Town of Poetry, Texas

Agenda
Zoning Public Hearing &
Regular Town Council Meeting
Thursday, November 19, 2026
Poetry Community Christian School
18688 FM 986, Poetry TX 75160
5:30 pm

A. Call to Order

Roll Call for Quorum
Pledge of Allegiance
Invocation

Persons wishing to speak on any posted Hearing, Workshop or Regular Agenda item may do so when the individual item is opened for consideration by the Council. Speakers will be limited to (3) minutes. If a translator is needed, the speaker may be given up to (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your request/comments to speak@poetrytexas.org at least 24 hours prior to the start of the meeting.

B. Zoning Public Hearing *(will last as long as it takes – public comments welcome)*

1. Conduct Public Hearing to consider and receive public comment concerning the proposed repeal of Ordinance No. 2024-03-01, Comprehensive Zoning Ordinance and Map.
   Council will hear from the public on a possible repeal of our current zoning ordinance and map.

C. Items of Community Interest

Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report on the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.

1. Thank you to Councilmembers for helping to cover special election hours at Town Hall. These hours continue through December 13.
2. Thank you to Poetry Community Christian School for hosting us for this Public Hearing and Regular Meeting.
3. Thank you to all who got out and voted in the recent election. Preliminary results show 829 citizens voted in the Poetry Proposition “A” contest with an outcome of 445 “For” and “385 “Against.”
4. Thank you to David Emard for helping us with sound and video.
5. Thank you to Kaufman and Hunt Counties for their continued support of our road repairs through our interlocal agreements.

D. Reports

1. Financial
   a. P&L Budget vs Actual – October 2026
   b. Account Quick Reports 6011, 6012, 6111, 6112, 8000 – October 2026
   c. Bank Reconciliation Summary & Detail – October 2026
   d. Bank Reconciliation Petty Cash – October 2026
   e. Sales & Use Tax Report – October 2026
   f. Hunt & Kaufman County Roads Escrow Reports – October 2026
2. Roads Maintenance Expenditures Report – November 2026
3. Road and Traffic Updates
4. Mayor & Councilmember Activity Updates

E. Consent Agenda

Items on the Consent Agenda are considered routine, not likely to require discussion or deliberation and may be approved in a single motion. If discussion is desired, items may be removed from the Consent Agenda for individual discussion by any Councilmember prior to the motion and vote.

1. Approve Minutes – October 15, 2026 Executive Session & Regular Meeting
2. Approve Nichols Jackson legal bill 10/31/26 - $720.00
3. Approve Commercial General Liability Insurance Annual Renewal – $681.79
4. Ratify Updated ExtraTerritorial Jurisdiction (ETJ) map sent to Kaufman County w/ the approved InterLocal Agreement (ILA)

F. Regular Agenda (item sponsor)

1. Review and take action as needed on proposed repeal of Ordinance 2024-03-01, Comprehensive Zoning Ordinance and Map. (Mayor)
   This will be a discussion and vote regarding our current Zoning Ordinance and Map and a proposal to repeal it.

2. Discuss and take action as needed on next steps in getting Town Hall certified as Texas Department of Licensing and Regulation (TDLR) Texas Accessibility Standards (TAS) compliant. (Bryant)
   Council voted recently to proceed with having an inspection done of Town Hall to ensure it meets the TDLR TAS guidelines. That inspection has been completed, and we now have a list of deficiencies that need to be corrected.

3. Discuss and take action as needed on Next Steps with Texas Department of Agriculture (TDA) Community Development Block Grant (TxCDBG). (Mayor)
   On November 10, 2026 we received official notice from TDA that we had officially been awarded the $750K grant to upgrade a section of road in Poetry. There are several things we are required to do over the next few weeks to remain in compliance with the Grant.

4. Discuss and take action as needed on updating “No Thru Trucks over 33,000 Gross Weight” Ordinance, 2022-05-01. (Mayor)
   I stand corrected in my statement at our October meeting that we had not created an ordinance to back up our No Thru Trucks policy. We voted one in back on 5/17/24. This will be a discussion and vote about updating this ordinance including sign locations to prepare us to partner with local law enforcement in its enforcement.

5. Discuss and take action as needed on Right-of-Way Ordinance No. 2023-05-02. (Mayor)
   Council passed this updated ordinance May 16, 2023. Recently, we had our attorney look back over it to ensure it protects our right-of-way's as written. We will discuss the ordinance and how we proceed from here.

6. Discuss and take action as needed on creation of a Subdivision Ordinance. (Kendrick)
   Our ETJ is arguably the most vulnerable territory in our Town. Texas law gives cities specific powers over subdivision development platting, infrastructure, and certain public-safety matters in their ETJ (Texas Local Government Code Chapter 212). No vote will be taken.

7. Discuss and take action as needed on creation of a Sign Ordinance. (Mayor)
   Texas Law gives cities the power to regulate signage inside their boundaries and into their ETJ, Texas Local Government Code Chapter 216. Our current Zoning ordinance includes some very basic governance over signage. No vote will be taken.

8. Discuss and take action as needed on Retirement of our Online Public Forum. (Mayor)
   Council voted to implement this forum at the November 15, 2022. It has been used some over the years as a means of communicating as a Mayor and Council while staying compliant with the Open Meetings Act. It has not been used for over a year and the Council has discussed ending the service and saving the annual subscription fee.

G. General Public Comments

Comments are limited to three (3) minutes. If a translator is needed, the speaker may be given up to four (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your comments to speak@poetrytexas.org at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.

H. Adjournment

Note: The Town Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including Sec. 551.071 (private consultation with the attorney for the Town); Sec. 551.072 (purchase, exchange, lease, or value of real property); Sec. 551.074 (personnel or to hear complaints against personnel); Sec. 551.076 (deployment, or specific occasions for implementation of security personnel or devices); and Sec. 551.087 (economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

Note: Disabled persons requiring special assistance are requested to notify the Town of Poetry 24 hours in advance of the meeting by calling the Mayor at 214-704-1593.

I certify that the above Notice of the Meeting and Agenda was posted at 5671 CR 323 Poetry, Texas on Thursday, November 12, 2026 by 5:30 pm and online at poetrytexas.org.



Mike Jaffe, Mayor

TOWN OF POETRY, TEXAS

ORDINANCE NO. 2024-03-01

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, ADOPTING A COMPREHENSIVE ZONING ORDINANCE AND MAP; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town Council of the Town of Poetry, Texas, after having conducted multiple open meetings and public hearings, has approved a Comprehensive Zoning Ordinance and a Zoning Map of the Town on March 21, 2024, which Ordinance and Map are hereby formally adopted by this Ordinance; and

WHEREAS, the Town Council of the Town of Poetry, Texas, in compliance with the laws of the State of Texas with reference to the consideration and adoption of zoning regulations and classifications, has given requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all property owners generally and to all persons interested and situated in the Town and in the vicinity thereof, and the Town Council of the Town of Poetry is of the opinion and finds that the adoption of a Comprehensive Zoning Ordinance and Map is in the best interests of the public health, safety, morals and general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:

SECTION 1: That the Comprehensive Zoning Ordinance and Zoning Map of the Town of Poetry, Texas, attached hereto as Exhibit A and B respectively, as heretofore approved, be and the same are hereby adopted as the official Comprehensive Zoning Ordinance and Zoning Map of the Town of Poetry, Texas. Copies of the Ordinance and Map shall be maintained in the office of the Town Secretary.

SECTION 2: All provisions of the Ordinances of the Town of Poetry, Texas, in conflict with the provisions of this ordinance as amended, be and are hereby repealed and all other provisions not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3: Should any sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or the Comprehensive Zoning Ordinance, as adopted hereby, be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance or the Comprehensive Zoning Ordinance as a whole, or any part or provision thereof, other than the part declared to be invalid, illegal, or unconstitutional.

SECTION 4: Any person, firm, or corporation violating, disobeying, neglecting, refusing to comply with, or resisting the enforcement of any of the provisions or terms of the Comprehensive Zoning Ordinance shall be subject to a penalty of fine not to exceed the sum of

Exhibit "A"

Zoning Ordinance

Passed 3/21/24

AN ORDINANCE OF THE TOWN COUNCIL OF POETRY, TEXAS, ADOPTING A PLANNING AND ZONING CODE TO MAINTAIN RURAL INTEGRITY AND FURTHER THE OBJECTIVES OF THE COMPREHENSIVE PLAN.

WHEREAS, the Town of Poetry, Texas is a Type A General Law municipality of the State of Texas and is a municipal body politic and corporate, established and existing under the laws of the State of Texas; and

WHEREAS, the Town Council of Poetry is the governing body of the Town and is authorized by the Texas Local Government Code to adopt ordinances and rules that are necessary and proper for governing and maintaining the good government of the Town, the welfare of the municipality and its trade, commerce, and sanitation; and

WHEREAS, the Council is authorized under Chapter 211 of the Texas Local Government Code to regulate the use of land within the municipal boundaries of the Town to promote the health, safety, morals, general welfare, protection and promotion of areas of historical, cultural, or architectural importance and significance; and

WHEREAS, the Town of Poetry, Texas, cherishes its unique rural spirit and agricultural lifestyle, valuing the tranquil, peaceful life it provides to its residents; and

WHEREAS, in accordance with the Poetry Comprehensive Plan, the Town seeks to protect this lifestyle from encroachment, uphold the rights of its residents, prevent overcrowding and congestion, and regulate development consistent with rural living; and

WHEREAS, the Town intends to uphold the liberties of its citizens, acknowledging the importance of having as few rules as possible and ensuring that any rules instituted are consistent with rural life; and

WHEREAS, the Town intends to preserve its natural landscape, avoiding where possible the destruction of trees and environmentally sensitive areas, promoting the preservation of open space; and

WHEREAS, the Town Council finds and determines that the comprehensive zoning ordinance and regulations adopted herein are intended to accomplish the goals and objectives of the Town Council and that these regulations are in the best interests of the public health, safety, morals, and general welfare of the citizens of the Town of Poetry.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:

SECTION 1. PURPOSE; APPLICABILITY

1.1. This Code shall be known as and may be cited as the Zoning Ordinance, or the comprehensive zoning ordinance, of the Town of Poetry, Texas.

