



**CITY OF HUTCHINS
PARKS & RECREATION BOARD MEETING
AGENDA**

**Tuesday, June 03, 2025 at 6:30 PM
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Parks & Recreation Board to be held on Tuesday, June 03, 2025 at 06:30 PM located at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered.

Board Members

Chair, Brenda Campbell
Vice Chair, Cecile Gardner
Board Member, David Coleman
Board Member, Miriam Carmona
Board Member, Huell Gilliam
Alternate Board Member, Demarcus Odom
Alternate Board Member, Alicia McCowan

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. CITIZEN COMMENTS - *This agenda item provides an opportunity for citizens to address the Board on any matter that is not posted on the agenda. Anyone wishing to address the Board should complete a Citizen Comments Form and submit it to the recording secretary prior to the start of the Board meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the Board cannot discuss issues raised or make any decision at this time.*

D. CONSENT AGENDA - *All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.*

1. Approval of Minutes from March 10, 2025.

2. Approval of Minutes from April 1, 2025.

E. PRESENTATIONS

3. Post Easter Egg hunt Update presented by W. Randle.

4. Post Great American Clean Up Update presented by W. Randle.

5. Park & Recreation Board Ordinances, Roles and Responsibilities presented by W. Randle.

F. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the Board reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

6. Discuss and Consider Back-to-School Event.

7. Discuss and Consider Fall Festival 2025.

G. ITEMS OF COMMUNITY INTEREST

8. Yard of the Month. The deadline to submit nominations is the 5th of every month.

9. Hutchins Big Event October 11, 2025.

10. Back-to-School Event August 2, 2025. Campbell Park.

H. ADJOURN

CERTIFICATION

I certify that a copy of the June 03 2025 agenda of items to be considered by the Parks & Recreation Board was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on May 03, 2025 before 6:00 p.m.

Wanda Randle

Wanda Randle
Staff Liaison

ACCESSIBILITY STATEMENT

The meeting location is wheelchair accessible from the front door. Request for special services must be received at least 48 hours in advance of scheduled meeting. For assistance, please call the office of the City Secretary at 972-225-6121 or email the City Secretary at colquin@cityofhutchins.org



**CITY OF HUTCHINS
CALLED PARKS & RECREATION BOARD MEETING
MINUTES**

**Monday, March 10, 2025 at 6:00 PM
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Called Meeting of the Parks & Recreation Board to be held on Monday, March 10, 2025 at 6:00 PM located at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Chair, B. Campbell called the meeting to order at 6:00 PM and announced a quorum.

PRESENT

- B. Campbell
- C. Gardner
- M. Carmona
- H. Gilliam

ABSENT

- D. Odom
- D. Coleman
- A. McCowan

B. INVOCATION AND PLEDGE OF ALLEGIANCE

H. Gilliam led the invocation, and M. Carmona led the Pledge of Allegiance.

C. CITIZEN COMMENTS - None

D. CONSENT AGENDA - All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.

2. Approval of Minutes from February 4, 2025.

H. Gilliam motioned to approve the minutes from February 4, 2025, and C. Gardner seconded the motion. All in favor, motion passed.

Voting Yea: B. Campbell, C. Gardner, H. Gilliam, and M. Carmona.

Voting Nay: 0

E. PRESENTATIONS

3. Easter Egg Hunt Presentation presented by W. Randle.

The Board agreed to proceed with the Easter Egg Hunt from their January recommendations, with the following changes:

- Bounce house will be provided, secured by M. Carmona.
- Eggs will be donated by local businesses, secured by M. Carmona.
- Ice Cream will be donated by local businesses, secured by M. Carmona.

The Board decided to proceed with the purchase of golden egg prizes. These prizes will include three seven-inch tablets and three ten-inch tablets, along with two bubble machines and two containers of bubble mix. Additionally, the Board has chosen to hire Jason's Deli as the food vendor, ordering 150 boxes of lunches.

F. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the Board reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

4. Discuss and Consider Back to School Event 2025.

The Board gave instructions to move forward with the Back-to-School Event with key events remaining the same as last year. The Women’s Roofing Association agreed to donate 100 filled backpacks and 50 unfilled. The board gave directions to have a total of 200 backpacks. The board chose to have a food vendor, dental, and possibly offer haircuts.

H. Gilliam motioned to approve; C. Gardner seconded the motion. All in favor, motion passed.

Voting Yea: B. Campbell, C. Gardner, M. Carmona, and H. Gilliam.

Voting Nay: 0

G. ITEMS OF COMMUNITY INTEREST

Chair, B. Campbell announced the items of Community Interest.

H. ADJOURN

H. Gilliam motioned to adjourn the meeting, and C. Gardner seconded the motion. All in favor, motion passed. Meeting adjourned at 6:30 PM.

Voting Yea: B. Campbell, C. Gardner, M. Carmona, and H. Gilliam.

