



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

**Tuesday, September 01, 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 Regular Meeting of the Parks & Recreation Board to be held on Tuesday, September , 2 2026 at 6: 30 PM located at Hutchins City Hall Council Chambers, 400 N JJ Lemmon Road, Hutchins, Texas, at which time the following items will be discussed and considered.

Board Members

Board Member, Vernon Pellum
Vice Chair, Cecile Gardner
Board Member, Brenda Campbell
Board Member, David Coleman
Board Member, Huell Gilliam
Alternate Board Member, Demarcus Odom
Alternate Board Member, Amber Medina

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 4, 2026.

E. PRESENTATIONS

2. Welcome new alternate board member Amber Medina.

3. Discuss the FY2026 Fall Festival presented by W. Randle.

4. Discuss the FY2026 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.*

5. Discuss and consider the appointment of V. Pellum as Chair presented by W. Randle.
6. Discuss and consider the outline for FY2027 presented by W. Randle.
7. Discuss and consider the final approval of the Christmas Parade presented by W. Randle.

G. ITEMS OF COMMUNITY INTEREST

Fall Festival October 10, 2026, 12Pm to 3:30PM

Christmas Parade December 12, 2026, 4:45PM to 7:30PM

KHB FY 2026 Initiatives

Fall Clean Sweep October 17, 2026, TBD

Yard of The Month (March - October)

H. ADJOURN

CERTIFICATION

I certify that a copy of the September 2, 2026 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 28, 2026 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 04, 2026 at 6:30 PM
City Hall - Council Chamber, 400 N. JJ Lemmon Road**

A Regular Meeting of the Hutchins Park & Recreation Board was held on Tuesday, August 4, 20236, at 6:30 PM at Hutchins City Hall Council Chambers, 400 N JJ Lemmon Road, Hutchins, Texas, at which time the following items were discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

B Campbell called the meeting to order at 6:33 PM and announced a quorum.

<u>Present</u>	<u>Absent</u>
B. Campbell	V. Pellum
C. Gardner	
D. Coleman	
H. Gilliam	
D. Odom	

B. INVOCATION AND PLEDGE OF ALLEGIANCE

H. Gilliam gave the invocation, and D. Odom led the pledge of allegiance.

C. CITIZEN COMMENTS - None

D. CONSENT AGENDA -

1. Approval of Minutes from July 8, 2026.

Motion made by D. Coleman and seconded by D. Odom to approve the minutes from July 8, 2026.
All in favor, motion passed.

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

Voting Nay: 0

E. PRESENTATIONS

2. Discuss the Post Back to School BBQ presented by W. Randle.

W. Randle advised the feedback received from sponsors was positive, and they would like to sponsor again. The Board agreed that the event was a success, and next year they will consider an indoor event.

F. REGULAR AGENDA

3. Discuss and consider the resignation of Brenda Campbell as Chair of the Parks and Recreation Board, presented by W. Randle.

H. Gilliam motioned to approve the resignation of B. Campbell as Chair, and C. Gardner seconded the motion. All in favor, motion passed.

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

Voting Nay: 0

4. Discuss and consider the appointment of a new Chair for the Parks and Recreation Board, presented by W. Randle.

C. Gardner moved to recommend V. Pllum as Chair, with a second by D. Odom. While the motion passed subject to V. Pllum's acceptance, the Board subsequently voted to table the matter until the September meeting.

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

Voting Nay: 0

5. Fall Festival update presented by W. Randle.

W. Randle reported that carnival rides have been added to the Fall Festival as directed by the Board. With the contract now approved, event planning can proceed. H. Gilliam moved to proceed with the proposed festival lineup, with additions: a scavenger hunt, carnival rides, a costume contest, a dessert contest, a Golden Pumpkin hunt, a trick-or-treat trail, and food options. C. Gardner seconded the motion. All in favor, motion passed.

