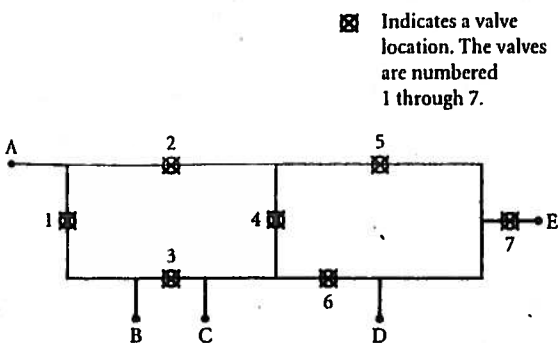
Figure #4

Figure #1 above shows the initial position of a piston that is connected to a crankshaft by a tie

rod. Figure #2 shows the relative positions after the crankshaft is rotated 90 degrees (one quarter of a revolution) in the direction shown. Figure #3 shows the relative positions after another 90 degrees of rotation. In Figure #4, what will be the position of the tie rod attachment to the crankshaft after yet another 90 degree rotation?

- position A
 - position B
 - position C
 - position D
59. A bicycle wheel has a diameter of 1.9 feet and a circumference of 6 feet. A little girl rides this bicycle for two revolutions of this wheel. How far down the driveway does she travel?
- 20 feet
 - 12 feet
 - 4 feet
 - 2 feet
60. The primary purpose of a pump is to
- lift heavy equipment
 - move fluids from one point to another
 - reduce vibration of internal combustion engines
 - regulate the speed of an electric motor

61.



In the diagram shown above, all valves are initially closed. Which valves must be opened to allow water to flow from point A to points B and D but NOT to points C and E?

- a. valves 2, 4, and 6
- b. valves 1, 2, and 3
- c. valves 1, 2, and 4
- d. valves 1, 2, and 5

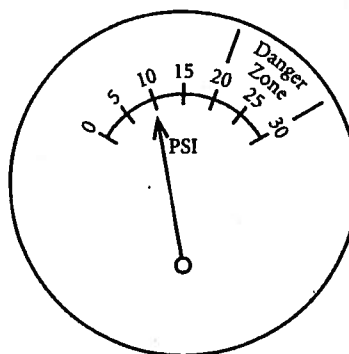
62. Which of the following is an electrical, as opposed to a mechanical, device?

- a. a wrench
- b. a clamp
- c. a hydraulic jack
- d. a battery

63. Newton's First Law of physics says, "A body (such as a car) that is in motion along a straight line will remain in motion, at the same speed, along the same straight line, unless acted upon by an outside force." A car is traveling down a straight, flat road at 30 miles per hour. The operation of all but one of the items listed below can help demonstrate Newton's First Law. Which item CANNOT be used to demonstrate this Law?

- a. the brakes
- b. the gas pedal
- c. the steering wheel
- d. the radiator

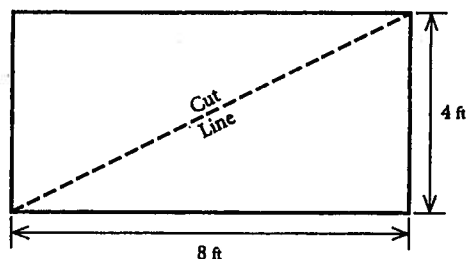
64.



On the gauge in the diagram above, what is the maximum recommended operating pressure in psi (pounds per square inch) for the needle to remain in a safe zone?

- a. 10 psi
- b. 20 psi
- c. 25 psi
- d. 30 psi

65.



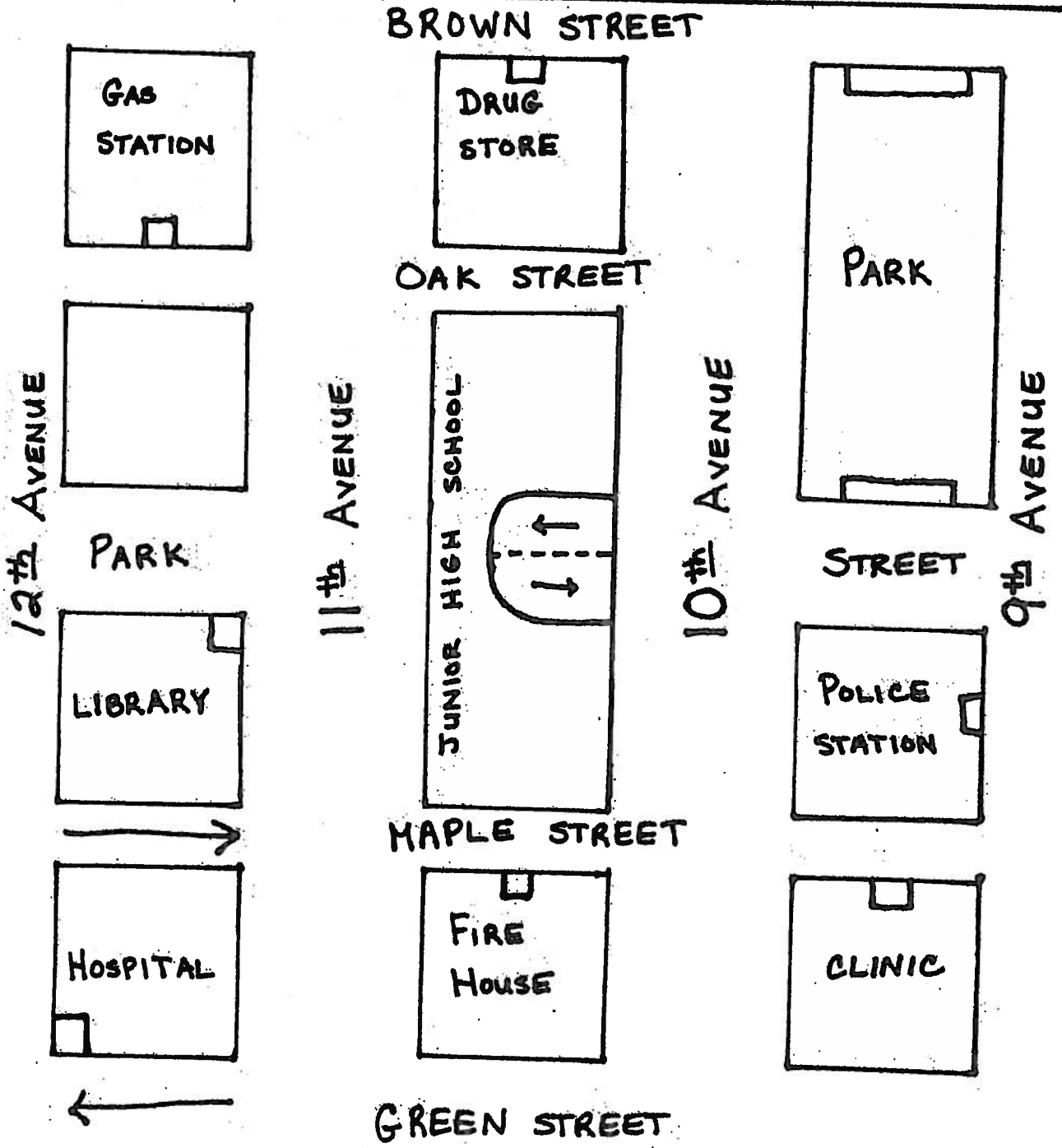
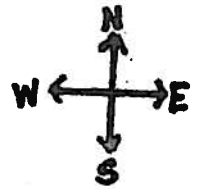
A four-foot by eight-foot sheet of plywood is cut into two pieces as shown above. What are the shapes of the two resulting pieces?

