CITY OF HUTCHINS
PARKS & RECREATION BOARD MEETING
AGENDA
Tuesday, October 06, 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, October 6, 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, 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 September 1, 2026.

E. PRESENTATIONS

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

3. Discuss the Christmas & Fireworks in the Park: A Christmas Spectacular presented by W. Randle

4. Discuss Parade Participation Letter presented by W. Randle.

5. Discuss the November Thanksgiving Music event 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.*

6. Discuss and consider the November Thanksgiving Music event presented by W. Randle.

G. ITEMS OF COMMUNITY INTEREST

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

Christmas Parade December 12, 2026, 3:30 PM to TBD

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 October 6, 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 October 2, 2026 before 6:00 p.m.

Wanda Randle

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@cityofhutchinstx.gov

CITY OF HUTCHINS
PARKS & RECREATION BOARD MEETING
MINUTES
Tuesday, September 01, 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, September 1, 2026, 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 6:32 PM and announced a quorum.

Present	Absent
B. Campbell	D. Coleman
C. Gardner	
H. Gilliam	
D. Odom	
V. Pellum	
A. Medina	

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. Gardner gave the invocation, and A. Medina led the pledge of allegiance.

C. CITIZEN COMMENTS - *None*

D. CONSENT AGENDA -

1. Approval of Minutes from August 4, 2026.

Motion made by D. Odom and seconded by H. Gilliam to approve the minutes from September 1, 2026. All in favor, motion passed.

Voting Yea: B. Campbell, C. Gardner, H. Gilliam, V. Pullum, D. Odom, and A. Medina

Voting Nay:0

E. PRESENTATIONS

2. Welcome new alternate board member Amber Medina.

The Board welcomed new alternate board member Amber Medina.

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

W. Randle provided an update on the Fall Festival, confirming it will run from 12:00 PM to 3:30 PM, and reviewed the activities approved by the board. Additionally, Randle requested that all prize recommendations be submitted by September 10th.

4. Discuss the FY2026 Christmas Parade presented by W. Randle.

W. Randle reviewed the proposal agreed upon by the board for Christmas & Fireworks in the Park, and encouraged the Board to recruit volunteers, local businesses, and auxiliary organizations to participate in the event

.F. REGULAR AGENDA

4. **Discuss and consider the appointment of V. Pellum as Chair presented by W. Randle.**

H. Gilliam motioned to appoint V. Pellum as Chair, and C. Gardner seconded the motion. All in favor, motion passed.

Voting Yea: C. Gardner, B. Campbell, H. Gilliam, D. Odom, V. Pellum, and A. Medina.

Voting Nay: 0

5. Discuss and consider the outline for FY2027 presented by W. Randle.

C. Gardner motioned to retain the existing FY2025 event schedule—comprising the Easter Egg Hunt, Back to School Event, Fall Festival, and Christmas Parade. The motion was seconded by H. Gilliam. All in favor, motion passed.

Voting Yea: C. Gardner, B. Campbell, H. Gilliam, D. Odom, V. Pellum, and A. Medina.

Voting Nay: 0

6. Discuss and consider the final approval of the Christmas Parade presented by W. Randle.

H. Gilliam motioned to approve the outline for the Christmas & Fireworks in the Park: A Christmas Spectacular, and B. Campbell seconded the motion.

Voting Yea: C. Gardner, B. Campbell, H. Gilliam, D. Odom, V. Pellum, and A. Medina.

Voting Nay: 0

G. ITEMS OF COMMUNITY INTEREST

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

Christmas Parade December 12, 2026, 3:30 PM to TBD

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 7:11 PM by H. Gilliam and seconded by V. Pellum. All in favor, motion passed.

Voting Yea: C. Gardner, B. Campbell, H. Gilliam, D. Odom, V. Pellum, and A. Medina.

Voting Nay: 0

PASSED AND APPROVED BY THE PARK AND RECREATION BOARD AT A REGULAR MEETING HELD ON OCTOBER 6TH OF OCTOBER.

APPROVED:

_____
Chair, V. Pellum

ATTEST:

_____
Wanda Randle
Staff Liaison

City of Hutchins Texas
Progress Meets Opportunity

City of Hutchins Christmas Parade Invitation

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

Where Holiday Spirit Meets Community Excellence.

Dear Community Partner,

The City of Hutchins is excited to invite businesses, schools, fraternities, sororities, churches, and all community organizations to participate in our annual Christmas Parade & Fireworks in the Park: A Christmas Spectacular taking place this December.

This year's event theme is: 'Where Holiday Spirit Meets Community Excellence.'
We welcome your group to join the parade and showcase your holiday pride through decorated floats, walking groups, decorated vehicles, holiday-themed performances, stepping or dance routines, or community service displays.

Whether your group is large or small, festive or formal, we would love to have you celebrate with us and help make this year's parade unforgettable.

To ensure proper planning and placement in the parade lineup, please submit your participation form by **November 1, 2026.**

PARADE OVERVIEW

- Line Up: 4:30 PM
- Parade Start: 5:00 PM
- 1.5-mile route ending at the park
- Participants include community groups, elected officials, businesses, school band, drill team, and more.
- Santa Claus finale closes the parade.

PARK ACTIVITIES FOLLOWING THE PARADE

- Free cookies, hot chocolate, and coffee
- Food vendors: tacos, hot dogs, elotes, and more
- Music entertainment
- ΔΩ Greek letter parade showcase
- Awards for top parade performances and floats
- Community tree lighting
- 15-minute Fireworks Spectacular

We hope your organization will join us in creating a magical, community-centered holiday celebration. If you have any questions, please feel free to reach out.

Warm regards,

Wanda Randle

City of Hutchins

City of Hutchins Texas
Progress Meets Opportunity

Parade Participation Form

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

Please email the completed form to wrandle@cityofhutchins.org

Group/Organization Name: _____

Primary Contact Person: _____

Contact Email: _____

Contact Phone Number: _____

Type of Participation (check one):

- ☐ Float
- ☐ Walking Group
- ☐ Decorated Vehicle
- ☐ Performance (dance, stepping, musical, etc.)
- ☐ Other (please describe): _____

Estimated Number of Participants: _____

Participation forms are due by
November 1, 2026.

EVENT SNAPSHOT

- Line Up: 4:30 PM
- Parade Start: 5:00 PM
- 1.5-mile route ending at the park
- Santa Claus finale closes the parade
- 15-minute Fireworks Spectacular following the park activities

Thank you for helping make this year's celebration unforgettable.