1.2. The provisions of this ordinance are enacted to protect the public health, safety, morals, and general welfare, and to protect, preserve, and promote areas of historical, cultural, or architectural importance and significance. These provisions are specifically intended to:

1.2.1. Preserve and protect the Town's rural atmosphere by regulating and limiting the density of development;
1.2.2. Lessen congestion in the streets;
1.2.3. Secure safety from fire, panic, and other dangers;
1.2.4. Prevent the overcrowding of land;
1.2.5. Ensure the provision of adequate size of yards, courts, and open space for adequate light, air, and fire safety;
1.2.6. Conserve the value of buildings and land;
1.2.7. Avoid undue concentration of population;
1.2.8. Promote health, safety, morals, and the general welfare

1.3. The provisions of this ordinance shall apply to all land, buildings, structures, and uses thereof located within the Town of Poetry and its extraterritorial jurisdiction unless an exclusion is provided by the terms of this ordinance or as otherwise exempted by state law.

1.4. To the extent allowed by law, the provisions of this Code shall apply to all land, buildings, structures, and uses owned by government agencies, including all municipal, state, and federal lands, within the corporate limits of the Town and its extraterritorial jurisdiction.

1.5. No building or structure shall be erected, converted, enlarged, reconstructed, or altered for use, nor shall any land, building, or structure be used or changed, except in accordance with all of the applicable regulations established by this ordinance.

SECTION 2. ZONING DISTRICTS ESTABLISHED

2.1. Zoning Districts Identified

The Town of Poetry, Texas, is hereby divided into zoning districts as listed in the section.

ABBREVIATED DESIGNATION	ZONING DISTRICT NAME
AR	AR: Agrarian. Farm/cattle land and large residential properties (= or >5 acres)
SF-E	SF-E: Single Family Estate. Mid-sized residential properties (2.5 - <5 acres)
SF	SF: Single Family. Small residential properties (1 - <2.5 acres)
B	B: Business. Light retail and neighborhood services

2.2. Description and Purpose of Zoning Districts

AR- Agrarian Residential District: This district provides for the farming, ranching, residential, and gardening activities on land being utilized for these purposes. Density in this district is limited to one residential dwelling unit per 2.5 acres of the mother tract.

SF-E - Single-Family Residential - Estate: The SF-E district provides for residential use and development on large lots with a minimum lot size of 108900 square feet (two and a half acres). Density in this district is limited to one residential dwelling unit per 2.5 acres of the mother tract.

SF – Single Family Residential: This SF District provides for residential use and development on lots that are less than 108900 square feet (two and a half acres). Density in this district is limited to one residential dwelling unit per lot.

B - Business District - Light Retail, and Neighborhood Services. This district is intended for neighborhood shopping facilities and retail and/or commercial facilities of a service character. Uses developed under the standards of the B District are designed to provide a compatible relationship between the nonresidential use and development and adjacent residential areas.

SECTION 3. ZONING DISTRICT MAP

3.1. Zoning District Boundaries Delineated on Zoning District Map
The proposed boundaries of the zoning districts set out herein are delineated upon the Zoning District Map of the Town of Poetry, Texas, said map being hereby adopted as part of this ordinance as fully as if the same were set forth herein in detail.

3.2. Regulations for Maintaining Zoning District Map
Upon adoption, two (2) original, official, and identical copies of the Zoning District Map bearing the signature of the Mayor and attestation of the Town Secretary shall be filed and maintained as follows:

3.2.1. One copy shall be filed with the Town Secretary, to be retained and labeled as the "Original Zoning Map" and shall not be changed in any manner.

3.2.2. One copy shall be filed with the Town Secretary and shall be maintained up-to-date by posting thereon all changes and subsequent amendments. A written record (logbook) shall be kept by the Town Secretary of all changes made to the Zoning District Map.

3.2.3. Reproductions of the original and most current Zoning District Map may be made for information purposes.

SECTION 4. ZONING DISTRICT BOUNDARIES

4.1. Rules for Determining District Boundaries
The district boundary lines of zoning districts shown on the zoning district map are usually along streets and property lines, or extensions thereof. Where uncertainty exists as to the boundaries of districts as shown on the official zoning map, the following rules shall apply:

4.1.1. Boundaries indicated as approximately following streets shall be construed to follow the centerline of such street, highway, or alley.
4.1.2. Boundaries indicated as approximately following platted lot lines shall be construed as following such lines.
4.1.3. Boundaries indicated as approximately following Town limits shall be construed as following Town limits.
4.1.4. Where physical features of the ground are at variance with information shown on the Official Zoning Map, or if there arises a question as to how a parcel of property is zoned and such question cannot be resolved, or the zoning of property is invalidated by a final judgment of a court of competent jurisdiction, the property shall be considered as AR - Agrarian District, temporarily.

SECTION 5. ZONING OF ANNEXED TERRITORY

5.1. Permanent Zoning Concurrent With Zoning
An area (or areas) being annexed to the Town of Poetry shall ordinarily be given permanent zoning concurrently with the annexation.

5.2. Temporary Classification
In instances in which the zoning of a newly annexed territory concurrently with the annexation is

not accomplished, the annexed territory shall be temporarily classified as AR – Agrarian District, until permanent zoning is established by the Town Council. The procedure for establishing permanent zoning of annexed territory shall conform to the procedure established by law for changes to zoning district boundaries. The Town Council shall determine a permanent zoning for such area as soon as practicable after annexation.

SECTION 6. COMPLIANCE WITH ZONING REGULATIONS & SIGNAGE

6.1. Exclusions/Grandfathering
Nothing herein contained shall require any change in the plans, construction, or designated use of a building under construction or the use of land at the time of the passage of this ordinance.

6.2. Signage
No off-premise or on-premise sign in excess of ten (10) feet in height, measured from the average grade of the property on which the sign is erected, shall be constructed or be allowed on any lot or tract in the Town or within the Town's extraterritorial jurisdiction unless authorized by a majority vote of the Town Council. The regulations contained within this ordinance pertaining to nonconforming structures shall apply to signs. Wall mounted signs shall not exceed the maximum height of the building. The total signs, wall mounted or freestanding, shall not exceed 160 square feet per building. There shall be no more than one freestanding sign per lot, excluding parking signs, menu signs for restaurant drive-throughs, and on-site directional signs. The square footage of wall mounted signs shall not exceed 20% of the square footage of the wall on which it is erected. The maximum size for any one sign shall be 64 square feet.

6.3 No waste water treatment facilities or plants and no wastewater transmission lines other than service lines to On-Site Septic Facilities to an individual residential dwelling are permitted within the Town.

SECTION 7. AR – AGRARIAN RESIDENTIAL

7.1. General Purpose and Description
This district provides for the continuance and use of land for residential, farming, ranching, raising, producing, or keeping plants or animals, or cultivation and management of other natural resources or farm products on land being utilized for these purposes. Accessory uses that are incidental to the permitted uses are also allowed, and may include dwellings for proprietors and family thereof, employees, barns, storage of grain, animal raising, feed preparation, and wholesale sales of products produced on-site. Density in this district will usually be no greater than one (1) single family dwelling unit per 2.5 acres of the mother tract and may include other buildings and structures incidental to agricultural use including barns, stables, and loafing sheds.

7.2. Permitted Uses
A building or premise shall be only for the following purposes:

7.2.1. Single family dwelling use;
7.2.2. Farming and raising of crops, fruits and vegetables;
7.2.3. Ranching and raising of livestock (excluding commercial feed lots);

7.2.4. Parks, playgrounds, community buildings, libraries, museums, and other public recreational facilities, police and fire stations, and similar public uses owned and/or operated by the Town or other public agency; and privately owned and maintained playgrounds and like recreation areas;
7.2.5. Churches and public and private schools; and
7.2.6. Such other uses as may be permitted with a Specific Use Permit.

7.3. Height and Area Regulations
See Appendix 1, Area, Setback, Height, and Coverage Regulations.

7.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

SECTION 8. SF-E – SINGLE-FAMILY RESIDENTIAL – ESTATE

8.1. General Purpose and Description
The SF-E district provides for residential development and use on large lots with a minimum lot size of two and a half acres. Density in this district will usually be no greater than one (1) single family dwelling unit per 2.5 acres of the mother tract. Uses that are incidental to the permitted uses are also allowed.

8.2. Permitted Uses
A building, land, or premises in the SF-E District shall be used only for the following purposes:

8.2.1. Single family dwelling use;
8.2.2. Parks, playgrounds, community buildings, libraries, museums, and other public recreational facilities, police and fire stations, and similar public uses owned and/or operated by the Town or other public agency; and privately owned and maintained playgrounds and like recreation areas;
8.2.3. Churches and public and private schools; and
8.2.4. Such other uses as may be permitted with a Specific Use Permit.

8.3. Height and Area Regulations
See Appendix 1, Area, Setback, Height, and Coverage Regulations.

8.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

SECTION 9 SF – SINGLE FAMILY RESIDENTIAL:

9.1. General Purpose and Description: This SF District provides for residential use and development on lots that are at least one acre but less than two and a half acres. Uses that are incidental to the permitted uses are also allowed. Density in this district is limited to one single family dwelling unit per lot.

9.2. Permitted Uses
A building or premise in an SF-E District shall be used only for the following purposes:

9.2.1. Single family dwelling use;
9.2.2. Parks, playgrounds, community buildings, libraries, museums, and other public recreational facilities, police and fire stations, and similar public uses owned and/or operated by the Town or other public agency; and privately owned and maintained playgrounds and like recreation areas;
9.2.3. Churches and public and private schools; and
9.2.4. Such other uses as may be permitted with a Specific Use Permit.

