



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

**Tuesday, June 02, 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, June 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**

Chair, Brenda Campbell  
Vice Chair, Cecile Gardner  
Board Member, Vernon Pllum  
Board Member, David Coleman  
Board Member, Huell Gilliam  
Alternate Board Member, Demarcus Odom  
Alternate Board Member, Rafael Vargas

**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 May 5, 2026.

**E. PRESENTATIONS**

**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.*

2. Discuss and consider the outline of the FY2026 Back to School Bingo & BBQ presented by W. Randle.

3. Discuss and consider the outline of the FY2026 Fall Festival presented by W. Randle.
4. Discuss and consider the outline of the FY2026 Christmas Parade presented by W. Randle.

**G. ITEMS OF COMMUNITY INTEREST**

5. **6. Park Board FY2026**

Back to School Bingo & BBQ August 1, 2026, TBD

Fall Festival October 10, 2026, TBD

Christmas Parade December 12, 2026, TBD

**KHB FY 2026 Initiatives**

Life is Beautiful in Hutchins Mural Painting, July 18, 2026, TBD

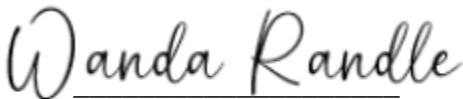
Fall Clean Sweep October 17, 2026, TBD

Yard of The Month (March - October)

**H. ADJOURN**

**CERTIFICATION**

I certify that a copy of the June 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](http://www.cityofhutchins.org), in accordance with Chapter 551 of the Texas Government Code. Posted on May 29, 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 [colguin@cityofhutchins.org](mailto:colguin@cityofhutchins.org)



**CITY OF HUTCHINS  
PARKS & RECREATION BOARD MEETING  
MINUTES  
Tuesday, May 05, 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, May 5, 2026, at 6:00 PM at Hutchins Community Center, 500 W. Hickman, Hutchins, Texas, at which time the following items were discussed and considered.

**A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT**

B Coleman called the meeting to order at 6:30 PM and announced a quorum.

<u>PRESENT</u>	<u>ABSENT</u>
B. Campbell	D. Odom
C. Gardner	R. Vargas
V. Pllum	
H. Gilliam	
D. Coleman	

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

C. Gardner gave the invocation, and H. Gilliam 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 April 7, 2026.**

Motion made by C. Gardner and seconded by V. Pllum to approve the minutes from April 7, 2026. All in favor, motion passed.

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

Voting Nay: 0

**E. PRESENTATIONS**

**2. Discuss the Back to School Bingo & BBQ presented by W. Randle.**

W. Randle provided an update on the Back – To- School BBQ. There will be Food, Drinks, Games, School Supplies information desk.

**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 the Fall Festival presented by W. Randle.**

B. Campbell requested staff to research carnival games, D. Coleman requested basketball game plan to finalize by July meeting.

**4. Discuss and Consider Christmas Parade presented by W. Randle.**

The Board directed W. Randle to extend invitations to local schools beyond just the Hutchins area. In turn, Randle requested that the Board begin engaging with outside organizations to secure float participants. A complete outline of the event will be presented by the August meeting.

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

Voting Nay: 0

All in favor, motion passed.

**G. ITEMS OF COMMUNITY INTEREST**

**6. Park Board FY2026**

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**KHB FY 2026 Initiatives**

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Fall Clean Sweep October 17, 2026, TBD

Yard of The Month (March - October)

**H. ADJOURN**

H. Gilliam motioned to adjourn the meeting and D. Coleman seconded the motion. All in favor, motion passed.

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

Voting Nay: 0

All in favor, motion passed and meeting adjourned.

**PASSED AND APPROVED BY HUTCHINS PARK AND RECREATION BOARD AT A  
REGULAR MEETING HELD ON THE 2<sup>ND</sup> OF JUNE 2026.**

APPROVED:

\_\_\_\_\_  
Chair, B. Campbell

ATTEST:

\_\_\_\_\_  
Staff Liason, W. Randle  
Staff Liaison

## Event Proposal: Back-to-School Community BBQ

**Date:** August 1, 2026

**Time:** 12:00 PM – 3:00 PM

**Location:** Campbell Park

**Sponsor:** Texas Women's Roofing Association

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### 1. Executive Summary

The Back-to-School BBQ is a free, family-centric community event designed to support local students and parents as they prepare for the upcoming school year. By partnering with the **Texas Women's Roofing Association**, this event offers essential school supplies, nutritional support, health resources, and wholesome recreational activities at zero cost to residents.

### 2. Event Attractions & Logistics

#### Food & Refreshments

- **Menu:** Free burgers, chips, and lemonade.
- **Distribution:** Served on a first-come, first-served basis, *while supplies last*.
- **Compliance:** All grilling and food handling will comply with local health department guidelines.

