



**CITY OF HUTCHINS
CALLED CITY COUNCIL MEETING
AGENDA**

**Monday, June 08, 2026 at 6:30 PM
City Hall - Council Chamber, 400 N. JJ Lemmon Road**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Called Council Meeting of the Hutchins City Council to be held on Monday, June 8, 2026 at 6:30 p.m. at Hutchins City Hall Council Chambers, 400 N. JJ Lemmon Road, Hutchins, Texas, at which time the following items will be discussed and considered.

City Council Members

- Mayor Mario Vasquez
- Mayor Pro Tem Steve Nichols
- Councilmember Brenda Campbell
- Councilmember Raymond Elmore
- Councilmember Demarcus Odom
- Councilmember America Rodriguez

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 City Council on any matter that is not posted on the agenda. Anyone wishing to address the City Council should complete a Citizen Comments Form and submit it to the City Secretary prior to the start of the City Council meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the City Council 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 Council. Each Council member has the opportunity of removing an item from this agenda so that it may be considered separately.*

- 1. Consider approval of city council meeting minutes May 12, 2026. Presented by Cynthia Olguin, City Secretary

E. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the City Council 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.*

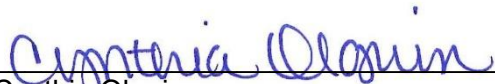
- 2. Discuss and consider a Resolution APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND _____ FOR PROFESSIONAL SERVICES TO LEAD THE CREATION OF THE PARKS, RECREATION, AND SPECIAL EVENTS MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$175,000; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by Katherine Lindsey, Assistant to the City Administrator.
Resolution R2026-1344

3. Discuss and consider naming the Recreation Center and Library Building in the honor of Council Member Raymond Elmore.

F. ADJOURN

CERTIFICATION

I certify that a copy of the June 8, 2026, agenda of items to be considered by the Hutchins City Council was posted at City Hall and to the City's website_www.cityofhutchinstx.gov, in accordance with Chapter 551 of the Texas Government Code. Posted on Tuesday, June 2, 2026.



Cynthia Olguin
City Secretary



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 colguin@cityofhutchinstx.gov.



STAFF REPORT

MEETING DATE:	June 8, 2026
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Consider approval of city council meeting minutes May 12, 2026. Presented by Cynthia Olguin, City Secretary

Background Information

Consider approval of the meeting minutes:

- May 12, 2026, Regular Council Meeting & Election Matters

Budget Implications: N/A

Operational Impact: N/A

Legal Review: N/A

Staff Recommendation

Staff recommends approval of the minutes.

Supporting Documentation and Attachments



**CITY OF HUTCHINS
CITY COUNCIL MEETING AND ELECTION MATTERS
MINUTES**

**Tuesday, May 12, 2026
Work Session at 5:30 PM and Regular Meeting at 6:30 PM
City Hall - Council Chamber, 400 N. JJ Lemmon Road**

A Work Session and Regular Meeting at 6:30 p.m. on Tuesday, May 12, 2026, at which time the following items were discussed and considered.

A. WORK SESSION

Mayor Vasquez opened the Work Session at 5:30 p.m.

- 1. Conduct an interview with Stantec Consulting Services, Inc. in relation to choosing a firm to create the Parks, Recreation, and Special Events Master Plan. Presented by: Stantec Consulting Services, Inc.**

Tania Hernandez, Project Manager with Stantec Consulting Services Inc., introduced the project team, including Brad Cowan, Principal in Charge, and Noah Burke, Deputy Project Manager. Ms. Hernandez also provided a brief overview of Stantec's experience, highlighting the firm's work throughout Texas, including grants secured, acres of parkland planned and developed, and park and recreation master plans completed and implemented.

Brad Cowan discussed the city's growth and the opportunity to create a connected parks and recreation system that will grow with the community. He emphasized the importance of improving quality of life by connecting parks to people, neighborhoods to parks, and residents through an accessible and user-friendly network for all residents of Hutchins.

