



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

**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.

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 July 1, 2025

E. PRESENTATIONS

2. Post Back to School Review 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.
4. Discuss and consider the Christmas Parade.

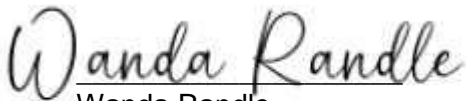
G. ITEMS OF COMMUNITY INTEREST

5. Yard of the Month (Ongoing), the deadline to submit nominations is the 5th of every month.
6. Hutchins' Big Event October 11, 2025. 8AM to 12PM.
7. Hutchins Fall Festival

H. ADJOURN

CERTIFICATION

I certify that a copy of the August 5, 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 July 1, 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, July 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, July 01, 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.

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

Absent

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

B. INVOCATION AND PLEDGE OF ALLEGIANCE

H. Gilliam led the Pledge of Allegiance, and C. Gardner led the invocation.

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. -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 March 10, 2025.

2. Approval of Minutes from April 1, 2025.

H. Gilliam motioned to approve the minutes from March 10, 2025 and April 1, 2025. C. Gardner seconded the motion. All in favor, motion passed.

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

Voting Nay: 0

E. PRESENTATIONS

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

W. Randle requested that the board postpone the presentation of the Park Board's Ordinances until the next meeting in August. All in favor to table.

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.

W. Randle announced that the Texas Women's Roofing Association will donate 150 filled backpacks along with an additional 50 empty backpacks. The Park Board has ordered 50 more filled backpacks. The back-to-school event will operate on a first-come, first-served basis and will cater to children from pre-K through 12th grade. In addition to the backpacks, there will be dental kits, family game night baskets, and a table from the library offering English and Spanish dictionaries.

W. Randle also mentioned that volunteers will be needed for the event. If Board members are unable to attend, they are encouraged to send volunteers to take their place. M. Carmona and H. Gilliam have requested to be listed as volunteers.

5. Discuss and Consider Fall Festival 2025.

W. Randle reminded the Board that the Fall Fest will take place on October 11th, coinciding with KHB's Hutchins' Big Event. KHB will be beautifying the city by placing trash receptacles and creating artwork. W. Randle encouraged the Board to consider their vision for the Fall Fest and to come back with ideas at the next meeting in August.

G. ITEMS OF COMMUNITY INTEREST

- 6. Yard of the Month. The deadline to submit nominations is the 5th of every month.
- 7. Hutchins Big Event October 11, 2025.
- 8. Back-to-School Event August 2, 2025. Campbell Park. Noon to 2:30 PM.
- 9. Fall Fest October 11, 2025 .

H. ADJOURN

H. Gilliam motioned to end the meeting, and M. Carmona seconded the motion. All in favor, motion passed. Meeting adjourned at 7:03PM.

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

Voting Nay: 0

APPROVED:

Chair, Brenda Coleman

ATTEST:

**Wanda Randle
Staff Liaison**