#### Giveaways & Resources

- **School Supplies:** Free backpacks filled with essential school supplies (first-come, first-served, *while supplies last*).
  - **Health & Wellness Information Booths:**
    - School physical exams information and resources.
    - Eye exam and vision care resources.
    - Youth mental health resources tailored for school-aged children.
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### 3. Scheduled Activities & Entertainment

To ensure steady crowd flow and engagement over the 3-hour window, the event will feature three main activity hubs:

**Athletic Hub: Basketball Free Throw Contest**

- Open to multiple age brackets.
- Supervised by volunteer staff to ensure safety and fair play.

**Academic Hub: The Math Challenge**

- A fun, competitive test featuring three distinct categories:
  1. Elementary School
  2. Junior High
  3. High School
- Small prizes/ribbons will be awarded to top scorers.

**Family Hub: Community Bingo**

- **Rule 1:** Strict limit of one (1) bingo card per family.
- **Rule 2:** Limit of one (1) prize win per family to ensure maximum prize distribution across the community.

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**4. Timeline Operations**

<b>Time</b>	<b>Activity / Phase</b>	<b>Description</b>
<b>10:00 AM – 12:00 PM</b>	Setup	Vendor arrival, grill prep, supply organization, and booth setup.
<b>12:00 PM</b>	<b>Event Gates Open</b>	Food service begins; Resource booths and giveaways open.
<b>12:30 PM – 2:30 PM</b>	Activities & Contests	Basketball contest, Math tests, and Family Bingo sessions run.

Time	Activity / Phase	Description
3:00 PM	Event Concludes	Breakdown and comprehensive park cleanup.

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**5. Board Approval Request & Next Steps**

- We are seeking the Park Board's approval for: The proposed plan and schedule

**Note on Community Impact:** All cleanup will be strictly managed by our Public Works team, ensuring the park is left in pristine condition.

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**Event Proposal: Community Fall Festival**

**Date:** October 10, 2026

**Time:** 12:00 PM – 3:30 PM

**Location:** Campbell Park

**Objective:** To celebrate the autumn season, promote civic engagement, and provide a safe, family-friendly space for residents of all ages.

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**1. Event Summary & Highlights**

The Fall Festival is a comprehensive community event designed to bring residents together through classic autumn traditions, friendly competition, and local entertainment. This event also serves as a vital touchpoint for residents to connect directly with various city services and departments.

**2. Attractions & Logistics**

**Food & Refreshments**

- **Menu:** Free hot dogs, popcorn, and drinks.
- **Distribution:** Available on a first-come, first-served basis, *while supplies last*.
- **Compliance:** Food preparation and distribution will strictly follow local health and safety guidelines.

**Main Entertainment**

- **Trick-or-Treat Trail:** A designated, safe walking path where children can collect candy and treats.
- **Carnival Games:** Traditional, family-friendly booths and games set up throughout the park.
- **Live Music:** Local musicians/band providing entertainment throughout the duration of the event.

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**3. Contests & Community Competitions**

**The Citywide Scavenger Hunt**

- **Pre-Event Engagement:** Daily clues will be released online/via social media in the days leading up to October 10th.
- **The Finale:** The final clue will be revealed live at the festival.
- **Winning Criteria:** The first family to successfully locate and turn in all required items at the event hub wins the grand prize.

### **Halloween Costume Contest**

Judged by age brackets to ensure fair and fun competition:

- **Kids** (Ages 0–5)
- **Youth** (Ages 6–12)
- **Teens** (Ages 13–17)
- **Adults** (Ages 18+)

### **Specialty Contests**

- **The Golden Pumpkin Contest:** A hidden-object or creative competition utilizing the ultimate symbol of fall.
- **Dessert Contest:** A community baking/dessert competition judged by a panel.

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## **4. Municipal & Civic Integration**

### **City Programs & Department Information Booths**

A dedicated section of the festival will host interactive booths from various city departments (e.g., Parks & Rec, Library, Fire/Police, Public Works).

- Allows departments to showcase upcoming programs, safety initiatives, and seasonal hiring.
- Fosters positive community relations between residents and city staff.

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## **5. Timeline Operations (12:00 PM – 3:30 PM)**

Time	Activity / Phase	Description
9:30 AM – 12:00 PM	Setup	Vendor/Department load-in, stage setup for live music, trail decoration.
12:00 PM	<b>Gates Open</b>	Live music begins, food stalls open, Carnival Games and Trick-or-Treat Trail active.
1:00 PM	<b>The Final Clue &amp; Judging</b>	Final Scavenger Hunt hint dropped; Dessert Contest judging begins.
2:00 PM	<b>Halloween Costume Contest</b>	Costume runway and judging by age groups.
3:00 PM	<b>Awards Ceremony</b>	Winners announced for Scavenger Hunt, Costume, Dessert, and Golden Pumpkin contests.
3:30 PM	<b>Event Concludes</b>	Festival officially closes; Breakdown and full park cleanup begin.

