



CITY OF MERIDIAN

DEPARTMENT
Parks & Recreation
DEPARTMENT CONTACT
Cassandra Schiffler

PROPERTY INFORMATION FORM

CITY TAG #	DESCRIPTION	LOCATION
N/A	#51/200 vintage print by Jerry Snodgrass	

MODEL	MANUFACTURER	SERIAL / VIN #

ACQUISITION DATE	ORIGINAL COST	VENDOR	LIFESPAN
2023	donation	Jerry Snodgrass	historic archives

PROPERTY DISPOSAL AUTHORIZATION

DISPOSAL METHODS	Give a brief description of how you plan on disposing the asset
<input type="checkbox"/> Auction/Sell	The Historic Preservation Commission voted to donate the print to the Meridian Library District on 3-29-23 to include with the rest of the History Collection. The plan is to transfer it on May 17, 2023 before a public walking tour. The library has a donation form that will be filled out.
<input checked="" type="checkbox"/> Donation/Transfer	
<input type="checkbox"/> Trade In	
<input type="checkbox"/> Discard/Recycle	

***Please remove all identifying logos prior to disposal*

REASON FOR DISPOSAL OF PROPERTY

HPC voted to donate the print to MLD on 3-29-23. It makes sense to include it in the History Collection.

CONDITION OF PROPERTY TO BE DISPOSED

print has some significant condition issues, (accretions, fading, non-archival storage damage); but is being framed with archival materials

X

Department Designee Approval

5/1/23
Date

Finance Reviewed

Date

FOR FINANCE USE ONLY

FA#	GL Code:
Resolution No.:	Approved by Council Date:
Final Disposition of Property:	

Instructions for submitting Property Disposal Request:

A. Department will obtain a signature for approval of Department Designee.

B. Send to Finance Department (Accountant) for review and signature.

C. Finance (Accountant) will return a copy of the approved form to the Department so they can proceed with disposal.

* The Department will remove all identifying logos prior to disposal if applicable.

*** Any fixed assets that is to be disposed or sold without public notice, public sale, or at auction must be authorized by City Council resolution prior to disposal or sale.**

a. Finance (Accountant) will send copy of signed disposal request to Legal (Legal Services Support Manager) and Department for Resolution draft. Department will coordinate with Legal (Legal Services Support Manager); add Disposal Form and Resolution draft to next available Council Agenda using Agenda Manager Software.

E. The Department will contact the auction company or donating agency to arrange pick up.

F. Once the property is disposed of, Finance will note on the form the Final Disposition of Property and will delete item from the Fixed Asset Listing. Departments will note the disposition on their Inventory Listing.

G. Finance and/or Department will notify Legal to remove item from insurance policy
See [Fixed Asset Policy](#) for more information

See [Disposal Flowchart](#) for more information

Rachel Myers

From: Cassandra Schiffler
Sent: Monday, May 1, 2023 2:53 PM
To: Rachel Myers; Steve Siddoway
Cc: Garrett White; Emily Kane
Subject: Signature for property transfer form
Attachments: Donated J Snodgrass print_property-information-and-disposal-request-form.xlsx; Special Meeting of the Historic Preservation Commission Minutes 3-30-2023 minutes.pdf; Snodgrass Meridian print.jpg

Rachel, Steve,

I am following City processes to get a historic print that was donated to the City to be transferred to the library. I started filling out this form with all the info I have – I think it just needs Steve’s signature next? Then it goes on to Finance, and Legal/Emily will write a resolution for the transfer of the piece. Rachel, can you take care of this form from here? I need this all to be in place by May 15 for Preservation Week as HPC is planning a public transfer of the piece to the library before the history walk event.

Background info:

This print was donated to the City and they gave it to me to see what HPC would like to do with it. HPC voted to donate the print to MLD on 3-29-23 (approved minutes attached – see agenda item 3). Also attached is an image of the print.

The print is a limited edition reproduction of the original painting in City Council Chambers. The original painting by local artist Jerry Snodgrass and was commissioned/donated by a centennial committee in 1993 as part of the Meridian Centennial celebrations. The print is #51 of 200 that were sold during that time to raise funds for various things like the refurbishment of the Pine Street School.

The printed image is about 14x20, and it should be approximately 18x26 when framed (it’s at the framers now).

FYI – the print has some significant condition issues, and while I’m no longer qualified to do appraisals and it would be a conflict of interest for me to perform an appraisal for the City (I didn’t recertify with the International Society of Appraisers), I am confident that the frame we are putting on the piece is likely more valuable than the print. The value lies in the historic nature of the piece, which is hard to quantify, but a Fair Market Value would likely be under \$100.