The team outlined key priorities for the project, including understanding Hutchins, presenting Stantec's approach, planning with the community through public engagement, and developing practical deliverables that meet the city's needs. Mr. Cowan stressed that the master plan must be practical, achievable, and realistic.

The team addressed the questions on grants and noted their Funding and Grants Specialist can assist the city in identifying grant opportunities and provide support throughout the grant application process.

Mr. Cowan also addressed how the proposed Parks and Recreation Center would fit into the master plan. He explained that the facility would be evaluated as part of the overall parks and recreation system to ensure it supports the city's long-term goals and connects with existing and future amenities.

Noah Burke discussed the development of a signature community event. He stated that the event would be created with input from the City Council and the community and should reflect the

identity of Hutchins. The goal is to establish a signature event that defines the city and brings the community together.

Mr. Burke clarified that the timeline for completing a master plan for a city the size of Hutchins is approximately nine months. He noted that once the contract is awarded, the team will immediately begin work and move forward on multiple tasks simultaneously to keep the project on schedule.

2. Conduct an interview with Burditt Consultants, LLC in relation to choosing a firm to create the Parks, Recreation, and Special Events Master Plan. Presented by: Burditt Consultants, LLC

Paul Howard, Director of Park Planning with Burditt Consultants, LLC, introduced Scott Perry, Director of Recreation Planning, and provided an overview of the firm’s approach. He emphasized the firm’s focus on community driven planning, identifying opportunities and challenges, respecting land and natural resources, meeting the recreation needs of residents and visitors, and enhancing overall quality of life in the community.

Scott Perry visited Hutchins in March and spent approximately six hours walking through the city’s four parks and speaking with residents. He noted Campbell Park as the primary location for city events and movies in the park and observed that Skyline Park was well-visited during his time there. His assessment indicated that the parks system has maintenance needs, including aging equipment and areas requiring ongoing attention, but also significant potential for improvement and creativity. He highlighted opportunities to enhance connections between the new recreation center facility, Sunrise Park, and the elementary school. He acknowledged that Hutchins is already making positive progress and building momentum in its parks and recreation system. Councilmember Odom commended Mr. Perry for taking the time to spend the day in Hutchins and visiting with the residents.

Mr. Howard described the project’s implementation approach and emphasized the importance of strong community engagement, including the use of surveys, pop-up events, and advertisements. He explained that the plan will include project concepts designed for incremental implementation, allowing the city to pursue smaller, phased improvements over time if needed. Each concept will include a detailed probable cost with line-item breakdowns to support budgeting and phased execution.

He also noted that the plan will include an inventory of existing assets, equipment, and property, along with evaluation of improvement options. In addition, the plan will provide staffing recommendations for operations and maintenance of facilities, as well as programming strategies for all users. This will include opportunities to repurpose older facilities for community meeting spaces or use by civic and nonprofit organizations.

The team stated that the overall project timeline is approximately 6–7 months, with a commitment to “hit the ground running” immediately upon notice to proceed. The team also noted flexibility in the schedule to speed up the process or extend the timeline as needed depending on priorities and direction of staff and the city council.

The team answered questions regarding grant opportunities and suggested adopting the Master Plan formally by resolution and filing the approved plan with the Texas Parks and Wildlife Department for future grants and scoring for having an approved plan on file.

Mayor Vasquez closed the Work Session at 6:31 p.m.

B. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Vasquez called the meeting to order at 6:33 p.m. and announced a quorum.

PRESENT

- Mayor Mario Vasquez
- Mayor Pro Tem Steve Nichols
- Councilmember Raymond Elmore
- Councilmember Brenda Campbell
- Councilmember Demarcus Odom
- Councilmember America Rodriguez

C. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Campbell gave the invocation, and Councilmember Rodriguez led the pledge of allegiance.

D. ELECTION MATTERS

3. Discuss and consider a Resolution of the City of Hutchins, Texas Canvassing the Returns of May 2, 2026, General Election to Elect the Mayor and Two Council Members At Large. Presented by Cynthia Olguin, City Secretary Resolution R2026-05-1343

Councilmember Nichols made a motion seconded by Councilmember Elmore to approve Resolution R2026-05-1343. All in favor, the motion carried.

