

**CITY OF CRAIG  
COUNCIL AGENDA  
OCTOBER 17, 2019  
COUNCIL CHAMBERS 7:00 PM**

**ROLL CALL**

Mayor Tim O'Connor, Dave Creighton, Hannah Bazinet, Jim See, Julie McDonald, Michael Kampnich, Chanel McKinley

**CONSENT AGENDA**

*Items listed below will be enacted by one motion. If separate discussion is desired on an item, that item may be removed and placed on the regular meeting agenda.*

- 1) City Council Meeting Minutes October 3, 2019

**HEARING FROM THE PUBLIC**

- Open for public comment
- Resolution 19-15, Community Development Block Grant (CDBG)

**READING OF CORRESPONDENCE**

- 1) Craig Child Care Center – New Preschool/Toddler Program
- 2) Notice of Utility Tariff Filing
- 3) Recreation Department New Hire
- 4) Harvest Festival 2019

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

- 1) Resolution 19-15, Community Development Block Grant (CDBG)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- 1) Set Workshop Time- Steve Silver visit
- 2) Coordinated Community Transit Meeting
- 3) Consider Purchase of Heat Exchangers for Craig Aquatic Center
- 4) Facility Naming Policy

**ADJOURNMENT**

**ROLL CALL**

Mayor Tim O'Connor called the meeting to order at 7:00 p.m. and the roll was taken. Present were Michael Douville, Jim See, Jan Trojan, and Julie McDonald. Hannah Basinet was absent excused. Dave Creighton was absence excused.

**Staff present:** Jon Bolling, City Administrator; Allison Fargo, City Clerk Pro Tem; Sheri Purser, City Treasurer; Jessica Holloway, Aquatic Center Manager; Chaundell Piburn, EMS Coordinator; RJ Ely, Police Chief; Victoria Merritt, Parks and Recreation Director; Angela Matthews, Craig Librarian

**Audience present:** Troy Pinnick, Jessica Pinnick, Trish Conaster, Madison Conaster, Michael Kampnich

**CANVAS ELECTION**

TROJAN/MCDONALD

moved to approve the State of Alaska's recommendation on questioned ballots.  
MOTION CARRIED UNANIMOUSLY

The absentee ballots were tallied by Allison Fargo, Jon Bolling and Jillian Carl. Brian Templin read the ballots and the final results were as follows:

Mayor 2-year term

Tim O'Connor-194  
Jan Trojan-76  
Write-in-6

Council 3-year term

Chanel McKinley-156  
Michael Kampnich-160  
Michael Douville-151  
Write-in-6

School Board 3-year Term

Chrissy Torsey-Lucero-219  
Scott Brookshire-198  
Write-in-9

Proposition 1

Yes-125  
No-150

TROJAN/DOUVILLE

moved to certify the 2019 Municipal Election  
MOTION CARRIED UNANIMOUSLY

## **CONSENT AGENDA**

City Council Meeting Minutes of September 5, 2019

DOUVILLE/ TROJAN

moved to approve the consent agenda.  
MOTION CARRIED UNANIMOUSLY

## **HEARING FROM THE PUBLIC**

No comment

## **REPORTS FROM CITY OFFICIALS**

**Mayor/Fire Department-** The Mayor reported that he and Jon went to Sitka for SE Conference.

**Administrator-** Jon submitted a written report

**Treasurer-** Sheri submitted a written report. Julie McDonald asked why the auditor isn't coming until the beginning of December. Sheri replied that the auditor was over booked and had to push the audit back to December.

**Aquatic Manager-** Jessica submitted a written report.

**City Clerk-** Allison has nothing to report. Next City Council Meeting is October 17, 2019.

**City Planner-**Brain submitted a written report. Brain also acknowledged and thanked the 2019 Municipal Election Judges.

**EMS Coordinator-** Chaundell reports they have been very busy. EMS received two used oxygen regeneration tanks. No Haunted House this year due to being too busy, potentially doing a Halloween carnival.

**Harbormaster-** Hans submitted a written report. He was absent excused.

**Library-** Submitted a written report. Teen Game Night was a hit with 26 attending. Lisa Kness was the cohost and Victoria provided pizza. Papa's Pizza said next game night they would like to provide the pizza. Jim See commended Angela for hosting a successful event for the teens in our community.

