



CITY OF HUTCHINS PARKS AND RECREATION BOARD

Jonas Houston - Chair – Place 4
Vernice Matthews Vice-Chair – Place 2
Brenda Campbell – Place 1
Cornelious Caldwell – Place 3
Dominic Didehbani – Place 5

HUTCHINS PARK & RECREATION BOARD MEETING

TUESDAY – DECEMBER 4, 2018 at 6:30 P.M.

HUTCHINS CITY HALL - 321 N. MAIN STREET

AGENDA

A. Call Meeting to Order

The meeting was called to order by Vernice Matthews

B. Invocation

The Invocation was done by Brenda Campbell

C. Roll Call

Vernice Matthews called roll.

Present: Vernice Matthews, Brenda Campbell, Cornelious Caldwell, Dominic Didehbani

Absent: Jonas Houston

Staff Present: Tammy Cantu, Park Board Secretary/City Liaison

D. Citizen Comments

Each person wishing to address the Parks and Recreation Board regarding items not on the posted agenda may do so at this time. In accordance with State law, the Parks and Recreation Board may not take action on an item not scheduled on the agenda. If appropriate, the item will be referred to City staff or placed on a future agenda.

E. Consent Agenda

Consideration and action regarding approval of the minutes of the Parks and Recreation Board meeting held on November 6, 2018.

Brenda Campbell made a motion to approve the Consent Agenda items as read by Vernice Matthews. Seconded by Dominice Didehbani.

F. Presentations

1. Update on Christmas Parade and Tree Lighting December 8th

Presented by Tammy Cantu, City Liaison/Secretary Parks and Recreation Board

Tammy gave an update on the donations that were received in the amount of \$1640 and DQ donated 100 Coupons for the children's boxes. Mr. Didehbani asked how the business get notification for donations, Tammy informed him that letters are mailed out to local business looking for donations. Some business will get letters asking for coupons or gift certificates. An update on the expenses was given by Tammy to the board. Not all invoices have been received. A presentation of the kid boxes was shown to the board. A total of 120 boxes will be put together. Tammy will talk with Trudy in regards to giving a donation to the Wilmer-Hutchins Band for participating in the parade. Vernice quested the \$1640 donation; would it be added to the budget amount. Tammy informed the board that it will go in a different line item but we could spend up to that amount if needed. Tammy will still have to make a trip to Walmart to purchase items for the parade floats and replace the

items that were thrown away. Discussion on what trailers were going to be used and what trailer was under repair. Park Board wanted to sponsor the Santa float. Tammy informed the board that new ornaments were needed for the two Christmas Trees. Tammy informed the board of all the parade participants. The board decided on asking Stacey Hickson, HFD Fire Chief, to be the Grand Marshall for the parade. Music and entertainment for the event was decided on the WHHS Band. Rob will request with City van to escort the band members back to the high school. Gift certificates will be given to the parade winners. Meet on Friday at 3:00 pm to put together kid boxes.

G. Adjournment

Brenda Campbell made a motion to adjourn. Seconded by Cornelious Caldwell.

I, THE UNDERSIGNED AUTHORITY DO HEREBY CERTIFY THAT the Notice of Meeting was posted at the entrance, on the bulletin board at City Hall of the City of Hutchins, Texas a place convenient and readily accessible to the general public, as well as to the City's website www.cityofhutchins.org and said Notice was posted on the following date and time: November 30, 2018 at 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the schedule time of said meeting.

Tammy Cantu

Tammy Cantu
Secretary/City Liaison
Parks & Recreation Board

Hutchins City Hall is wheelchair accessible. Request for special services for a public meeting must be requested at least 72 hours in advance of meeting. Please call the City Secretary's office at 972.225.6121 or by fax at 972.225.5559 for assistance. You may also email the Parks & Recreation Board Secretary at tcantu@cityofhutchins.org.