- a. triangles
- b. rectangles
- c. squares
- d. octagons

PART 4: SPATIAL ABILITY

Diagram D

Expressway



Answer questions 66–71 based on Diagram D and the information below.

A firefighter is often required to assist civilians who seek travel directions or referral to city agencies and facilities.

Diagram D is a map of a section of the city, where some public buildings are located. Each of the squares represent one city block. Street names are as shown. If there is an arrow next to the street name, it means the street is one way only in the direction of the arrow. If there is no arrow next to the street name, two-way traffic is allowed.

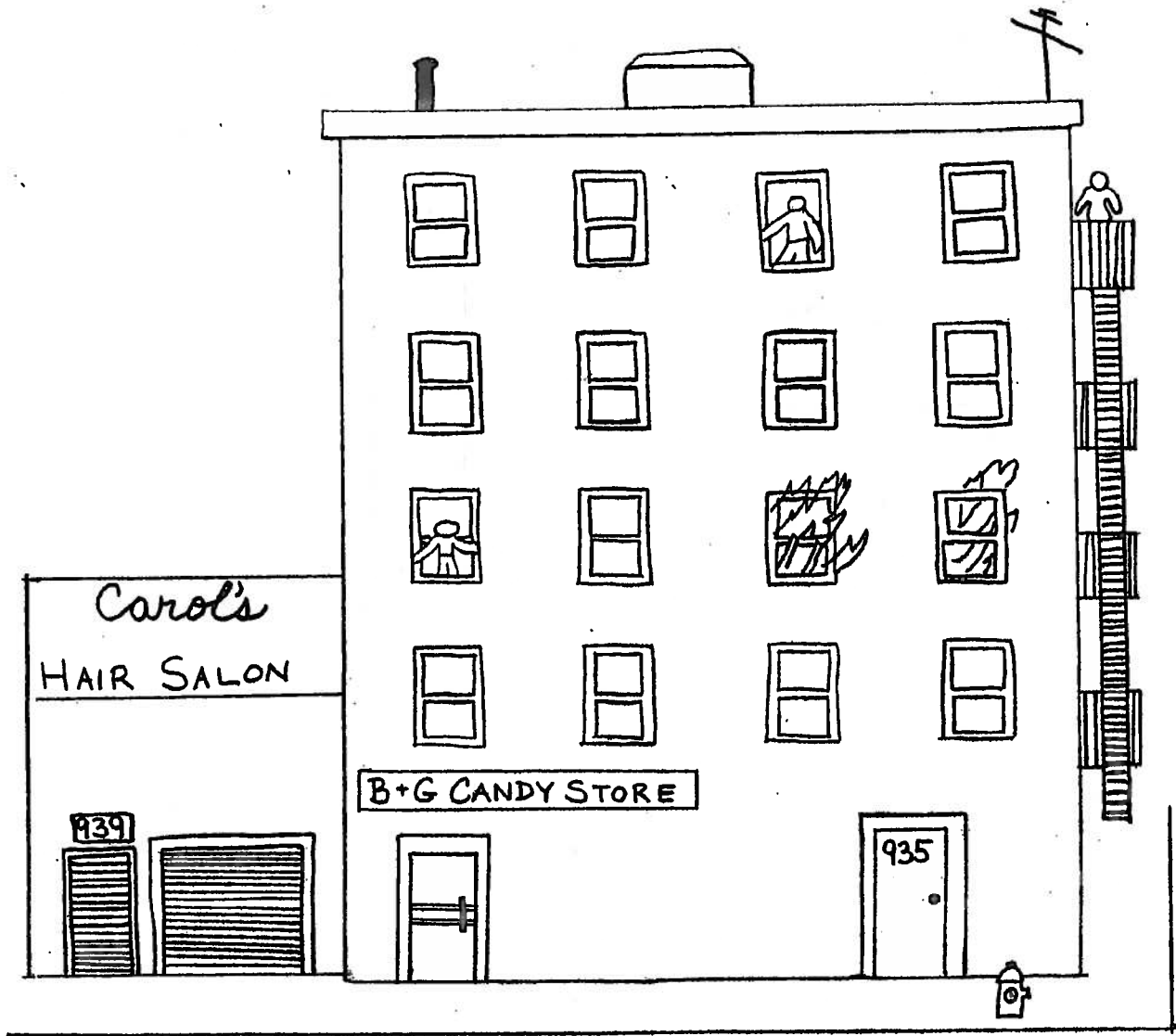
- 66.** There is a vehicular accident at the corner of Brown Street and 9th Avenue. What is the most direct legal way for the fire engine to travel?
- east on Maple Street and north on 9th Avenue to the accident
 - west on Maple Street, north on 12th Avenue, and east on Brown Street to the accident
 - east on Maple Street and north on 11th Avenue to the accident
 - west on Maple Street, north on 11th Avenue, and east on Brown Street to the accident
- 67.** What streets run north and south of the park?
- Brown Street and Oak Street
 - Maple Street and Park Street
 - Brown Street and Park Street
 - Green Street and Oak Street
- 68.** A civilian leaving the clinic needs to drive to the drug store. If you were giving her directions from the clinic, what would be the most direct route?
- east on Maple Street, north on 9th Avenue, and west on Brown Street to the store entrance
 - west on Maple Street, north on 10th Avenue, and west on Brown Street to the store entrance
 - west on Green Street, north on 12th Avenue, and east on Brown Street to the store entrance
 - east on Oak Street, north on 11th Avenue, and east on Brown Street to the store entrance
- 69.** Someone at the junior high school has been injured and needs to go to the hospital. What directions would you give to the ambulance driver?
- north on 10th Avenue, west on Brown Street, and south on 12th Avenue to the hospital entrance
 - south on 10th Avenue and west on Green Street to the hospital entrance
 - north on 10th Avenue and south on Brown Street to the hospital entrance
 - south on 10th Avenue, south on Maple Street, and east on Green Street to the hospital entrance
- 70.** You are leaving work at the firehouse and need to fill your gas tank before you go home. What is the quickest legal route to the gas station?
- west on Maple Street, north on 11th Avenue, and west on Oak Street to the entrance
 - west on Maple Street, north on 9th Avenue, and west on Brown Street to the entrance
 - east on Maple Street, north on 9th Avenue, and west on Brown Street to the entrance
 - east on Maple Street, north on 10th Avenue, and west on Oak Street to the entrance

71. A student comes into the firehouse and tells you he is new in town and wants to go to the library. He knows it's very close, but can't remember the name of the street he should turn onto. You both go to the front door, and you advise him to
- walk to the corner of 10th Avenue and north one block to the library
 - walk to the corner of Green Street and down Green Street to the library
 - walk to the corner of Brown Street and down Brown Street to the library
 - walk to the corner of 11th Avenue and north one block to the library

Answer questions 72–78 based on the information in Diagram E.