All best,

Cassandra Schiffler | Arts & Culture Coordinator
City of Meridian | Parks and Recreation Department
33 E. Broadway Ave. Ste. 206, Meridian, Idaho 83642
Phone: 208.489.0399



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SPECIAL MEETING OF THE HISTORIC PRESERVATION COMMISSION

City Council Chambers, 33 East Broadway Avenue Meridian, Idaho

Wednesday, March 29, 2023 at 4:30 PM

MINUTES

ROLL-CALL ATTENDANCE

Blaine Johnston, President Destinie Hart, Vice President
 Pam Jagosh Jody Ault
 Jack Keller

City staff present were Arts and Culture Coordinator, Cassandra Schiffler and City Attorney, Bill Nary.

ADOPTION OF AGENDA

J. Ault made motion to adopt agenda, seconded by P. Jagosh

All ayes

APPROVAL OF MINUTES [ACTION ITEM]

1. **Approve:** Minutes from 2-23-23 Historic Preservation Commission Meeting

J. Ault made motion to approve minutes, seconded by P. Jagosh

All ayes

APPROVAL OF MONTHLY FINANCIAL STATEMENTS [ACTION ITEM]

2. **Approve:** Monthly Financial Statement

C. Schiffler confirmed no new items this month.

P. Jagosh made motion to approve the monthly financial statements, seconded by J. Ault

All ayes

OLD BUSINESS [ACTION ITEMS]

3. **Discuss and Recommend:** Framing and Placement of Donated Historic Print

C. Schiffler stated there are two framing quotes attached to the agenda: \$171.82 for a simple black frame or \$229.42 for a wood frame, which is potentially more fitting for the piece; quotes include a discount provided by the framer.

J. Ault made motion to frame print using the framing bid in the amount of \$229.42, seconded by P. Jagosh

All ayes

B. Johnston requested that C. Schiffler reach out to the Meridian Library District to see if they are interested in the donation of this framed print.

B. Nary stated a motion is required to determine the next steps as this piece is now City property, and the Mayor's Office has requested the input of the Commission to determine what happens to this piece of property. B. Nary noted the City's Legal Department would be required to process a resolution transferring ownership of the property, if the Meridian Library District does want the framed print.

J. Ault made motion to donate the framed print to the Meridian Library District, seconded by P. Jagosh

All ayes

Commission Feedback:

B. Johnston stated his opinion is to go with the wood frame for \$229.42 and thinks since the Meridian Library District has control over all other historic artifacts, the framed print should be donated to the Meridian Library District for display.

P. Jagosh stated she has not seen the print but it makes sense to her to donate the print to the Meridian Library District. *The print under discussion is a limited-edition photographic reproduction print (#51 of #200) of the original painting hanging in City Hall Chambers.*

4. **Discussion and Planning:** May 2023 Preservation Month Activities (Possible Ideas: Walking Tours, Pine Street School Tour, Sidewalk Signage, Student Sketching Stations, Presentation of Video and Photos, TAG Walking Tour of Survey Area on May 17, Speedway Tours through Preservation Idaho)

C. Schiffler stated she has two mural unveilings scheduled for May 19 so prefers to not schedule any additional activities that day. C. Schiffler noted the following events are also happening in May:

- May 13 is the City's Unplug and Be Outside main event at Settlers Park
- TAG Historical Research & Consulting (TAG) will be conducting a walking tour of the current survey area in Downtown Meridian on May 17 and this can include a short presentation in Conference Rooms A/B prior to the walking tour
- TAG giving walking tours at the Meridian Speedway through Preservation Idaho (NOTE: Commissioners should be receiving special invitations to attend a tour on May 25 at 6pm; other tour options are available but will fill

quickly; Meridian Speedway race tickets are also available for Commissioners at the Meridian Parks and Recreation Department Office)

B. Johnston confirmed that he spoke with the Meridian Library District and Library staff are willing to set up in Conference Rooms A/B to loop the “Settlers Make the Desert Bloom” video along with other historic photographs for the public to view.

B. Johnston inquired with the Commission who might be available to assist with various activities (at City Hall and within Downtown Meridian) on May 17 between 4:30pm and 7pm.

J. Ault confirmed she would be available on May 17.

P. Jagosh confirmed she would be available on May 17.

C. Schiffler inquired what type of marketing or recruitment plan the Commission has to get students to the sketching stations in Downtown Meridian and confirmed she is unable to contact school staff directly, and at the most may be able to send information to school principals. C. Schiffler requested preservation activity materials and information from the Commission two weeks in advance so she can write a media release.

B. Nary inquired as to what type of marketing plan there is for the entire slate of activities and stated the Commission should contact the Mayor’s Office to see if City marketing resources could be used.

