

**AGENDA ITEM SUMMARY**

**DATE:** 10/06/2008    **DEPARTMENT:** Clerk's office    **DEPT. HEAD SIGNATURE:** MC

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**SUBJECT**

Motion to ratify Mayor's signature and final project costs on grant application close out by Hailey Historic Preservation Commission on Snider House and Survey Form for Rialto Hotel – FY 2007-2008

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**AUTHORITY:**    ID Code         IAR \_\_\_\_\_         City Ordinance/Code \_\_\_\_\_

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**BACKGROUND:**

The Hailey Historic Preservation Commission worked 34 total hours on this grant with the Project Coordinator working 12 hours. Total cash matching for this grant close out is \$1370. The original matching is 50% of Federal Grant Funds.

**UPDATE SINCE 9/22/08 – council meeting**

\*The Federal funds were increased from \$2,000 to \$4,000 and the 50% matching changed also – from \$1,000 to 2,000. This brings the total cost to \$2,935. NOTE: \$935 is not cash but time spent by HHPC committee and project coordinator.

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**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**

Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_

Hailey's budget amendment will have sufficient funds appropriated in Legislature for the match.

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**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:**

\_\_\_ City Attorney        \_\_\_ Clerk / Finance Director        \_\_\_ Engineer        \_\_\_ Mayor  
\_\_\_ P & Z Commission    \_\_\_ Parks & Lands Board        \_\_\_ Public Works        \_\_\_ Other

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**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Propose to ratify Mayor's signature on close out application for 2007-2008.

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**FOLLOW UP NOTES:**

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# FINAL PROJECT COSTS COMPARED TO ORIGINAL BUDGET

## Snider House and Survey Form for Rialto Hotel – FY 2007/2008 Hailey, Idaho

SURVEY	BUDGETED FEDERAL FUNDS	BUDGETED MATCHING FUNDS	ACTUAL PROJECT COST	REMARKS
Consultant Fixed Fee Contract	*\$4,000	\$2,000	\$5,000	Madeline Buckendorf
<b>ADMINISTRATION &amp; VOLUNTEER SUPPORT</b>				
Commission Member/Volunteer Research Thirty-five hours @ \$10/hour	\$0	\$ 350	\$320	7 members @ 3.5 hrs. 5 members @ 12.50 hrs.
Project Coordinator Twenty-four hours @ \$30/hour	\$0	\$ 720	\$735	HHPC chair @ 16 hrs. 24.5 hrs. @ \$30/hr.
<b>TOTAL</b>	<b>\$4,000</b>	<b>\$3,070</b>	<b>\$6055</b>	

### Non-Federal Share

**Donor:** Hailey Historic Preservation Commission & Volunteers

**Source:** Labor

**Kind:** In-Kind

**Budgeted Amount:** \$1,070

**Actual Amount** \$1,055

\* NOTE: The Amendment to Memorandum Agreement increased the \$2,000 Federal funds to \$4,000. We are seeking \$3,027.50 reimbursement.

**Donor:** City of Hailey

**Source:** Discretionary Fund

**Kind:** Cash

**Budgeted Amount:** \$2,000

**Actual Amount** \$2,000

**Total Non-Federal Share:** \$3,055

# DONATED LABOR TIME SHEET

City of Hailey 2007/2008 CLG Grant

Project Name

Mary Cone, Hailey City Clerk

Project Coordinator

Name of Employee

Type of Work Performed


Hourly rate based on \$ 30/hour

A person donating time to a project will be paid at minimum wage unless professionally skilled in the work being performed on the project (photographer taking pictures or data entry done by skilled person). When this is the case, the wage rate the individual is normally paid for performing the service may be charged to the project.

Date	Description of Work	Number of Hours X Rate =
September 23, 2008	2007/2008 CLG grant close-out	1.75 hrs.
September 24, 2008	2007/2008 CLG grant close-out – Final Project Costs	8.5 hrs.
September 25, 2008	2007/2008 CLG grant close-out – gathering supporting documents, calculating final project costs	6.75 hrs.
September 26, 2008	2007/2008 CLG grant close-out – Final Project Costs	2.5 hrs.
September 29, 2008	2007/2008 CLG grant close-out – Final Project Costs	4 hrs.
		24.5 hours

Value of Donation:

I certify that the work donated towards the completion of this project was not used as match for any other project and was completed during the grant period.

