



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

**Tuesday, November 04, 2025 at 6:30 PM
City Hall, 400 N JJ Lemmon Rd. Hutchins, Texas**

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, November 4, 2025 at 6:30 PM located at Hutchins City Hall Council Chambers, 400 N JJ Lemmon Rd. Hutchins, Texas, at which time the following items will be discussed and considered.

Board Members

Chair, Brenda Campbell
Vice Chair, Cecile Gardner
Board Member, Miriam Carmona
Board Member, David Coleman
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 October 7, 2025

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 Christmas Parade presented by W. Randle.

3. Discuss and consider FY2026 Initiatives for 2026. (Easter Egg Hunt, Back-to-School event, Fall Festival, and Christmas Parade).

G. ITEMS OF COMMUNITY INTEREST

4. Christmas Parade December 13th at Campbell Park. Noon – 3:30PM.

H. ADJOURN

CERTIFICATION

I certify that a copy of the November 4, 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 October 31, 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, October 07, 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, October 7, 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 6:30 pm, and announced a quorum.

<u>Present</u>	<u>Absent</u>
B. Campbell	M. Carmona
C. Gardner	A. McCowan
D. Coleman	
H. Gilliam	
D. Odom	

B. INVOCATION AND PLEDGE OF ALLEGIANCE

H. Gilliam led the invocation, and D. Coleman 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 August 5, 2025.

H. Gilliam motioned to approve the minutes, and D. Odom seconded the motion. All in favor, motion passed.

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

Voting Nay: 0

E. PRESENTATIONS

2. Proclamation in recognition of DFW Women’s Roofing Association presented by W. Randle.

The DFW Women’s Roofing Association was presented with a proclamation on behalf of the City of Hutchins Park Board.

3. Fall Fest Presented by W. Randle.

D. Coleman volunteered to oversee the wrestling match and to assist with the trunk or treat.

H. Gilliam volunteered to assist with the trunk or treat.

D. Odom volunteered to oversee the Game truck.

4. Christmas Parade presented by W. Randle

W. Randle requested help from the board to make the Christmas Parade a success.

D. Coleman advised that he would check with a local DJ at the radio station to see if he would be interested in participating and would also check with car clubs.

5. The Board's role, responsibilities, expectations, communication, and code of conduct presented by W. Randle.

W. Randle went over the Boards roles, responsibilities, expectations, communication, and code of conduct regarding FY2026.

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 the Christmas Parade presented by W. Randle

W. Randle solicited help from the board for the Christmas Parade and advised the board to bring their ideas to the next meeting so a decision could be made.

G. ITEMS OF COMMUNITY INTEREST

7. Fall Fest October 11, 2025. 200 S. Denton St. Noon to 3:30PM.

8. Hutchins' Big Event. October 11th 500 W. Hickman 7:30AM - 11:30AM.

9. Christmas Parade. December 13th at Campbell Park. Noon - 4PM.

H. ADJOURN

H. Gilliam motioned to adjourn the meeting, and D. Odom seconded the motion. All in favor, motion passed. Meeting adjourned at 7:30PM.

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

Voting Nay: 0

APPROVED:

Chair, Brenda Coleman

ATTEST:

Staff Liaison, Wanda Randle