9.3. Height and Area Regulations
See Appendix 1, Area, Setback, Height, and Coverage Regulations.

9.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

SECTION 10. B – BUSINESS – LIGHT RETAIL, AND NEIGHBORHOOD SERVICES

10.1. General Purpose and Description.
The Business District – B - is intended for neighborhood shopping facilities, and retail and/or commercial facilities of a service character for large lots with a minimum lot size of two and a half acres. The B District is established to accommodate the daily and frequent retail needs of the community as well as those that are incidental to agricultural uses. The following regulations shall apply to all uses in the district:

10.2. Permitted Uses
10.2.1. Offices such as:
10.2.1.1. Executive and administrative offices;
10.2.1.2. Business offices of a public utility, real estate, insurance, commercial or industrial establishment;
10.2.1.3. Medical, dental offices and clinics, legal, engineering, architectural, and similar professional offices, accounting, auditing, and bookkeeping service offices;
10.2.1.4. Finance agency offices and banks, including drive-through facilities;
10.2.1.5. Miscellaneous business services such as credit reporting agencies, stenographic services, business and management consulting services;
10.2.1.6. Offices of non-profit organizations;
10.2.1.7. Municipal and other governmental offices; and
10.2.1.8. Any other office in which goods or merchandise are not commercially created, displayed, stored, exchanged, or sold.

10.2.2. Retail sales and personal service shops and establishments as follows:
10.2.2.1. Clothing/cloth shops under 2500 square feet.
10.2.2.2. Feed/tack store;
10.2.2.3. Postal stores/service;
10.2.2.4. Restaurants serving food and beverages;
10.2.2.5 Self-storage;
10.2.2.5. Skin care or beauty or barber shops.

10.3. Height and Area Regulations
See Appendix 1, Area, Setback, Height, and Coverage Regulations.

10.4. Solid (non-transparent) fencing and solar panels shall not be placed or erected in the front yard setback.

SECTION 11. USE OF LAND AND BUILDINGS

No land shall hereafter be used and no building or structure shall hereafter be occupied, used, erected, altered, removed, placed, demolished, or converted which is contrary to the following table. In addition to the uses specified in each of the zoning districts, the following additional uses are allowed in the designated districts (the letter "A" indicates an allowed use, the letter "S" indicates a use allowed only by Specific Use Permit, and a blank space means that the use is prohibited):

TYPE OF USE	AR	SF-E	SF	B
Accessory building	A	A	A	A
Carport	A	A	A	A
Garage, private	A	A	A	A
Home Occupation	A	A	A	A
Manufactured Housing, HUD-Code	A	A	A	
Manufactured Homes	A	A	A	
Stable, private	A	A	A	S

SECTION 12. CLASSIFICATION OF NEW AND UNLISTED USES

12.1. Procedure For Classifying New/Unlisted Uses

It is recognized that new types of land use will develop and forms of land use not anticipated may seek to locate in the Town. To provide for such changes and contingencies, a determination as to the appropriate classification of any new or unlisted form of land use shall be made as follows:

12.1.1. The Town Secretary shall refer the question concerning any new and unlisted use to the Town Council as to the zoning classification(s) into which such use should be placed. The referral of the use interpretation question shall be accompanied by a statement of facts listing the nature of the use and whether it involves dwelling activity, sales, processing, type of product, storage and amount and nature thereof, enclosed or open storage, anticipated employment, transportation requirements, the amount of noise, odor, fumes, dust, toxic

material, and vibration likely to be generated and the general requirements for public utilities such as water and sanitary sewer.

12.1.2. The Town Council shall consider the nature and described performance of the proposed use and its compatibility with the uses permitted in the various districts, in determining the zoning district or districts within which such use should be permitted.

12.1.3. The Town Council makes such determination concerning the classification of such use as is determined appropriate, based upon its findings. If the proposed use is substantially similar to an existing allowed use, the Town Council's determination shall be final. If the Council determines that the proposed use is not substantially similar to an allowed use, the Town Council may amend these regulations or allow the use by SUP.

SECTION 13. NONCONFORMING USES, STRUCTURES, AND LOTS

13.1. Uses in Existence at Time of Adoption of Ordinance

A nonconforming status shall exist when a use, structure, or lot that does not conform to the regulations prescribed in the district in which such use or structure is located was in existence prior to the adoption of this ordinance or an amendment rendering the use, structure or lot nonconforming.

13.2. Expansion of Nonconformity Prohibited

No nonconforming use, structure, or lot may be expanded or increased on or beyond the lot or tract upon which such nonconforming use or structure is located as of the effective date of this ordinance.

13.3. Repairs/Normal Maintenance on Nonconforming Uses Permitted

Repairs and normal maintenance may be made to a nonconforming building or structure.

13.4. Change of Nonconforming to Conforming Use

Any nonconforming use, structure, or lot may be changed to a conforming use, structure, or lot, and once such change is made, the use, structure, or lot shall not thereafter be changed back to a nonconforming use.

13.5. Abandonment/Discontinuation of Nonconformity

Whenever a nonconforming use or structure is abandoned, all nonconforming rights shall cease, and the use of the premises or structure shall thenceforth be in conformity with this ordinance. Abandonment shall involve the intent of the user or owner to discontinue a nonconforming operation and an act of discontinuance. Discontinuance of a nonconforming use or the vacancy of a nonconforming structure for a period of at least six (6) months shall be construed as prima facie proof of intent to abandon the nonconforming use or structure. Any nonconforming use occurring within a structure that is moved from the premises shall be considered to have been abandoned. Any nonconforming structure that is damaged or destroyed by fire, flood, or other natural causes shall terminate all nonconforming rights in and to the structure if the cost to repair the damage is at least 150% of the value of the structure.

13.6. One Main Building on a Lot or Tract

In single family residential districts, a lot shall have no more than one main building per 2.5 acres of the mother tract.

SECTION 14. PLANNING AND ZONING COMMISSION/BOARD OF ADJUSTMENTS

14.1. Organization and Appointment of Planning Commission

The Town Council shall serve as the Planning and Zoning Commission until such time as a separate Commission is deemed desirable and is established by the Town Council.

14.2. Organization and Appointment of Board of Adjustment

The Town Council shall serve as the Board of Adjustment until such time as a separate Board is deemed desirable and is established by the Town Council. When presiding as a Board of Adjustment, a quorum shall be at least four (4) members of the Town Council. When presiding as a Board of Adjustment, the Town Council shall have the authority to hear and consider appeals from orders of Town officials in zoning matters, variances based on unnecessary hardship, and special exceptions where the terms of an ordinance delegate the authority to consider special exceptions.

SECTION 15. DEFINITIONS

15.1 General Rules of Construction:

The following rules of construction shall apply to the interpretation of words used in this ordinance:

15.1.1: words used in the present tense include the future tense;

15.1.2: words used in the singular number include the plural number;

15.1.3: words in the plural number include the singular number;

15.1.4: the words "building" and "structure" are synonymous;

15.1.5: the words "lot", "plot" and "tract" are synonymous; and

15.1.6: the word "shall" is mandatory and not discretionary.

15.2 Definitions

The following words, terms, and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory Use or Building - An accessory building or use is one which: (a) is subordinate to a main building or primary use; and (b) is located on the same lot as the main building or primary use. An accessory building is a structure that is not connected or attached to the main building by a common roof line.

Acre - An area of land consisting of 43,560 square feet. As used in these regulations, acreage is net, not gross; the area comprised by an acre of land does not include areas occupied by streets, alleys, and drainage ways.

Agrarian Driveways - Roads which allow for the accessing of non-residential portion of a property where activities are conducted, relating to or in support of farming, ranching, forestry and/or other agricultural endeavors. The surface of the driveway must be water permeable, i.e. No asphalt or concrete.

Building - Any structure built for the support, shelter, and enclosure of persons, animals, chattels, or movable property. When subdivided in a manner sufficient to prevent the spread of fire, each portion so subdivided may be deemed a separate building.

Building, Main or Primary - A building in which is conducted the principal use of the lot on which it is situated. Detached accessory buildings (not connected and sharing a common roof line) do not comprise the main or primary building.

Carport - A structure open on a minimum of two (2) sides designed or used to shelter vehicles.

Dwelling Unit - A building or portion thereof designed exclusively for residential occupancy, including dwelling units that may specifically be designated as one-family or single-family, and two-family. The phrase "dwelling unit" does not refer to buildings designed and used as hotels, boarding houses, rooming houses, multiple-family dwellings, and motels.

Driveway - A private vehicular access way interfacing with public roads, providing a connection between a public or private street, including access ways denoted as private roads, and a property. Driveways are intended for the ingress and egress of vehicles to and from the property.

Family - One or more persons related by blood, marriage, or adoption, or a group not to exceed four persons not all related by blood or marriage, adoption or guardianship, occupying a dwelling unit and living as a single housekeeping unit.

Farm, Ranch, or Orchard - An area of five (5) acres or more that is used for growing of usual farm products and/or raising of usual farm products and animals and including the necessary accessory uses for raising, treating, and storing products raised on the premises, but not including the commercial feeding of offal

or garbage to swine or other animals and not including any type of agriculture or husbandry specifically prohibited by ordinance or law. Farm, ranch, or orchard use shall not cause a hazard to health by reason of unsanitary conditions.

Garage, Private - A detached accessory building or portion of the main building designed for parking or temporary storage of automobiles of the occupants of the premises; if occupied by vehicles of others, it is a storage space.

Green Space - Land not included in individual building sites or parking lots.

Home Occupation - A gainful occupation or profession conducted by persons residing on the premises and conducted entirely within the dwelling or its accessory buildings. The use is clearly incidental and secondary to the use of the dwelling unit for residential purposes and does not change the character of the residence or adversely affect the residential character of the neighborhood.

HUD-Code Manufactured Home - means a structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, built on a permanent chassis, designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities, transportable in one or more sections, and, in the traveling mode, at least eight body feet in width or at least 40 body feet in length, or, when erected on site, at least 320 square feet, includes the plumbing, heating, air conditioning, and electrical systems of the home, and does not include a recreational vehicle as defined by 24 C.F.R. 3282.8(g).

Lot - An undivided tract or parcel of land under one (1) ownership having frontage upon a public street or officially approved place, either occupied or to be occupied by a building or building group, together with accessory buildings, and used together with such yards and other open spaces as are required by this ordinance, which parcel of land is designated as a separate and distinct tract and is identified by a tract or lot number or symbol in a duly approved subdivision plat of record or in a survey.

Manufactured Housing and *Manufactured Home* - mean a HUD-code manufactured home or mobile home and collectively means and refers to both.

