

Informal Meeting Notes
Between Scott Anderson, City of Hugo's Public Works Director
and Mark Viker, of Victor Gardens Community Association (HOA)
Sept. 9, 2009

The HOA acknowledges that both the City and the HOA have shared responsibilities for the Parks. (*See attached overview.*) The HOA thanks the City of Hugo and the Public Works Dept. for doing a very good job in mowing, playground, tennis court and basketball court maintenance and repairs. The HOA has recently taken steps to improve landscaping, remove weeds, especially around Victor Square Park, and around the Victor Square pond. We hope that more emphasis can be made next year to further improve and beautify the areas that the HOA has responsibility for.

**RE: All three Victor Gardens neighborhood parks
(Victor Square Park, Arbre Park, and Val Jean Park)**

General Questions:

1. **Q:** Is anything "official" required from the HOA to address park problems?
A: *No, residents or the association can report problems.*
2. **Q:** How (and to whom) does the HOA report problems to the City of Hugo?
A: *Call or email Public Works Director Scott Anderson, sanderson@ci.hugo.mn.us, phone# 651-762-6326*

Trees:

3. **Q:** HOA asks City to perform routine (maintenance) pruning of all other trees in all three parks.
A: *Mr. Anderson reported that the City would bring in a tree expert this winter (2009-2010) to asses existing trees, and direct maintenance pruning in Victor Square Park, Arbre Park, and Val Jean Park.*

Grass:

4. **Q:** What should resident and HOA expectations be regarding the quality of the turf grass in the parks? Weeds were a big problem in Spring 2009.
A: *Mr. Anderson agreed that weeds were a problem Spring 2009, and explained that the situation should improve next year.*
5. **Q:** Is a different, more effective City approach planned for Spring/Summer 2010?
A: *Yes, A City employee who's particularly good with lawns/grass will take on a more involved role, and will improve the condition of the Parks turf grass.*
6. **Q:** Is there a set schedule for herbicide and fertilizer applications in 2010?
A: *Spring, early summer, late summer, fall.*
7. **Q:** If proposed by the HOA, would the city consider allowing the HOA to voluntarily pay for supplemental treatments, improving the condition of the parks' turf grass? Residents wish to return to the quality of turf seen prior to the parks turnover from the developer (CPDC) to City of Hugo.
A: *Mr. Anderson believes that conditions should improve next year, making this idea unnecessary. Could be reassessed depending on the success of the improvements.*

RE: Victor Square Park:

Trees:

8. **Q:** Are replacements scheduled for the two trees removed in spring 2009?

A: *Yes. The trees will be replaced.*

9. **Q:** When does the City plan routine pruning on other trees in the park? Please evaluate, prune, or remove/replace two other unhealthy trees.

A: *Mr. Anderson reported that the City would bring in a tree expert this winter (2009-2010) to assess existing trees, and direct maintenance pruning in Victor Square Park, Arbre Park, and Val Jean Park.*

RE: Arbre Park:

Trees:

8. **Q:** Please evaluate the large trees. They appear unhealthy and need maintenance.

A: *Mr. Anderson reported that the City would bring in a tree expert this winter (2009-2010) to assess existing trees, and direct maintenance pruning in Victor Square Park, Arbre Park, and Val Jean Park.*

9. **Q:** Would the City consider planting young “replacement” trees assuming that the large trees are nearing the end of their life span?

A: *Mr. Anderson reserved judgment on this until the assessment of the expert is done.*

10. **Q:** Please evaluate the basketball court surface. It may need new paint/resurfacing particularly in the southeast corner nearest to the postal station.

A: *Mr. Anderson noted that they were aware of the issue. Generally speaking, the City would fix the issue at the same time, as other City ball courts might need re-striping.*

11. **Q:** Please evaluate the soccer nets. They may need to be replaced in the near future.

A: *Will investigate further.*

12. **Q:** What form of permission would be required to design, install, and maintain a new annual and perennial landscape planting bed (at either homeowner and/or HOA expense) surrounding the Postal Station at the northwest corner of Garden Way and Arbre Ln. in Arbre Park? A nearby homeowner asked for HOA permission, but was asked to hold plans until the City’s permission could be granted. The homeowner intended to complement the general style of plantings found on Cosette Way’s postal station.

Q: Would the City consider giving permission to homeowners or the HOA to create, install, and maintain new planting beds in other areas of Arbre Park? Possibly close to the Arbre Park sign near the baseball field?