For: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

4. Issue Statements of Officer and administer Oaths of Office to newly elected Councilmembers. Presented by Cynthia Olguin, City Secretary

The Honorable Cass Calloway issued the Statements of Officer and administered the Oaths of Office to Mario Vasquez, Brenda Campbell and Steve Nichols. Following the oaths, Mayor Vasquez, Councilwoman Campbell, and Councilman Nichols took their seat on the dais.

5. Discuss and consider the appointment of Mayor Pro Tem for a one-year term. Presented by Cynthia Olguin, City Secretary

The motion was made by Councilmember Rodriguez and seconded by Councilmember Elmore to appoint Steve Nichols as Mayor Pro Tem for 2026-2027. All in favor, the motion passed.

For: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

E. CITIZEN COMMENTS - None

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

6. Consider approval of city council meeting minutes for April 2026. Presented by Cynthia Olguin, City Secretary

The motion was made by Councilmember Nicholes and seconded by Councilmember Campbell to approve the consent agenda as presented. All in favor, the motion passed.

For: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

G. PRESENTATIONS

7. Introduction of new employees. Presented by Steve Perry, Police Chief

Chief Perry introduced the newly appointed Animal Control Officer, Angela Silva and Christanya Nold as a police officer.

8. Financial Audit Report. Presented by: BrooksWatson & Co., Certified Public Accountants

Louis Breedlove, Senior Audit Manager with Brooks and Watson, presented a summary of the annual financial audit. Mr. Breedlove stated that the Senate Bill approved last year requires all cities to issue their audits by the end of March. They were able to get an opinion out on time, but they had to finalize and wrap up the complete report which they are presenting tonight along with a clean audit opinion, referred to as an unmodified opinion, which is the highest level of assurance that an audit firm can provide.

H. REGULAR AGENDA - As authorized by Section 551.071 of the Texas Government Code, the City Council 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.

9. Trout road traffic study. Presented by: Steve Perry, Police Chief

Chief Perry presented the results of a traffic study conducted on Trout Road and addressed whether the intersection at Dowdy Ferry Road requires additional traffic control, as directed by the City Council on March 16, 2026.

The city contracted Kimley-Horn to evaluate Trout Road between Dowdy Ferry Road and Wintergreen Road in response to resident concerns regarding speeding. Kimley-Horn reviewed traffic data and field conditions and issued recommendations aimed at improving roadway safety.

Recommended Improvements:

- 1. Installation of six (6) speed humps with associated signage, spaced approximately 500 feet apart. Cost: 6 @ \$1,500 per speed hump. Total: \$9,000
- 2. High-visibility center striping along Trout Road. Cost: \$600
- 3. Installation of a flashing stop sign at the intersection of Trout Road and Wintergreen Road. Cost: \$2,600

Total Estimated Cost: \$12,200

The Council directed Chief Perry to proceed with the recommended safety improvements.

10. Discuss and consider a Resolution APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND _____ FOR PROFESSIONAL SERVICES TO LEAD THE CREATION OF THE PARKS, RECREATION, AND SPECIAL EVENTS MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$175,000; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by Katherine Lindsey, Assistant to the City Administrator

Resolution R2026-05-1344

The motion was made by Councilmember Nicholes and seconded by Councilmember Elmore to table the item until June 1. All in favor, the motion passed.

For: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez

I. EXECUTIVE SESSION

- 11. Pursuant to Chapter 551, Subchapter D, Texas Government Code in accordance with the authority contained in §551.087. Deliberation regarding economic development negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision to a business prospect: 1) 950 South Interstate 45. Presented by: Guy Brown HEDC Executive Director**
- 12. Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.**

Mayor Vasquez moved the council into Executive Session at 7:29 p.m.

J. RECONVENE INTO REGULAR SESSION

The council reconvened the Regular Session at 8:01 p.m. with no action taken.