Mobile Home - means a structure constructed before June 15, 1976, built on a permanent chassis, designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities, transportable in one or more sections, and, in the traveling mode, at least eight body feet in width or at least 40 body feet in length or, when erected on site, at least 320 square feet, and includes the plumbing, heating, air conditioning, and electrical systems of the home.

Mother Tract - A contiguous expanse of land that is owned and operated as a single, unified tract. This classification allows for a holistic management approach, disregarding traditional divisions such as tax jurisdictions, county boundaries, Town limits, and Extraterritorial Jurisdiction (ETJ) limits. It treats multiple plats or parcels of land, even if they straddle different administrative or legal boundaries, as one integrated entity for purposes of development, management, and regulation.

Nonconforming Lot - A parcel of land having less area, frontage, or dimensions than required in the district in which it is located, but which existed prior to the adoption of the district regulations.

Nonconforming Structure - A structure or building having a dimension or setback than otherwise required by the regulations applicable to the district in which it is situated, but which was constructed prior to the adoption of the district regulations.

Nonconforming Use - A use of land lawfully used and occupied prior to the effective date of an ordinance or regulation that does not conform to the use regulations of the district in which it is situated.

Sign - Any device, name, number, identification, description, announcement, declaration, demonstration, flag, banner, pennant, illustration, light, or insignia, and the supporting structure of any of the same, placed upon or affixed directly or indirectly to or upon any building or outdoor structure, or erected or maintained upon a piece of land which directs attention to any object, product, service, place, activity, person, institution, organization, or business, except that holiday lights and decorations shall not be considered signs. This definition doesn't include, fire lane government required, parking, traffic, safety signs, or similar signs.

Single-Family Dwelling - A detached building designed exclusively for occupancy by one (1) family, including manufactured housing or manufactured homes.

Stable, Private - An accessory building used for quartering horses.

SECTION 17. CHANGES AND AMENDMENTS TO ALL ZONING ORDINANCES AND DISTRICTS AND ADMINISTRATIVE PROCEDURES

17.1. Declaration of Policy

The Town declares the enactment of these regulations governing the use and development of land, buildings, and structures to be a measure necessary for the orderly development of the community. Therefore, no change shall be made in these regulations or within the boundaries of the zoning districts except:

17.1.1. To correct any error in the regulations or map.

17.1.2. To recognize changed or changing conditions or circumstances in a particular locality.

17.1.3. To recognize changes in technology, style of living, or manner of doing business.

17.2. Authority to Amend Ordinance

The Town Council may from time to time, after public hearings required by law, amend, supplement, or change the regulations herein provided or the classification or boundaries of the zoning districts. Any amendment, supplement, or change to the text of this ordinance and/or the zoning map and any change

in the classification or boundaries of the zoning districts may be initiated by the Town Council or may be requested by the owner of the affected real property or the authorized representative of an owner of affected real property.

17.3. Changes in Zoning District Boundaries or Classifications

17.3.1. Upon filing an application for an amendment to the classification or boundaries of a zoning district with the Town secretary, the Town Council shall hold a public hearing on said application.

17.3.2. For zoning changes that seek to modify zoning district classifications or boundaries, written notice of the date, time, and location of the public hearing shall be:

17.3.2.1 sent to the owner of the property or his agent and to all owners of real property lying within two hundred (200) feet of the property on which the change in classification is proposed, such notice, mailed first-class postage prepaid, to be given at least thirty (30) days before the date of such hearing; and

17.3.2.2. published in the official newspaper of the Town or another newspaper of general circulation at least sixteen (16) days from the date of such publication; and

17.3.2.3. posted on the Town's website continuously for at least thirty (30) days prior to the public hearing; and

17.3.2.4. posted on the property by the applicant with a sign, plainly visible from the nearest public roadway, which shall state "Zoning Change Requested, for information call Town Hall" and the telephone number shall be listed. The sign shall be at least eighteen (18) by twenty-four (24) inches in size and shall be continuously posted for at least fifteen (15) days before the public hearing. However, failure of owners to receive notice of hearing, or the failure of signage to be posted, shall in no way affect the validity of the action taken.

17.3.3. For zoning changes that seek to amend regulations contained within this ordinance, written notice of the date, time, and location of the public hearing shall be published and posted in the manner and within the times set forth in subsections 17.3.2.2 (published in the Town's *official newspaper) and* 17.3.2.3 (*posted on the Town's website*).

Section 18. DRIVEWAYS AND ACCESS

18.1. Purpose

The purpose of this section is to regulate the location, design, and construction of driveways within the Town of Poetry, ensuring safe and efficient access to properties while preserving the character of different zoning districts.

18.2. Applicability

This section applies to all properties within the jurisdiction of the Town of Poetry, categorized under the following zoning districts:

18.2.1. Agrarian (AR):

18.2.1.1. One driveway or private road per dwelling unit.

18.2.1.2. Additional driveways for agrarian use are permitted, provided they are no closer than 500 linear feet of road frontage to any existing agrarian (non-residential) driveways. (The surface of the driveway must be water permeable, i.e. No asphalt or concrete.)

18.2.1.3. Driveways for agrarian use are defined as those connections to roads which allow for accessing the non-residential portion of a property where activities are conducted, relating to or in support of farming, ranching, forestry and/or other agricultural endeavors.

18.2.2. Single Family Estate Zone (SF-E):

18.2.2.1 One driveway or private road per dwelling unit.

18.2.2.2 One driveway for agrarian use.

18.2.3. Single Family Zone (SF):

18.2.3.1 One driveway or private road per dwelling unit of street frontage.

18.2.4. Business Zone (B):

18.2.4.1 Business driveways shall be at least thirty (30) foot wide by thirty (30) foot radius on the approach. Businesses shall have a no more than one driveway.

18.2.5. Residential Driveways

18.2.5.1. Maximum Width:

18.2.5.1.1. Residential driveways shall not exceed a maximum of twenty (20) feet in width.

18.2.6. Shared Access:

18.2.6.1 Driveways shared between two or more adjoining lots or parcels must conform to the same standards as driveways that are not shared.

18.2.7. Circular Driveways:

18.2.7.1. Circular driveways, defined as driveways serving one dwelling unit and entering and exiting the same roadway, are allowed and considered as one driveway.

18.2.7.2. Circular driveways must conform to all other specifications in this ordinance.

18.2.8 Driveway Apron

18.2.8.1 Maximum Width:

18.2.8.1.1. The apron, the flared portion of the driveway interfacing with the roadway, may be up to fifty feet wide as measured at the point of interface.

18.2.8.1.2. The flare must decrease so that the maximum allowable width of the driveway is achieved at a distance of no greater than sixty (60) feet from the interface of the driveway and road.

SECTION 19. SPECIFIC USE PERMITS

19.1. Purpose

Specific Use Permits (SUP's) are zoning classifications that may include regulations as a part of the zoning ordinance granting the SUP. The uses that normally fall into the specific use category are uses that have unique characteristics that may, depending on the location of the property, require different conditions and regulations not otherwise listed under the basic zoning districts, or uses that are not considered by this ordinance as an allowed use by right. The Town's consideration of SUP applications is discretionary, not ministerial, and may be granted or denied by the Town Council based on the best interests of the public health, safety, morals, and general welfare.

19.2. Process

An application for an SUP may only be filed by the owner of the affected property or his/her duly authorized agent. The Town may charge a fee to the applicant in an amount intended to compensate the Town for the costs of publication and administrative expenses. The Town Council shall conduct a public hearing on the application after notice of the date, time, and location is delivered, published, and posted in accordance with the notice requirements for zoning classification or district boundary changes.

19.3. Provision

If granted, the Town Council may impose reasonable conditions on the use allowed by the SUP, including but not limited to hours of operation, parking requirements, on-site signage, and limitations on the emission of noise, dust, and fumes. The specific conditions set forth in the ordinance granted by the SUP will supersede the provisions of this ordinance only when in direct conflict; otherwise, all zoning regulations under this ordinance will apply. The zoning map shall identify the properties on which a SUP has been granted.

SECTION 20. PENALTY FOR VIOLATIONS

Any person, association, or corporation violating any of the provisions of this ordinance shall upon conviction be fined a sum not to exceed two thousand dollars ($2000.00) per day, and each day that the provisions of this ordinance are violated shall constitute a separate and distinct offense. The foregoing sanction is not exclusive and the Town may pursue any, and all other remedies associated with violations of its zoning regulations as may be allowed by law. Failure to comply with the provisions of this ordinance may result in fines, issuance of stop-work orders, or other enforcement actions as specified in Section.

SECTION 21. VALIDITY, SEVERANCE AND CONFLICT

If any section, paragraph, subdivision, clause, phrase, or provision of this ordinance shall be adjudged invalid or held unconstitutional, the same shall be severed from and shall not affect the validity of this ordinance as a whole or any part or provision hereof other than the part so determined to be invalid or unconstitutional. To the extent any provision of this ordinance conflicts with other ordinances of the Town of Poetry, the terms of this ordinance shall control.

SECTION 22. EFFECTIVE DATE

This ordinance shall be effective upon its adoption by the Town Council and the publication of its caption as the law may so require.