72. The fire building has
- no fire escape or stairs on the sides of the building
 - one set of stairs on the outside of the building
 - a fire escape on the outside of the building
 - a fire escape and a set of stairs on the outside of the building
73. Fire is showing at
- two windows in 935
 - one window in 939
 - two windows in 939
 - one window in 935
74. There are three civilians in the drawing. They are located on
- the second, third, and fourth floors
 - the fourth and fifth floors and the fire escape
 - the third, fourth, and fifth floors
 - the third and fifth floors and the fire escape
75. The closest fire hydrant can be found
- in front of the store
 - in front of the apartment building
 - on the side of the apartment building
 - on the side of the store
76. The sign on the first floor of the fire building reads
- #939
 - Carol's Hair Salon
 - Apartment #935
 - B & G Candy Store
77. The firefighters need to do a roof rescue. What obstacles may be in their way?
- a TV antenna, a clothes line, and a smoke stack
 - a TV antenna, a smoke stack, and two civilians
 - a TV antenna, a smoke stack, and an air shaft
 - a TV antenna, a clothes line, and an air shaft
78. How many people most likely need to be evacuated from the Hair Salon?
- none
 - one
 - two
 - three

Diagram E

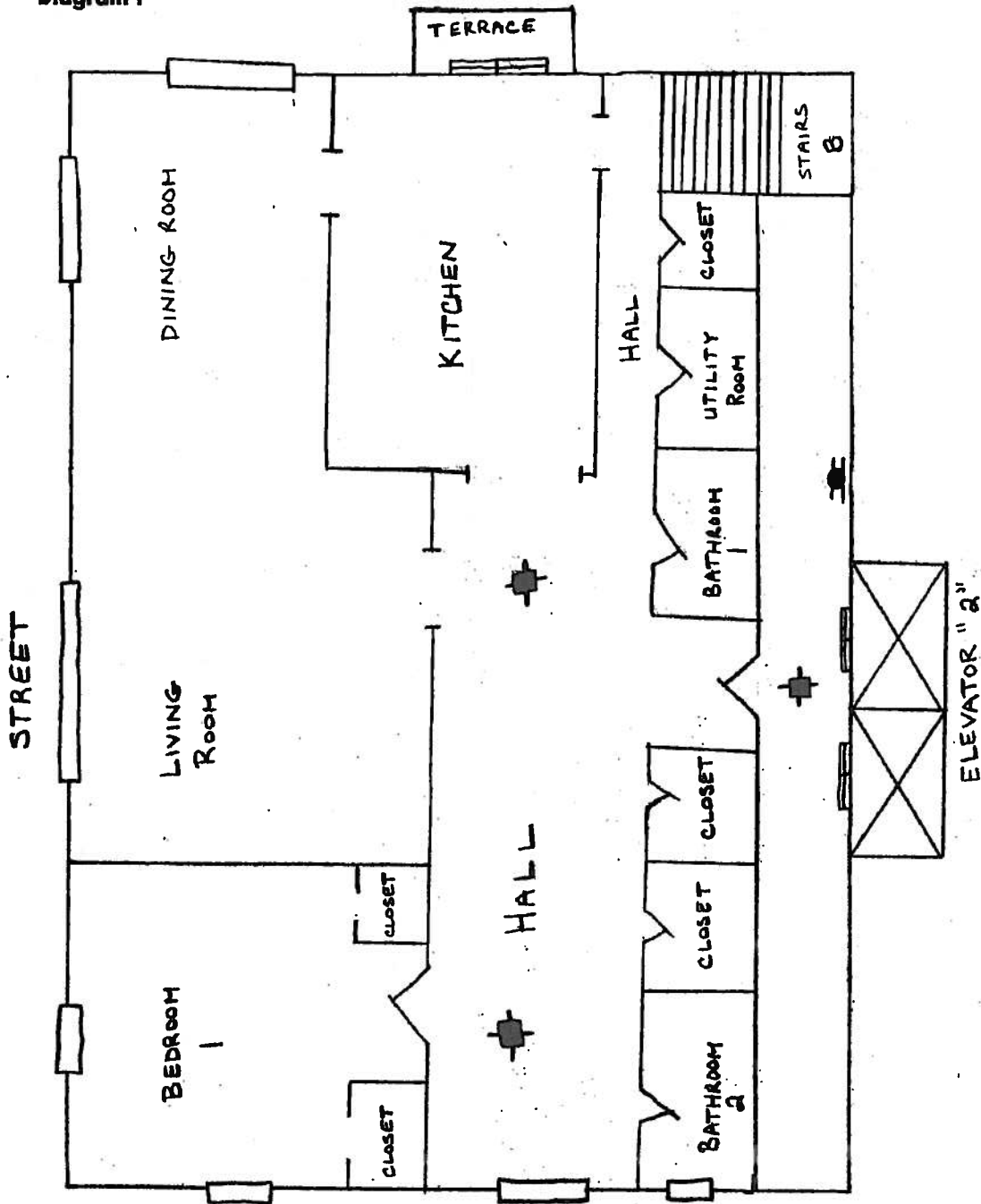



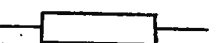

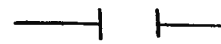
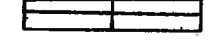

Answer questions 79–85 based on Diagram F and the information below.

Firefighters arriving at the scene must be able to read a floor plan quickly. When there is a fire, the smoke can be very thick, so the firefighters need to know their way in and out without actually seeing where they are. The apartment is on the second floor.

79. Which of the following rooms is not found in this apartment?
- a closet
 - a basement
 - a utility room
 - a dining room
80. If a fire starts in the kitchen near the terrace, the room most affected by the spread of the fire would be
- the dining room
 - the living room
 - bedroom 1
 - bathroom 2
81. How many smoke detectors are located in the apartment?
- none
 - one
 - two
 - three
82. While you are searching the apartment for victims, you realize you can see patio doors. What room are you in?
- the dining room
 - the kitchen
 - the living room
 - the bedroom
83. The firefighters can see smoke and fire coming from the windows as they approach the apartment from the street. In which rooms could the fire be?
- bedroom, bathroom, and hall
 - bedroom, hall, and living room
 - hall, living room, and dining room
 - dining room, living room, and bedroom
84. If you are walking through the hall, how many doors are there?
- eight
 - nine
 - seven
 - ten
85. A kitchen fire has spread into the stairway. Your superior officer tells you to search the bedroom for any occupants. Which of the following is the best way to enter the bedroom?
- Climb down the roof to the dining room window.
 - Raise ladders to the two bedroom windows.
 - Raise a ladder to the terrace and enter the patio doors.
 - Climb down from the roof to the terrace and enter the patio doors.

Diagram F



- doors are shown as..... 
- windows are shown as..... 
- smoke detectors are shown as..... 
- doorways are shown as..... 
- patio doors are shown as..... 
- fire extinguishers are shown as..... 

PART 5: MATHEMATICS

- 86.** Firefighter Green earns \$26,000 a year. If she receives a 4.5% salary increase, how much will she earn?
- \$26,450
 - \$27,170
 - \$27,260
 - \$29,200
- 87.** Which of the following rooms has the greatest perimeter?
- a square room 10 feet \times 10 feet
 - a square room 11 feet \times 11 feet
 - a rectangular room 12 feet \times 8 feet
 - a rectangular room 14 feet \times by 7 feet
- 88.** If it takes four firefighters 1 hour and 45 minutes to perform a particular job, how long would it take one firefighter working at the same rate to perform the same task alone?
- 4.5 hours
 - 5 hours
 - 7 hours
 - 7.5 hours
- 89.** Which of the following hose diameters is the smallest?
- $\frac{17}{20}$ inches
 - $\frac{3}{4}$ inches
 - $\frac{5}{6}$ inches
 - $\frac{7}{10}$ inches
- 90.** When a sprinkler system is installed in a home that is under construction, the system costs about 1.5% of the total building cost. The cost of the same system installed after the home is built is about 4% of the total building cost. How much would a homeowner save by installing a sprinkler system in a \$150,000 home while the home is still under construction?
- \$ 600
 - \$2,250
 - \$3,750
 - \$6,000
- 91.** If one gallon of water weighs 8.35 pounds, a 25-gallon container of water would most nearly weigh
- 173 pounds
 - 200 pounds
 - 209 pounds
 - 215 pounds
- 92.** A firefighter knows that the floor of a large garage has a width of 40 feet and a length of 42 feet. What is the area of that floor space?
- 162 square feet
 - 168 square feet
 - 1608 square feet
 - 1680 square feet
- 93.** Which of the following rope lengths is longest? (1 cm = 0.39 inches)
- 1 meter
 - 1 yard
 - 32 inches
 - 85 centimeters
- 94.** A safety box has three layers of metal, each with a different width. If one layer is $\frac{1}{8}$ inch thick, a second layer is $\frac{1}{6}$ inch thick, and the total thickness is $\frac{3}{4}$ inch thick, what is the width of the third layer?
- $\frac{5}{12}$
 - $\frac{11}{24}$
 - $\frac{7}{18}$
 - $\frac{1}{2}$