  
Signature of Employee

9/30/08  
Date

# DONATED LABOR TIME SHEET

City of Hailey 2007/2008 CLG Grant

ORIGINAL!

COPY

Project Name

Hailey Historic Preservation Commission

Planning and Discussion

Name of Volunteer

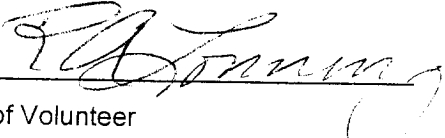
Type of Work Performed

Hourly rate based on \$10/hour

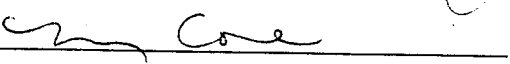
A person donating time to a project will be paid at minimum wage unless professionally skilled in the work being performed on the project (photographer taking pictures or data entry done by skilled person). When this is the case, the wage rate the individual is normally paid for performing the service may be charged to the project.

Date	Description of Work	Number of Hours X Rate =
1/29/2008	Discussion of 2008 CLG 5 HPC members for ½ hr.	2.5 hrs.
2/26/2008	Discussion of 2008 CLG 5 HPC members for ½ hr.	2.5 hrs.
3/25/2008	Discussion of 2008 CLG 7 HPC members for ½ hr.	3.5 hrs.
4/29/2008	Discussion of 2008 CLG 5 HPC members for ½ hr.	2.5 hrs.
6/24/2008	Discussion of 2008 CLG 5 HPC members for ½ hr.	2.5 hrs.
7/29/2008	Discussion of 2008 CLG 5 HPC members for ½ hr.	2.5 hrs.
Value of Donation:		16 hours

I certify that the work donated towards the completion of this project was not used as match for any other project and was completed during the grant period.

  
Signature of Volunteer

9/25/08  
Date

  
Signature of Supervisor

9/24/08  
Date

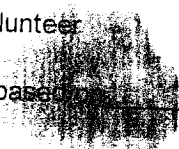
# DONATED LABOR TIME SHEET

City of Hailey 2007/2008 CLG Grant

Project Name 9100

Rob Lonning, HHPC Chair

Planning and Organization

Name of Volunteer 

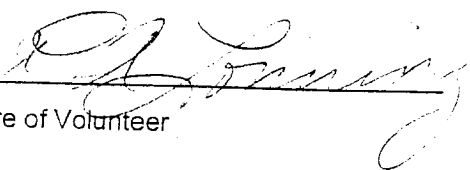
Type of Work Performed

Hourly rate based on  \$10/hour

A person donating time to a project will be paid at minimum wage unless professionally skilled in the work being performed on the project (photographer taking pictures or data entry done by skilled person). When this is the case, the wage rate the individual is normally paid for performing the service may be charged to the project.

Date	Description of Work	Number of Hours X Rate =
October 2007	Researching potential consultants for 2007/2008 CLG grant	4 hrs.
February 2008	Discussions with SHPO re: CLG grant	1 hrs.
June-July 2008	Discussions and meetings with CLG consultant	3 hrs
August 2008	Discussion with SHPO re: CLG grant	1 hrs.
September 5, 2008	2007/2008 CLG grant close-out	3 hrs.
September 24, 2008	2007/2008 CLG grant close-out	3.5 hrs.
September 25, 2008	2007/2008 CLG grant close-out	.5 hr.
		Value of Donation: 16 hours

I certify that the work donated towards the completion of this project was not used as match for any other project and was completed during the grant period.

  
 \_\_\_\_\_  
 Signature of Volunteer

9/25/08  
 \_\_\_\_\_  
 Date

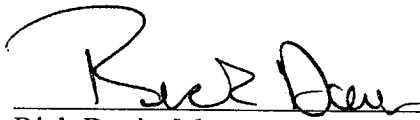
  
 \_\_\_\_\_  
 Signature of Supervisor

9/24/08  
 \_\_\_\_\_  
 Date

**ORIGINAL**

AMENDMENT TO MEMORANDUM OF AGREEMENT

This document is to amend the agreement between the City of Hailey and the Idaho State Historical Society dated October 1, 2007 covering the grant under the Certified Local Government Program. The Idaho State Historical Society will increase the federal award amount by \$2,000 from \$2,000 to \$4,000. These funds will be used to cover costs associated with the preparation of a National Register nomination for the Snider House at 203 E. Bullion St., Hailey, and an intensive level survey for the Hailey Hotel (Rialto Hotel) 201 S. Main St., Hailey. An additional amount of match will be provided by Hailey and identified in the final report. This amendment is effective immediately and subject to the rules and regulations outlined in the original Agreement.

