



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

**Tuesday, May 06, 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, May 06, 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, 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 Fall Festival 2025.
7. Discuss and consider a date for the Back-to-School Event.

**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 TBD

**H. ADJOURN**

**CERTIFICATION**

I certify that a copy of the May 06, 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](http://www.cityofhutchins.org), in accordance with Chapter 551 of the Texas Government Code. Posted on May 02, 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](mailto: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**