- 13. Action, if any, as a result of Executive Session: Deliberation regarding Chapter 551, Subchapter D, Texas Government Code, in accordance with the authority contained in §551.087. Deliberation regarding economic development negotiations. 950 South Interstate 45.**

Councilmember Nichols made the motion seconded by Councilmember Elmore to approve an amended and restated Tax Abatement Agreement between the city and Majestic Realty Co., concerning property located at 950 S. I45 and authorize the City Manager to execute the agreement and any related documents. All in favor, the motion carried.

For: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- 14. Action, if any, as a result of Executive Session: Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.**

Councilmember Nichols made the motion seconded by Councilmember Campbell to authorize the city administrator to negotiate and execute a purchase and sale agreement for the purchase of Lots 17-20, Block 9, Original Town of Hutchins Addition, City of Hutchins, Dallas County, Texas, commonly known as 210 West Dallas, Hutchins, Texas, in consideration of a purchase price of \$90,000.00, plus payment of all related closing costs. The city administrator is further authorized to execute on behalf of the City such

additional closing documents as may be required by such agreement and the title company as necessary to close this transaction. All in favor, the motion carried.

For: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

K. ITEMS OF COMMUNITY INTEREST

15. City Secretary Olguin announced the items of community interest.

L. ADJOURN

Councilmember Elmore made the motion, seconded by Councilmember Nichols, to adjourn the meeting at 7:54 p.m. All in favor, the motion passed.

PASSED AND APPROVED BY HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 15th DAY OF JUNE 2026.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



STAFF REPORT

MEETING DATE: June 8, 2026

MEETING TYPE: City Council

SUBMITTED BY: Katherine Lindsey, Assistant to the City Administrator

AGENDA CAPTION: Discuss and consider a Resolution APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND _____ FOR PROFESSIONAL SERVICES TO LEAD THE CREATION OF THE PARKS, RECREATION, AND SPECIAL EVENTS MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$175,000; AND PROVIDING FOR AN EFFECTIVE DATE.

Background Information

On February 16th, 2026 the City of Hutchins published an RFP for a firm to help create a Parks, Recreation, and Special Events Master Plan. The proposals received were evaluated and ranked by a committee of City staff members. The top four ranked firms were interviewed by City Council, their interview date and time determined by a hat draw, and are listed below. This is an opportunity for the City Council to decide which firm to award the contract to, and authorize the City Administrator to negotiate and execute the contract in an amount not to exceed \$175,000.

- PROS Consulting, Inc., April 20th from 5:30-6:00
- Brandstetter Carrol, Inc., April 20th from 6:00-6:30
- Stantec Consulting Services, Inc., May 12th from 5:00-6:00
- Burditt Consultants, LLC, May 12th from 6:00-6:30

Budget Implications

NA

Operational Impact

NA

Legal Review

The City Attorney approved the resolution.

Staff Recommendation

NA

Supporting Documentation and Attachments

NA

**CITY OF HUTCHINS
RESOLUTION R2026-06-1344**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND _____ FOR THE CREATION OF THE PARKS, RECREATION, AND SPECIAL EVENTS MASTER PLAN IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$175,000.00); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council approved funds in the FY 2026-2026 Annual Budget to hire a firm for the creation of a Parks, Recreation, and Special Events Master Plan; and

WHEREAS, RFP No. 2026-16-2026 “Parks, Recreation, and Special Events Master Plan” was issued on February 16, 2026 and the top four ranked firms were interviewed by the City Council; and

WHEREAS, the City Council of the City of Hutchins finds it in the best interest of the City of Hutchins to authorize the City Administrator to negotiate and execute a contract with _____ for the creation of the Parks, Recreation, and Special Events Master Plan in an amount not to exceed One Hundred Seventy-Five Thousand Dollars (\$175,000.00); and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF HUTCHINS, TEXAS, THAT:

SECTION 1. The City, acting through its governing body, hereby authorizes the City Administrator to negotiate and execute an agreement with _____. for the creation of the Parks, Recreation, and Special Events Master Plan in an amount not to exceed One Hundred Seventy-Five Thousand Dollars (\$175,000.00).

SECTION 2. This Resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas, this the 8th day of June, 2026.

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary
(05-04-2026: 4939-1413-0344, v. 1)