95. A person can be scalded by hot water at a temperature of about 122°F. At about what temperature Centigrade could a person be scalded? $C = \frac{5}{9}(F - 32)$
- 35.5°C
 - 55°C
 - 50°C
 - 216°C
96. At 1:05 a.m. at the scene of a fire, the gauge on a fire engine's pump control panel indicated a pressure of 260 pounds per square inch (psi). By 1:20 a.m., the same gauge indicated a pressure of 110 psi. The pressure decreased, on average, about how many psi per minute?
- 10
 - 11
 - 12
 - 20
97. Studies have shown that automatic sprinkler systems save about \$5,700 in damages per fire in stores and offices. If a particular community has on average 14 store and office fires every year, about how much money is saved each year if these building have sprinkler systems?
- \$28,500
 - \$77,800
 - \$79,800
 - \$87,800
98. If a firefighter weighs 168 pounds, what is the approximate weight of that firefighter in kilograms? (1 kilogram = about 2.2 pounds)
- 76
 - 77
 - 149
 - 150
99. Tank A, when full, holds 555 gallons of water. Tank B, when full, holds 680 gallons of water. If Tank A is only $\frac{2}{3}$ full and Tank B is only $\frac{2}{5}$ full, how many more gallons of water are needed to fill both tanks to capacity?
- 319
 - 593
 - 642
 - 658
100. Fire departments commonly use the following formula to find out how far from a wall to place the base of a ladder: $(\text{Length of ladder} \div 5) + 2 = \text{distance from the wall}$. Using this formula, if the base of a ladder is placed 10 feet from a wall, how tall is the ladder?
- 48 feet
 - 72 feet
 - 40 feet
 - 100 feet

Handwritten notes and numbers, including "680 272 408 165 1692" and "3655 25 1265 51680 165/30".

COUNCIL LETTER 030716-IVH1
STREET AND ALLEY COMMITTEE
COUNTY 109/STATE 169

DATE: March 03, 2016
FROM: Street and Alley Committee
Craig J. Wainio
City Administrator

The Street and Alley Committee is recommending that the City contact the Minnesota Department of Transportation concerning the Highway 169/County Road 109 intersection. Specifically to inquire of signalization of this intersection could be included in their 2017 project to upgrade the corridor.

COUNCIL LETTER 030716-IVH2
STREET AND ALLEY COMMITTEE
IMPROVEMENT GUIDE

DATE: March 03, 2016
FROM: Street and Alley Committee
Craig J. Wainio
City Administrator

The Street and Alley Committee is recommending that the City adopt the following amendment to the City of Mountain Iron's Improvement Guide:

Any residential property within the City that has two or more streets adjacent of adjoining that property and the streets are improved within a ten year period, the total assessment for the owner of the property for all the projects shall not exceed \$5000.

COUNCIL LETTER 030716-VA
BUILDINGS AND GROUND
RESOLUTION NUMBER 05-16

DATE: March 03, 2016
FROM: Buildings and Grounds Committee
Craig J. Wainio
City Administrator

The Buildings and Grounds Committee reviewed the request from Habitat for Humanity to obtain certain lots in Old Town Mountain Iron. Based upon that review the Committee is recommending that the City request the two lots on the corner of Mesabi Avenue and Locomotive Street and the lot located on the east side of Mineral Avenue on behalf of Habitat for Humanity. This request is outlined in the enclosed Resolution Number 05-16.



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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8586 ENTERPRISE DRIVE SOUTH ▪ MOUNTAIN IRON, MN ▪ 55768-8260

RESOLUTION NUMBER 05-16

AUTHORIZING THE AQUISITION OF CERTAIN PROPERTY

WHEREAS, the City Council has heretofore determined that it is beneficial to the City of Mountain Iron to acquire certain tax forfeit property from St. Louis County for the purpose of affordable housing.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that the City of Mountain Iron requests that Saint Louis County begin the process to allow the City to purchase the following described real estate:

Lot 13 Block 3 of Merritts First Addition to Mountain Iron
175-0020-00400
5700 Mineral Avenue, Mountain Iron

South 1/2 of Lot 1 Block 15 of the Town of Grant to Mountain Iron
175-0010-01560
5760 Mesabi Avenue, Mountain Iron

North 1/2 of Lot 1 Block 15 of the Town of Grant to Mountain Iron
175-0010-01550
5762 Mesabi Avenue, Mountain Iron

DULY ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF MARCH, 2016

Mayor Gary Skalko

ATTEST:

City Administrator



**Building homes,
Building hope**

December 14, 2015

Dear Craig Wainio,

We would like to thank the City of Mt. Iron for their help in requesting the lot located at 5700 Mineral Ave, in Mt Iron (175-0020-00400) for purposes of transferring the property to Habitat for Humanity so that we might build another affordable home in the City of Mt Iron.

Board of Directors:

Paul Knuti

President

Mark Weir

Vice President

Caroline Owens

Treasurer

Rosalyn Barker

Secretary

Tom Clayton

Kris Clover

Scott Dane

Carolyn Dinneen

Dan Fuchs

Doug Gettle

Rev. Roger Johnson

Greg Krog

Kathy Laine

Marge McPeak

Nancy Moyer

Cindy Pogachnik

Bob Pogleasa

Don Rausch

Linda Scott

Julie Spiering

Rob Tomassoni

Our site selection committee has been working with the St. Louis County Land Department to reach an agreement on the purchase price for this lot. We are moving forward with this purchase.

As we worked with you a few months ago in this process we also identified three other St. Louis County tax forfeit lots within the City of Mt Iron.

We would like to work with you and St Louis County to purchase these lots as well.

The City of Mt Iron has been a great partner in helping us build affordable homes with three families in the community and we would like to expand our efforts to address affordable housing for four more families in the community.

We would like to ask for your help in obtaining three more lots with the goal of building a total of four more homes in Mt. Iron by 2019. Having these lots in our inventory ahead of time greatly assists our planning and family selection efforts as we work to match families to lots and raise volunteers and funds to build homes.

The three parcels we would like to work with you to obtain besides the one mentioned above are:

- 8863 Quartz St. (175-0020-00840)
- 5681 Mineral Ave/Granite St (175-0020-0085, -00865)
- 5760 & 5762 Mesabi Ave (175-0010-01550, -01560)

The St. Louis County Land Department is willing to have these lots transferred to North St. Louis County Habitat for Humanity with the City of Mt Iron acting as the transferring agent. Habitat for Humanity would assume any cost involved in the transfer.

Staff:
Nathan Thompson
Executive Director

Steve Burgess
Construction Manager

Susan Garrett
**Community Resources
Manager**

We would like to respectfully request the City of Mt Iron's help in obtaining these lots. It is our intent to build new, energy efficient and affordable homes on these lots with our neighbors in need of housing. Your partnership and help in this matter is greatly appreciated.