  
\_\_\_\_\_  
Rick Davis, Mayor  
City of Hailey

9/24/08  
\_\_\_\_\_  
Date



\_\_\_\_\_  
Ken Reid, Ph. D., Deputy  
State Historic Preservation Officer  
Idaho State Historical Society

\_\_\_\_\_  
Date

COPY

Emailed to this  
list on 3/17/08.

✓  
TAG Historical Research and Consulting  
Elizabeth P. Jacox  
720 W. Idaho #33, P.O. Box 7333  
Boise ID 83707-1333  
Ph: (208) 338-1014  
Fx: (886) 818-5092  
Em: [ejacox@taghistory.com](mailto:ejacox@taghistory.com)

Followed with hard  
copy via US mail  
on 3/18/08.

\*  
Science Applications International Corp.  
Sheri F. Freemuth  
405 S. 8th St., Suite 301  
Boise ID 83702  
Ph: (208) 344-5001  
Fx: (208) 344-5123  
Em: [freemuth@saic.com](mailto:freemuth@saic.com)

TA

✓  
\*  
Susan M. Stacy  
1718 N. 17th  
Boise ID 83702  
Ph: (208) 344-7371  
Fx: (208) 344-6946  
Em: ~~[ssstacy@velocity.net](mailto:ssstacy@velocity.net)~~

[ssstacy@spro.net](mailto:ssstacy@spro.net)

✓  
Flume Creek Historical Services  
Nancy F. Renk  
1127 Early Breakfast Cr. Rd.  
Sandpoint ID 83864  
Ph: (208) 263-7697  
Fx: (208) 263-7697  
Em: [renk@coldreams.com](mailto:renk@coldreams.com)

✓  
Frontier Historical Consultants, Inc.  
Dale M. Gray  
24265 River Rd.  
Grand View ID 83624  
Ph: (208) 834-3061  
Fx: (208) 834-2688  
Em: [dalegray@mindspring.com](mailto:dalegray@mindspring.com)

Request for Proposals to Prepare  
National Register of Historic Places Nomination  
for the Snider House at 203 E. Bullion St., Hailey, ID  
And  
Intensive Level Survey Form for  
Rialto Hotel, 201 S. Main St., Hailey, ID

The Hailey Historic Preservation Commission is seeking the services of a qualified historian or architectural historian to prepare the National Register of Historic Places nomination for the Snider House located at 203 E. Bullion St. in Hailey, ID. The property includes a house and barn that are early and significant structures in the City of Hailey. The property is likely eligible under Criterion A (Exploration and Settlement) and Criterion C (Architecture).

Additionally, the Hailey HPC seeks the preparation of an Intensive Level Survey of the Rialto (Hailey) Hotel to further assess the property's potential NRHP eligibility.

### PRODUCTS

The final product for the Nomination will meet the standards outlined in "Supplementary Manual for Completing National Register of Historic Places Nominations in Idaho" and the requirements outlined in the National Register Bulletin, "How To Complete the National Register Registration Form," and will consist of:

- a. **one** digital copy of the nomination on form 10-900 (available from the National Register web site);
- b. **four** sets of original black and white photographs properly identified (one copy each for the Keeper of the National Register, SHPO, City of Hailey and the property owner);
- c. **one** set of digital images (preferred) or slides for use by SHPO;
- d. **one** original USGS topographic map; and
- e. **three** copies of the Intensive Level Survey form and photos of the Rialto Hotel (one each for the SHPO, Hailey HPC and the property owner). SHPO should receive a hard copy and an electronic copy.

### TIMETABLE

May 2008	It is anticipated an award can be made in May 2008
June 2008	Consultant begins work and submits draft to SHPO
August 2008	Final product submitted to SHPO and Hailey for approval



## SELECTION CRITERIA

A fixed fee contract will be issued between the City of Hailey and the Consultant. Submit the amount necessary to complete the project and provide all required materials.