**Police Chief-** RJ submitted a written report.

**Public Works-** Russel submitted a written report. He was absent excused.

**Parks and Rec-** Victoria submitted a written report. She added that she is in search of a part time employee for the Recreation Department.

**Parks and Public Facilities-** Doug absent excused.

**READING OF CORRESPONDENCE**

1. Southeast Alaska By the Numbers
2. AK Journal of Commerce - AK rare earth prospects
3. Anchorage Daily News – AK Universal Service Fund
4. Opiate Litigation Notice
5. Department of Environmental Conservation letter – Water System Excellence 2018
6. Welcome letter from Alaska Public Entity Insurance
7. Letter from Carolyn Chapman
8. Letter from Southern Southeast Regional Aquaculture Association, Inc.
9. Letter from Pacific Airways on schedule changes

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

1. Resolution 19-14, Amending the rate structure for Emergency Medical Services

TROJAN/SEE

moved to approve Resolution 19-14  
MOTION  
CARRIED  
UNANIMOUSLY  
BY ROLL CALL VOTE

**UNFINISHED BUSINESS**

**NEW BUSINESS**

1. Consider confirmation of appointment of City Clerk

MCDONALD/TROJAN

moved to confirm by motion of appointment  
Jillian Carl as City Clerk.  
MOTION CARRIED UNANIMOUSLY

Just prior to adjournment, Julie McDonald brought up that we need new buildings for our EMS, Fire Hall and Police Department and we are outgrowing our current facilities. She suggested that the head of the departments get together and strategize and develop some different proposals on how to move forward with a new building for all three departments.

**ADJOURNMENT**

DOUVILLE/TROJAN

moved to adjourn at 7:49 p.m.  
MOTION CARRIED UNANIMOUSLY

APPROVED \_\_\_\_\_

\_\_\_\_\_  
MAYOR TIMOTHY O'CONNOR

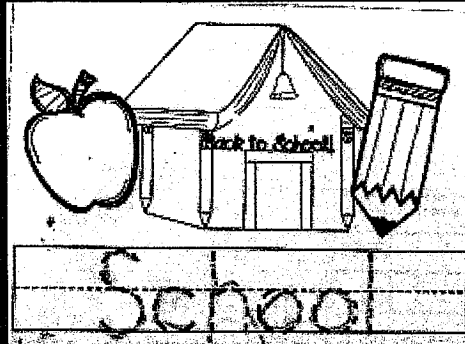
ATTEST \_\_\_\_\_  
ALLISON FARGO,  
CITY CLERK PRO TEM

# Craig Child Care Center

"The more that you read, the more things you'll know.  
The more that you learn, the more places you'll go."  
-Dr. Seuss

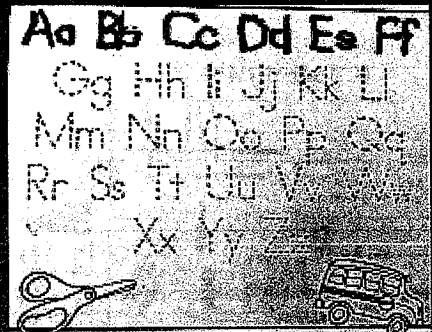
## Preschool Curriculum

- \* Letters
  - \* Numbers
  - \* Shapes
  - \* Patterns
  - \* Same/ Different
  - \* Matching
  - \* Cutting
- and much more!



## Toddler Curriculum

- \* Each month has  
4 art, 4 science, 4  
language/ literacy  
and 4 movement  
activities for the  
kids!



We will help school age kids with their homework as well!

RECEIVED

OCT 07 2019

### Notice of Utility Tariff Filing

The REGULATORY COMMISSION OF ALASKA (Commission) gives notice that Alaska Power Company (APC) filed TA879-2, proposing to revise its rules related to the applicability of Rate Schedule No. A-4, Bulk Power Rates for Industrial Customers. In addition, APC proposes to add a new provision for an annual true-up of sales for customers taking service under Rate Schedule No. A-4. Finally, APC proposes to make several housekeeping changes.