B. Johnston suggested using Facebook and Instagram accounts to advertise and confirmed he will provide materials and information to C. Schiffler and asked for the Commissioners input on which historic building in Downtown Meridian to select for the sketching station.

C. Schiffler will inquire with the Clerk’s Office to see if Conference Rooms A/B are available on Wednesday, May 17.

B. Johnston will contact the Pine Street School to see about having it open on May 17 and stated he is available on Monday, May 15 to put out sidewalk signage in front of historical buildings.

B. Nary confirmed no additional permits are allowed to place sidewalk signage out as the City has jurisdiction over sidewalks in Downtown Meridian.

C. Schiffler will inquire with TAG to see if they can include the Pine Street School as part of their planned walking tour.

J. Ault made motion to approve Commission President and the City’s Arts and Culture Coordinator to choose off-site location to use as a sketching station for Preservation Month activities and to report on the decision at the Commission’s April Meeting, seconded by P. Jagosh

REPORTS [ACTION ITEM]

5. **Presentation:** Introduction to the State Historic Preservation Office (SHPO) Staff and the Work of SHPO ~ *Maria Rachal, Historic Preservation Planner and Dan Everhart, Architectural Historian*

Presentation by D. Everhart, SHPO Architectural Historian and M. Rachal, SHPO Historic Preservation Planner/Certified Local Government (CLG) Coordinator on the relationship between SHPO and the City of Meridian.

D. Everhart provided the following information about SHPO: SHPO is a division of the State Historical Society, which works across Idaho to collect and interpret Idaho history and includes the Idaho State Museum, the State Archives, and a State Historic Sites Program (e.g., Old Idaho Penitentiary). SHPO's work is to collect, maintain and provide access to records and information on Idaho's historical and archeological sites with the main program being the National Registry of Historic Places Program. Another program SHPO oversees is the CLG Program; the City of Meridian is one of forty CLGs in Idaho. The City was first CLG-certified in the late 1980s, but was decertified in 1990, and then recertified in 1994 and has remained active since 1994. CLG certification allows access to CLG-specific grant funds which have been awarded to the City over the years. M. Rachal is now the City's CLG liaison and will help the City access information, apply for the grant program, and act as a general resource for the City.

Commission Feedback:

B. Johnston inquired about how grant funds can be used. *Project limitations are set by the National Park Service. In addition to funding work on National Registry of Historic Places nominations, funding is awarded for such things as preservation plans (the City's has not been updated since 2014), preservation-related training, surveys, work on brick and mortars listed on the National Registry (occasionally), but SHPO is open to discussing other ideas.*

B. Johnston inquired if a preservation plan is required for CLG certification and how often SHPO recommends updating a plan. *Not a requirement but strongly encouraged. Every 10 or so years but may be more important for a City as dynamic as and changing as quickly as Meridian.*

B. Johnston inquired about the grant application timeline and if grants can be retro-active for work that has been completed. *Grant application typically opens in October and closes December 31 but will notify C. Schiffler as October nears. Grants are not retro-active.*

B. Johnston inquired if funds are grant funds versus matching funds. *It is both and SHPO does ask for a grant match, preferably in cash, but SHPO has rates to calculate staff time, volunteer time, etc. towards the grant match requirement. Grants are competitive but this allows SHPO to give more funding to individual projects.*

C. Schiffler inquired about the CLG-certification requirements. *SHPO required to review CLG certifications once every four years so the City may be coming up on its*

next review. The City will complete a self-evaluation form, then SHPO reviews and makes suggestions for potential improvements with the goal of always recertifying.

B. Johnston inquired if there is a specific training requirement for Commissioners that is tied to the CLG certification. Encourage training which can occur in various forms but there is no specific hourly/annual requirement. National Alliance of Preservation Commissions hosts many trainings and a bi-annual conference so SHPO is considering paying the membership fee for all CLGs but final decision still pending.

C. Schiffler inquired about the status of work on the Meridian Speedway History Registry nomination (see Agenda Item #6). Working on revised draft this week and have been offered assistance from TAG in the next few months. Once revised SHPO will forward revised nomination to the National Park Service as a draft, and pending the outcome of this secondary review, the nomination would then be formally resubmitted to the Office of the Keeper in Washington D.C. in the next few months.

C. Schiffler noted that even if the nomination is not approved, the City and its citizens hopefully do recognize that with or without the designation on the National Registry, the Speedway is a very important historic site to Meridian and Meridian history. No question of the significance to the City of Meridian and since grant dollars were awarded for this project, SHPO has a vested interest in seeing this nomination approved.

