



**POLICY AND PROCEDURE RESOLUTION NO. 138
Resolution No. 1849**

**NAMING/DEDICATION OF IVGID FACILITIES AND ACKNOWLEDGING IMPORTANT
LOCAL PERSONS, EVENTS, OR HISTORY**

**F. POLICY AND PROCEDURE FOR ALL OTHER FORMS OF COMMEMORATION
AND/OR RECOGNITION**

1. A description of the alternative form of commemoration and/or recognition shall be submitted and drawings or similar provided to convey a full understanding of the proposed concept.
2. A detailed resume and justification, including background, description of preferred name, and historical information as to the relevance and benefit to the District and/or local area, as well as which category of this policy and procedure that the request is made under, must be submitted, in writing, to the District General Manager or his designee at least thirty (30) days prior to the next scheduled Board of Trustees meeting however it is preferably that it is done sixty (60) days in advance. The Board of Trustees meets on the last Wednesday of each month unless their meeting is rescheduled by the Board of Trustees during a previous meeting.
3. Once the review is completed by the General Manager and the request is scheduled for a particular Board of Trustees meeting, that meeting will be noticed as a public meeting, and **two** public meetings will be held to consider the dedication.
4. The request must be adopted by the Board of Trustees in the form of a resolution.

This Policy Resolution No. 138, Resolution No. 1849 supersedes any and all existing documents specifically Policy Resolution No. 125, Resolution No. 1599.

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 28th day of September, 2016, by the following vote:

AYES, and in favor thereof, Trustees: Matthew Dent, Jim Hammerel, Phil Horan, Kendra Wong, and Tim Callicrate

NOES, Trustees: None

ABSENT, Trustees: None

Tim Callicrate
Secretary
IVGID Board of Trustees



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WHEREAS, the Incline Village General Improvement District (IVGID) receives requests from its citizens to name and/or dedicate facilities and/or place plaques, markers, or other items indicating acknowledgement, tribute, or remembrance which will be long-term symbols for all to see; and

WHEREAS, IVGID has entered into a Memorandum of Understanding with the Incline-Tahoe Parks and Recreation Vision Foundation, Inc. (the Foundation) who (A) wishes to support IVGID's Community Services Fund and has the opportunity to accomplish more than public funding allows, (B) the private nature of the Foundation also provides the added advantage of dedicated donor services, (C) IVGID wishes to benefit from the fundraising activities of the Foundation, and (D) promote a positive relationship with their Staff, Board of Directors and volunteers; and

WHEREAS, it is necessary to establish policies and procedures governing these activities that may take place at IVGID's facilities to guide staff in administering a consistent policy throughout IVGID; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT, that it hereby adopts the following policies and procedures.

A. POLICY AND PROCEDURE APPLICABLE TO ALL ACTIVITIES

1. A detailed resume and justification, including background, and any historical information as to the relevance and benefit to the District or local area shall be submitted. Names submitted for individual (living or dead) should be those who have contributed greatly to the community and shall be in accordance with NRS 338.200 which reads as follows:

***NRS 338.200 Prohibition against naming public building or structure after current member of governing body. No public building or other public structure, other than a street or road, may be named after a person who is at the time a member of the governing body which has jurisdiction or control over the building or structure or which is responsible for it.
(Added to NRS by 1981, 1337)***



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2. Funding, if applicable, shall be done solely through the Incline-Tahoe Parks and Recreation Vision Foundation, Inc. with approval by IVGID as to the suitable location and/or facility.
3. All requests shall be consistent with the Values, Mission, Goals, and Strategic Plans of the Incline Village General Improvement District.
4. All requests shall be consistent with District design practices, fit within the existing context, and require no special maintenance or long-term replacement costs.
5. The District shall not be responsible for the repair or replacement of donated items and reserves the right to remove at a later date should it become necessary for District operations.
6. All requests, if possible, should have geographic, topographic, historical, or individual significance, generally recognized and known throughout the area and where consideration involves geographical, topographical, or historical connotations, help should be solicited from historical societies, or other groups or entities having knowledge of the area.
7. All existing and in situs markers, placards, monuments, acknowledgements and memorials within the District are deemed to be approved and the District shall not be responsible for the repair or replacement of these items, and reserves the right to remove at a later date should it become necessary for District operations.
8. While the District reserves the right to remove at a later date should it become necessary for District operations, all requests should be reviewed within the context of a long-term improvement on IVGID lands.
9. All requests will be reviewed with any known family members, and their concurrence or objection shall be considered in the approval process. Only one request per individual will be considered for placement/installation.
10. Any requests in memorial of an individual will not be considered earlier than one year from their passing in an effort to respect the grieving period of the family members and community.