APPENDIX 1:

DISTRICT REGULATIONS

	AG	SF-E	SF	B-1
MAXIMUM HEIGHT (feet)	40	40	40	20
SIDE YARD WIDTH (feet)	5	5	5	5
MINIMUM REAR YARD (feet)	5	5	5	5
MINIMUM FRONT YARD (feet) (from centerline of the road)	75	75	75	55
MINIMUM LOT AREA (square feet)	217,800	108,900	43,560	108,900
MINIMUM LOT WIDTH (feet)	200	200	150	200
MINIMUM LOT DEPTH (feet)	311	311	200	311
MAXIMUM LOT COVERAGE	15%	10%	10%	10%
MINIMUM GREEN SPACE	50%	50%	50%	50%

NOTES TO APPENDIX 1

a) The minimum residential lot area for the various districts shall be in accordance with the regulations for each district, except that a lot having less area than required which was an official "lot of record" at the time of the adoption of this ordinance (a nonconforming lot) may be used for a one-family dwelling.

b) No lot existing at the time of passage of this ordinance shall be reduced in area below the minimum requirements outlined in the respective district.

c) The front yard setback shall be measured from the center line of the road at an existing street to the front face of the building, covered porch, covered terrace, or attached accessory buildings. Eaves and roof extensions or a porch without posts or columns may project into the required front yard for a distance not to exceed eight (8) feet and subsurface structures, platforms, or slabs may not project into the front yard to a height greater than thirty (30) inches above the average grade of the yard. On corner lots, the front yard setback shall be observed along the frontage of both intersecting streets (unless shown specifically otherwise on a final plat).

d) The rear yard setback or depth is defined as the distance from the boundary of a lot that is most distant from or is most nearly parallel to the front lot line, and the front, rear, or side of any structure. The side yard setback or depth is the distance between the front, rear, or side of any structure and any lot line that is not the front or rear lot line. Eaves

and roof extensions or a porch without posts or columns may project into the required rear or side yard for a distance not to exceed eight (8) feet and subsurface structures, platforms, or slabs may not project into the yard to a height greater than thirty (30) inches above the average grade of the yard

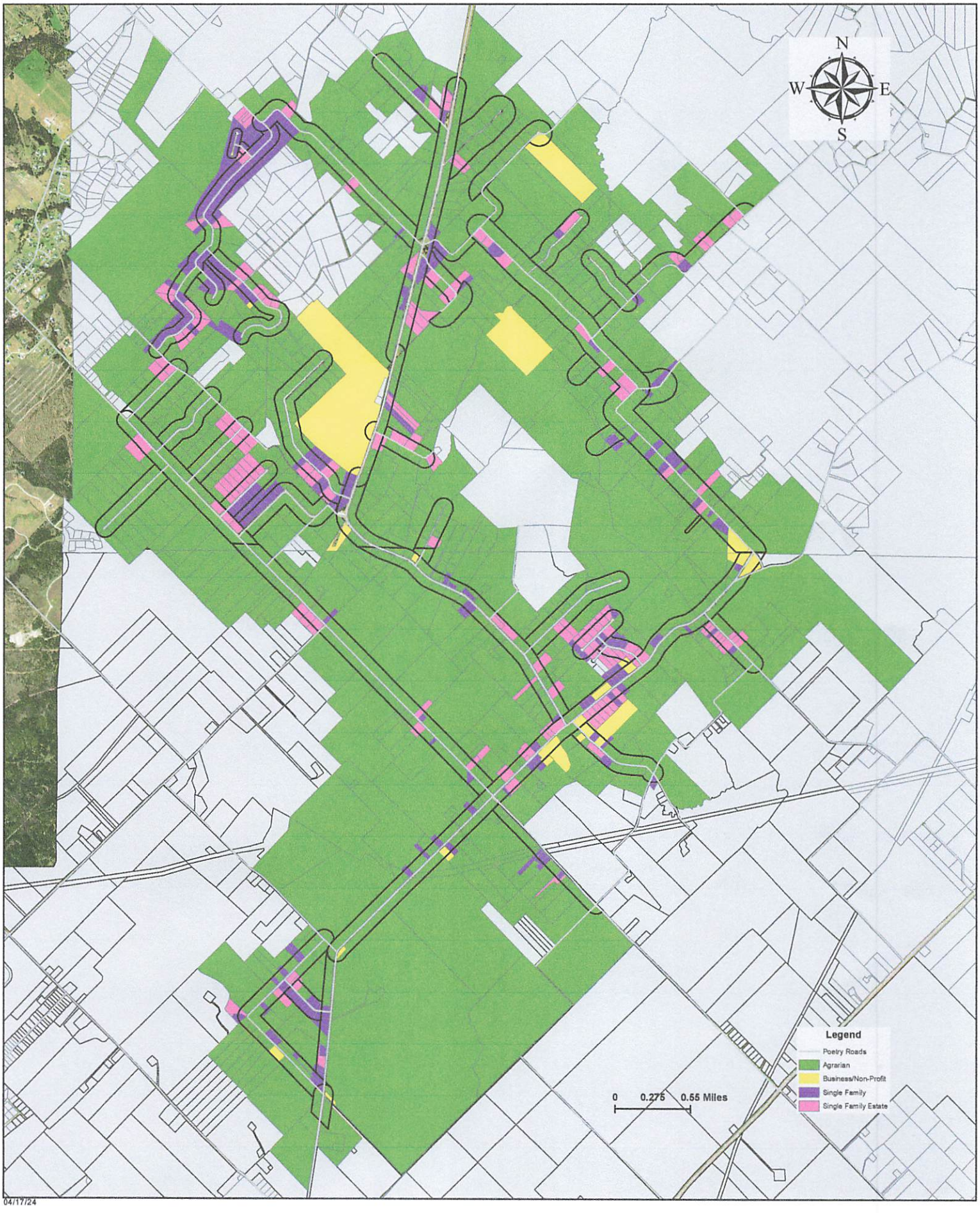
e) The height of a building is measured from the average established grade at the street line or from the average natural front yard ground level, whichever is higher, to (1) the highest point of the roof's surface, if a flat surface, (2) to the deck line of mansard roofs, or (3) to the mean height level between eaves and edge for hip and gable roofs and, in any event, excluding chimneys, cooling towers, elevator bulkheads, tanks, water towers, radio towers, ornamental cupolas, domes or spires, and parapet walls not exceeding ten (10) feet. If the street grade is not officially established, the average front yard grade shall be used for a base level.

f) Where the frontage on one side of a street between two (2) intersecting streets is divided by two (2) or more zoning districts, the front yard shall comply with the requirements of the most restrictive district for the entire frontage.

g) Single-family dwellings require building lots of two and a half (2.5) acres or more, except in the SF-Single Family Residential District.

h) All measurements for minimum front yard and other related measures are from the center line of the road and include both the road and the right of way.

Town of Poetry
Original Zoning Map
03/21/24
Exhibit B



Two Thousand and no/100 Dollars ($2,000.00) for each offense. Each and every day such violation continues shall constitute a separate offense.

SECTION 5: This ordinance shall take effect immediately from and after its passage and the publication of its caption, as the law in such cases provides.

DULY PASSED by the Town Council of the Town of Poetry, Texas this 21ST day of March, 2024.

APPROVED:

Sara Senteverch
Mayor

ATTEST:

Theresa Schlaeder
Town Secretary, Deputy

APPROVED AS TO FORM:

Town
Attorney

POETRY TEXAS

TOWN OF POETRY, TEXAS

ORDINANCE NO. 2024-03-01

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, ADOPTING A COMPREHENSIVE ZONING ORDINANCE AND MAP; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE

DULY PASSED by the Town Council of the Town of Poetry, Texas this 21st day of March, 2024.

APPROVED:

Sara Senkevech
Mayor

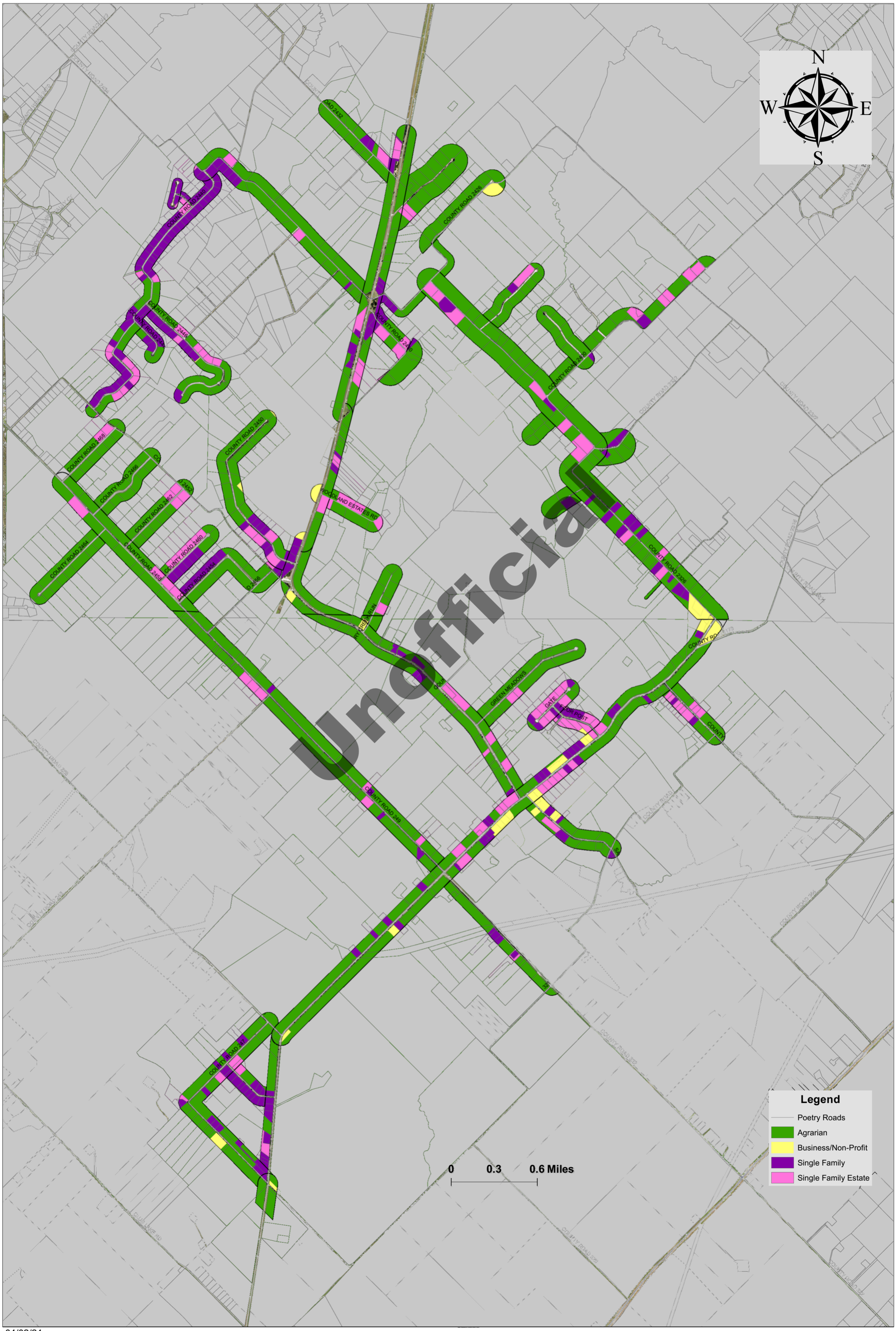
ATTEST:

Theresa Schlander
Town Secretary, Deputy

POETRY TEXAS

ChatGPT rendering of current zoning map showing only those areas subject to our current zoning ordinance

Town of Poetry
Original Zoning Map
03/21/24



04/02/24

NOTICE OF PUBLIC HEARING
TOWN OF POETRY, TEXAS

Notice is hereby given that the **Town Council of the Town of Poetry, Texas**, will hold a public hearing on **Thursday, November 19, 2026, at 5:30 p.m.**, at **Poetry Community Christian School, 18688 FM 986, Poetry, Texas 75160**, to consider and receive public comment concerning the proposed repeal of Ordinance No. 2024-03-01, Comprehensive Zoning Ordinance and Map.