6. Project Updates: Egger Farmstead (Black Cat Development), Speedway Nomination to the Historic Registry, and TAG Reconnaissance Survey

B. Johnston stated he has heard that the developer is rethinking usage of the silo and barn due to cost but has no additional updates at this time.

NOTE: Update on Speedway Nomination to the Historic Registry provided under Agenda Item #5.

C. Schiffler stated TAG will begin field work for Reconnaissance Survey next month.

FUTURE MEETING TOPICS / DISCUSSION

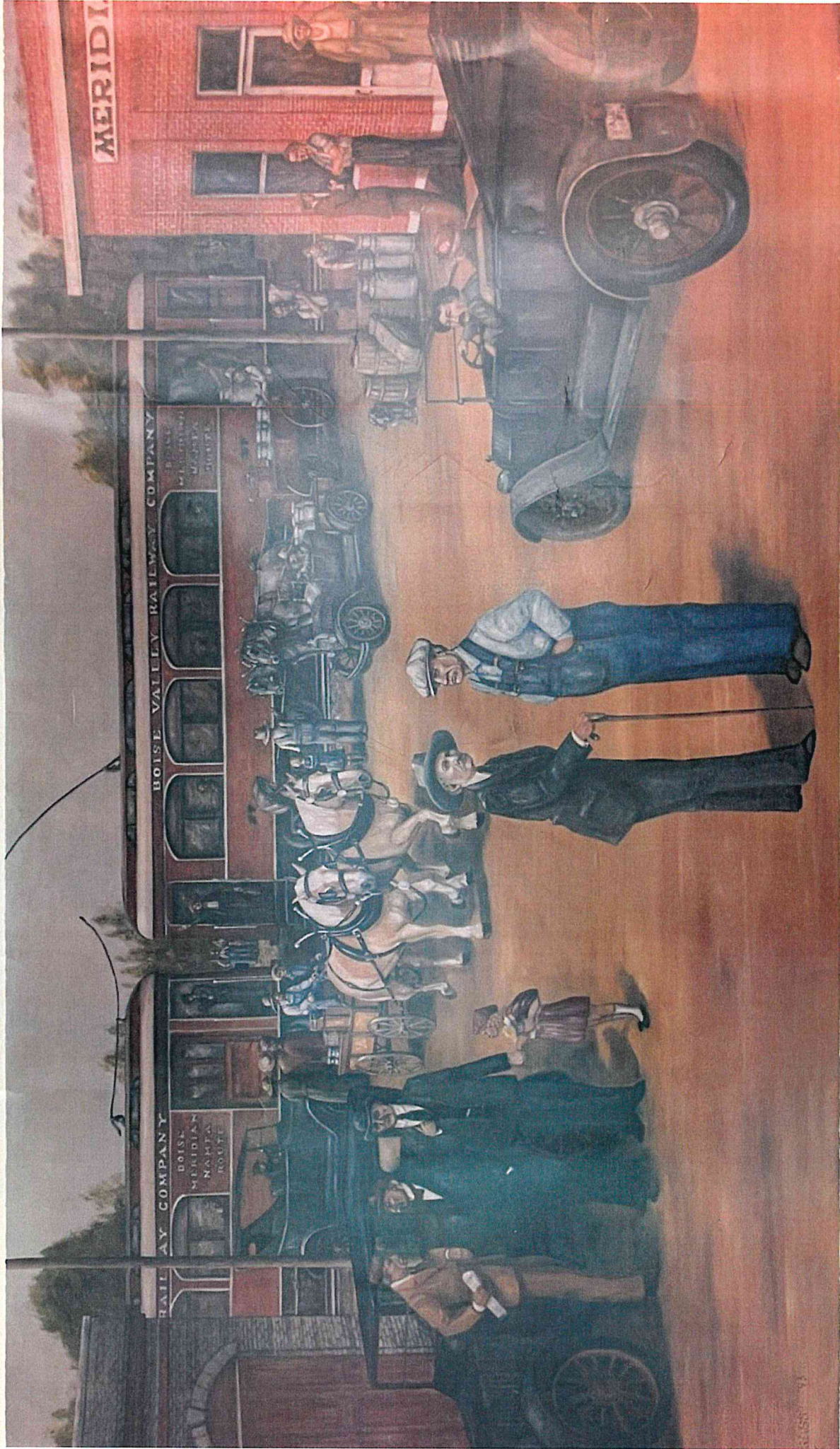
B. Johnston requested C. Schiffler obtain an estimate from TAG for a preservation plan update.

NEXT MEETING: April 27, 2023

ADJOURNMENT

J. Ault made motion to adjourn, seconded by P. Jagosh

All ayes



51/200 J. L. Suppess 