APC's tariff provides that for an industrial customer to purchase interruptible power under Rate Schedule No. A-4, the customer must meet several conditions. These conditions are: 1) the customer either consumes more than 7,500 kWh per month or registers a peak load of 20 kW or more for three consecutive months; 2) the customer purchases a minimum of two million kWh's within the preceding twelve months; and, 3) the customer maintains backup generation. With TA879-2 APC proposes to modify the second condition to allow customers with a capacity to consume at least two million kWh annually, to purchase power under Rate Schedule No. A-4 without establishing consumption history. In addition, APC proposes that annually it will analyze the customer's usage for customers receiving service under rate Schedule No A-4. APC proposes if a customer under this rate schedule has not purchased at least two million kWh in the preceding twelve months, the customer will be billed the difference between actual usage and two million kWh. APC also proposes that all rate elements except the Cost of Power Adjustment surcharge will be applied to the true-up. APC proposes that if a customer fails to purchase two million kWh for two consecutive years, the customer will be moved to a different rate schedule, based on the customer needs. Finally, APC proposes to update references from "Demand Rate" to "Demand Charge" and add in language that was inadvertently removed when it was relocated.

This notice may not contain all requested revisions and the Commission may approve a rate or classification which varies from that proposed. You may obtain information about this filing by contacting Steven J. Kramer, Senior Director of Regulatory Affairs for APC, at 193 Otto Street, Port Townsend, WA, 98368; phone: (907) 864-3211. The complete filing is also available for inspection at the Commission's office at 701 West 8<sup>th</sup> Avenue, Suite 300, Anchorage, AK 99501; phone: (907) 276-6222, or may be viewed at the Commission's website at <http://rca.alaska.gov> by typing "TA879-2" in the *Find a Matter* search box.

To comment on this filing, please file your comments by 5:00 p.m., November 4, 2019, at the Commission's address given above or via our website at:

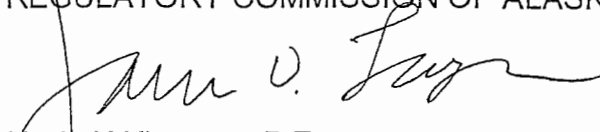
<https://rca.alaska.gov/RCAWeb/WhatsNew/PublicNoticesComments.aspx>

Please reference TA879-2 and include a statement that you've filed a copy of the comments with APC at its address given above.

Individuals or groups of people with disabilities, who require special accommodations, auxiliary aids or service, or alternative communication formats, please contact Valerie Fletcher-Mitchell at (907) 276-6222, toll-free at 1-800-390-2782, TTY/Alaska Relay: 7-1-1 or 1 (800) 770-8973, or send a request via electronic mail to [rca.mail@alaska.gov](mailto:rca.mail@alaska.gov) by October 28, 2019.

DATED at Anchorage, Alaska, this 3rd day of October, 2019.

REGULATORY COMMISSION OF ALASKA

*FOR*   
Kevin K Kleweno, P.E.  
Engineering Section Manager





# Welcome to Damien Pennow!

Recreation has a new part time assistant! Damien will be a great asset to all of the Recreation Programs. Share your ideas for future fun activities!

Here he is at the after school program held weekdays after school until 5pm. A snack is included for just \$2 a day. We have choice on Monday and Wednesday, we go skating or blading on Tuesdays at 4pm and play dodgeball with the Craig Police on Thursdays. Movie day is Friday. He will also help with other activities, like skating and blading on Fridays at 7pm at the Craig City Gym.







# Thank you to all who made the Harvest Festival 2019 a success again this year!

POW Health Network Youth Leadership, Sargent Roberto Medina, Kathleen Duvall, Marla Dillman, Christine Smith, Les Bovee and the Girl Scouts! Sponsored by AC Thompson House, Craig Schools and the City of Craig.



## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: October 7, 2019  
RE: Community Development Block Grant (CDBG) – Public Hearing and Resolution  
19-15, Authority to Participate in CDBG Program

---

A public notice regarding this public hearing was posted at the US Post Office, City Hall, First Bank and online (at [www.craigak.com](http://www.craigak.com), and @CityofCraigAlaska Facebook.) on October 7, 2019.

The CDBG application requires that the project be selected as part of a public hearing held no more than six months before the application submission. The application's due date is December 6, 2019. The public hearing may be a separate hearing or as part of a regular city council meeting. The public hearing must be held by the governing body of the applying agency, in this case that is the Craig City Council.