The proposed repeal would repeal Ordinance No. 2024-03-01, Comprehensive Zoning Ordinance and Map, including the zoning regulations, zoning districts, zoning classifications, and zoning map adopted pursuant to and made a part of the Ordinance.

All interested persons, property owners, and citizens of the Town of Poetry are hereby notified of the public hearing and are invited to attend and be heard concerning the proposed repeal.

Following the public hearing, the Town Council may consider and take action on the proposed repeal of Ordinance No. 2024-03-01, Comprehensive Zoning Ordinance and Map.

This notice is given in accordance with applicable provisions of the Texas Local Government Code.

TOWN OF POETRY, TEXAS

By: _____
Deputy Town Secretary
Dated: October 14, 2026

Town of Poetry

Budget vs. Actuals: FY_2026_2027 - FY27 P&L

October 2026 - September 2027

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3000 Use of Prior Year Excess		102,721.69	-102,721.69	
4000 Franchise Fees Electric				
4010 Oncor Franchise Fees		15,000.00	-15,000.00	
4020 FEC Franchise Fees		36,000.00	-36,000.00	
Total 4000 Franchise Fees Electric		**51,000.00**	**-51,000.00**	
4100 Franchise Fees Solid Waste				
4160 Blackjack Disposal Franchi	11,605.50	46,000.00	-34,394.50	25.23 %
Total 4100 Franchise Fees Solid Waste	**11,605.50**	**46,000.00**	**-34,394.50**	**25.23 %**
4200 Franchise Fees Communicati				
4210 Charter Communications		250.00	-250.00	
Total 4200 Franchise Fees Communicati		**250.00**	**-250.00**	
4400 Sales Tax Revenue	8,799.91	130,000.00	-121,200.09	6.77 %
4450 Encumbered Road Fund Prior		104,463.39	-104,463.39	
4500 Donations		0.00	0.00	
TDA GO! Grant		750,000.00	-750,000.00	
Total Income	**$20,405.41**	**$1,184,435.08**	**$ -1,164,029.67**	**1.72 %**
GROSS PROFIT	**$20,405.41**	**$1,184,435.08**	**$ -1,164,029.67**	**1.72 %**
Expenses				
5000 Salary Secretarys	5,018.36	46,200.00	-41,181.64	10.86 %
5005 Wage Exp Secretary Wages				
Total 5005 Wage Exp Secretary				
5040 Quickbooks Software	217.46	2,200.00	-1,982.54	9.88 %
5056 Payroll taxes -Employer		3,600.00	-3,600.00	
5057 Payroll Tax Employee		7,308.00	-7,308.00	
Total 5000 Salary Secretarys	**5,235.82**	**59,308.00**	**-54,072.18**	**8.83 %**
5100 Office Supplies	948.40	2,400.00	-1,451.60	39.52 %
5110 Office Equipment, Printers	290.33	3,500.00	-3,209.67	8.30 %
5130 Dues/Membership Admin		0.00	0.00	
5135 Steering Committee Members		500.00	-500.00	
5140 TML Lobbying (Membership)		900.00	-900.00	
5150 General Dues/Mbrship Admin		800.00	-800.00	
Total 5130 Dues/Membership Admin		**2,200.00**	**-2,200.00**	
5200 Shipping and Postage		50.00	-50.00	
5300 Newspaper Publications	200.00	4,000.00	-3,800.00	5.00 %
5400 Prof. Mbrship		0.00	0.00	
5500 Education & Mtg Exp	85.00	350.00	-265.00	24.29 %
5600 Professional Services	800.00	14,658.81	-13,858.81	5.46 %
5610 Engineering Services		0.00	0.00	
5620 Engineering Consultants		0.00	0.00	
5630 Engineering Finance		0.00	0.00	

Town of Poetry

Budget vs. Actuals: FY_2026_2027 - FY27 P&L

October 2026 - September 2027

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5640 Engineering Survey		0.00	0.00	
5650 ETJ Removal		0.00	0.00	
5660 Zoning Map Update Prof Services		0.00	0.00	
Total 5600 Professional Services	**800.00**	**14,658.81**	**-13,858.81**	**5.46 %**
5700 Tech Support & Serv		0.00	0.00	
5710 Website	28.13	400.00	-371.87	7.03 %
5715 Tech Services - Other	73.62	2,000.00	-1,926.38	3.68 %
5740 Internet Phone Services	133.24	1,500.00	-1,366.76	8.88 %
5780 Software Subscriptions	28.42	3,000.00	-2,971.58	0.95 %
5790 Domain Renewal		100.00	-100.00	
Total 5700 Tech Support & Serv	**263.41**	**7,000.00**	**-6,736.59**	**3.76 %**
5800 Legal Services		0.00	0.00	
5802 ETJ Map		0.00	0.00	
5803 Boundary Survey		0.00	0.00	
5810 Legal Services Meetings	53.75	1,000.00	-946.25	5.38 %
5820 Legal Lawsuit Fees		10,000.00	-10,000.00	
5830 Legal Documents	107.50	1,500.00	-1,392.50	7.17 %
5840 Legal - Other		1,250.00	-1,250.00	
5850 Legal Zoning Map Update		0.00	0.00	
5860 Legal Zoning Ordinance		0.00	0.00	
Total 5800 Legal Services	**161.25**	**13,750.00**	**-13,588.75**	**1.17 %**
5900 Town Insurance		0.00	0.00	
5910 Cyber Ins Policy	1,850.00	2,000.00	-150.00	92.50 %
5920 Bldg Ins. *Ervin Ins. Concepts, Inc." TOP		800.00	-800.00	
5930 TML Town Ins	4,994.32	6,500.00	-1,505.68	76.84 %
Total 5900 Town Insurance	**6,844.32**	**9,300.00**	**-2,455.68**	**73.59 %**
6000 Capital Expenditure				
6010 Cap Exp Road Refurbishment		0.00	0.00	
6011 Cap Exp HC Road Refurbishm		20,000.00	-20,000.00	
6012 Cap Exp KC Road Refurbishm		15,000.00	-15,000.00	
Total 6010 Cap Exp Road Refurbishment		**35,000.00**	**-35,000.00**	
6020 Cap Exp Signage		3,713.40	-3,713.40	
6030 Cap Exp Bldg Improvement		0.00	0.00	
6040 Cap Exp Parking Lot Improv		0.00	0.00	
6090 Cap Exp Landscaping		0.00	0.00	
6091 Cap Misc Overage	0.00		0.00	
Total 6030 Cap Exp Bldg Improvement	**0.00**	**0.00**	**0.00**	
6050 CBD TDA Match	18,750.00	750,000.00	-731,250.00	2.50 %
Total 6000 Capital Expenditure	**18,750.00**	**788,713.40**	**-769,963.40**	**2.38 %**
6100 Pothole Signage & Road Rel		0.00	0.00	
6111 HC Project Sheets	5,920.00	110,000.00	-104,080.00	5.38 %
6112 KC Project Sheets		65,000.00	-65,000.00	

Town of Poetry

Budget vs. Actuals: FY_2026_2027 - FY27 P&L

October 2026 - September 2027

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6125 Volunteer Pothole Repair		0.00	0.00	
6150 Volunteer Road Supplies		1,000.00	-1,000.00	
6175 Volunteer Road Equip. Rent		1,000.00	-1,000.00	
Total 6100 Pothole Signage & Road Rel	**5,920.00**	**177,000.00**	**-171,080.00**	**3.34 %**
6200 TownHall Grounds Maint Services	160.00	2,500.00	-2,340.00	6.40 %
6300 Election Expense	2,400.00	16,000.00	-13,600.00	15.00 %
6350 Town Hall Building Repairs		1,500.00	-1,500.00	
6400 Bldg Utilities Exp				
6420 Town Hall Electricity	400.97	2,500.00	-2,099.03	16.04 %
6430 Water Utilities	56.61	600.00	-543.39	9.44 %
Total 6400 Bldg Utilities Exp	**457.58**	**3,100.00**	**-2,642.42**	**14.76 %**
6500 Audit Expense		6,000.00	-6,000.00	
6575 TDA GO! Grant		18,750.00	-18,750.00	
6600 Emergency Management		2,000.00	-2,000.00	
6650 Rainy Day Fund 2026-2027		52,354.87	-52,354.87	
6655 Rainy Day Severe Weather C		0.00	0.00	
Payroll Expenses				
Taxes	0.00		0.00	
Wages	0.00		0.00	
Total Payroll Expenses	**0.00**		**0.00**	
Uncategorized Expense		0.00	0.00	
Total Expenses	**$42,516.11**	**$1,184,435.08**	**$ -1,141,918.97**	**3.59 %**
NET OPERATING INCOME	**$ -22,110.70**	**$0.00**	**$ -22,110.70**	**0.00%**
Other Income				
8000 Reconciliation Item	29.44		29.44	
Total Other Income	**$29.44**	**$0.00**	**$29.44**	**0.00%**
NET OTHER INCOME	**$29.44**	**$0.00**	**$29.44**	**0.00%**
NET INCOME	**$ -22,081.26**	**$0.00**	**$ -22,081.26**	**0.00%**