B. POLICY AND PROCEDURE FOR ROTARY BENCHES

1. Incline Village General Improvement District (IVGID) has enjoyed a long and respectful relationship with the Rotary Club and has been able to work successfully with them to enhance our community through their bench program. It is the desire of both parties to continue this relationship and document how the process works. Below are the steps for the process of requesting a bench through the Rotary Club:



**POLICY AND PROCEDURE RESOLUTION NO. 138
Resolution No. 1849**

**NAMING/DEDICATION OF IVGID FACILITIES AND ACKNOWLEDGING IMPORTANT
LOCAL PERSONS, EVENTS, OR HISTORY**

- a. Contact IVGID or the Rotary Club
- b. Submit application and pay applicable fees to Rotary
- c. Rotary coordinates with IVGID to determine site availability and need
- d. Installation shall be coordinated with IVGID based on weather, site conditions, and available staff.

**C. POLICY AND PROCEDURE FOR BRASS/BRASS-LIKE PLACARDS AT CRYSTAL
RIDGE AT DIAMOND PEAK**

1. Incline Village General Improvement District (IVGID) has a long tradition of honoring skiers who have played a significant role at Diamond Peak Ski Resort and who have passed, by placing a small brass/brass-like placard on a rock located near Crystal Ridge. These placards have been placed at the request of the family and done at no cost to the requester. It is the desire to continue this practice. Below are the steps for the process of requesting a small brass/brass-like placard through the Diamond Peak Ski Resort General Manager:
 - a. Send an e-mail or contact the Diamond Peak General Manager with a detailed resume and justification at least thirty (30) days prior to the next scheduled Board of Trustee meeting, however sixty (60) days is preferable for full consideration.
 - b. Once the review is completed by the Diamond Peak General Manager and that placard is scheduled for a particular Board of Trustees meeting, Staff will place an advertisement, no smaller than one quarter of the page, in the display section of the local newspaper to make the public aware of this potential recognition.
 - c. The General Business item will be placed on the Board of Trustees agenda at the start of the meeting with a detailed agenda description. This item will be open to public comment by anyone desiring to comment on the item and that public comment will be governed by the public comment instructions on said agenda.
 - d. Placement of a placard must be adopted by the Board of Trustees in the form of a resolution.

D. POLICY AND PROCEDURE FOR PLACARDS OF HISTORICAL MERIT

1. A detailed resume and justification, including background, description of preferred placard as to the relevance and benefit to the District and/or local area, as well as which category of this policy and procedure that the request is made under, must be submitted, in writing, to the District General Manager or his designee at least thirty (30) days prior to the next scheduled Board of Trustees meeting however it is preferably that



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it is done sixty (60) days in advance. The Board of Trustees meets on the last Wednesday of each month unless their meeting is rescheduled by the Board of Trustees during a previous meeting.

2. Once the review is completed by the General Manager and that placard is scheduled for a particular Board of Trustees meeting, Staff will place an advertisement, no smaller than one quarter of the page, in the display section of the local newspaper to make the public aware of this potential recognition.
3. The General Business item will be placed on the Board of Trustees agenda at the start of the meeting with a detailed agenda description. This item will be open to public comment by anyone desiring to comment on the item and that public comment will be governed by the public comment instructions on said agenda.
4. Placement of a placard of historical merit must be adopted by the Board of Trustees in the form of a resolution.

