CITY OF HUTCHINS
NOTICE OF PARKS & RECREATION BOARD MEETING
Tuesday, August 1, 2023 - 6:30 PM
City Hall
321 N. Main St., Hutchins, Texas

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the City of Hutchins Parks and Recreation Board to be held on Tuesday, August 1st, 2023 at 6:30 p.m. at Hutchins City Hall located at 321 N. Main St, Hutchins, Texas, at which time the following items will be discussed and considered:

REGULAR SESSION
A. CALL TO ORDER:
B. Roll Call
C. Invocation
D. Pledge of Allegiance
E. 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.
F. PRESENTATIONS
1. Keep Hutchins Beautiful Committee
   Presented by: Katherine Lindsey, Assistant to the City Administrator
2. Park & Recreation post and upcoming activites
   Presented by: Wanda Randle, Director - Community Services and Park Programs
G. 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. Consider approval of May 2, 2023 Park & Recreation Board Meeting Minutes.
      Presented by: Wanda Randle, Director - Community Services and Park Programs
H. REGULAR AGENDA
I. ITEMS OF COMMUNITY INTEREST
J. ADJOURNMENT

CERTIFICATION

I certify that a copy of the 08.01.2023 agenda of items to be considered by the City of Hutchins Parks and 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 by 07.28.2023 before 6:00 p.m.

Wanda Randle
Background Information

During the May 2, 2023 Parks and Recreation Board meeting, the Board supported the development of a Keep Hutchins Beautiful subcommittee. The Committee will have the purpose of becoming an affiliate member of Keep Texas Beautiful and assist the City of Hutchins with litter prevention and beautification initiatives. Attached is a draft ordinance that would form the Committee. Key points include increasing the overall number of Parks and Recreation Board members to accommodate the Committee and outlining the responsibilities of board members and officers.

Budget Implications

The application fee to become an affiliate member of Keep Texas Beautiful is $200, and annual dues are $175. KTB affiliate signs are $100 each plus shipping. A budget will need to be established specifically for Keep Hutchins Beautiful, which will need to include these as well as event costs.

Operational Impact

The ordinance establishing the Committee will need to be approved by the Parks and Recreation Board, the City Attorney, and the City Council. Future budgets should be made to accommodate the costs incurred by the Committee. Additional Board members and volunteers will be needed to run the Committee, and additional staff time will be needed to provide the appropriate level of support.

Legal Review

If the Parks and Recreation Board supports the ordinance draft, then legal review will be conducted before bringing a final draft before the City Council.

Staff Recommendation

Staff recommends that the Parks and Recreation Board supports the ordinance draft.
Supporting Documentation and Attachments

1. KBH Ordinance Draft
AN ORDINANCE OF THE CITY OF HUTCHINS, TEXAS AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 1 TITLED “GENERAL PROVISIONS” BY ADDING A NEW ARTICLE 1.16 TITLED “KEEP HUTCHINS BEAUTIFUL” SETTING FORTH REQUIREMENTS FOR THE ESTABLISHMENT OF THE KEEP HUTCHINS BEAUTIFUL COMMITTEE AS A SUBCOMMITTEE OF THE PARKS AND RECREATION BOARD; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that it is in the public’s best interest to establish the Keep Hutchins Beautiful Committee to preserve and enhance the natural environment and quality of life for those living and working within the Hutchins; and

WHEREAS, the Keep Hutchins Beautiful Committee will aim to be an affiliate of the Keep Texas Beautiful chapter of Keep America Beautiful; and

WHEREAS, the Keep Hutchins Beautiful Committee will be dedicated to litter prevention, beautification, education, and general community improvement in regards to the natural surrounding environment; and

WHEREAS, the Keep Hutchins Beautiful Committee will be a subcommittee of the Parks and Recreation Board; and

WHEREAS, the number of regular members serving on the Parks and Recreation Board shall be increased to twelve (12).

