

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: August 7, 2023
FROM: Mike Elder, Director of Facilities
RE: County Facility Naming Procedure

General Description:

There is no consistent policy, guidance, or procedure for the naming of County Facilities. This action would create a formal process to assign a name to a County Facility

Action Requested:

A motion to approve the attached resolution creating the process to assign a name to a County Facility.

Procedural Steps:

Committee of Jurisdiction: Facilities and Property Mgmt	Meeting date: 7/19/2023
Action taken: Approved	Vote: 4-0
County Board	Meeting date: 8/15/2023
Action taken:	Vote: _____

Background:

Every County building and facility will eventually get a name, either by a common practice or by an informal process. Having an official procedure to name a facility will accomplish the goal of establishing a name for the facility while minimizing questions and conflicts over the chosen name.

Policy Discussion:

All County facilities have a name, whether it was from a common need to describe a location such as the Oshkosh Human Services Building for example or a name to honor an individual such as the Orrin King Building. Having a name is much easier to remember and use for directions rather than just using the street address.

Naming a building should not be arbitrary. By having a formal procedure, a building's name can be reviewed. This will result in a name accepted by the majority. Any conflicts or concerns can be discussed prior to publicly announcing the name. The procedure would apply to all Winnebago County departments and facilities, whether or not owned by the County, with the exception for those facilities for which naming rights have been sold.

When a facility is to be named, the department involved shall start the process at the department's committee of jurisdiction. The department shall present the committee a list of suggested names. The names should reflect what the facility is used for and sufficiently indicate that it is a County facility.

If the facility is to be named as recognition for a person, that person should have been a prominent Winnebago County Elected official, Employee, or leader in the community or have done something of significant noteworthiness.

The originating committee of jurisdiction shall forward the name to be considered to the Facilities and Property Management Committee for review. The Facilities and Property Management Committee shall review the name to be considered and shall forward the name and comments to the County Board for consideration.

The County Board shall review the name and decide the final naming selection.

Any changes to a facility name once adopted must follow the same process to change the name, even if only to reflect a change in facility use.

Attachments:

Resolution