

POLICY FOR NAMING CITY FACILITIES
CITY OF OWATONNA

TO COUNCIL: October 1, 2019

Procedure:

Written recommendations for naming of a facility should be presented in writing to appropriate department or staff. All recommendations are to be signed and dated by the person or organization submitting the proposal. If submitted by an organization, a designated representative must sign. Recommendations may be submitted by any Owatonna citizen, organization or city department.

Recommendation should be reviewed and clarified (if necessary) by staff and forwarded to the advisory board most closely associated with the facility; West Hills Commission, Park Board, etc. The advisory board may exercise the option of recommending an appropriate memorial to an individual or organization such as planting trees, flowers, etc.; or recognition on current donation plaques and places of honor.

Once approved by appropriate advisory board, the recommendation shall be sent to the City Council for approval and designation.

City Council shall hold a public hearing on any naming proposal. The hearing shall be held at least 7-days after publication of a notice in the city's official newspaper. The City Council may name the facility at any time after the close of the hearing.

Procedure for Opposition:

Those opposed must submit a statement identifying the reasons for opposition. The naming will be delayed for at least one month in order to evaluate opposition.

Preference:

The City of Owatonna encourages the use of names based upon geographical, historical or ecological features, indigenous to the area.

Criteria:

The name of an individual for a particular area or facility may be approved if that individual has made exceptional contributions to the City of Owatonna.

Names may be based on a matter of historical or cultural significance.

The name must not duplicate or be similar to any other name existing within the city, so as to cause confusion to the public.

When a proposed name is for an individual who is deceased, it will not be considered unless that person has been deceased for three years, or the proposal shows exceptional contributions.

Renaming is strongly discouraged. A proposal to change the name of a named facility shall require a petition including supporting reasons with the signatures of at least 300 residents of the City of Owatonna.

Placement of a plaque, statuary, work of art or monument may be placed in an appropriate location where the names of individuals may be placed for their contributions, financial or otherwise.

If the naming is based upon a monetary or in-kind gift, the City Administrator is charged with the responsibility of confidentially notifying the City Council of the gift. The City and City Attorney shall develop a proposed MOU delineating terms and condition of the gift.

Names with connotations that by contemporary community standards are derogatory or offensive will not be considered.

The following industries and products are not eligible for naming rights: police-regulated businesses, faith-based and political organizations, companies whose business is primarily derived from the sale of alcohol, tobacco, firearms, adult-use or other businesses deemed inappropriate.

Request for consideration must include:

1. Name, address and telephone number of group making request.
2. Site or facility to be named.
3. Recommended name:
If for a person – is he/she living or deceased
Current address
Contributions to City of Owatonna, positions of leadership, dates of involvement
Community activities & services
Organizations/positions held
Awards & honors received
4. Recommended name if other than an individual
Reasons for recommending this name
Origins of this name
5. Additional comments
6. Signature & date of person submitting application

Dated: October 1, 2019

By: Kris M Busse
Kris M. Busse, City Administrator