Voting Nay: 0

APPROVED:

Chair, Brenda Campbell

ATTEST:

Wanda Randle
Staff Liaison



**CITY OF HUTCHINS
PARKS & RECREATION BOARD MEETING
MINUTES**

**Tuesday, April 01, 2025 at 6:30 PM
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Parks & Recreation Board to be held on Tuesday, April 01, 2025 at 6:30 PM located at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Chair, B. Campbell called the meeting to order at 6:30PM and announced a quorum.

PRESENT

- B. Campbell
- C. Gardner
- H. Gilliam
- M. Carmona
- D. Odom

ABSENT

- D. Coleman
- A. McCowan

B. INVOCATION AND PLEDGE OF ALLEGIANCE

H. Gilliam led the invocation, and M. Carmona led the Pledge of Allegiance.

C. CITIZEN COMMENTS -None

D. CONSENT AGENDA - All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.

1. Approval of Minutes from Called Meeting March 10, 2025

W. Randle asked the board to table the March 10, 2025 minutes. H. Gilliam motioned to remove the minutes from discussion and table until the next meeting, D. Odom seconded the motion. All in favor, motion passed.

Voting Yea: B. Campbell, C. Gardner, M. Carmona, S. Odom, and H. Gilliam.

Voting Nay: 0

E. PRESENTATIONS

2. Easter Egg Hunt Update

W. Randle confirmed that all Easter eggs, bubble machines, and tablets have been ordered as requested by the Board. Additionally, an order for food has been placed with Jason's Deli, as requested by the Board.

Volunteers are needed to hide the eggs, monitor the prizes and bounce house, and distribute the food. W. Randle mentioned that the location for the bounce house needs to be determined, and if a generator is required, she can request one.

She also informed the Board that this year's Easter Egg Hunt has been scaled down compared to last year's event. M. Carmona advised that she was able to secure one bounce house for The Easter Egg Hunt.

M. Carmona advised that she was able to secure the vendor to provide either ice cream or popsicles.

M. Carmona advised that she was available to hide eggs, distribute bracelets.

D. Odom advised that he was available to hide Easter Eggs.

C. Gardner and H. Gilliam advised that she would not be available for the event.

B. Campbell advised she could be placed anywhere help was needed.

3. Arbor Day Update

W. Randle reported that Arbor Day was a huge success, with many volunteers showing up to assist the Board. The KHB Board successfully planted 20 peach trees: 15 at Campbell Park and 5 at MLK Park.

F. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the Board reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

4. Discuss and Consider the Back-to-School Event.

The board voted to keep the same components for the Back-to-School event as last year. This will include filled backpacks, dental education, food sales, snow cones, games, and family baskets.

Additionally, the board agreed to hire Kona Ice to provide snow cones and decided that family game night baskets would be a better option than movie night baskets. Furthermore, the board opted not to offer haircuts during the event.

H. Gilliam motioned to approve; D. Odom seconded the motion. All in favor, motion passed.

Voting Yea: B. Campbell, C. Gardner, M. Carmona, D. Odom, and H. Gilliam

Voting Nay: 0

G. ITEMS OF COMMUNITY INTEREST

Chair, B. Campbell announced the items of Community Interest.

H. ADJOURN

D. Odom motioned to adjourn the meeting at 7:30 PM, C. Gardner seconded the motion. All in favor, motion passed.

Voting Yea: D. Odom, C. Gardner, H. Gilliam, M. Carmona, and B. Campbell.

Voting Nae: 0

APPROVED:

Chair, Brenda Coleman

ATTEST:

Staff Liaison, Wanda Randle

DIVISION 2
Parks and Recreation Board

§ 1.11.031. Mission statement.

A park and recreation board is hereby organized in accordance with chapter 332 of the Local Government Code of Texas in order to accomplish the following purposes:

- (1) To serve in an advisory capacity to the city council, in the acquisition, development, improvement, equipment and maintenance of all parks, public playgrounds, athletic fields, community centers, senior citizen centers and other recreation facilities and activities on any of the properties owned or controlled by the city.
- (2) To recommend to council programs, policies and ordinances that will benefit and promote the leisure and recreational needs of the community.
- (3) Seek to promote close cooperation between the city and all private citizens, institutions, agencies and associations interested in or conducting recreational activities, to the end that all recreational resources within the city may be coordinated to secure the greatest public welfare.
- (4) Coordinate with the city administrator or his designee: all matters of an administrative or personnel nature requiring the attention of the chief administrative officer; a plan outline of development of any new parks and playgrounds, for council approval; and all matters of a budgetary nature, related to park and recreational matters.

(Ordinance 625, sec. I, adopted 5/22/95)

§ 1.11.032. Membership and appointment.

The park and recreation board shall be composed of five (5) qualified electors and two alternates of the city. The city council will consider for appointment to the board only those persons who have demonstrated their civic interest, personal knowledge of the community, independent judgment, interest in park and recreation program planning and availability to prepare for and attend meetings. It is the intent of the city council that members shall, by reason of diversity of their individual occupations, constitute a board which is broadly representative of the community.