The successful consultant will also submit documentation to demonstrate:

- a. Skill and previous success in preparing National Register nominations in Idaho;
- b. Strong background in writing architectural descriptions;
- c. The amount quoted is reasonable and necessary to complete the project;
- d. Knowledge of, or familiarity with, Idaho history; and
- e. Ability to complete projects in a timely manner.

The bid should break out a price for each task, the nomination and the intensive level survey, in the event that only one task can be funded. The City's priority is for the nomination.

Questions about the project or the RFP may be directed to Rob Lonning, Hailey HPC Chair, at [ralonning@mac.com](mailto:ralonning@mac.com).

Proposals may be sent to:  
Hailey Historic Preservation Commission  
C/O Beth Robrahn, Planning Director  
City of Hailey  
115 Main St. S, Suite H  
Hailey, ID 83333

E-mail proposals may be sent to:  
[beth.robrahn@haileycityhall.org](mailto:beth.robrahn@haileycityhall.org)

FAX proposals may be sent to:  
Beth Robrahn, Planning Director  
208-788-2924

All required information must be included in the proposal.  
Due date is 5:00 p.m. on Friday, April 18, 2008.

# Madeline Buckendorf Consulting, LLC

Document Research  
Environmental History  
Historic Preservation

Email: [madelineb@cablone.net](mailto:madelineb@cablone.net)

1805 Everett Street  
Caldwell, ID 83605  
Ph: 208-454-3435

## INVOICE

RECEIVED  
SEP 19 2008

**TO: The City of Hailey**  
**FR: Madeline Buckendorf Consulting, LLC**  
**RE: National Register Nomination preparation and Intensive Survey for Hailey Historic Preservation Commission**  
**DA: September 6, 2008**

The City of Hailey owes Madeline Buckendorf Consulting, LLC, \$5,000 for professional services rendered for the Hailey Historic Preservation Commission (HHPC). These services were outlined in Buckendorf's "Proposed Scope of Work" submitted to the HHPC in April 23 of 2008.

This invoice covers the following:

### Services:

- (1) Prepare and complete an intensive-level survey and historic documentation of the Rialto Hotel, 201 S. Main Street; and
- (2) Prepare and complete a nomination to the National Register of Historic Places (NRHP) of the Snider House, 203 E. Bullion Street, to the National Register of Historic Places.

### End Products:

- One digital copy and two paper copies of the completed nomination in a format acceptable to the Idaho SHPO;
- Four labeled sets of archival quality (35-mm, black and white) photographs, one set of negatives, one set of digital images, and photo logs;
- Two copies of a USGS map with the properties marked on it and site sketch maps (not to scale, with the direction the photographs were taken noted on them);
- Three copies of the Intensive Level Survey form and photos of the Rialto Hotel (one each for the SHPO, Hailey HPC and the property owner). SHPO will receive a hard copy and an electronic copy.

### Costs:

The total budget for both the preparation of the intensive-level survey and the National Register Nomination includes the following items: research, writing, mileage, lodging, per diem, photographs and archival processing, photocopies, maps, discs, and other indirect costs such as liability insurance, telephone, and supplies. **Total Cost for Intensive-level Survey form and NRHP Nomination: \$5,000.**

Signed: \_\_\_\_\_

Madeline Buckendorf  
SS#: 519-66-5819

Date: \_\_\_\_\_

9/6/08

**PROPOSAL, SCOPE OF WORK, AND BUDGET  
FOR  
HAILEY HISTORIC PRESERVATION COMMISSION**

**By Madeline Buckendorf Consulting, LLC  
APRIL 2008**

**Introduction**

The following document is a formal proposal by Madeline Buckendorf Consulting, LLC, to conduct two projects:

- (1) Prepare and complete an intensive-level survey and historic documentation of the Rialto Hotel, 201 S. Main Street; and
- (2) Prepare and complete a nomination to the National Register of Historic Places (NRHP) of the Snider House, 203 E. Bullion Street, to the National Register of Historic Places. This work will be conducted for the Hailey Historic Preservation Commission (HPC).

**Professional Qualifications**

Madeline Buckendorf has worked for over 25 years in the fields of historical research and historic preservation. She holds an M.A. in Public History and is certified as a Historic Preservation Specialist under 36 CFR 61, Appendix A, of the Code of Federal Regulations.