At the public hearing staff will brief the governing body and the public on the following items:

1. Staff will explain the CDBG Program and that CDBG funding may be used for various projects and programs. CDBG project applications are limited to \$850,000. To be competitive projects should have at least a 25% match. CDBG activities that may be applied for are:
  - a. Community Development. Community Development includes projects that affect public facilities, transportation improvements, access to public facilities/infrastructure, real property acquisition/improvement, and fire protection facilities/equipment. Docks and Harbors is listed as a permitted project under the Community Development activity.
  - b. Planning. Planning includes data collection, land management plans, marketing studies, feasibility studies, capital improvement plans and economic development plans.
  - c. Special Economic Development. Special Economic Development activities include commercial or industrial improvements carried out by the Grantee or non-profit recipient involving commercial or industrial structures, real property equipment and improvements.
2. Successful CDBG applications will score highly in the application process by demonstrating:
  - a. Community support (longer term, more support is better)
  - b. Funding match (25% match is the minimum to receive a competitive score)
  - c. Project development showing that the community is working on the project, that it is a realistic project, and that the community has the capacity to complete the project.

A project that meets these criteria and would be strongly competitive is design funding for the Craig Small Boat Harbor Project. This project has been a community priority since the early 2000s and was listed as the top priority on the city's capital improvement project resolution for 2017, 2018 and 2019.

Currently the city is working with the US Army Corps of Engineers (USACE) on the project. In 2015 the city and the USACE completed the Integrated Feasibility Study and in 2016 the project was authorized by congress in legislation and signed by the President. The USACE and city have executed the cost share agreement for Preconstruction Engineering and Design (PED) for the project. The USACE PED phase designs will focus on the breakwaters and harbor basin. The city has made a substantial match to the USACE funds and will use additional funds to complete the city's required match. Currently the city has not appropriated funds for design of the docks, floats, piers, utilities, or upland improvements related to the new harbor. This is an eligible expense in the CDBG program.

The USACE intends to move to construction of breakwaters in 2021 if construction funding is in place. If the city is approved for a CDBG grant for design and engineering it can reapply for another CDBG grant within two years for a portion of the construction.

The project has strong community support, has the required 25% match (upon commitment by the council), and is an ongoing project. This project is a good match for the CDBG program.

3. Call for alternative proposals. One of the purposes of the public hearing is to determine if there are other viable proposals for CDBG funding. At the public hearing the council should open the floor for alternative proposals to be suggested by the public, staff, or the council.
  - a. Call for alternative proposals
  - b. Discuss proposals (including the sample proposal above and any alternative proposals). Staff and the council should discuss the strength, need, public support, financial match, and project readiness of any alternative proposals that are presented.
  - c. Select a proposal (if no alternative proposals are suggested then note this). If there are alternative proposals made the council should make a selection of proposals after the discussion is complete. If no alternative proposals are made the council should acknowledge that fact.

The council should allow for a presentation by staff and open discussion soliciting any alternate projects during the Hearing From the Public portion of the council meeting and should then consider the Authority to Participate Resolution (19-15) during the Resolutions and Ordinances portion of the council meeting.

Once a project has been selected the council should approve the selected project and submission of the CDBG application by adopting Craig Resolution 19-15. If an alternate

project is selected, the council should amend the resolution to show the selected project and grant request amount.

Recommendation: Move to adopt Craig Resolution 19-15 selecting a CDBG project and directing submission of a CDBG application.

**CITY OF CRAIG  
RESOLUTION 19-15**

**A RESOLUTION AUTHORIZING PARTICIPATION IN THE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

WHEREAS, the Council of the City of Craig wishes to provide a Small Boat Harbor for use in the community; and

WHEREAS, the Council of the City of Craig held a public hearing on participation in the CDBG program on October 17, 2019; and

WHEREAS, the entity is an applicant for a grant in the amount of \$275,000 from the Alaska Department of Commerce, Community, and Economic Development (hereinafter “Department”), under the CDBG program;

NOW, THEREFORE, BE IT RESOLVED that the Craig City Administrator, Jon Bolling is hereby authorized to negotiate and execute any and all documents required for granting and managing funds on behalf of the City of Craig. The alternate for negotiating and executing documents related to this grant is the Craig Mayor, Tim O’Connor.

The Craig City Administrator, Jon Bolling is also authorized to execute subsequent amendments to said grant agreement to provide for adjustments to the project within the scope of services or tasks, based upon the needs of the project. The alternate for executing subsequent amendments to said grant agreements is the Craig Mayor, Tim O’Connor

Adopted this     day of                     , 2019.