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS:

SECTION 1. That the City of Hutchins Code of Ordinances is hereby amended by amending Chapter 1 titled “General Provisions” by adding a new Article 1.16 titled “Keep Hutchins Beautiful Board,” to read as follows:

CHAPTER 1
GENERAL PROVISIONS

ADD NEW ARTICLE 1.16 TO READ AS FOLLOWS:

ARTICLE 1.16 KEEP HUTCHINS BEAUTIFUL COMMITTEE

Sec. 1.16.001 Creation, purpose
There is hereby established a Committee to be called the Keep Hutchins Beautiful Committee, which shall serve as a subcommittee of the Parks and Recreation Board. The Parks and Recreation Board shall consist of up to twelve (12) regular members and two (2) alternate members. The Committee shall consist of up to ten (10) regular voting members and two (2) alternate members. The Committee shall serve the purpose of preserving and enhancing the City’s natural environment and quality of life for those living and working within Hutchins, by conducting community activities promoting Keep Texas Beautiful programs involving litter prevention, minimization of solid waste, beautification, education, and general community improvement in regard to the natural surrounding environment.

**Sec. 1.16.002**

The registered mailing address shall be 321 N. Main St, PO Box 500, Hutchins, TX 75141. Other locations may be identified by the Committee Members as needed.

**Sec. 1.16.003 Members**

(1) The Committee shall consist of up to ten (10) regular voting members and two (2) alternate members, all of whom are members of the Parks and Recreation Board. Board members must have demonstrated their civic interest, general knowledge of the City, understanding the importance of maintaining the environment and beautification, independent judgment, and the ability and availability to prepare for and attend meetings.

(2) The Committee members shall be elected by the Parks and Recreation Board.

**Sec. 1.16.004 Responsibilities**

(1) The Committee shall consider the following aspects of potential beautification programs and shall make recommendations of each to the City Council. The Committee may vote to implement as a Committee or be turned over to the City for financial or labor force support as resources allow:

   (a) landscaping of City rights-of-way and City property

   (b) award programs for businesses and residential areas that beautify their areas through landscaping, maintenance, et cetera

   (c) abatement of litter through various methods and enforcement

   (d) promotion and education on the need of recycling on a city-wide level

   (e) acquitting and maintaining membership as an affiliate of the Keep Texas Beautiful statewide organization

   (f) programs to involve the general public, school system, business community, and homeowners

   (g) actively promote community beautification efforts, litter prevention, and waste reduction

   (h) recommend enforcement and additional program alternative

   (i) City of Hutchins Beautification Plan shall hold precedent for all activities and implementations of policies

(2) To accomplish these responsibilities, the Committee may establish sub-committees to assist with the performance of the Board’s duties, including but not limited to, cleanup and event coordination.
(3) A Committee member shall serve as the chair of each subcommittee, and the subcommittee may have an unspecified number of community volunteers chosen by the Board to serve as working sub-committee members.

(4) The Committee shall adopt and implement a strategic plan that will outline one (1) year, two (2) year, three (3) year, and four (4) year projects along with a comprehensive long-term plan. The strategic plan shall be updated annually, and approved by the City Council before it is implemented.

(5) The Committee shall adopt and implement a yearly budget accounting for all administrative expenses along with operation and event/activity expenses. The Budget shall include projects from the yearly plans and from the comprehensive long-term plan. Final adoption of all plans and budget shall be approved by the City of Hutchins City Council.

(6) An annual report shall be presented to the City Council during a Regular Council Meeting. The report shall include a review of the previous year projects, accomplishments, status of any ongoing projects, and other information pertinent to the Committee’s functioning.

Sec. 1.16.005 Officers

(1) Each regular Committee member shall serve as an officer. The officers shall be Chair, Vice Chair, Secretary, Treasurer, and Historian.

(2) Officers for the new operating year will be elected by the Parks and Recreation Board during the first meeting of the operational year and serve terms in accordance with the City of Hutchins Boards and Commissions Policies and Procedures handbook.

(3) Chair: The Chair shall preside at all meetings of the Committee members. The Chair shall perform all duties incidental to the office and advise such as action as may be deemed likely to increase the objectives of the Board Members.

(4) Vice-Chair: The Vice Chair shall act in the absence of the Chair; and in the absence or disability of the five officers named, a member of the Parks and Recreation Board shall be chosen to act temporarily.

(5) Secretary: The Secretary shall work with the Staff Liaison to keep the records, the minutes of the meetings, and attendance rolls; and shall notify officers and committee chairpersons of meeting times and locations when necessary.

(6) Treasurer: The Treasurer shall work with the Staff Liaison to keep account of all expenditures and incoming funds to the organization, and shall present periodic updates of expenses and incomes.

