

3-File
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St. Paul, Minnesota,

January 17, 1920.

Mr. H. A. Noble:

I wish you would have some inquiry made of the gasoline pump people, sending them one of these circulars, and see if they have anything on hand of this nature. I believe it would be advisable to have one of these at Many Glacier, Sun Camp and St. Mary's. It would be a great help in case of fire and no doubt it would be a great help to loan them to the rangers during a dry season, if they would not cost too much. I would like to know what these portable fire engines cost, equipped with 500 to 1,000 feet of hose. Possibly we can interest the Park Department as no doubt they are the ones that should use them. We have talked about it but we never seem to get them interested.

L. W. Hill. ✓

GLACIER PARK HOTEL COMPANY

St. Paul, Minn. Jan. 25, 1920.

Mr. L. W. Hill, President,
Building.

Dear Sir:

I am enclosing herewith for your approval Glacier Park Hotel Company A. F. E. #7, which was made to cover equipment purchased and construction work done during the season of 1919 and charged to Unauthorized Work.

The two principle items you will notice are the improvement of the toilet building at Sperry and the construction of the new dock at Going-to-the-Sun. The toilet condition at Sperry was a very bad one. They were using a chemical receptacle which was not at all satisfactory. The present facilities consist of the old storeroom building which was converted for use as a toilet building, a large trough underneath this building with an arrangement *for flushing* through a pipe line at frequent intervals. The refuse is carried over the face of a cliff.

The old dock at Sun Camp had become so broken up with the ice during the winter that it was dangerous for more than ten or fifteen people to stand on it.

The mirrors for Sun Camp were purchased to equip the new rooms which were added in 1918.

The rough scow was built to carry wood from St. Mary to Sun Camp and it has materially decreased the cost of wood at Sun Camp. I found it was much better to have the wood cut at the lower end of the lake and towed up to Sun Camp than to put a crew of men and horses at Going-to-the-Sun.

When you have approved this I will appreciate it if you will have it sent direct to Mr. G. R. Martin, Comptroller.

Yours truly,

A. C. Noble
Manager.

St. Paul, Minnesota,

January 27, 1920.

Mr. H. A. Noble:

Referring to Mr. Hill's memorandum to
you of January 14th in regard to renewal of the
garage lease, asking that it be divided into two
instruments, etc. Has anything as yet ^{been done} developed
on this?

H. H. Parkhouse

encl.

GLACIER PARK HOTEL COMPANY

St. Paul, Minn. Jan. 29, 1920.

Mr. H. H. Parkhouse,
Building.

Dear Sir:

Replying to yours of January 27th which was in reference to Mr. Hill's memorandum of January 14th in regard to the garage lease, asking that the clause agreeing to furnish light and water be revised. I will take this up with the legal department and have it corrected as suggested and will re-submit it for approval.

Yours truly,

HA. Noth
Manager.

3-a
St. Paul, Minnesota,

January 29, 1920.

Mr. G. R. Martin:

Herewith copies of Glacier Park Authority
for Expenditure No. 7, for \$1,253.57, which Mr. Noble
asked be sent you direct when approved by Mr. Hill.

H. H. Parkhouse

Mr. H. A. Noble:

For your information.

H. H. Parkhouse

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GLACIER PARK HOTEL COMPANY

St. Paul, Minn. Jan. 30, 1920.

Mr. L. W. Hill, President,
Building.

Dear Sir:

Replying to your letter of January 16th, enclosing Mr. Martin's letter of January 12th in reference to accounting expense of the Glacier Park Hotel Company, and with specific reference to the employees listed in Mr. Martin's letter under Operating Department.

The accounting work of the Hotel Company practically divides itself into two classes. First the local work during the operating season at Glacier Park and second the general accounting which is done in the Comptroller's office in St. Paul.

The work done by the local force at the park, while primarily an operating expense, is to a certain extent interlocked with the general accounting work in St. Paul as certain employees are required to make reports for the accounting department so that an exact division of the time devoted to that portion of the work required by the St. Paul office can only be approximated. I think the following division, however, is a fair estimate.

Taking the employees in the order enumerated in Mr. Martin's letter:

Chief Clerk - 50% of his time is devoted to work in connection with invoices, bills, vouchers, labor and material distribution reports and in conducting correspondence in connection therewith with the accounting department in St. Paul. The other 50% of his time is devoted to strictly operating matter such as securing help for the various hotels, chalets and other departments and assisting me in the supervision of all hotel operations in the park.