**6. Board Approval Request & Next Steps**

We are seeking the Park Board's approval for the following:

- The proposed plan and schedule

**Note on Safety & Cleanup:** A volunteer layout plan is in place to monitor the Trick-or-Treat trail, and our Public Works team will handle comprehensive waste management during and immediately after the event, aiming to clear the park by 5:00 PM.

**Event Proposal: Hutchins Joyful Night Parade, Tree Lighting & Fireworks Show**

(Since this event represents a major shift in timing (moving to a night parade) and requires budget approvals for fireworks and tree, this outline is structured to emphasize **safety, municipal alignment, and fiscal transparency** to ensure the board feels confident approving it.)

**Date:** December 12, 2026

**Time:** 4:45 PM – 7:30 PM *(Parade strictly launches exactly 30 minutes before twilight, the time noted as a placeholder)*

**Location:** Pending [Insert Starting Route] to [Insert Park Name/Tree Location]

**Objective:** To transition the annual holiday parade into an evening experience, culminating in a community tree lighting and fireworks display as requested by the Mayor and City Council.

**1. Executive Summary & Council Alignment**

Per the request of the Mayor and City Council, the traditional daytime parade is being transitioned to an evening format. This shift allows the city to seamlessly tie the parade into two high-impact civic highlights: the official Tree Lighting Ceremony and a spectacular Fireworks Show.

**Budgetary Note:** The fireworks display Tree Lighting is currently proposed and remains *subject to final municipal budget approval*.

**2. Event Timeline & Operations**

Because timing is critical for an evening parade and fireworks display, the schedule is strictly anchored around the sunset window *(Parade strictly launches exactly 30 minutes before twilight, the time noted as a placeholder)*:

Time	Phase / Activity	Description
3:00 PM – 4:30 PM	Staging & Lineup	Parade floats and participants assemble at the designated lineup zone.
4:45 PM	Night Parade Launches	Staggered kickoff exactly <b>30 minutes before dark</b> to maximize safety during dusk while transitioning into full night.

Time	Phase / Activity	Description
5:45 PM	<b>Tree Lighting Ceremony</b>	Parade concludes at the park; Mayor/Council welcome remarks and official countdown to light the city tree.
6:00 PM	Holiday Celebration Open	Live holiday music begins; Food vendors and free refreshment stations open to the public.
7:00 PM	<b>Fireworks Show</b>	Grand finale aerial display <i>(Pending final budget approval)</i> .
7:30 PM	Event Concludes	Park clears; Breakdown and comprehensive cleanup begin.

**3. Core Attractions & Logistics**

**The "Joyful Night" Parade**

To ensure visual impact and safety after dark, **all participating floats and vehicles will be required to feature holiday light displays(QR Code will be available to scan and vote of best float)**

- **Targeted Parade Participants:**
  - Local school marching bands and cheer squads
  - City Council and local dignitaries
  - Hutchins Fire & Rescue and Police Department vehicles (decorated)
  - Local business floats, youth sports leagues, and non-profit organizations
  - The grand finale: Santa Claus arrival

**Food & Refreshments**

- **Complimentary Station:** Free cookies, coffee, tea, and hot chocolate will be served to attendees *while supplies last* to encourage a warm, welcoming environment.
- **Concessions for Sale:** Local food vendors will be stationed on-site **selling** festive, crowd-favorite items including **tacos and elotes**.

**4. Municipal & Safety Measures**

Transitioning to a night event requires extra operational care. We are coordinating with city departments to ensure:

1. **Route Lighting & Security:** Working with Hutchins PD to secure temporary road closures and ensure high visibility at all pedestrian intersections.
2. **Fire Safety:** Coordinating directly with the Fire Marshal for fireworks permit compliance, safe radius zoning, and on-site standby personnel.
3. **Waste Management:** Public Works dedicated cleanup crews will ensure all parade route debris and park trash are fully cleared immediately following the event.

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### 5. Board Approval Request

We are seeking the Park Board’s approval for:

- The event layout subject to budget approval.

Approval of the proposed timeline and park extended hours for cleanup. *(Parade strictly launches exactly 30 minutes before twilight, the time noted as a placeholder):*

- Endorsement of the event framework to move forward with the city council's scheduling request.
- The proposed plan and schedule

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*Starting 30 minutes before dark is a safety-first strategy—it gives the crowd time to settle in while there is still ambient light, making the transition to the night activities smooth and secure.*