Madeline Buckendorf has successfully completed over 15 Nominations to the National Register of Historic Places (NRHP). These nominations included the former Mountain States Telephone and Telegraph Company building in Meridian, Caldwell's Steunenberg Residential Historic District, and the James Baker House in Cottonwood. Buckendorf has nominated or determined as NRHP-Eligible a wide variety of structures and buildings in Idaho and Oregon, including mining sites, barns and entire farmsteads, water towers, highway culverts and historic ruins of a grain elevator in the American Falls Reservoir.

Her clients include the Army Corps of Engineers, BLM, USDA National Forest, Bureau of Reclamation, several city and county historic preservation commissions, engineering firms, and environmental planners in Blaine and Ada counties.

**Scope of Work and Deadlines**

- 1) The intensive-level survey of the Rialto Hotel, 201 Main Street--  
The building will be documented in more detail on an Idaho Historic Sites Inventory form at the intensive level; all elevations will be photographed and measurements taken. Historic research on the property will be done in order to determine the correct age of the building, when alterations occurred to it. Historic research will also provide context for evaluating the property's historic significance and possible eligibility under Criterion A, Community Development. The form will be ready for review by the HHPC and submission to the Idaho SHPO by August 15, 2008.
- 2) The nomination to the NRHP of the of the Snider House, 203 E. Bullion Street— Buckendorf will take photographs and write the architectural description of the dwelling. Research will be conducted into primary and secondary resources concerning its construction and ownership history, and a Narrative Context Statement written. All information, maps, and photographs will be combined into the final National Register form and attachments. The form will be ready for review by the HHPC and submission to the Idaho SHPO by August 15, 2008.

**AGENDA ITEM SUMMARY**

**DATE:** 10/06/2008    **DEPARTMENT:** Clerk's office    **DEPT. HEAD SIGNATURE:** MC

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**SUBJECT**

Motion to ratify Mayor's signature grant application by Hailey Historic Preservation Commission for Hailey Rodeo Grounds Survey and nomination of Hailey Hotel (aka Hotel Rialto) – FY 2008-2009

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**AUTHORITY:**    ID Code         IAR \_\_\_\_\_     City Ordinance/Code \_\_\_\_\_

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**BACKGROUND:**

The Hailey Historic Preservation Commission proposes to work a total of 34 hours on this grant with the Project Coordinator working an expected 24 hours. Total cash matching for this grant is \$2,000. The original matching is 50% of Federal Grant Funds. The application is requesting a federal funding of \$4,000.

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**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS**

Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_

Hailey's budget amendment will have sufficient funds appropriated in Legislature for the match.

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**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:**

\_\_\_\_ City Attorney        \_\_\_\_ Clerk / Finance Director        \_\_\_\_ Engineer        \_\_\_\_ Mayor  
\_\_\_\_ P & Z Commission    \_\_\_\_ Parks & Lands Board        \_\_\_\_ Public Works        \_\_\_\_ Other

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**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Propose to approve the ratification of the Mayor's signature on the 2008-2009 grant application.

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**FOLLOW UP NOTES:**

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# City of Hailey

115 MAIN STREET SOUTH, SUITE H  
HAILEY, IDAHO 83333

(208) 788-4221  
Fax: (208) 788-2924

September 29, 2008

State Historic Preservation Office  
ATTN: Grants Operations Analyst  
210 Main St.  
Boise, ID 83702

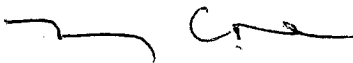
Subject: City of Hailey ICLG Program Grant Application

Dear Ann:

I have enclosed the City of Hailey's *Idaho Certified Local Government Program* grant application for your review. I will serve as the Project Coordinator.

The City of Hailey and the Hailey Historic Preservation Commission look forward to once again working with the State Historic Preservation Office. Please contact me at (208) 788-4221, extension 11, if you have any questions or comments.