Sincerely,

Nathan Thompson

5558 Enterprise Dr NE
Mail: P.O. Box 24
Virginia, MN, 55792
Phone: (218) 749-8910
Toll free: (866) 749-8910
Fax: (218) 742-9799
www.nslchfh.org
habitat@nslchfh.org

Craig Wainio

From: Nathan Thompson <habitat@nslchfh.org>
Sent: Monday, December 14, 2015 6:10 PM
To: Craig Wainio
Subject: County Lots for Habitat request
Attachments: Mt Iron - County Lots.pdf

Hello Craig,

We would like to request your and the City of Mt Iron's help in obtaining three more St. Louis County tax forfeit lots.

We have been working with St. Louis County who is aware of our desire to obtain these lots. We are working out an arrangement with them to be able to obtain the lots at below market value since we are doing so with the intent of using them for affordable housing.

The transfer of these lots needs to go through the City of Mt Iron to Habitat.

We would like to request the City's help in requesting these lots from the land department for Habitat's use. We would cover the expense of the lots and their transfer.

Your help in being a conduit for these lots to come to Habitat from the County would be most greatly appreciated.

In our current strategic plan we would like to build on two of these lots in 2018 and two more homes on the other two in 2019.

I have attached a letter outlining our request.

Please let me know if there is any information you need from us on this matter.

We would be more than happy to come to a council meeting if needed, just let me know.

Thanks for your help. We really enjoy working with the City of Mt Iron as we build with our neighbors in need.

Sincerely,

Nathan

Nathan Thompson
Executive Director
North St. Louis County Habitat for Humanity
Direct Line 218-750-7443
Office 218-749-8910
Toll Free 866-749-8910
Fax 218-742-9799
Website www.nslchfh.org
Email nathan@nslchfh.org
Facebook www.facebook.com/nslchfh

COUNCIL LETTER 030716-VIA

HRA

RESOLUTION NUMBER 13-16

DATE: March 03, 2016

FROM: Housing and Redevelopment Authority

Craig J. Wainio
City Administrator

We have also been working to clear up a long lingering property issue on a parcel located north of the Sherwin-Williams building between the RR tracks and Highway 53. Quite a while ago the Mountain Iron HRA agreed to acquire this property and to sell it property to the owners of the building in which Sherwin-Williams is located. The reason the HRA got involved is due to a portion of the property being Highway Right-of-Way therefore it needed to be a government to government deal. The first step was to obtain the parcel from USSteel which was transferred to the HRA in 2005. Next we needed to obtain the parcel from the MNDoT which was transferred to the City in 2010. It is recommended that the City Council adopt the Resolution transferring the MNDoT parcel from the City to the HRA, that will then place the whole parcel in the name of the HRA. At a future meeting we will be requesting a short HRA meeting to transfer the entire parcel from the HRA to the rightful owner.



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RESOLUTION NUMBER 13-16

AUTHORIZING THE TRANSFER OF CERTAIN PROPERTIES

WHEREAS, the City of Mountain Iron purchased a certain property from the State of Minnesota as recorded in Document Number 01132630 recorded on April 14, 2010.

WHEREAS, the parcel has a parcel identification number of 175-0071-01168.

WHEREAS, the City Council has heretofore determined that it is beneficial to the City of Mountain Iron to convey this property to the Mountain Iron Housing Redevelopment Authority.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that the Mayor and City Administrator execute the deeds to convey to the Mountain Iron Housing and Redevelopment Authority, real properties in St. Louis County, Minnesota, described as follows:

That part of the Southeast Quarter of the Southeast Quarter of Section 12, Township 58 North, Range 18 West, St. Louis County, Minnesota, described as follows: Beginning at a point on the south line of said Section 12, distant 528.82 feet west of the southeast corner thereof; thence west along said south section line for 154.02 feet to the easterly right of way line of the Duluth, Winnipeg and Pacific Railway Company; thence northerly along said easterly right of way line for 320.50 feet; thence southeasterly for 362.44 feet to the point of beginning; the title thereto being registered; containing 0.57 acre. more or less.

DULY ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF MARCH, 2016.

Mayor Gary Skalko

ATTEST:

City Administrator

COUNCIL LETTER 030716-VIB
BUILDINGS AND GROUND
RESOLUTUION NUMBER 14-16

DATE: March 03, 2016
FROM: Buildings and Grounds Committee
Craig J. Wainio
City Administrator

The Buildings and Grounds Committee reviewed the request from Habitat for Humanity to obtain certain lots in Old Town Mountain Iron. Based upon that review the Committee is recommending that the City request the Quartz Street lot for public use. When the house from that lot was removed, we discovered that the City had a sewer main running through the lot. Staff is requesting that the City request the lot for St. Louis County for no charge so we may protect the City's infrastructure. This request is outlined in Resolution Number 14-16. Any remaining lots presented in the request from Habitat for Humanity will be allowed to proceed to County auction.



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RESOLUTION NUMBER 14-16

AUTHORIZING THE AQUISITION OF CERTAIN PROPERTY

WHEREAS, the City Council has heretofore determined that it is beneficial to the City of Mountain Iron to acquire certain tax forfeit property from St. Louis County for a public purpose, and

WHEREAS, the City of Mountain Iron has a sewer main running through the parcel being requested.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA, that the City of Mountain Iron requests that Saint Louis County begin the process to allow the City to acquire the following described real estate:

Lot 8 Block 7 of the Merritts First Addition to Mountain Iron
175-0020-00840
Quartz Street, Mountain Iron

DULY ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF MARCH, 2016

Mayor Gary Skalko

ATTEST:

City Administrator



**BENCHMARK
ENGINEERING, INC.**

CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING
MINING • LAND SURVEYING • LAND DATA BASE MAPPING

8878 Main Street • P.O. Box 261
Mt. Iron, MN 55768-0261
tel: 218-735-8914 • fax: 218-735-8923
email: info@bm-eng.com

March 1st, 2016

Mr. Craig Wainio, City Administrator
City of Mountain Iron
8586 South Enterprise Drive
Mountain Iron, MN 55768

Re: Garden Drive South from Fairview to Arbor Lane Street Improvements
City of Mountain Iron
Project No. MI16-02

Dear Mr. Wainio,

Benchmark Engineering is nearing the completion of the construction plans and specifications for the Garden Drive South from Fairview to Arbor Lane Street Improvements project.

At this time, Benchmark Engineering, Inc. is requesting City Council action to first approve the Plans and Specifications and then to advertise for bids for the above-referenced project. The project will be advertised for 21 days. Bids could be evaluated at a council meeting in April.

A draft set of plans will be available for review at the City Council meeting.

If you have any questions or need additional information please do not hesitate to contact our office

Sincerely,
Benchmark Engineering, Inc.

Jeremy Schwarze
Engineer in Training



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RESOLUTION NUMBER 15-16

APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to Resolution Number 11-16 passed by the City Council on February 16, 2016, the City Engineer has prepared plans and specifications for Improvement Number 15-09, the improvement of Garden Drive between Arbor Lane and Fairview Lane by overlay and has presented such plans and specifications to the council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the clerk until 10:00 a.m. on April 6, 2016, at which time they will be publicly opened in the Mountain Iron Room of the Community Center by the City Administrator and engineer, will then be tabulated, and will be considered by the City Council at 6:30 p.m. on April 18, 2016, in the Mountain Iron Room of the Community Center. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for ten percent of the amount of such bid.

DULY ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF MARCH, 2016.