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

Voting Nay: 0

6. Discuss and consider the FY2026 Christmas Parade presented by W. Randle.

W. Randle announced that a 12-minute fireworks show was approved and requested the Board's guidance regarding the Christmas Parade. D. Coleman moved to schedule the Christmas Parade so that it begins during the day and transitions into the fireworks display. H. Gilliam seconded the motion. All in favor, motion passed.

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

Voting Nay: 0

7. **Discuss and Consider Outline for FY2027 presented by W. Randle.**

The Board agreed to maintain the four established events for FY2027, but deferred deciding on resident registration for the Back-to-School event. The Board tabled the registration decision until the next meeting.

G. **ITEMS OF COMMUNITY INTEREST**

8.

Fall Festival October 10, 2026, 12PM to 3:30PM

Christmas Parade December 12, 2026, 4:45PM to 7:30PM

KHB FY 2026 Initiatives

Fall Clean Sweep October 17, 2026, TBD

Yard of The Month (March - October)

H. **ADJOURN**

Motion made to adjourn the meeting at 7:42 PM by H. Gilliam, and seconded by D. Coleman. All in favor, motion passed.

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

Voting Nay: 0

PASSED AND APPROVED BY THE PARK AND RECREATION BOARD AT A REGULAR MEETING HELD ON THE 1ST OF SEPTEMBER.

APPROVED:

Chair

ATTEST:

Liason, W. Randle

City of Hutchins
Christmas & Fireworks in the Park: A Christmas Spectacular
Proposal for Final Approval – Parks Department

Event Overview

The City of Hutchins Christmas & Fireworks in the Park: A Christmas Spectacular is a community holiday celebration featuring a parade, entertainment, tree lighting, refreshments, vendors, and a fireworks finale. The event aims to bring together families, local organizations, schools, businesses, and civic groups for a festive and inclusive holiday experience.

Event Theme

“City of Hutchins Christmas & Fireworks in the Park: A Christmas Spectacular”

Focus: *Where Holiday Spirit Meets Community Excellence.*

Local organizations will participate through decorated floats, stepping performances, walking groups, themed vehicles, and community service displays. Trophies will be awarded to the top three organizations.

Event Objectives

- Establish a signature annual holiday event
- Encourage local organization participation
- Showcase school and youth talent
- Increase Park attendance
- Support local food vendors
- Provide a family-friendly celebration
- Promote unity and civic pride

Event Flow

Parade (1.5 miles) – Local fraternities, sororities, organizations, decorated floats, vehicles, businesses, elected officials, marching band, drill team, and Santa.

Park Activities – Complimentary cookies, coffee, and cocoa; food vendors offering tacos, hot dogs, elotes, and additional options; holiday music and live entertainment.

Showcase – Stepping performances, Band, Drill team, float displays, crowd engagement; judged competition with 1st–3rd place trophies.

Tree Lighting Ceremony – Welcome remarks, countdown, and official tree lighting.

Grand Finale – Professionally choreographed 12-minute fireworks show.

Tentative Timeline

- 3:30 PM – Vendors open
- 4:00 PM – Entertainment begins
- 4:30 PM – Parade line-up
- 5:00 PM – Parade begins
- 6:15 PM – Parade arrives at park
- 6:20 PM – Food, music, Greek and Band Showcase

Sunset – Tree Lighting Ceremony
After lighting – Awards presentation
Following awards – Fireworks show

Community Partners

Parks Department, Police Department, Fire Department, Public Works, local schools, Greek-letter organizations, businesses, food vendors, community groups, and volunteers.

Expected Benefits

- Increased community engagement
- Greek organization involvement
- Youth talent showcase
- Support for local vendors
- Strengthened partnerships
- Enhanced Park visibility and community pride

Request for Approval

This outline was completed based on the directions provided by the Park Board. The Community Services Department respectfully requests approval from the Parks Department to proceed with finalizing the event and begin planning as written for Christmas & Fireworks in the Park: A Christmas Spectacular.