\_\_\_\_\_  
Mayor Tim O’Connor

ATTEST \_\_\_\_\_  
Jillian Carl, City Clerk

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 11, 2019  
RE: Set Workshop Time – Steve Silver Visit

---

Mr. Steve Silver, an attorney that the city employs to assist with projects that require federal funding or approval, plans to be in Craig on October 25. I would like to arrange a workshop with Steve and the city council so that Steve can brief the council on projects he is working on for the city, and for IFA. Steve can also provide his perspective on current events in Washington DC and how those events might impact Craig and POW Island.

I am in contact with Steve on a regular basis. The proposed October 25 workshop is an opportunity for those council members who have not met Steve to get an introduction, and pose questions to him directly.

I suggest setting up a council workshop at 3:30 p.m. on Friday, October 25. The date is fixed, but the starting time is flexible. Steve will fly in around 2:30, and will overnight in Craig. The workshop is informational. No roll call or minutes will be taken, nor any formal council action proposed.

Please check your schedule for that day so the council can set a time that afternoon for an hour-long session.



**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 11, 2019  
RE: Coordinated Community Transit Meeting

---

Each year, a meeting is held in the Craig/Klawock area to discuss and list transit needs for Craig and Klawock. In this context, “transit” means the movement of people by public transportation, and not capital/maintenance tasks for public highways and streets.

A document titled “Coordinated Transit Plan for Prince of Wales Island” is the basis for directing transit funds to services on POW. This meeting has been important for identifying specific transit needs, including maintenance and repairs to the IFA vessels, funding for the transportation of seniors and veterans to/from Craig & Klawock to Hollis, and transit buses like the kind now operated by CTA,

I have attended the meeting each year for many years, sometimes representing the City of Craig, and sometimes representing Southeast Senior Services (which operates the Craig-Klawock senior van) when I was on the board of directors for the organization overseeing SSS.

The next annual meeting to set priorities for transit is set for Tuesday, October 29. Typically, IFA sends a representative to advocate for its maintenance needs in order to continue to provide ferry passenger service. SSS is always present to support its transit services to assist seniors and vets in traveling to/from the ferry. Other interested parties sometimes attend the meetings. It is my understanding that both SSS and IFA will attend the meeting to advocate for continued funding for their transit-related services.

I plan to attend the meeting as a City of Craig representative. If the council has any particular transit programs in mind to support, it should discuss those and by consensus or motion give me direction for the meeting.

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 11, 2019  
RE: Consider Purchase of Heat Exchangers for Craig Aquatic Center

---

City staff discovered recently that the heat exchange units in the two propane-fired boilers at the Craig Aquatic Center have failed. Parks and Public Facilities manager Doug Ward identified the problem and researched how best to replace the heat exchange units.

Doug speculates that the cause of this premature failure may be the inflow of corrosive air into the new mechanical room from the old mechanical room at the pool. Staff has contacted the manufacturer and the project designer to assist us in addressing the cause of the heat exchange failure to prevent the same from reoccurring.

The boilers are only three years old, and with low operating hours; to say this failure took us by surprise is an understatement. Fortunately Doug and his crew were able to put online the wood boiler, so the aquatic center has an ample supply of heat to operate the building. We have talked with the manufacturer about how the warranty applies to the units.

Doug identified replacement parts for the propane boilers. Each heat exchange unit is estimated to cost \$4,950, plus freight from Seattle to Craig. The sum total of the unit costs requires council approval before purchase.

The propane boilers are important backup units and need to be made operational. The alternative is closing the pool in the event that the wood boiler requires an unexpected extended shut down during the winter heating season.

**Recommendation**

Authorize, by motion, appropriation of \$10,500 for the purchase and shipment of the replacement propane boiler heat exchangers at the Craig Aquatic Center.

**From:** [Douglas Ward](#)  
**To:** [Jon Bolling](#)  
**Subject:** FW: Apex 725C Boiler Pics JQ# 17250  
**Date:** Thursday, October 10, 2019 3:22:10 PM

---

**From:** Amy (Mikos) Bates [mailto:abates@mechanicalsales.com]  
**Sent:** Thursday, October 10, 2019 12:47 PM  
**To:** Douglas Ward  
**Cc:** John Werner  
**Subject:** RE: Apex 725C Boiler Pics JQ# 17250

Doug,

Here is your quote for the parts, this would be your pricing if you purchase with a credit card. If you prepay with a check we can knock off 3% for the credit card processing fee.