Mayor Gary Skalko

ATTEST:

City Administrator



**BENCHMARK
ENGINEERING, INC.**

CIVIL AND ENVIRONMENTAL ENGINEERING • PLANNING
MINING • LAND SURVEYING • LAND DATA BASE MAPPING

8878 Main Street • P.O. Box 261
Mt. Iron, MN 55768-0261
tel: 218-735-8914 • fax: 218-735-8923
email: info@bm-eng.com

February 29, 2016

Mr. Craig Wainio, City Administrator
City of Mountain Iron
8586 South Enterprise Drive
Mountain Iron, MN 55768

Re: Bicycle and Pedestrian Recreational Trail
City of Mountain Iron
Project No. M114-10

Dear Mr. Wainio,

Benchmark Engineering is nearing the completion of the construction plans and specifications for the Bicycle and Pedestrian Recreational Trail project.

At this time, Benchmark Engineering, Inc. is requesting City Council action to first approve the Plans and Specifications and then to advertise for bids for the above-referenced project. The project will be advertised for 21 days. Bids could be evaluated at a council meeting in April.

A draft set of plans will be available for review at the City Council meeting.

If you have any questions or need additional information please do not hesitate to contact our office

Sincerely,
Benchmark Engineering, Inc.

Jeremy Schwarze
Engineer in Training



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 • FAX: 218-748-7573 • www.mtniron.com
8586 ENTERPRISE DRIVE SOUTH • MOUNTAIN IRON, MN • 55768-8260

RESOLUTION NUMBER 16-16

APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to the City Council, the City Engineer has prepared plans and specifications for Improvement Number 14-10, the construction of a Bicycle and Pedestrian Recreational Trail between Quartz Street and the entrance to South Grove and has presented such plans and specifications to the council for approval;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
MOUNTAIN IRON, MINNESOTA:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the clerk until 10:00 a.m. on April 13, 2016, at which time they will be publicly opened in the Mountain Iron Room of the Community Center by the City Administrator and engineer, will then be tabulated, and will be considered by the City Council at 6:30 p.m. on April 18, 2016, in the Mountain Iron Room of the Community Center. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for ten percent of the amount of such bid.

DULY ADOPTED BY THE CITY COUNCIL THIS 7th DAY OF MARCH, 2016.

Mayor Gary Skalko

ATTEST:

City Administrator



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar Street Suite 222, St. Paul MN 55101
 (651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
 WWW.DPS.STATE.MN.US



APPLICATION AND PERMIT
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

501(c)3

NAME OF ORGANIZATION <u>Soroptimist of Virginia</u>		DATE ORGANIZED <u>1/26/1956</u>	TAX EXEMPT NUMBER <u>41-6040928</u>	
STREET ADDRESS <u>P.O. Box 389</u>		CITY STATE <u>Virginia MN</u>	ZIP <u>55792</u>	CODE
NAME OF PERSON MAKING APPLICATION <u>Shari Fisher - President</u>		BUSINESS PHONE <u>218748-2141</u>	HOME PHONE ()	
DATES LIQUOR WILL BE SOLD <u>April 13, 2016</u>		TYPE OF ORGANIZATION CLUB CHARITABLE RELIGIOUS OTHER <u>NONPROFIT</u>		
ORGANIZATION OFFICER'S NAME <u>Shari Fisher - President</u>		ADDRESS <u>10899 Salo Rd - Chisholm MN 55719</u>		
ORGANIZATION OFFICER'S NAME <u>Shirley Koski Pres-Elect</u>		ADDRESS <u>7137 Wildwood Dr. Britt, MN 55710</u>		
ORGANIZATION OFFICER'S NAME <u>Sue Beck - Secretary</u>		ADDRESS <u>1009 2nd St. So Virginia MN 55792</u>		

Location license will be used. If an outdoor area, describe

Movie Night for Women - Fundraiser at Cinema 6
8426 Enterprise Dr S Mt. Iron MN 55766

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

NO

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

yes - Philadelphia Insurance - \$1,000,000 / \$2,000,000 aggregate
plus commercial umbrella of \$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY _____

DATE APPROVED _____

CITY FEE AMOUNT _____

LICENSE DATES _____

DATE FEE PAID _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL _____

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT _____

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

PS-09079 (05/06)



Saint Louis County

County Assessor • 212 Courthouse • 100 North 5th Avenue West
Duluth, MN 55802-1291 • Phone: (218) 726-2304
www.stlouiscountymn.gov

David L. Sipila
County Assessor

Cory Leinwander
Assistant County Assessor

Terry Johnson
Assistant County Assessor

Ben Thomas
Assistant County Assessor

February 16, 2016

Dear Clerk:

Please review the date, time and place of your **tentatively** scheduled 2016 Local Board of Appeal & Equalization or Open Book meeting. If a change is necessary, please contact me by calling (218) 726-2378 or e-mail ANDERSONL3@STLOUISCOUNTYMN.GOV by February 26th. If your jurisdiction has a local assessor, please discuss any change with that individual first. A schedule has been sent to local assessors. Your finalized calendar and materials to conduct your meeting will arrive at a later date.

The Notice of Valuation & Classification allows us to list the name and address of the clerk for correspondence to the local board. **Please review the name and address on the envelope you received this letter in. This is what will be on the notices. If you wish to have anything different, please contact me by calling (218) 726-2378 or e-mail ANDERSONL3@STLOUISCOUNTYMN.GOV.**

Sincerely,

Lana Anderson
County Assessor's Office
Enclosure

M:\BrdofReview\2016\townclerksletter2016

☐ 212 Courthouse
100 North 5th Avenue West
Duluth, MN 55802-1291
(218) 726-2304

☐ 105 SLC Service Center
320 Miners Drive East
Ely, MN 55731-1402
(218) 365-8206

☐ Hibbing City Hall • Room 200
401 East 21st Street
Hibbing, MN 55746
(218) 262-6089

☐ Northland Office Center • Suite 2R
307 1st Street South
Virginia, MN 55792-2666
(218) 749-7147