A: *The City would be open to beautification projects in the park, and would look to the neighborhood’s board/ARC, to make sure that landscaping changes would be appropriate. The City would likely go along if the board endorsed the project. Homeowners/HOA would need to understand, however, that the City would not be responsible for ongoing maintenance.*

13. **Q:** Please evaluate and consider re-sodding/re-seeding boulevard area near the intersection of Garden Way and Jardin Ave.
A: *Will investigate further.*

RE: Val Jean Park:

Trees:

10. **Q:** Please evaluate, prune, or remove/replace tree north of tennis court.
Q: When does the City plan routine pruning on other trees in the park?
A: *Mr. Anderson reported that the City would bring in a tree expert this winter (2009-2010) to asses existing trees, and direct maintenance pruning in Victor Square Park, Arbre Park, and Val Jean Park.*
11. **Q:** Please check the water fountain. It appears to be leaking.
A: *Park Fountains are often prone to problems. Will investigate further.*
12. **Q:** Please investigate chronic wet area on the north side of the playground equipment near the gazebo. Is it possible that there is a broken water line under the mulch area? It's always wet, and causes concern with young children playing nearby the murky/algae water.
A: *Will investigate further. It may be runoff from sprinklers.*
13. **Q:** Is the City maintaining perennial planting beds surrounding gazebo? This area is not listed in the 2007 meeting notes between CPDC and the City of Hugo.
A: *The City's maintenance of the Park is limited. The City looks to the HOA to maintain the plants installed by the developer.*
14. **Q:** Is Val Jean Park intended for team sports (such as football & soccer)? The question pertains to the safety of using the slightly sloped, un-level field. Does the City have an opinion on using these fields for organized (White Beard Recreation) sports?
A: *Since it's a City park, it is available for use by City residents. The condition of this park (level-ness, grass, etc) may be better than others typically used for team sports. It's usually up to the coaches to decide where practices and games are scheduled.*
15. **Q:** Please evaluate un-level (hazard for turned ankles) area near the Postal Station along Cossette Lane.
A: *Will investigate further.*
16. **Q:** Please replace broken tennis court door latch.
A: *Will investigate further.*

RE: Trails:

17. **Q:** Is there a set schedule to mow alongside the trails?
A: Yes, twice each year (usually in June or late August)

Q: Is there something that can be done to stop large weeds from pushing up through the asphalt surface?

A: *It's a difficult and ongoing problem. The City has tried a number of measures to prevent and control the weeds that push up through the pavement. Some have been more successful than others.*

Current understanding of responsibilities as of September, 2009

Victor Square Park:

City of Hugo responsibilities:

Grass:

Mowing

Fertilizer & herbicide applications

Trees:

Maintenance and replacement.

Barbeque Grill:

Repair, replacement and maintenance.

Trash removal

Victor Gardens Community Association (HOA) responsibilities:

Utilities:

Payment for water & electrical service fees.

Flower beds and Containers:

Installation and maintenance of annuals and perennials.

Pond fountains:

Repair, replacement , and maintenance of pond fountains.

Irrigations system:

Ongoing maintenance of irrigation system.

Snow removal

Shared City of Hugo and HOA responsibilities:

Gazebo:

Repair, replacement, and maintenance with respect to painting and roof replacement over and above typical city maintenance schedule.

Arbre Park:

City of Hugo responsibilities:

Grass:

Mowing

Fertilizer & herbicide applications

Trees:

Maintenance and replacement.

Trash removal

Basketball court:

Repair, replacement, and maintenance as needed.

Baseball area:

Backstop, bleachers, player benches, and park sign repair, replacement, and maintenance as needed.

Sand Volleyball court:

Repair, replacement, and maintenance as needed.

Playground equipment:

Play structure repair, replacement, and maintenance as needed.

Irrigations system:

Ongoing maintenance of irrigation system.

Victor Gardens Community Association (HOA) responsibilities:

Snow removal:

Val Jean Park:

City of Hugo responsibilities:

Grass:

Mowing

Fertilizer & herbicide applications

Irrigations system:

Ongoing maintenance of irrigation system.

Trees:

Maintenance and replacement.

Utilities:

Payment for water & electrical service fees.

Tennis court:

Repair, replacement, and maintenance as needed.

Benches:

Repair, replacement, and maintenance as needed.

Barbeque Grill:

Repair, replacement, and maintenance as needed.

Water fountain:

Repair, replacement, and maintenance as needed.

Playground equipment:

Play structure repair, replacement, and maintenance as needed.

Trails:

Repair, replacement, and maintenance as needed.

Parking lot:

Repair, replacement, and maintenance as needed.

Trash removal

Victor Gardens Community Association (HOA) responsibilities:

Snow removal:

Shared City of Hugo and HOA responsibilities:

Gazebo:

Repair, replacement, and maintenance with respect to painting and roof replacement over and above typical city maintenance schedule.

Open Space and Trail Areas:

City of Hugo responsibilities:

Trail repair, replacement, and maintenance

Mowing next to trail to eliminate overgrowth

Dead and diseased tree removal as needed

Victor Gardens Community Association (HOA) responsibilities:

Snow removal.