- Heat exchanger with trim (air vent, supply/return sensors and gaskets), PN# 106465-01 - ~~\$4,822.00~~  
**NET PRICE (Special)**
- Rear Insulation Disc Kit (includes insulation disc and instructions), PN# 105651-01 - \$64 net price
- Flue Exit Gasket Kit (includes gasket and dielectric grease), PN# 104502-01 – \$56 net price

Skid est weight 115 lbs

Lead-time is 1 week

**Freight is included to the Washington Dock area only - freight beyond to Alaska is NOT included.**

Amy (Mikos) Bates  
MSI – Anchorage

---

**From:** Douglas Ward [mailto:facilities@craigak.com]  
**Sent:** Tuesday, October 8, 2019 2:48 PM  
**To:** Amy (Mikos) Bates  
**Subject:** Apex 725C Boiler Pics

Amy,  
See attached.....

DOUGLAS WARD



PARKS & PUBLIC FACILITIES MANAGER

P.O. Box 725  
CRAIG, AK 99921



907-826-3408 \* 907-826-3410 FAX \* 907-401-1038 CELL

[facilities@craigak.com](mailto:facilities@craigak.com)

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 9, 2019  
RE: Facility Naming Policy

---

In April of this year, the council discussed a process to adopt criteria to govern the process of assigning formal names to city facilities. The discussion included the merits of creating a committee of council members to draft a policy for consideration by the full council.

In May I sent out an e-mail to the council with naming policies from seven cities from around the country as a starting point for discussion. Two of those sample policies, one from Anchorage and another from Valdez, are attached here for your quick reference. Shortly after sending the sample policies I received a request to take the matter up again later in the year, which prompts me to raise this matter again now for council consideration.

The seven policies I sent in May, including those from Anchorage and Valdez, do share some features. Among the common features:

- a waiting period after an individual's death before the community will consider naming a facility after the deceased;
- not renaming facilities at all, or waiting at least 20 years between the time a facility is named and the time that the community will consider a name change;
- holding a public meeting to take comments when a facility is proposed to be named/renamed, and notifying residents near the facility;
- broadly worded criteria that the person for whom the facility would be named made significant contributions to the community;
- a provision for naming discrete features in a public facility, such as a specific room, defined space, or feature.

Of course, the council is free to adopt any policy it chooses, and free to adopt no policy at all.

At this point the council may appoint a committee to draft a naming policy for review by the full council, or may assign the drafting task to staff for subsequent council consideration.

### **Recommendation**

That the council discuss the merits of setting a policy to name city facilities. If the council wishes to set a policy, it should then appoint a committee of its members to spearhead the work, or assign that duty to staff.

# Anchorage

## Chapter 3.97 - NAMING OF MUNICIPAL BUILDINGS, OTHER FIXED FACILITIES AND PUBLIC PLACES<sup>(1)</sup>

### Footnotes:

--- (1) ---

**Cross reference**— Historic preservation board, § 4.60.030.

### 3.97.010 - Purpose.

- A. The municipality hereby establishes a policy and set of procedures to govern the naming of a public place and the honorary renaming of streets and roads. A sound naming policy adds meaning, significance and uniformity to public facilities, minimizes conflict and provides a forum for meaningful discussion regarding naming. Further, a consistent municipal naming policy lends continuity and a sense of community, and establishes a means of appropriately recognizing prominent individuals and those who have substantially contributed to the municipality, the state or the nation.
- B. The selection of a name that is purposeful, suitable, and symbolic should be approached in a systematic and creative way. This process can generate opportunities to induce dynamic community impact, create sensitivity and lasting public relations, express appreciation, and educate.
- C. For purposes of this chapter, a public place means any building, facility, municipal or park lands, owned by or under the control of the municipality, including interior and component spaces integral to the whole, and excluding Anchorage School District buildings and facilities.

(AO No. 87-73; AO No. 2006-51(S), § 1, 6-20-06; AO No. 2007-95(S), § 1, 9-25-07)

### 3.97.020 - Policy.

When considering the naming or renaming of municipal buildings, other fixed facilities, and public places, the preferred practice shall be to give public property historical, cultural or geographical significance considering location, function, prior indigenous name, and natural features. The existing name of any public place, including a traditional Dena'ina or other Alaska Native name, is presumed to be the best name of that public place. Continuity of name and common usage are presumed to increase sense of neighborhood.