CVT	Jurisdiction	C/T	Date	Time	am/pm	Type	Location
10	Duluth	City	05/18/16	4:30	pm	LBAE	City Hall
15	Biwabik	City	04/05/16	5:00 - 6:00	pm	LBAE	City Hall
20	Chisholm	City	04/19/16	4:00 - 5:00	pm	LBAE	City Hall
30	Ely	City	04/07/16	5:00 - 6:00	pm	LBAE	City Hall
40	Eveleth	City	04/14/16	3:00 - 4:00	pm	LBAE	City Hall
60	Gilbert	City	04/07/16	5:00 - 6:00	pm	LBAE	City Hall
80	Tower	City	04/12/16	6:00 - 7:00	pm	LBAE	City Hall
90	Virginia	City	04/27/16	9:00 - 10:00	am	LBAE	City Hall (call 748-7500 for appt)
100	Aurora	City	04/06/16	11:00 - 12:00	am	LBAE	City/Town Government Center
105	Babbitt	City	05/04/16	5:00 - 6:00	pm	LBAE	Babbitt Municipal Center
110	Brookston	City	04/05/16	9:00 - 10:00	am	Open Book	County Assessor's Office/Duluth
115	Buhl	City	04/19/16	10:00 - 11:00	am	LBAE	City Hall
120	Cook	City	05/11/16	10:00 - 11:00	am	Open Book	County Assessor's Office/Virginia
125	Floodwood	City	04/21/16	1:00 - 2:00	pm	LBAE	City Hall
139	Hibbing	City	05/10/16	1:00 - 3:00	pm	LBAE	City Hall
140	Hibbing	City	05/10/16	1:00 - 3:00	pm	LBAE	City Hall
141	Hibbing	City	05/10/16	1:00 - 3:00	pm	LBAE	City Hall
142	Hoyt Lakes	City	04/06/16	6:00 - 7:00	pm	LBAE	City Hall
145	Iron Junction	City	04/19/16	1:00 - 2:00	pm	Open Book	County Assessor's Office/Virginia
150	Kinney	City	05/03/16	11:00 - 12:00	am	LBAE	Kinney/Great Scott Library
156	Leonidas	City	05/10/16	10:00 - 11:00	am	Open Book	County Assessor's Office/Virginia
160	McKinley	City	04/13/16	11:00 - 12:00	am	Open Book	County Assessor's Office/Virginia
165	Meadowlands	City	04/13/16	2:00 - 3:00	pm	LBAE	Meadowlands Community Center
175	Mountain Iron	City	04/21/16	6:00 - 7:00	pm	LBAE	City Hall
180	Orr	City	04/28/16	10:00 - 11:00	am	Open Book	LEIDING Town Hall
185	Proctor	City	04/26/16	9:00 - 10:00	am	LBAE	Community Center, Council Chambers
190	Winton	City	05/04/16	10:00 - 11:00	am	LBAE	Winton Community Church
200	Alango	Twp	05/03/16	3:00 - 4:00	pm	LBAE	St. Paul's Lutheran Church, 9808 Hwy 22
205	Alborn	Twp	04/20/16	3:00 - 4:00	pm	LBAE	Town Hall
210	Alden	Twp	04/28/16	2:00 - 3:00	pm	LBAE	Town Hall
215	Angora	Twp	05/04/16	6:00 - 7:00	pm	LBAE	Town Hall
225	Arrowhead	Twp	05/12/16	3:00 - 4:00	pm	LBAE	Town Hall
230	Ault	Twp	04/27/16	9:00 - 10:00	am	LBAE	Town Hall
235	Balkan	Twp	04/13/16	10:00 - 11:00	am	LBAE	Community Center
240	Bassett	Twp	05/10/16	2:00 - 3:00	pm	LBAE	Town Hall
250	Beatty	Twp	04/14/16	10:00 - 12:00	am	LBAE	Town Hall
260	Biwabik	Twp	04/06/16	9:00 - 10:00	am	LBAE	Town Hall
270	Breitung	Twp	04/21/16	1:00 - 2:00	pm	LBAE	Breitung Town Hall
275	Brevator	Twp	04/14/16	10:00 - 11:00	am	LBAE	East Brevator Town Hall
278	Camp 5	Twp	04/28/16	9:00 - 10:00	am	Open Book	LEIDING Town Hall
280	Canosia	Twp	04/07/16	10:00 - 11:00	am	LBAE	Town Hall
285	Cedar Valley	Twp	05/12/16	6:00 - 7:00	pm	LBAE	Town Hall
290	Cherry	Twp	04/26/16	6:00 - 7:00	pm	LBAE	Community Center
295	Clinton	Twp	04/20/16	4:00 - 5:00	pm	LBAE	Town Hall
300	Colvin	Twp	05/05/16	3:00 - 4:00	pm	LBAE	Town Hall
305	Cotton	Twp	04/21/16	3:00 - 4:00	pm	LBAE	Community Center
308	Crane Lake	Twp	04/12/16	1:00 - 2:00	pm	LBAE	Fellowship Hall
310	Culver	Twp	05/12/16	1:00 - 2:00	pm	LBAE	Town Hall
315	Duluth	Twp	04/05/16	6:00 - 7:00	pm	LBAE	Town Hall
317	Eagles Nest	Twp	05/07/16	10:00 - 11:00	am	LBAE	Town Hall
320	Ellsburg	Twp	04/13/16	1:00 - 2:00	pm	LBAE	Melrude Town Hall
325	Elmer	Twp	04/14/16	2:00 - 3:00	pm	LBAE	Fire Hall
	City Council	ass	Twp	04/12/16	6:00 - 7:00	LBAE	Town Hall

Thank You

Council Members and Craig,

Thank you for the retirement coffee can,
the plaque and generous gift. It was all
much appreciated.

Thank you for all the
good memories,
Judy

Summer Work Outreach Project
P O Box 237, Mt. Iron, MN 55768



Buhl-Kinney, Chisholm, Mt. Iron, Virginia
A 501(C)3 Organization

February 18, 2016

City of Mt. Iron
Gary Skalko
8586 Enterprise Dr S
Mt. Iron MN 55768

Dear Council,

Summer Work Outreach Project (SWOP) began in 1996 as an idea for a unique summer youth program, helping 11 to 14 year old youth develop life skills by giving them a stipend for summer job, a stipend with a focus on serving the community. With four churches of Mountain Iron and Buhl working together, the first twenty-four youth were 'hired' to begin the program in 1997.

Now in its twentieth year, SWOP has grown to become an independent non-profit organization with programs in four towns, Chisholm and Virginia as well as Buhl-Kinney and Mountain Iron. Altogether, over five hundred 11 to 14 year olds have benefitted, including young adults now in their early thirties, raising their own families and contributing to their communities through meaningful work and community service.

Your past support has been greatly appreciated and we hope you will renew your investment. Enclosed is a 2015 SWOP brochure, including investment levels as Community Partner, Partner, Member, Sponsor, or Friend. Please take a moment to read the enclosed information and thoughtfully consider your part in SWOP's community partnership. Your investment in SWOP will help to make it possible for four new teams of youth to participate in the 2016 program. All SWOP contributors are publicly thanked in the Chisholm Tribune, Hibbing Daily Tribune, Hometown Focus and the Mesabi Daily News at the end of the season.

With the help of you and other businesses, cities, churches, civic organizations, and individuals, this 20th anniversary will prepare SWOP to engage kids in serving their community not only for this year, but for years to come.

Thank you for your support!

Respectfully,
The SWOP Board

Pastor Kristen Foster - Chairperson, - Holly Kohler - Secretary, Tracy Kenyon - Treasurer, Barb Dobson - Financial Administrator, Linda Lampton - Financial Assistant, Rod Marks, David Kenyon, Kati Orso, Colleen Kenyon, Renee Marks, Lisa Inman

Please note:

Please make checks payable to SWOP. Your contribution can be mailed in the enclosed self addressed envelope. All contributions are tax deductible and a receipt will be mailed to you.

If you have any questions, please feel free to call Barb Dobson, at 254-2039. She will be happy to answer any questions you may have either by phone or in person.

SWOP runs a grassroots organization, without any paid administrator, and no central office. This means that nearly 100% of all dollars you invest in partnership with SWOP goes directly to the summer program itself.

SWOP Community Service Hours 2015

6-9-15	Messiah Lutheran	12 @ 1 hr. = 12 hours
6-11-15	Mountain Iron – Train	12 @ 1 hr. = 12 hours
6-18-15	Memorial Garden	11 @ 1 hr. = 11 hours
6-23-15	Memorial Garden	11 @ 1 hr. = 11 hours
Messiah Lutheran and Memorial Garden		11 @ 1 hr. = 11 hours
7-7-15	West Two Rivers Campground	11 @ 1 hr. = 11 hours
7-9-15	Merritt Elementary Playground	4 @ 1 hr. = 4 hours
7-16-15	YMCA	12 @ 1 hr. = 12 hours
Total for the City		84 hours
6-16-15	Diamond Willow	12 @ 1 hr. = 12 hours
6-17-15	AEOA Carnival	11 @ 3 hrs. = 33 hours
6-24-15	Thrift Shop	11 @ 1 hr. = 11 hours
7-7-15	Job Shadowing	4 @ 1 hr. = 4 hours
7-8-15	Job Shadowing	5 @ 1 hr. = 5 hours
7-9-15	Virginia Cemetery	11 @ 1 hr. = 11 hours
7-14-15	Diamond Willow	12 @ 1 hr. = 12 hours
		88 hours
Total Community Service Hours		172 hours

Project continued

Education centers on values and health related topics, including nutrition, drug abuse, and violence prevention.