Sincerely,



Mary Cone  
City Clerk

# BUDGET

## Develop Survey for Hailey Rodeo Grounds and Nomination for Hotel Rialto Hailey, Idaho

	FEDERAL	MATCH
<b>NOMINATION MATERIALS</b>		
Consultant Fixed Fee Contract	\$4,000	\$2,000
<b>ADMINISTRATION &amp; VOLUNTEER SUPPORT</b>		
Five Commission Members Seven one-hour meetings @ \$10/hour	\$0	\$350.00
Project Coordinator Twenty-four hours @ \$30/hour	\$0	\$720.00
<b>TOTAL</b>	<b>\$4,000.00</b>	<b>\$3,070.00</b>

### Non-Federal Share

**Donor:** Hailey Historic Preservation Commission

**Source:** Labor

**Kind:** In-Kind

**Amount:** \$350.00

**Donor:** City of Hailey Project Coordinator

**Source:** Labor

**Kind:** Direct Expense

**Amount:** \$720.00

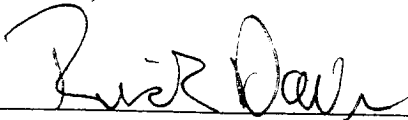
**Donor:** City of Hailey

**Source:** Discretionary Fund

**Kind:** Cash

**Amount:** \$2,000.00

**Total:** \$3,070.00



Mayor Rick Davis

September 29, 2008

Date

## PROJECT DESCRIPTION

### Develop Intensive Level Survey for Hailey Rodeo Grounds and/or Nomination for Hailey Hotel Rialto Hailey, Idaho

#### A. Project Description:

The Hailey Historic Preservation Commission is seeking the services of a qualified historian or architectural historian to prepare an Intensive Level Survey of the Hailey Rodeo Grounds located on South Main St. in Hailey, ID. The property includes an arena constructed in the late 1940's and is a prominent structure in the south entrance to the City of Hailey. There is considerable interest in developing the site for the continued use as a rodeo grounds with possible additional uses including a skating rink, City Park, concert venue, and/or visitors' center. It is hoped that the historical information collected through the survey will provide valuable data to inform the decision makers as plans for the site are discussed as well as to assess the property's potential NRHP eligibility.

#### 1. Project Coordinator:

Mary Cone  
City Clerk  
City of Hailey  
115 Main St. S, Suite H,  
Hailey, ID 83333  
208-788-4221, ext. 11  
[mary.cone@haileycityhall.org](mailto:mary.cone@haileycityhall.org)

Ms. Cone will monitor and coordinate grant activities and funds. She will work closely with the Hailey Historic Preservation Commission (HHPC), the State Historic Preservation Office and a professional consultant (bids to be solicited) to achieve the goals of the project. Résumé enclosed.

#### 2. Goals and Objectives:

The City of Hailey's project is documenting and preserving the history of the Hailey Rodeo Grounds. The end product would be intensive level survey forms. A professional consultant will be retained to develop the materials. Another goal would be to have a nomination to the historical register of the Hailey Hotel (aka Hotel Rialto).

The HHPC will attend a minimum of one two-hour meeting per month throughout the project.

**3. Identification of Final Products:**

Intensive survey forms. And possibly a nomination for Hailey Hotel (aka Hotel Rialto).

**4. Meets Secretary of Interior's Standards:**

The nomination materials will conform to the Secretary of Interior's *Standards for Registration*.

**5. Timetable for Completion of Project and Submission of Reports:**

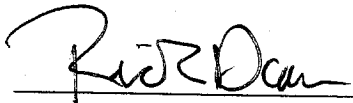
January 18	Request for Bids from Consultants
February 29	Award Contract to Consultant
April 11	Mid-Project Report to SHPO
June 16	Nomination Form Drafts to SHPO
July 17	Final Nomination Forms to SHPO

**6. Repository for Final Product:**

One copy of the Final Nomination (and/or Survey) Forms will be sent to SHPO, Hailey Public Library, Blaine County Historical Museum, and Hailey City Hall for housing.

**7. State Priority:**

None



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Mayor Rick Davis

September 29, 2008

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Date



# MARY M. HILL CONE

## Background Summary

BUSINESS ANALYST with extensive experience in project management, operations, design development, testing and rollout of new software to large operations groups of 400 plus users. Liaison between end users and systems groups including desktop and development engineers.

## Experience

### CITY OF HAILEY

03/2008 to current

*City Clerk/Internal Operations Manager*, Hailey, Idaho

- Responsible for managing, developing, training, supervising and/or performing office policies and procedures related to intradepartmental and interdepartmental functions. These functions include customer service, records management, website management, grant writing and oversight, elections, licensing, utility billing, accounts payable, accounts receivable, special events, banner scheduling, park reservations and council minutes taking.
- Directly supervise staff responsible for customer service, accounting functions, payroll, timekeeping, licensing, daily cash handling, website updates, delinquent account handling and municipal code codification.
- Responsibilities related to city council meetings include, agenda, minutes of meeting, ensuring the Mayor signs council approved documents, recording property related contracts with Blaine County, filing original paperwork, sending out signed contracts to interested parties, and publishing adopted Ordinances.