E. POLICY AND PROCEDURE FOR NAMING OF IVGID FACILITIES

1. Currently, Incline Village General Improvement District (IVGID) has two of its facilities, Anne Vorderbruggen Administration Building and Preston Field, named for community members who contributed significantly to the District. In order to have a facility named the following process will be followed:
 - a. A detailed resume and justification, including background, description of preferred name, and historical information as to the relevance and benefit to the District and/or local area, as well as which category of this policy and procedure that the request is made under, must be submitted, in writing, to the District General Manager or his designee at least thirty (30) days prior to the next scheduled Board of Trustees meeting however it is preferably that it is done sixty (60) days in advance. The Board of Trustees meets on the last Wednesday of each month unless their meeting is rescheduled by the Board of Trustees during a previous meeting.
 - b. Once the review is completed by the General Manager and that request for naming is scheduled for a particular Board of Trustees meeting, that meeting will be noticed as a public meeting, and two public meetings will be held to consider the dedication.
 - c. The decision to name an IVGID facility must be adopted by the Board of Trustees in the form of a resolution.

Policy and Procedure Resolution No. 138
Resolution No. 1849
Checklists

All Activities

	YES	NO
Detailed resume attached		
Detailed justification attached		
Background included		
Historical Information included		
List contributions to the community		
1.		
2.		
3.		
4.		
5.		
In accordance with NRS 338.200 (naming Public Infrastructure)		
Funding arranged through Incline Tahoe Foundation		
Consistent with current IVGID's Values, Mission, Goals and Strategic Plan		
Consistent with IVGID's design practices		
Does this request have geographic, topographic, historical, or individual significance? If yes, which one.		
Has this request been reviewed with family members?		
Does this request have the concurrence of family members?		
Has this request been made at least one year after the person's passing?		

Brass/Brass-Like Placards at Crystal Ridge at Diamond Peak Ski Resort

	YES	NO
Detailed resume attached		
Detailed justification attached		
Reviewed by Diamond Peak Ski Resort General Manager		
Scheduled for a Board of Trustees meeting - Date: _____ . All materials submitted to District Clerk for inclusion into the designated Board packet.		
Advertisement placed in the newspaper as a display ad - Date: _____		
Agenda Item placed at the beginning of the scheduled Board of Trustees meeting		
Resolution No. ____ prepared and included in the Board packet		

Policy and Procedure Resolution No. 138
Resolution No. 1849
Checklists

Placards of Historical Merit

	YES	NO
Detailed resume attached		
Detailed justification attached		
Category of the policy and procedure that this request is made under		
Submitted to District General Manager or his designee at least thirty (30) days prior to the next Board of Trustees meeting		
Reviewed by District General Manager complete		
Scheduled for a Board of Trustees meeting - Date: _____ . All materials submitted to District Clerk for inclusion into the designated Board packet.		
Advertisement placed in the newspaper as a display ad - Date: _____		
Agenda Item placed at the beginning of the scheduled Board of Trustees meeting including allowing specific Public Comment on the Agenda Item		
Resolution No. ____ prepared and included in the Board packet		

Naming of IVGID Facilities

	YES	NO
Detailed resume attached		
Detailed justification attached		
Background included		
Historical Information included		
List contributions to the community		
1.		
2.		
3.		
4.		
5.		
Submitted to District General Manager or his designee at least thirty (30) days prior to the next Board of Trustees meeting		
Reviewed by District General Manager complete		
Scheduled for two Board of Trustees meetings - Dates: _____ . All materials submitted to District Clerk for inclusion into the appropriate Board packets.		
Advertisement placed in the newspaper as a display ad - Date: _____		
Agenda Item placed at the beginning of the scheduled Board of Trustees meeting including allowing specific Public Comment on the Agenda Item		

Policy and Procedure Resolution No. 138
 Resolution No. 1849
 Checklists

Resolution No. ____ prepared and included in the Board packet		
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All Other Forms of Commemoration and/or Recognition

	YES	NO
Description of alternative form of commemoration and/or recognition submitted including drawings so as to convey a full understanding of the proposed concept		
Detailed resume attached		
Detailed justification attached		
Background included		
Historical Information included		
List contributions to the community		
1.		
2.		
3.		
4.		
5.		
Submitted to District General Manager or his designee at least thirty (30) days prior to the next Board of Trustees meeting		
Reviewed by District General Manager complete		
Scheduled for two Board of Trustees meetings - Dates: _____ All materials submitted to District Clerk for inclusion into the appropriate Board packets.		
Advertisement placed in the newspaper as a display ad - Date: _____		
Agenda Item placed at the beginning of the scheduled Board of Trustees meeting including allowing specific Public Comment on the Agenda Item		
Resolution No. ____ prepared and included in the Board packet		

Checklist completed by: _____ Date: _____