

**Meeting with the City of HUGO to discuss  
Victor Gardens Parks Maintenance and Turnover**

**Date:** Wednesday Feb. 21<sup>st</sup>, 2007 1:00 pm

**Subject:** Turnover of City Parks and Maintenance Responsibilities

**Attendance:**

Bryan Bear – City of Hugo  
Chris Petree – City of Hugo  
Scott Anderson – City of Hugo  
Dave Hempel – CPDC  
Tyler Tronnes - CPDC

**Meeting Purpose:**

The purpose of the meeting was to discuss the turnover of the city parks (Victor Square, Arbre, Val Jean, and the Open Space) from CPDC to the city on a temporary basis until a full turnover can be established.

**Meeting Summary:**

The meeting opened with a brief summary of what parks are considered to be city parks and the timing for anticipated turnover dates. Chris expressed concerns about the amount of maintenance and mowing that would be required for the 2007 season and that the city was not prepared for the takeover for at least another year or so. All parks were discussed and what items of maintenance would be considered. A summary of the maintenance items and who agreed to take the responsibility temporarily for the 2007 season is listed below.

A. Victor Spare Park

- a. **Mowing.** – HOA for 2007 only, thereafter the City of HUGO
- b. Payment of water and electrical service fees. – HOA
- c. Installation and maintenance of annuals **and perennials.** – HOA
- d. Repair, replacement, and maintenance of pond fountains. – HOA
- e. Gazebo repair, replacement, and maintenance. – City of HUGO and HOA with respect to painting **and roof replacement** over and above typical city maintenance schedule.
- f. Irrigation system maintenance. – **HOA**
- g. Tree maintenance and replacement. – City of HUGO
- h. Barbeque grill repair, replacement, and maintenance as needed. – City of HUGO
- i. Snow removal on sidewalks including park boulevards. – **HOA (City of Hugo does not perform snow removal on trails, sidewalks or within parks)**
- j. Trash removal – City of HUGO

B. Arbre Park

- a. **Mowing.** – HOA for 2007 only, thereafter the City of HUGO
- b. Irrigation system maintenance. – City of HUGO
- c. Tree maintenance and replacement. – City of HUGO
- d. Payment of water and electrical service fees. – City of Hugo

- e. Basketball court repair, replacement, and maintenance as needed. – City of HUGO
  - f. Baseball backstop, bleachers, player benches, and park sign repair, replacement, and maintenance as needed. – City of HUGO
  - g. Sand Volleyball court repair, replacement, and maintenance as needed. – City of HUGO
  - h. Play structure repair, replacement, and maintenance as needed. – City of HUGO
  - i. Snow removal on sidewalks including park boulevards. – HOA (City of Hugo does not perform snow removal on trails, sidewalks or within parks)
  - j. Trash removal – City of HUGO
- C. Val Jean Park
- a. **Mowing.** – HOA for 2007 only, thereafter the City of HUGO
  - b. Gazebo repair, replacement, and maintenance. – City of HUGO and HOA with respect to painting **and roof replacement** over and above typical city maintenance schedule.
  - c. Irrigation system maintenance. – City of HUGO
  - d. Tree maintenance and replacement. – City of HUGO
  - e. Payment of water and electrical service fees. – City of HUGO
  - f. Basketball and tennis court repair, replacement, and maintenance as needed. – City of HUGO
  - g. Player benches and other benches repair, replacement, and maintenance as needed. – City of HUGO
  - h. Barbeque grill repair, replacement, and maintenance as needed. – City of HUGO
  - i. Water fountain repair, replacement, and maintenance as needed. – City of HUGO
  - j. Play structure repair, replacement, and maintenance as needed. – City of HUGO
  - k. Trail repair, replacement, and maintenance as needed. – City of HUGO
  - l. Parking lot repair, replacement, and maintenance as needed. – City of HUGO
  - m. Snow removal on sidewalks including park boulevards. – HOA (City of Hugo does not perform snow removal on trails, sidewalks or within parks)
  - n. Trash removal – City of HUGO
- D. Open Space and Trail Area
- a. Trail repair, replacement, and maintenance. – City of HUGO
  - b. Mowing next to trail to eliminate overgrowth. – City of HUGO
  - c. Dead and diseased tree removal as needed. – City of HUGO
  - d. Snow removal on trails as needed. – HOA (City of Hugo does not perform snow removal on trails, sidewalks or within parks)

**Additional Notes:**

1. CPDC and city to perform a spring walk through to discuss turnover items.
2. CPDC will coordinate with the city for spring irrigation startup.
3. CPDC will provide the city with PDF drawings for irrigation as-built park drawings.
4. All boulevard trees except in park areas and boulevards will be HOA or homeowner responsibility for replacement.

Meeting was concluded around 2:30 pm.

**By:** Tyler Tronnes