### FIDELITY INVESTMENTS

11/1993 to 6/31/2007

*Business Analyst / Project Manager / Systems Analyst (April 2000-June 2007)*, Dallas, Texas.

- Responsible for designing, building and implementing new workflows throughout an operations group of over 400 users
- Consultant for designing workflow changes to end users and upper management
- Project Manager – moved High Net Worth operation functions from Smithfield R.I to sites in Texas and Kentucky. Documented process workflows processed by the group for 2750 Advisors with approx. \$133 billion in assets. Ensured scalability in support of planned growth to \$200+ billion dollars.
- Analyzed and delivered the migration of high volume functions, Transfer of Assets (TOA – incoming and outgoing assets) Mutual Fund functions to a centralized operations team. Completed all analysis, planning, systems regression testing and representative training and migration of work in less than 8 weeks.
- Project Manager for a complex transition of the Automated Customer Account Transfer (ACAT) function from New York to Texas in less than 5 weeks. Project scope included many mainframe systems and development of processing paper items through a image system, eliminating the cumbersome handling of paper faxes.
- Worked closely with Operations Senior Management to analyze opportunities to reduce expenses by \$63 million, a multi-year goal.

*Operations Specialist (July 1994 – March 2000)*

*Brokerage Service Representative (Nov. 1993-June 1994)*

**PEACHTREE GIFT GALLERY (May 1993 – August 1993)**

5/1993 to 8/1993

*Store Manager*

**LINCOLN PROPERTY COMPANY (Sept. 1992 – April 1993)**

9/1992 to 4/1993

*Assistant Manager / Property Manager*

**COMMODORE INSURANCE AGENCY (July 1990 – Dec. 1996)**

7/1990 to 12/1996

*Treasurer / Bookkeeper*

**University of Oklahoma, Norman, OK**

Bachelor of Science in Physical Education

Microsoft Suite of Products including Word, Excel, PowerPoint, Visio and Project

Began Calligraphy business in June 2006

## Education

## Specialized Skills

## Personal



KNIPE  
JANOUSH  
KNIPE  
LLC

Commercial & Agricultural  
Real Estate Advisory  
Services

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May 5, 2003

Mr. Ned C. Williamson, Esq.  
City Attorney  
City of Hailey  
115 S. Main Street  
Hailey, Idaho 83333

Re: Hailey Rodeo Grounds  
791 S. Main Street  
Hailey, Idaho 83333

Dear Mr. Williamson:

In accordance with your verbal request for an appraisal on the above captioned property, we have conducted market investigations, gathered pertinent data, and performed certain analyses necessary for the appraisal process. From such, we have formed an opinion of the market value of the fee simple estate of the subject property. The following appraisal report sets forth the identification of the property, pertinent facts about the investigations and analyses, and the reasoning leading to our conclusions. The effective date of the market value estimate of the subject property is April 30, 2003.

The subject of this appraisal report is a ±166,167 square foot site containing an outdoor rodeo arena, viewing stands, corrals and chutes. The improvements are owned by the lessee, the Sawtooth Rangers Riding Club.

All statements of fact used in the report serving as the basis of the appraiser's analyses, opinions, and conclusions, are considered to be true and correct to the best of the appraiser's knowledge and belief.

Certified General Appraisers  
Idaho, Oregon, Washington  
Montana, Colorado, Nevada

**AGENDA ITEM SUMMARY**

DATE: 10/6/08 DEPARTMENT: Water DEPT. HEAD SIGNATURE: 

**SUBJECT:** Purchase of 1 new Pick-up

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IFAPPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

The Water Dept is requesting the purchase of 1 new Ford Ranger pick-up to replace a ¾ ton pick-up auctioned off on 9/7. The Water Dept currently has one ¾ ton pick-up, two Ranger pick-ups and one heavy duty utility truck. The new pick-up will allow for more efficient travel by department employees when the larger trucks and all their equipment aren't needed. The truck is priced at \$20,025.50 from Sawtooth Ford. This price piggybacks the state's bid.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Caselle # \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14  
Comments:

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IFAPPLICABLE)  
\_\_\_\_ City Attorney      \_\_\_\_ Clerk / Finance Director      \_\_\_\_ Engineer      \_\_\_\_ Building  
\_\_\_\_ Library      \_\_\_\_ Planning      \_\_\_\_ Fire Dept.      \_\_\_\_\_  
\_\_\_\_ Safety Committee      \_\_\_\_ P & Z Commission      \_\_\_\_ Police      \_\_\_\_\_  
\_\_\_\_ Streets      \_\_\_\_ Public Works, Parks      \_\_\_\_ Mayor      \_\_\_\_\_

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

**ADMINISTRATIVE COMMENTS/APPROVAL:**

City Administrator \_\_\_\_\_ Dept. Head Attend Meeting (circle one) Yes No

**ACTION OF THE CITY COUNCIL:**

Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**FOLLOW-UP:**

\*Ord./Res./Agmt./Order Originals: Record  
Copies (all info.): \_\_\_\_\_  
Instrument # \_\_\_\_\_

\*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (AIS only)

Dan Wiebold Ford

(208) 466-4615 ext 00183

DEALER 56C 596

VIN 1FTZR15EX9PA02642

	Suggested Retail Price		Invoice Amount
R15W RANGER 4X4 XLT SUPERCAB	21740	00	20123
YZ 2009 MODEL YEAR			00
RF OXFORD WHITE C/C			
RF MEDIUM DARK FLINT CLOTH			

INCLUDED ON THIS VEHICLE  
 .FULL CARPETING  
 .CHROME H-BAR GRILLE  
 .AIR CONDITIONING-CFC FREE  
 .FOG LAMPS  
 .SECURILOCK - PATS  
 .COLOR-KEYED BUMPER

OPTIONAL EQUIPMENT  
 PREFERRED EQUIPMENT PKG.867A  
 .XLT TRIM  
 .AM/FM STEREO/CLK/CD PLAYER  
 99E .4.0L SOHC V6 ENGINE  
 44J .5-SPD MAN O/D TRANSMISSION  
 T7R .P235 OWL ALL-TERRAIN TIRES  
 X96 .3.73 RATIO REGULAR AXLE  
 153 FRONT LICENSE PLATE BRACKET  
 5150 GVWR  
 P235 ALL-SEASON SPARE  
 52N CRUISE CONTROL/TILT STRG WHL 385 00 / 320 00  
 529 LEATHER WRAP STEERING WHEEL NC NC  
 873 REAR JUMP SEAT 225 00 187 00  
 907 POWER EQUIPMENT GROUP 405 00 336 00  
 TOTAL OPTIONS 1015 00 843 00  
 TOTAL VEHICLE & OPTIONS 22755 00 20966 00  
 DESTINATION & DELIVERY 720 00 720 00  
 TOTAL BEFORE DISCOUNTS 23475 00 21686 00  
 ##SPECIAL ADDED DISCOUNTS#  
 PWR EQUIPMENT PKG DISC 405 00- 336 00-  
 TOTAL SAVINGS 405 00- 336 00-

*This is already on*

TOTAL FOR VEHICLE 23070 00

05 U.S. GAL FUEL CHARGE 20 40  
 FDAF/LMDA ASSESSMENT 308 00  
 KEY CODES FE/FA 0677X FB  
 SHIPPING WEIGHT 3631 LBS.  
 TOTAL 23070 00 21678 40

*Saw DOUTH  
 Ford*

*Sell Price  
 \$19,828*

*\$ 20025.50*

This Invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to Dan Wiebold Ford 5707 East Gate Blvd. Nampa		56C596 ID 83687		Order Type 2	Ramp Code RK26	Batch ID I253	Price Level 915
Ship to (if other than above) 56596		Date Inv. Prepared 08 26 08		Item Number 56-8263		Transit Days 20	
Invoice & Unit Identification NO. 1FTZR15EX9PA02642		Final Assembly Point TWIN CITIES		Finance Company and/or Bank Ford Motor Credit		000001	

Total Holdback	Invoice Total	A & Z Plan	D Plan	X Plan
671	21678.40	20825.65	20925.65	21666.69

This invoice to be used for the billing of vehicles only

Dealer's copy