(AO No. 87-73; AO No. 2006-51(S), § 2, 6-20-06; AO No. 2007-95(S), § 2, 9-25-07; AO No. 2017-98, § 1, 8-8-17)

### 3.97.025 - Criteria.

- A. *Honorary naming.* Naming of a public place will:
  1. Demonstrate that the policy objectives under section 3.97.020 have been considered and will specify findings for an exception;
  2. Identify the individual's connection to the municipality if considering an outstanding local, state, national or international civic leader;
  3. Consider the historical significance of the person and the duration of residence in the municipality, or connection with the municipality if a nonresident;
  4. Consider the history of the location in relation to the history of the present name, when proposing to rename an existing public place;

5. Not change the name of a public place bearing an historic Anchorage family name;
  6. Not change historic names of designated landmarks listed on a state or National Register of Historic Places, unless supported by the state or federal government;
  7. Limit honorary naming to a one time present use of an individual's name;
  8. Support the preferred practice of honoring individuals through naming of internal areas, fixtures, and features integral to public spaces. Naming a public building, facility, or park for a living person is not favored.
  9. Renaming of a public place, road or street should not be considered within 20 years of the previous naming.
- B. *Public places under the jurisdiction of a parks and recreation board or commission.* In naming a public place, including a trail, within the control and supervision of the Anchorage Parks and Recreation Department, the Girdwood Board of Supervisors, or the Chugiak-Eagle River Parks and Recreation Board of Supervisors, these additional factors shall be considered:
1. Names of persons who, through exemplary and substantial effort, have made a significant contribution to the community or the parks and recreation department or who have made a substantial donation to acquisition or development of the property;
  2. Organizations that have made a substantial donation to the acquisition or development of the property;
  3. The indigenous name for the location or its features, from the Dena'ina or other Alaska Native group, and its cultural significance to them; and
  4. Incorporating the geographic, natural or geological feature as part of the name to assist the public in recognizing the location.
- C. *Honorary renaming of streets and roads.* Subject to the requirements of AMC 21.15.133, AMC 21.80.260, and public safety considerations, the following criteria shall apply in the honorary renaming of streets and roads:
1. The individual whose name is proposed for honorary renaming shall be worthy of long-term recognition by virtue of special efforts, accomplishments, or contributions which have benefited the municipality or the state.
  2. No street name bearing an Anchorage historic family name will be eligible for renaming.

(AO No. 2006-51(S), § 3, 6-20-06; AO No. 2007-95(S), § 3, 9-25-07; AO No. 2008-92, § 1, 9-16-08; AO No. 2017-98, § 1, 8-8-17)

### 3.97.030 - Procedures.

- A. *Public naming panel.* Preliminary action in naming a public place may be initiated by memorandum of the mayor or resolution of the assembly, identifying the proposed public place or individual, for referral to a public naming panel. If any request covers a public place in a municipal park, the request shall be referred to the parks and recreation commission or service area board with jurisdiction over the public place either before appointing the panel or by the panel after appointment. The four-member panel shall be appointed to proceed as follows:
1. The mayor shall appoint two members for the panel; and
  2. The assembly chair shall appoint two members for the panel.
  3. The naming panel may be composed of members of recognized boards and commissions.
  4. An informational memorandum shall be submitted identifying the four members of the panel.
  5. Municipal staff support to the panel shall be identified in the memorandum or resolution.

6. The panel shall review proposed names and public places, hold public hearing, and identify additional potential names or public places as appropriate to the request.
  7. The panel shall review all requests for compliance with policy and honorary naming criteria under this chapter.
- B. Upon agreement of at least three of the four panel members, a letter advising the mayor and the assembly chair shall be dispatched on behalf of the panel. The letter shall include reference to each criteria identified in section 3.97.025 and how the panel considered those factors in its recommendation. The panel's letter shall be attached to a resolution for consideration by the assembly. Memoranda as appropriate may be appended to the resolution to explain or amplify relevant information for the assembly. If at least three of the four panel members are unable to agree, a divided recommendation of the panel may be submitted for assembly consideration.
- C. Final action by the assembly shall be no earlier than one year posthumously for naming of a building, facility, or park. In all naming or renaming, the assembly shall set the proposed resolution addressing the panel's recommendation for public hearing at least one month after introduction to ensure appropriate information dissemination to the public prior to final action by the assembly.