- Work focuses on projects important to community and elderly, and includes a job-shadowing day.
- Participants discover a sense that they can make a valuable contribution to their own community through responsible work and adult mentorship.
- Participants are required to do daily journaling and secure their very own savings account; this promotes character and skills.

Program Goals

Equip, engage, and empower the youth of our communities. This program aims to equip youth with life skills; engage them in their communities, and empower them for the future.

- Foster respect for self and others
- Teach responsibility for one's own actions in the context of the common good.
- Build relationships and relationship skills with group, leaders, senior citizens, and community leaders.
- Develop a positive work and money management ethic (Share, Save, Spend)

Any contribution is welcome, however, please consider sponsoring a child for:

- \$650 to cover a child's summer
- \$109 to cover a child's week
- \$36 to cover a child for a full day

03/03/2016

SWOP
BOARD OF DIRECTORS
Officers for 2016

Pastor Kristin Foster-Chairperson

Tracy Kenyon-Treasurer

Holly Kohler-Secretaries

Barb Dobson
Financial Administrator

Linda Lampton
Financial Assistant

SWOP
Summer Work Outreach Project
P O Box 237

Mt. Iron MN 55768

Swopyouth.com

For Additional information, please contact

Pastor Kristin Foster
Program Development Director
Messiah Lutheran Church
Phone: (218) 741- 7057
Fax: (218) 741-7059

Barb Dobson
Financial Administrator
Phone: (218)254-2039

P O Box 131, Chisholm MN 55719



Summer Work Outreach Project

In Buhl-Kinney, Chisholm,
Mt. Iron, and Virginia

A 501(C)3 Non-Profit Organization

Serving Kids
Serving Communities

Over the past 20 summers, SWOP has made a difference in the lives of over 500 youth in the communities of Mt Iron, Buhl-Kinney, Chisholm, and Virginia.



The 2015 SWOP Teams



Theresa Sunde
Government Relations Manager

February 23, 2016

Dear Community Official:

Mediacom is in the process of transforming its TV channel line-up to all-digital. This transition will move channels 2-17 through 95 to a permanent digital home.

Enclosed is a sample of the customer letter to Mediacom customers in your area. It includes important information for customers without a digital ready TV on how to obtain the digital adapters needed to ensure uninterrupted service.

Should you have any questions please feel free to contact me at 507-837-4878 or email me at tsunde@mediacomcc.com.

Sincerely,

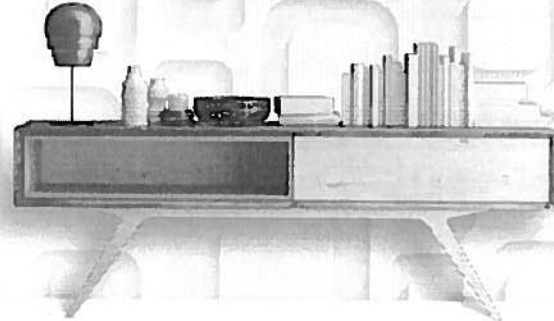
Theresa Sunde

Eveleth/ Hibbing Master Headend

Mediacom Communications Corporation
1504 2nd Street SE, Waseca, Minnesota 56093



Customer Service Division
 1504 2nd St. SE
 PO Box 110
 Waseca, MN 56093



IMPORTANT NOTICE FOR:

<Walk Sequence>
 <Customer Name>
 <Address 1> <Address 2>
 <City, State Zip>
 <BARCODE>

<ACCOUNT #>

Dear <First Name> < Last Name>,

At Mediacom, we're constantly striving to do more for our customers. That's why we're in the process of converting our Local Plus TV channel lineup from analog to all digital signals.

The change to all digital will bring better picture and sound quality, along with greater reliability. While this transition will bring a lot of exciting changes, **you must take action to ensure all your TVs are equipped to receive the digital signals when the analog signals for channels 2-17 & 95 go away.**

Any non-digital-ready TV that is not connected to a Mediacom Digital Converter will need a Digital Adapter to receive the new digital lineup. Once installed, all of your channels will be available and will automatically update any future lineup additions or changes.

The move to all digital will be completed in April. Please contact us as soon as possible for the Digital Adapters you will need so that you can continue receiving your favorite Local Plus TV channels on all of your TVs.

Mediacom will provide all Family TV subscribers with one Digital Adapter at no cost through March 31, 2017. Beginning April 1, 2017, a monthly fee of \$0.99 per standard adapter or \$1.99 per HD adapter will be added to your bill. Adapters must be ordered by May 31, 2016, to qualify.

To receive your Digital Adapters, please call **1-866-936-2225**, go to **mediacomcable.com/order** or visit your local Mediacom office. Please reference your customer account number (listed above) when you order. This will help us provide relevant information based on your service plan and process your request faster.

We value you as a customer and look forward to providing you this exciting new update.

Sincerely,

Jason Janesich

Jason Janesich
 Senior Manager, Area Operations

LOCAL OFFICE HOURS

GRAND RAPIDS OFFICE

504 NW 1ST AVENUE SUITE 205
 M-F 8 AM - 5 PM
 CLOSED DAILY 11 AM - 12 PM
 CLOSED WEDNESDAYS 9 AM - 10 AM

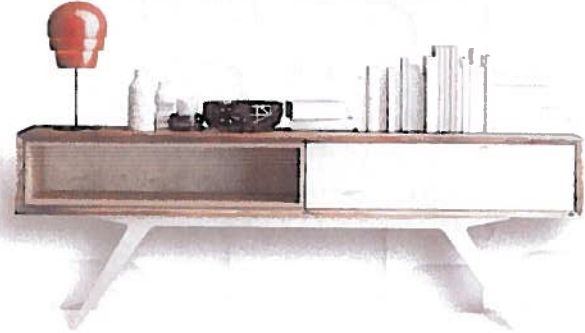
HIBBING OFFICE

3923 1ST AVENUE SUITE 3
 M-F 8 AM - 5 PM
 CLOSED DAILY 11 AM - 12 PM
 CLOSED WEDNESDAYS 9 AM - 10 AM

VIRGINIA OFFICE

106 CHESTNUT STREET
 M-F 8 AM - 5 PM
 CLOSED DAILY 11 AM - 12 PM
 CLOSED WEDNESDAYS 9 AM - 10 AM

<BARCODE>



IMPORTANT NOTICE FOR:

*****AUTO**5-DIGIT 55731
6260

MT IRON CITY HALL
8586 ENTERPRISE DR S
MOUNTAIN IRON MN 55768-8260



8383922200018278

Dear Mt Iron City Hall,

At Mediacom, we're constantly striving to do more for our customers. That's why we're in the process of converting our Local Plus TV channel lineup from analog to all digital signals.

The change to all digital will bring better picture and sound quality, along with greater reliability. While this transition will bring a lot of exciting changes, **you must take action to ensure all of your TVs are equipped to receive the digital signals when the analog signals for channels 2-17 & 95 go away.**

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The move to all digital will be completed in April. Please contact us as soon as possible for your Digital Adapters so that you can continue receiving your favorite Local Plus TV channels on all of your TVs.

To receive your Digital Adapters, call **1-866-577-0166**. Please reference your customer account number (listed above) when you order. This will help us provide relevant information based on your service plan and process your request faster.

We value you as a customer and look forward to providing you this exciting new update.

Sincerely,

Jason Janesich

Jason Janesich
Senior Manager, Area Operations