(7) Historian: The Historian shall keep account of all community activities along with putting together a digital scrapbook of yearly activities and events of the organization. The Historian will also work with the Staff Liaison to make publications through social media, press releases, and event fliers.

Sec. 1.16.006 Meetings and Functions

(1) An annual meeting of the Board Members for the general public to receive an informational overwise of the previous year, review previous year projects, and similar information will be held in place of the regular meeting in August.

(2) Regular meetings of the Committee shall be held monthly. The Committee will set meeting dates and items at the first meeting of the operating year in August. Special meetings may be called by the Staff Liaison, Chair, or on petition of the majority of current Committee members.
(3) The presence of a simple majority of current Committee members shall constitute a quorum for the transaction of business.

(4) The Staff Liaison shall, in accordance with the City of Hutchins Boards and Commissions Policies and Procedures handbook, oversee training and administrative support for the Committee members; ensure the strategic plans supporting the mission and furthering the development of the organization are developed and implemented; oversee administration of an annual budget; help prepare an annual report; and complete all required documentation required by Keep Texas Beautiful in order to attain and maintain the status of Good Standing or higher.

Sec. 1.16.006 Amendments/Procedures/Conflict

(1) Any rules and procedures not covered by this Ordinance shall be governed by the City of Hutchins Boards and Commissions Policies and Procedures handbook and the latest edition of "Robert’s Rules of Order.”
MEETING DATE: August 1, 2023
SUBMITTED BY: Wanda Randle, Director - Community Services and Park Programs
AGENDA ITEM: F.2.
AGENDA CAPTION: Park & Recreation post and upcoming activities

Background Information

July 15th concluded the last event for fiscal fy2023. The director and board members will review post events and plan for fy2024 events.

Budget Implications

NA

Operational Impact

NA

Legal Review

NA

Staff Recommendation

Staff recommends that the Parks and Recreation Board supports review efforts and plan for fy2024.

Supporting Documentation and Attachments
MEETING DATE: August 1, 2023
SUBMITTED BY: Wanda Randle, Director - Community Services and Park Programs
AGENDA ITEM: G.1.
AGENDA CAPTION: Consider approval of May 2, 2023 Park & Recreation Board Meeting Minutes.

Background Information

na

Budget Implications

na

Operational Impact

na

Legal Review

na

Staff Recommendation

Staff recommends minutes approval

Supporting Documentation and Attachments

1. MINUTES05022023 (1)
MINUTES
CITY OF HUTCHINS
PARKS & RECREATION BOARD MEETING
Tuesday, May 2nd, 2023 - 6:30 PM
Hutchins City Hall
321 N Main St, Hutchins, Texas 75141

REGULAR SESSION
A. CALL TO ORDER: Brenda Campbell Chair called meeting to order at 6:30PM.

B. Roll Call: Board members in attendance, Brenda Campbell, Dana Landry, Demarcus Odom, and Carl Fisher. Absent members: Huell Gilliam and Alicia McCowan

C. Invocation: Carl Fisher

D. Pledge of Allegiance: Demarcus Odom

E. CITIZEN COMMENTS: David Coleman requested city practice on funding private events. Director of Community Services and Park programs noted questioned and will provide general rule in June meeting.

F. PRESENTATIONS
   Keep Hutchins Beautiful: Presented by Assistant to City Administrator: board embraced concept and agreed with staff recommendations.
   Back to School Movie Night: Presented by Director of Community Services and Park programs: Board agreed to move forward with July 15th, 2023, date

G. CONSENT AGENDA – Motion to approve by Demarcus Odom 2nd by Dana Landry, unanimously voted to approve by board.
   1. Consider approval of April 4th, 2023 Park & Recreation Board Meeting Minutes.

H. REGULAR AGENDA-NA

I. ITEMS OF COMMUNITY INTEREST: July 15th Movie Night and Back to School event noted

J. ADJOURNMENT: Demarcus Odom made the motion, seconded by Carl Fisher to adjourn the meeting at 7:21pm. All in favor, the motion carried unanimously 4-0
Approved:

___________________________________________
Brenda Campbell, President

Attest:

___________________________________________
Wanda Randle, Director of Community Services and Park Programs