

# Park Donation Policy Guidelines



## Accepted Donations

- Bike Racks
- Benches
- Picnic Tables
- Planters
- Trees
- Other

## Contact Information

**Phone:** 920.766.6315 ext. 1165

**Email:** [planning@kaukauna.gov](mailto:planning@kaukauna.gov)

### Mailing:

Attn: Planning Department

144 W. Second Street

Kaukauna, WI 54130

## Donation Process

- **Submit your application** to the Planning and Community Development Department. Staff will review the application and coordinate with you to finalize a location. Applications are available online or at City Hall.
- **Once a final location is chosen**, staff will bring your application before the Plan Commission for approval. The Plan Commission meets in the Common Council Chambers on Thursdays at 4 p.m. following the first and third Tuesday of the month. Your attendance is not required, but it is always welcomed!
- **Following approval of your application**, payment must be made by check, and your donation will then be added to the waiting list for installation. Installations take place starting late spring and go into early fall. The timeline for installation depends on lead time for ordering materials, staff availability, and planting season limitations. Staff will notify you once your donation has been installed.

## Useful Life

The city maintains the donation for its expected/useful life. Any maintenance demands deemed excessive may lead to the removal of a donated item. The City of Kaukauna reserves the right to remove and/or relocate donations which are inappropriately located, no longer useful, or serve no continued value to the park system without notification.

## Bike Racks

- **Cost:** \$500.00
  - **Includes:** Bike rack and installation
- **Plaque:** Available upon request for additional \$90.00
- **Available Locations:**
  - Downtown Kaukauna
  - Friends and Family Sculpture Garden and Heritage Parkway Trail
  - Uptown Kaukauna
- **Other Notes:**
  - Bike racks come in many different shapes and sizes. If you would like to donate a different style of bike rack, please contact staff to discuss further.
  - A variety of colors are available. Please note in the application if you want a specific color. If no color is listed, it will be selected by staff.



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## Benches

- **Cost:** \$1,500.00
  - **Includes:** Bench, plaque, cement slab, and installation
- **Plaque:** Automatically factored into price
- **Available Locations:**
  - Most parks, including:
    - Anderson Park
    - Fieldcrest Park
    - Grignon Park
    - Haas Road Park
    - Horseshoe Valley Park
    - Jonen Park
    - Kelso Park and Pond
    - La Follette Park
    - Little Tykes Tot Lot
    - Quarry Point Park
    - Riverside Park
    - Strassburg Park
    - Thelen Park
    - Thilwerth Park
    - White City Park
- **Other Notes:**
  - Bench donations to the 1000 Islands Environmental Center, the Kaukauna Locks Trail, and the CE Trail go through separate processes. Please reach out to staff at the 1000 Islands Environmental Center, the Fox River Navigational System Authority, or Outagamie County for more information on donating to these areas.



## Picnic Tables

- **Cost:** \$410.00
  - **Includes:** Picnic table and installation
- **Plaque:** Not available
- **Available Locations:**
  - Most parks, including:
    - Anderson Park
    - Fieldcrest Park
    - Grignon Park
    - Haas Road Park
    - Horseshoe Valley Park
    - Jonen Park
    - Kelso Park and Pond
    - La Follette Park
    - Little Tykes Tot Lot
    - Quarry Point Park
    - Riverside Park
    - Strassburg Park
    - Thelen Park
    - Thilwerth Park
    - White City Park
- **Other Notes:**
  - ADA compliant benches are available upon request. Please contact staff to discuss further.



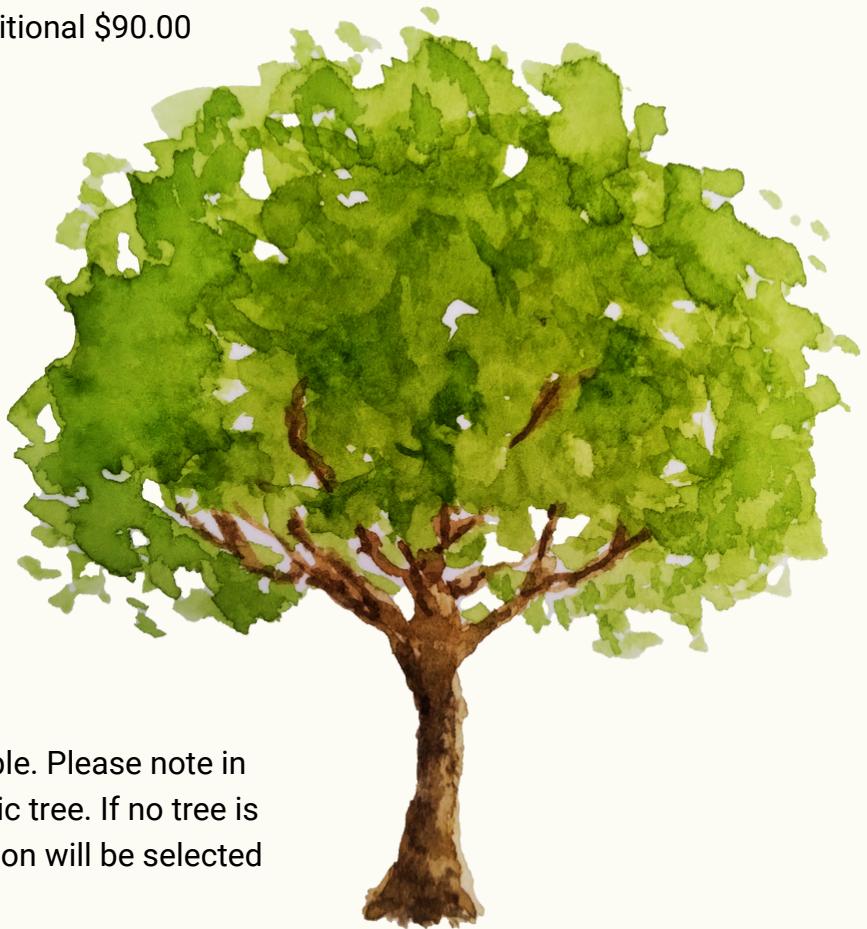
## Planters

- **Cost:** \$675.00
  - **Includes:** Planter and installation
- **Plaque:** Available upon request for additional \$90.00
- **Available Locations:**
  - Downtown Kaukauna
  - Friends and Family Sculpture Garden and Heritage Parkway Trail
  - Uptown Kaukauna



## Trees

- **Cost:** \$250.00 (this is an average that may change depending on the type of tree requested)
  - **Includes:** Tree and installation
- **Plaque:** Available upon request for additional \$90.00
- **Available Locations:**
  - Most parks, including:
    - Anderson Park
    - Fieldcrest Park
    - Glenview Park
    - Grignon Park
    - Horseshoe Valley Park
    - Jonen Park
    - La Follette Park
    - Little Tykes Tot Lot
    - Riverside Park
    - Strassburg Park
    - Thelen Park
    - White City Park



- **Other Notes:**

- A variety of tree species are available. Please note in the application if you want a specific tree. If no tree is listed, the most affordable tree option will be selected by staff.
- Cash donations to support reforestation in the city are also accepted and always appreciated!

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## Other

- If you have something specific you would like to donate or assist in funding, please reach out to staff to discuss further. Other donations may include but are not limited to:
  - Concrete cornhole games
  - Dog waste stations
  - Garbage receptables
  - Little free libraries
  - Public artwork
- Donations of bricks to the Veterans Memorial Park and Ring of Honor go through a separate process. Please reach out to the Office of the Mayor at 920.766.6310 for more information or apply online.