Stenographer - About 25% of the time of the stenographer is devoted to correspondence in connection with accounting work as well as typing reports, vouchers, etc. which are in direct connection with the accounting work in St. Paul.

General Cashier - The general cashier is required as an operating necessity, to see that we get all the revenue from the

various sources and to show from what sources it is derived. He furnishes the accounting department in St. Paul a report which consumes about 20% of his time. The other 80% of his time is devoted to the supervision of the cashiers in the hotels, grill rooms, etc.

Timekeeper - The timekeeper is an operating necessity. He keeps a record of all of the employees in the park, their positions and rates of pay and he also makes up the pay rolls. The accounting department in St. Paul requires a labor distribution report and considering the dividing line as coming between the payrolls and labor distribution I think it fair to say that about 15% of his time is taken up with this accounting report and the other 85% devoted to local operating records.

Clerks - This item includes one assistant material clerk and two clerks in the general cashier's office. They do not do any work directly for the accounting department in St. Paul and therefore all of their time can be considered as devoted to strictly local accounting work during the operating season and chargeable to operating expenses.

Material Clerk - The duties of this clerk is to compile a material distribution report required by the St. Paul office which shows the amount, kind and value of material used in the operation of the hotels and to what accounts such material is chargeable. His work is probably 100% accounting work.

Mail Clerk - This position has no connection with accounting work. The entire time of the mail clerk is devoted to getting the mail for the hotel company and the guests from the postoffice and seeing that it is properly distributed.

Assistant General Cashier - The assistant general cashier makes no reports directly for the accounting department in St. Paul. His work is purely in connection with the operation of the hotels, checking the returns made by the cashiers that are under his supervision.

Collector - The collector is a traveling man who reports to the General Cashier and who checks the revenue at the various camps, seeing that the camp cashier or manager has secured the proper amount of revenue and has properly reported it to the general cashier so that his work is local to the park operations and none of his time would be considered chargeable to the general accounting in St. Paul.

Transportation Clerks - These clerks are an operating force. They sell automobile and saddlehorse tickets, furnish information to people regarding the various trips throughout the park and make reservations and arrangements for them at the various hotels and calets. They make a report to the general cashier each day of

[1-30-1920]

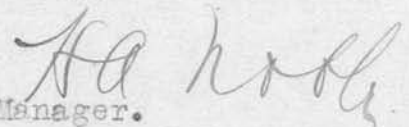
their ticket sales but they do not make any reports which are required by the Comptroller's office in St. Paul. I think 100% of their time can be considered as being devoted to work of an operating nature.

Superintendent of Transportation - The superintendent of transportation is entirely an operating position. He has supervision over the transportation and information clerks and also represents the hotel company and endeavors to meet as many people as possible and undertakes to see that their requirements are satisfied no matter what department is involved. He makes no reports of any kind.

In making the above divisions of time I have endeavored to estimate what proportion of time is required on reports or records which are required by the general accounting department as distinguished from such reports and records as we keep locally at the park and which are a result of the operations of the hotels.

Trusting that the above gives you the information desired, I am

Yours truly,


Manager.

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St. Paul, Minnesota,

February 1, 1920.

Mr. G. R. Martin:

Herewith memorandum from Mr. Noble of
January 29th in regard to tornado insurance for
Glacier Park, which Mr. Hill would like to see you
about.

H. H. Parkhouse

encl.

B-9.

GLACIER PARK HOTEL COMPANY

St. Paul, Minn. Feb. 2, 1920.

Mr. L. W. Hill, President,
Building.

Dear Sir:

Attached is a photograph sent in by our Caretaker
at Glacier Park showing the damage done to the entrance
arch at the Glacier Park Hotel.

Yours truly,

H. A. Noble
Manager.

3- Blue

St. Paul, Minnesota,

February 3, 1920.

Mr. T. D. McMahon:

Referring to the matter of blue prints covering the Many Glacier and Glacier Park Hotels and the buildings at Sun Camp. Mr. Hill thought you had a sufficient supply of these plans on hand, but as I understand you have only the tracings and ~~plans~~ ^{prints} will have to be made, he would like to see you about just what is to be prepared, and I shall let you know when there is an opportunity to catch him in the office.

H.H. Parkhouse

Send to J. L. Meier
% Meier + Frank Co.,
Portland Ore.



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