



**CITY OF HUTCHINS
PARKS & RECREATION BOARD MEETING
AGENDA
Wednesday, September 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, September 03, 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.

Board Members

- Chair, Brenda Campbell
- Vice Chair, Cecile Gardner
- Board Member, Miriam Carmona
- 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

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 August 5, 2025.

E. PRESENTATIONS

- 2. Christmas Parade 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.*

3. Discuss and consider Fall Festival presented by W. Randle.
4. Discuss and consider the Christmas Parade presented by W. Randle

G. ITEMS OF COMMUNITY INTEREST

5. Yard of the Month. (Ongoing) The deadline to submit nominations is the 5th of every month.
6. Hispanic Heritage Month Celebration. September 18, 2025 500 W. Hickman 4:00PM - 7PM
7. Fall Fest October 11, 2025. 200 S. Denton St. Noon to 3:30PM.
8. Hutchins' Big Event. October 11th 500 W. Hickman 7:30AM - 11:30AM.
9. Christmas Parade. December 13th at Campbell Park. Noon - 4PM.

H. ADJOURN

CERTIFICATION

I certify that a copy of the September 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 August 29, 2025 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
Tuesday, August 05, 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, August 5, 2025 at 6:30PM 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	Absent
B.Campbell	M. Carmona
C.Gardner	A.McCowan
H.Gilliam	
D.Odom	
D.Coleman	

B. INVOCATION AND PLEDGE OF ALLEGIANCE

H. Gilliam led the invocation, and C.Gardner led the invocation.

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 July 1, 2025

D.Odom motioned to approve the minutes from July 1, 2025, and H. Gilliam seconded the motion. All in favor, motion passed.

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

Voting Nay: 0

E. PRESENTATIONS

2. Post Back to School Review presented by W. Randle.

W. Randle noted that with the help of the DFW Women’s Roofing Association, the Board was able to distribute over 200 filled backpacks. The DFW Women’s Roofing Association contributed 150 filled backpacks and 50 empty backpacks, while the Park Board purchased 50 filled backpacks. The remaining empty backpacks have been placed at the library for distribution to the community on an as-needed basis. American National Bank donated \$5,000, which was used to purchase five touchscreen laptops, two iPads, and 150 STEM kits. Atwell Library supplied planners and dictionaries. W. Randle requested feedback on the event, and H. Gilliam shared that he felt the Back-to-School event was a success. The only input from patrons was that they didn’t understand that items were in separate areas.

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.*

3. Discuss and consider Fall Festival.

W. Randle noted that in previous years, the Board has organized activities such as a game truck, a golden pumpkin contest, a costume contest, music, a scavenger hunt, food, and face painting. She asked the Board whether they would like to maintain these traditional activities or explore new options.

D. Coleman suggested adding a wrestling match to the lineup. W. Randle responded that they could try it out at the Fall Fest to see how the community reacts. D. Odom proposed including a car show as well. W. Randle agreed that a car show could be a good idea but asked who would be willing to volunteer to lead that initiative.

H. Gilliam expressed a preference to keep the Fall Festival consistent with past events. He then motioned to retain the festival's traditional format while also researching the possibility of adding a wrestling match. D. Odom seconded the motion. The majority voted in favor, and the motion passed.

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

Voting Nay: 0

4. Discuss and consider the Christmas Parade.

W. Randle stated that the Board will need to provide directions on how to proceed with the Christmas Parade. She mentioned that the feedback received in 2023 regarding the parade was underwhelming, and the Board must decide on the next steps.

D. Odom suggested considering a change in the parade route, proposing that it start at Campbell Park. Additionally, D. Odom recommended checking with Lancaster, Wilmer, or Ferris to explore the possibility of combining their parade with Hutchins.

D. Coleman proposed offering a trophy for the best float to encourage greater participation. W. Randle noted that the Board should have a proposal for the Christmas Parade ready by the next meeting in September.

G. ITEMS OF COMMUNITY INTEREST

- 5. **Yard of the Month (Ongoing), the deadline for submitting nominations is the 5th of every month.**
- 6. **Hutchins' Big Event October 11, 2025. 7:30AM to 11:30AM.**
- 7. **Hutchins Fall Festival October 11, 2025 Noon – 3:30PM**
- 8. **Hispanic Heritage Celebration. September 18, 2025 500 W. Hickman 4:30PM – 7PM>**

H. ADJOURN

H. Gilliam motioned to adjourn the meeting, and C. Gardner seconded the motion. All in favor, motion passed. Meeting adjourned at 7:33pm.

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

Voting Nay: 0

APPROVED:

Chair, Brenda Coleman

ATTEST:

Wanda Randle
Staff Liaison

Here's an outline for your city's Christmas Parade on Saturday, December 13th, with activities planned from 12:00 PM to 4:00 PM:

City Christmas Parade Outline

Date: December 13, 2025

Time: 12:00 PM - 4:00 PM

Starting Point: Wilmer Hutchins High School (route map in progress will be ready for September board meeting)

Ending Point: Campbell Park

Event Highlights:

1. Christmas Parade - A festive parade featuring floats, local organizations, community groups, and holiday-themed displays.
2. Christmas Party at Campbell Park - A gathering at the park following the parade, filled with activities for families and children.
3. Toy Giveaway - Distribution of toys to children in need, ensuring everyone has a special gift for the holiday season. (We need to select age range and park board members to get toy donations)
4. Free Food - Complimentary food options available for attendees, including holiday treats and beverages.
5. Live Performances - Local bands, choirs, and performers showcasing holiday music and entertainment throughout the event.
6. Pictures with Santa - A designated area for children and families to take photos with Santa Claus.
7. Car Show - A display of classic and festive vehicles, inviting car enthusiasts to showcase their rides. (Need Park Board Volunteer to take the lead on securing car clubs to participate)

Schedule:

- 12:00 PM: Parade Begins at Wilmer Hutchins High School
- 12:00 PM - 1:00 PM: Parade Route to Campbell Park
- 1:00 PM: Arrival at Campbell Park, Christmas Party Begins

- 1:15 PM - 3:30 PM:** Activities (Toy Giveaway, Free Food, Live Performances, Pictures with Santa)

- 2:30 PM - 3:30 PM: Car Show

- 3:45 PM: Last call for Pictures with Santa

- 4:00 PM: Event Ends

Additional Notes:

-Volunteers Needed: Call for volunteers to assist with the parade, setup, and management of activities.

- Safety Measures: Ensure appropriate safety protocols are in place for food handling and crowd management.

- Promotional Materials: Prepare flyers and social media promotions to advertise the parade and festivities in advance.