Town of Poetry

Account QuickReport

All Dates

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
6000 Capital Expenditure									
6010 Cap Exp Road Refurbishment									
6011 Cap Exp HC Road Refurbishm									
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Culverts	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		530.00	530.00
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Culverts	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		1,590.00	2,120.00
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Culverts	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		400.00	2,520.00
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Rock	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		400.00	2,920.00
6011 Cap Exp HC Road Refurbishm	12/09/2025	Journal Entry	3		Project Sheet H-29 Complete 11102025	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		4,930.00	7,850.00
6011 Cap Exp HC Road Refurbishm	01/31/2026	Journal Entry	11		Adj H-29 Completed Work to HC Poetry Repairs Worksheet	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		-494.00	7,356.00
6011 Cap Exp HC Road Refurbishm	01/31/2026	Journal Entry	12		Rev 10302025 Entry H-28 to match HC Poetry Repairs Culverts 2-36" 2440, 24" 2466, Rock, 2-36" 2452	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		-2,390.00	4,966.00
6011 Cap Exp HC Road Refurbishm	01/31/2026	Journal Entry	12		H-28 to match HC Poetry Repairs Culverts 2-36" 2440, 24" 2466, Rock, 2-36" 2452	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		11,171.00	16,137.00
6011 Cap Exp HC Road Refurbishm	04/30/2026	Journal Entry	16		Project Sheet H-31 CR 2446 1-15" x 30’ metal culvert - 1 load of rock	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		1,000.00	17,137.00

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
6011 Cap Exp HC Road Refurbishm	06/04/2026	Journal Entry	22		H-32 Multiple Sections of Heavily Patched Road Surface CR2326 between intersections CCR2426 & CR2400	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		15,225.00	32,362.00
6011 Cap Exp HC Road Refurbishm	06/04/2026	Journal Entry	22		H-33 Under Road Culvert Replacement	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		1,905.00	34,267.00
6011 Cap Exp HC Road Refurbishm	07/31/2026	Journal Entry	30		Reverse H-29 per HC Auditors Office	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		494.00	34,761.00
6011 Cap Exp HC Road Refurbishm	07/31/2026	Journal Entry	30		Adj H-28 Per HC Auditors Office	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		0.60	34,761.60
6011 Cap Exp HC Road Refurbishm	07/31/2026	Journal Entry	30		Adj H-25 Per HC Auditors Office	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		-28.20	34,733.40
6011 Cap Exp HC Road Refurbishm	07/31/2026	Journal Entry	31		H-34 CR 246412 tons asphalt, 1 - 18"x 30’ Metal Culvert	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		2,859.00	37,592.40
6011 Cap Exp HC Road Refurbishm	07/31/2026	Journal Entry	31		H-36 CR 2432 Multiple Areas between FM 1565 and Town Limit	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		15,378.00	52,970.40
6011 Cap Exp HC Road Refurbishm	08/11/2026	Journal Entry	32		H-37 CR 2434 Multiple Areas between FM 1565 and Town Limit	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		15,378.00	68,348.40
Total for 6011 Cap Exp HC Road Refurbishm								**$68,348.40**	
Total for 6010 Cap Exp Road Refurbishment with sub-accounts								**$68,348.40**	
Total for 6000 Capital Expenditure with sub-accounts								**$68,348.40**	
TOTAL								**$68,348.40**	

Town of Poetry

Account QuickReport

All Dates

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
6000 Capital Expenditure									
6010 Cap Exp Road Refurbishment									
6012 Cap Exp KC Road Refurbishm									
6012 Cap Exp KC Road Refurbishm	10/01/2025	Journal Entry	2		Completed K-11 per Krystal Cruz KC Road	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6012 Cap Exp KC Road Refurbishm		3,000.00	3,000.00
6012 Cap Exp KC Road Refurbishm	11/17/2025	Journal Entry	4		Project K-12 Completed 11172025	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6012 Cap Exp KC Road Refurbishm		6,250.00	9,250.00
6012 Cap Exp KC Road Refurbishm	01/31/2026	Journal Entry	9		K-13 KC Road 321 from CR 321 to FM 986	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6012 Cap Exp KC Road Refurbishm		8,100.00	17,350.00
6012 Cap Exp KC Road Refurbishm	08/31/2026	Journal Entry	34		K-16 Complete Level Up K VT 323 btween CR 321 and FM 986	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6012 Cap Exp KC Road Refurbishm		8,100.00	25,450.00
Total for 6012 Cap Exp KC Road Refurbishm								**$25,450.00**	
Total for 6010 Cap Exp Road Refurbishment with sub-accounts								**$25,450.00**	
Total for 6000 Capital Expenditure with sub-accounts								**$25,450.00**	
TOTAL								**$25,450.00**	

Town of Poetry

Account QuickReport

All Dates

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
6100 Pothole Signage & Road Rel									
6111 HC Project Sheets									
6111 HC Project Sheets	08/04/2025	Journal Entry	3		Refund Reimbursement HC Missed Work CR 2400	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		-4,300.00	-4,300.00
6111 HC Project Sheets	08/04/2025	Journal Entry	4		Pothole Repairs HC	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		2,471.80	-1,828.20
6111 HC Project Sheets	10/30/2025	Journal Entry	11		10/13/2025 Pothole and Road Edge Repair CR 2454,2526,2426,2432,2458,2460,2440,2450	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		530.00	-1,298.20
6111 HC Project Sheets	10/30/2025	Journal Entry	11		10/14/2025 Pothole and Road Edge Repair CR 2454,2326,2426,2432,2458,2460,2440,2450,2420	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		530.00	-768.20
6111 HC Project Sheets	10/30/2025	Journal Entry	11		10/20/2025 Pothole and Road Edge Repair CR2434,2426,2526,2432,2458,2460,2440,2450,2430	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		530.00	-238.20
6111 HC Project Sheets	01/31/2026	Journal Entry	10		H-25 Adj 2471.8 to 2500.00 pothole signage 2434 2426 2326 2400 2458 2452 2454 2456	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		28.20	-210.00
6111 HC Project Sheets	04/30/2026	Journal Entry	16		Project Sheet H-30 CR2426, CR2326, CR2400, CR2454, CR2456, CR2464, CR2434 3 loads pot hole repair mix	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		1,590.00	1,380.00

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
6111 HC Project Sheets	07/31/2026	Journal Entry	31		H-35 CR 2458 from Kaufman County Line to Town Limit 4 tons asphalt patch	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		622.00	2,002.00
6111 HC Project Sheets	10/30/2026	Journal Entry	37		H-38 CR2426, CR2440, CR2446, CR2466, CR2462, CR2454, CR2451, CR2450, CR2326, CR2400, CR2458	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		5,556.00	7,558.00
6111 HC Project Sheets	10/30/2026	Journal Entry	37		H-39 CR2448 Sink Hole	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		174.00	7,732.00
6111 HC Project Sheets	10/30/2026	Journal Entry	37		H-39 CR2446 Regrade	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		190.00	7,922.00
Total for 6111 HC Project Sheets								**$7,922.00**	
Total for 6100 Pothole Signage & Road Rel with sub-accounts								**$7,922.00**	
TOTAL								**$7,922.00**	

Town of Poetry

Account QuickReport

All Dates

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
6100 Pothole Signage & Road Rel									
6112 KC Project Sheets									
6112 KC Project Sheets	02/23/2026	Journal Entry	13		K-14 Project Four Post and Gate Lane 02232026 Pothole Expense	6100 Pothole Signage & Road Rel:6112 KC Project Sheets		1,000.00	1,000.00
6112 KC Project Sheets	05/13/2026	Journal Entry	21		K-15 Project Sheet Pothole and Edge Repair CR247 & CR249	6100 Pothole Signage & Road Rel:6112 KC Project Sheets		800.00	1,800.00
6112 KC Project Sheets	09/17/2026	Bill	K-17	Kaufman County Auditor	K-17 Work Complete Kaufman CR249 between HC Line and CR 243	6100 Pothole Signage & Road Rel:6112 KC Project Sheets		1,150.00	2,950.00
Total for 6112 KC Project Sheets								**$2,950.00**	
Total for 6100 Pothole Signage & Road Rel with sub-accounts								**$2,950.00**	
TOTAL								**$2,950.00**	

Town of Poetry

Account QuickReport

All Dates

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
8000 Reconciliation Item									
8000 Reconciliation Item	05/13/2026	Journal Entry	20		CK 1216 dated 09302022 incorrectly cashed by ANB Unclaimed Property CHECK unable to VOID per TX comptroller BANK ERROR awaiting correction from bank	8000 Reconciliation Item		-29.44	-29.44
8000 Reconciliation Item	10/07/2026	Journal Entry	36		Refund Texas Comptroller Unclaimed Property 09302022 check Cashed and CLRD nolonger unclaimed Property Payee 1XXXXX99443 Warrant Number 152550684	8000 Reconciliation Item		29.44	0.00
Total for 8000 Reconciliation Item								**$0.00**	
TOTAL								**$0.00**	

Town of Poetry

American National Bank of Texas, Period Ending 10/31/2026

RECONCILIATION REPORT

Reconciled on: 11/03/2026

Reconciled by: Theresa Scholander

Any changes made to transactions after this date aren't included in this report.

