



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

**Monday, October 14, 2024 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 Monday, October 14, 2024 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

Roll Call

Invocation

Pledge of Allegiance

B. 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.*

C. 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 September 4, 2024

D. PRESENTATIONS

2. Christmas Event

3. FY2025 Outline

E. 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.*

F. ITEMS OF COMMUNITY INTEREST

4. Community Christmas Event December 14, 2024 Noon until 3PM

G. ADJOURN

CERTIFICATION

I certify that a copy of the October 14, 2024 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 October 10, 2024 before 6:00 p.m.



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
PARKS & RECREATION BOARD MEETING
MINUTES**

**Wednesday, September 04, 2024 at 6:30 PM
Hutchins Community Center, 500 W. Hickman 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 Wednesday, September 04, 2024 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.

Board Members

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

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT - Called to order by C. Gardner at 6:30 PM

1. Roll Call – **C Gardner**
2. Invocation – **D. Odom**
3. Pledge of Allegiance – **D. Coleman**

Absent: **B. Campbell, C. Fisher, and A. McCowan.**

B. 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.* **None**

C. 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 August 6, 2024 - **First motion to approve H. Gilliam, Seconded by D. Odom and all in favor**

D. PRESENTATIONS

2. W. Randle will provide an update on the Fall Festival and Community Christmas Event.

W. Randle updated the board on Fall Fest and Community Christmas event. The board all agreed with the plan.

E. **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.*

- 3. Discuss and consider the appointment of KHB board positions – **H. Gilliam motioned to approve, D. Odom seconded the motion, and all were in favor of approval of appointments**
- 4. Discuss and consider 2024-2025 Events – **D. Coleman requested that the city explore the wrestling match and hoop it up. W. Randle will research.**

F. **ITEMS OF COMMUNITY INTEREST**

- 5. Fall Festival October 12, 2024. Campbell Park 12 PM - 3:00 PM

G. **ADJOURN** – The meeting adjourned at 7:11 PM. H, Guilliam motioned to end the meeting, D. Odom second motion and all were in favor.

APPROVED:

Brenda Campbell, President

ATTEST:

Wanda Randle
Staff Liaison

Parks & Recreation 2024 Christmas Holiday Event Options



ACTIVITIES

Section D, Item2.

- Polar Express Train
- Christmas Concert Church/Highschool
- Live DJ
- Line Dancing
- Photo 360 with Santa
- Treats
- Santa on Motorcycles or classic cars
- Tamales food truck
- Smores station
- Cookies & Hot chocolate
- Toys



Estimate of Cost

Section D, Item2.

- Polar Express Train \$950 for 3 hours with one staff to drive train
- Christmas Concert Church/Highschool..... \$free
- Live DJ.....\$300
- Line Dancing.. No cost
- Photo 360 with Santa.....\$285
- Treats Fee associated



Estimate of Cost continued

Section D, Item2.

- Tamales food truck \$ Will pay a deposit that we will negotiate and patrons will purchase.
- Santa on Motorcycles or classic cars Free
- Tamales food truck \$ Will pay a deposit that we will negotiate and patrons will purchas
- Smores station Fee associated
- Cookies & Hot chocolate Will try to partner with La Mancha Coffee. Fee Associated with this
- Toys Donated





Section D, Item2.





Section D, Item2.