(Ordinance 625, sec. II, adopted 5/22/95)

§ 1.11.033. Terms of office.

- (a) The terms of two (2) of the members and one (1) of the alternates shall expire on the first Monday in June of each odd-numbered year and the terms of three (3) of the members and one (1) of the alternates shall expire on the first Monday in June of each even-numbered year. The members of the board shall be identified by place numbers one (1) through five (5) and alternates shall be identified by place numbers A1 and A2. The odd-numbered places shall expire in the odd-numbered years; the even-numbered places shall expire in the even-numbered years. Places 1, 3, 5, and A1 shall be for two-year terms beginning in 1995 and expiring in odd-numbered years thereafter; places 2, 4, and A2 shall be for a one-year term expiring in 1996 and expiring in even-numbered years thereafter.

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- (b) Vacancies shall be filled for unexpired terms by the alternate whose term runs concurrently with that of the vacancy to be filled. Newly appointed members shall be installed at the first regular board meeting after their appointment. The city council may remove a board member for cause on a written charge.

(Ordinance 625, sec. III, adopted 5/22/95; Ordinance 2019-1079 adopted 5/6/19)

§ 1.11.034. Organization.

- (a) The board shall hold an organizational meeting on the fourth Tuesday in July of each year, or soon thereafter as practicable, and shall elect a chair and vice-chair from among its members before proceeding to any other matters of business. The same person may not serve any longer than three (3) consecutive years as the chairperson.
- (b) A staff representative may be assigned by the city administrator of the city who will work with the board as secretary or a secretary for the board may be elected by the board members. The board shall meet regularly on the first Tuesday of each month at city hall. The board shall adhere to the park and recreation board rules of procedure as adopted by council and keep a record of its proceedings consistent with the provisions of this division and the requirements of law.

(Ordinance 670, sec. I, adopted 8/18/97; Ordinance 2019-1079 adopted 5/6/19)

§ 1.11.035. Duties and responsibilities.

The park and recreation board is hereby charged with the duty and invested with the authority to:

- (1) Under council direction, will review and recommend rules, procedures and ordinances, for consideration by the city administrator, relating to the management of a public park and recreation program.
- (2) The board shall provide recommendations to the city administrator, on behalf of council, on ordinances governing the conduct on public playgrounds, athletic field, recreation centers, community and senior center, concession rights, and other recreational facilities and activities on any of the properties owned or controlled by the city, or on properties controlled by the city with the consent of the owners or authorities thereof.
- (3) In accordance with administrative policies and procedures established by the city administrator, the board may solicit or receive any gifts or bequests of money or other personal property, or any donations to be applied, principal or income, for either temporary or permanent use for playgrounds or other recreational purposes.
- (4) The board shall, with the approval of the city administrator, on behalf of the council, coordinate recreational activities that employ the leisure time of the citizenry in a constructive and wholesome manner.
- (5) Prepare, submit, and review on an annual basis with the city administrator, recommendations to council for a five-year capital improvements plan.
- (6) Submit on October 1st of each year a progress report to the city council summarizing its activities, major accomplishments for the past year, and a proposed work program for the coming year. The report shall contain for the year the attendance record of all members and

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the identity of board officers.

- (7) The board, at the direction of the council, shall study, hold public hearings and submit reports on any topics pertaining to recreational and leisure program planning that the council deems appropriate.
- (8) The board shall forward recommendations to the city administrator, on behalf of the council, with regards to the park and recreation budget.
(Ordinance 625, sec. V, adopted 5/22/95)

§ 1.11.036. Meeting and quorum.

A quorum for the conduct of business shall consist of three (3) members of the board. The members of the board shall regularly attend meetings and public hearing of the board and shall serve without compensation. Three (3) consecutive unexcused absences or absence from three (3) meetings in any six-month period shall constitute grounds for dismissal.
(Ordinance 625, sec. VI, adopted 5/22/95)

§ 1.11.037. Commission actions.

- (a) A motion may be made by any member other than the presiding officer.
- (b) A motion to approve any matter before the board or to recommend approval of any request requiring council action shall require three (3) favorable votes. When fewer than all the members are present for the voting and when all motions fail to carry by three (3) votes, consideration of the motion shall be continued to the next regular meeting upon motion carried by a majority of those present. Failure of the board to secure three (3) concurring votes to approve or recommend approval at said next regular meeting shall be recorded in the minutes as a denial of the proposal under this rule.
(Ordinance 625, sec. VII, adopted 5/22/95)

§ 1.11.038. Disqualification from voting.

A member shall disqualify himself from voting whenever he finds that he has a personal or monetary interest in the matter under discussion, or that he will be directly affected by the decision of the board.
(Ordinance 625, sec. VIII, adopted 5/22/95)

§ 1.11.039. through § 1.11.060. (Reserved)