(AO No. 87-73; AO No. 2006-51(S), § 4, 6-20-06; AO No. 2007-95(S), § 4, 9-25-07; AO No. 2008-92, § 2, 9-16-08; AO No. 2017-98, § 1, 8-8-17)

3.97.040 - Changing of names. (Repealed)

(AO No. 87-73; AO No. 2006-51(S), § 5, 6-20-06)

3.97.050 - Naming facility for other than an individual. (Repealed)

(AO No. 87-73; AO No. 2006-51(S), § 6, 6-20-06)

3.97.060 - Applicability of chapter.

This chapter shall not apply to the naming or renaming of facilities which were donated to the municipality contingent upon assignment of a specific name or to any facility constructed or purchased from money or property donated to the municipality for the specific purpose of securing a name for the facility. Further, this chapter does not apply to the naming of streets or roads, except in the application criteria for honorary renaming in section 3.97.025, or to naming rights for municipal buildings, facilities or public places sold pursuant to Title 7, which shall be subject to assembly approval.

(AO No. 87-73; AO No. 91-173(S); AO No. 2005-114, § 1, 9-13-05; AO No. 2006-51(S), § 7, 6-20-06; AO No. 2007-95(S), § 5, 9-25-07)





# Valdez Parks and Recreation Commission



## Park and Facilities Naming Guidelines

• *Criteria for Naming Parks and Facilities.*

One or more of the following criteria must be met to name a new or rename a current park or facility:

- a. Unique park or facility features, such as topography, geographic location or its purpose.
- b. Name of the area within which it is located, such as the neighborhood or subdivision or the major street name(s) surrounding the site, connecting school site(s), or other public connecting site.
- c. An individual or group of individuals who have made significant contributions towards improving the quality of life of Valdez Residents and furthering the City's mission to provide opportunities for the enjoyment of residents and visitors, particularly those opportunities that people cannot supply for themselves.
- d. Significant historical figure or individual event.
- e. Donations of land or sufficient funds to improve land or facilities within the City wherein the donor's name or that of a third party is used.

• *Special Conditions.*

The following special conditions shall prevail in the naming or renaming of parks and facilities:

- a. No new park or facility shall be named or existing park or facility renamed unless a quorum (4) of the Commissioners cast a majority vote in favor of the naming or renaming of the park or facility.
- b. A park and facility shall not be named or renamed unless the Commission has held at least one public hearing to solicit input from the community on the proposed name.
- c. The park or facility shall not be named or renamed by reason of a donation to the City unless:
  - the donation is not required by the City or by reason of an ordinance of City of Valdez.
  - the donation is land for the park or facility site or the cash, services, or personal property donated equals the value of building, expanding, or renovating the park or facility for which the name is proposed.

• *Special Conditions (continued)*

- d. The park or facility shall not be named or renamed after an individual who meets Criteria "c" as defined above unless he or she has been retired from service or deceased for a minimum period of five (5) years or, at the discretion of the Commission.
- e. The Commission shall reserve the right to conduct public contests for the naming of new parks and facilities, if such contests are held in accordance with these policies.
- f. No park shall be named to memorialize a living person.
  - A park facility within a park may be named to memorialize a living person whose contribution or significant gift to the City of Valdez is of a *most extraordinary nature*.
  - The proposed name to be used is with the full consent of the person to be honored if living, or his/her immediate family if deceased whenever possible.

• *Procedures:*

- a. Applications shall be submitted to the Parks and Recreation Director.
- b. The Director shall review applications and those meeting the Naming Guidelines forwarded to the Commission.
- c. When an existing name of a park/natural area and/or facility has been determined to be inappropriate or ineffectual, the Parks and Recreation Director, in accordance with this policy, may recommend a new name and submit it to the Commission for approval.
- d. Applications approved by the Commission shall be forwarded to the City Council for approval.



## Park and Facilities Naming Application

### Individual/Group making the request

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship to honoree: \_\_\_\_\_

### Honor requested for

Name: \_\_\_\_\_

If retired, when? \_\_\_\_\_

If deceased, when? \_\_\_\_\_

Please attach a detailed description of the individual's significant contributions.

Does the honoree or the honoree's representative approve of this request? Yes \_\_\_ No \_\_\_

Honoree or honoree's representatives signature of approval: \_\_\_\_\_

### Park or Facility for which the request is being made

Current name: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Review

Director's recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

### Parks and Recreation Commission Action

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

### City Council Action

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_