Summary USD

Statement beginning balance	207,185.08
Checks and payments cleared (65)	-24,739.60
Deposits and other credits cleared (3)	20,434.85
Statement ending balance	202,880.33
Uncleared transactions as of 10/31/2026	-1,607.70
Register balance as of 10/31/2026	201,272.63
Cleared transactions after 10/31/2026	0.00
Uncleared transactions after 10/31/2026	-2,813.70
Register balance as of 11/03/2026	198,458.93

Details

Checks and payments cleared (65)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2026	Bill Payment	1798	Kaufman County Elections De…	-3,025.00
09/17/2026	Bill Payment	1803	Kaufman County Auditor	-1,150.00
09/24/2026	Bill Payment	1856	Be Compliant Inspections, LLC	-800.00
09/29/2026	Bill Payment	1808	Town of Poetry	-72.19
09/30/2026	Bill Payment	1850	Chad R. West and Mandi M. …	-375.00
09/30/2026	Bill Payment	1840	Terry R. Fowler and Amy B. F…	-125.00
09/30/2026	Bill Payment	1841	Michael R. and L. Kristine Bro…	-125.00
09/30/2026	Bill Payment	1842	RVSL Foundation, Mr. Ryan P…	-125.00
09/30/2026	Bill Payment	1843	Lon Akin Jr.	-125.00
09/30/2026	Bill Payment	1844	Gerardo Hinojosa	-125.00
09/30/2026	Bill Payment	1845	Jason & Angie West	-125.00
09/30/2026	Bill Payment	1846	Bishop Airfield Ranch LLC	-125.00
09/30/2026	Bill Payment	1847	Rodney & Erica Sitzes	-125.00
09/30/2026	Bill Payment	1848	Darrell & Rita Scott DBA Roys…	-125.00
09/30/2026	Bill Payment	1849	TES-BIG RACK RANCH INC.	-250.00
09/30/2026	Bill Payment	1851	Thomas Wayne Akin	-125.00
09/30/2026	Bill Payment	1852	James Scott Lehew and Lora …	-125.00
09/30/2026	Bill Payment	1853	Cassandra Keys	-125.00
09/30/2026	Bill Payment	1855	David Potts & Sheila Potts	-125.00
09/30/2026	Bill Payment	1858	Dale Bennett and Karen L. Be…	-125.00
09/30/2026	Bill Payment	1859	James A. Dennis	-125.00
09/30/2026	Bill Payment	1861	Thomas Wayne Akin, Trustee …	-62.50
09/30/2026	Bill Payment	1815	Debbie Lyn David	-125.00
09/30/2026	Bill Payment	1813	365 Property Development, LLC	-125.00
09/30/2026	Bill Payment	1814	Newell Raymond Clemons, Jr.	-125.00
09/30/2026	Bill Payment	1818	Michael & Deborah Burney	-125.00
09/30/2026	Bill Payment	1819	Mr. Rick Kennedy	-250.00
09/30/2026	Bill Payment	1821	David & Lauri Celella	-125.00
09/30/2026	Bill Payment	1826	Carla B. Fuller	-125.00
09/30/2026	Bill Payment	1827	Alec & Lacie Lopez	-125.00
09/30/2026	Bill Payment	1828	Kenneth R. Reed & Judy M. R…	-125.00
09/30/2026	Bill Payment	1829	Bettye Jane Ballard	-125.00
09/30/2026	Bill Payment	1831	Dawn Brittain Merrell	-250.00
09/30/2026	Bill Payment	1832	Lawrence J. Horan III and Ann…	-125.00
09/30/2026	Bill Payment	1834	Kenneth M. and Tracie Hibbs	-125.00
09/30/2026	Bill Payment	1835	Thomas Wayne Akin, Trustee …	-62.50
09/30/2026	Bill Payment	1834	Terry & Amy Fowler DBA Wat…	-125.00
09/30/2026	Bill Payment	1837	Pamela Sitzes	-125.00
09/30/2026	Bill Payment	1838	Mark & Cindy Knochel	-125.00
10/01/2026	Payroll Check	DD	Mrs. Theresa Rita Scholander	-1,067.51

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/01/2026	Payroll Check	DD	Lora Lehew	-798.83
10/01/2026	Tax Payment		Intuit QuickBooks Workforce	-338.32
10/06/2026	Bill Payment	1813	Be Compliant Inspections, LLC	-800.00
10/07/2026	Bill Payment	ACH	Microsoft O365	-28.42
10/07/2026	Bill Payment	ACH	Charter Communications	-133.24
10/09/2026	Bill Payment	Debit Card	Amazon Online	-65.67
10/10/2026	Bill Payment	Debit Card	The Terrell Tribune	-2,400.00
10/11/2026	Bill Payment	Debit Card	Amazon Online	-173.25
10/13/2026	Bill Payment	1810	AETexas	-22.31
10/13/2026	Bill Payment	Debit Card	Amazon Online	-15.83
10/13/2026	Bill Payment	ACH	PWSC	-56.61
10/13/2026	Bill Payment	1863	Reliant	-378.66
10/13/2026	Bill Payment	1862	TrackerSoft, LP	-73.62
10/13/2026	Bill Payment	Debit Card	USPS	-492.00
10/13/2026	Bill Payment	1818	Wix.com	-25.98
10/13/2026	Bill Payment	1817	Wix.com	-2.15
10/14/2026	Bill Payment	Debit Card	Amazon Online	-290.33
10/15/2026	Bill Payment	1882	Nichols, Jackson, Dillard, Hag…	-161.25
10/15/2026	Bill Payment	1881	TML Intergovernmental Risk P…	-6,844.32
10/15/2026	Bill Payment	Debit Card	texas Municipal Clerks Assoc	-85.00
10/15/2026	Bill Payment	Debit Card	Amazon Online	-79.91
10/15/2026	Bill Payment	Debit Card	USPS	-32.80
10/15/2026	Bill Payment	Debit Card	Amazon Online	-33.94
10/21/2026	Bill Payment	Debit Card	The Terrell Tribune	-200.00
10/21/2026	Bill Payment	ACH	QuickBooks Payroll	-217.46
Total				-24,739.60

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/07/2026	Journal	36		29.44
10/09/2026	Deposit		TEXAS STATE COMPTROLL…	8,799.91
10/09/2026	Deposit		Blackjack Disposal	11,605.50
Total				20,434.85

Additional Information

Uncleared checks and payments as of 10/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2024	Bill Payment	1564	Mrs. Shelley Smith	-3.05
08/01/2024	Bill Payment	1566	Haley Anderton-Dennis	-6.00
06/26/2025	Bill Payment	36	Reliant	-123.62
09/04/2025	Bill Payment	ACH	Gusto	-65.03
09/30/2026	Bill Payment	1825	Marcella and Stanley Potts	-125.00
09/30/2026	Bill Payment	1823	Catherine Bankston	-125.00
09/30/2026	Bill Payment	1822	Daniel Lee Swaim	-125.00
09/30/2026	Bill Payment	1817	Lon Akin Jr. Trustee 2004 Trust	-62.50
09/30/2026	Bill Payment	1816	Patrick J. Smith and Shelley J…	-125.00
09/30/2026	Bill Payment	1857	Tim W. Cheney & Bobbi Rene…	-125.00
09/30/2026	Bill Payment	1839	Jamie Wall	-125.00
09/30/2026	Bill Payment	1856	Gerardo & Cynthia Hinojosa	-125.00
09/30/2026	Bill Payment	1824	Charles & Ruby McBride	-125.00
09/30/2026	Bill Payment	1833	Ryan Royce Scott & Angela C…	-125.00
09/30/2026	Bill Payment	1860	Lon Akin Jr. Trustee 2004 Trust	-62.50
10/29/2026	Bill Payment	1811	Herbert Fletcher	-160.00
Total				-1,607.70

Uncleared checks and payments after 10/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/03/2026	Payroll Check	DD	Mrs. Theresa Rita Scholander	-1,086.66
11/03/2026	Payroll Check	DD	Lora Lehew	-1,302.14
11/03/2026	Tax Payment		Intuit QuickBooks Workforce	-424.90
Total				-2,813.70

Town of Poetry

Petty Cash, Period Ending 10/31/2026

RECONCILIATION REPORT

Reconciled on: 11/03/2026

Reconciled by: Theresa Scholander

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	100.00
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	100.00
Register balance as of 10/31/2026	100.00

Town of Poetry

October 2026

GL Account 6010,11,12,20 Capital Road Refurbishment & 6100, 6112, 6111 Pothole Signage, Road Repair

Sales and Use Tax Revenue

Texas Comptroller Allocation

May-23	$392.28
Jun-23	$6,432.63
July-23	$8,529.55
August-23	$7,633.36
September-23	$9,172.77
October-23	$8,169.48
November-23	$10,285.29
December-2023	$8,982.72
January-2024	$9,297.01
February-2024	$11,177.13
March-2024	$8,313.79
April-2024	$8,767.73
May-2024	$9,379.24
June-2024	$8,025.35
July-2024	$8,761.22
August-2024	$8,616.47
September-2024	$9,517.29
October-2024	$8,149.76
November-2024	$8,692.26
December-2024	$8,333.01
January-2025	$9,549.48
February-2025	$12,200.67
March-2025	$8,778.05
April-2025	$7,790.71
May-2025	$10,381.66
June-2025	$9,598.68
July-2025	$9,281.90
Aug-2025	$10,026.77
Sept-2025	$12,416.15
Oct-2025	$9,339.81
Nov-2025	$10,263.27
Dec-2025	$10,236.88
Jan-2026	$12,173.70
February-2026	$14,601.88
March-2026	$9,508.36
April-2026	$10,640.68
May-2026	$11,081.40
June-2026	$10,022.25
July-2026	$10,249.22
Aug-2026	$10,748.68
Sept-2026	$10,483.12
Oct-2026	$8,799.91
Total Allocation	**$394,801.57**

Expenditures			
Capital Expense			
GL 6010 YE 09302022	**$**	**7,477.00**	
GL 6010 YE 09302023	**$**	**23,826.16**	
GL 6010 YE 09302025	**$**	**64,859.68**	
GL 6020 YE 09/30/2025 Signage	**$**	**4,847.48**	
GL 6011 YE 09302026 HC	**$**	**68,348.40**	10/01 -09/30/2026
GL 6012 YE 09302026 KC	**$**	**25,450.00**	10/01 -09/30/2026
GL 6011 YE 09302027 HC	**$**	**-**	10/01 -09/30/2027
GL 6012 YE 09302027 KC	**$**	**-**	10/01 -09/30/2027
6010,20,11,& 12 TOTAL	**$**	**194,808.72**	
Pothole and Signage			
GL 6100 YE 09302024	**$**	**33,300.50**	10/01 -09/30/2026
GL 6100 YE 09302025	**$**	**25,027.45**	10/01 -09/30/2026
Gl 6112 KC Proj. Sheets YE 09302026	**$**	**2,950.00**	10/01 -09/30/2026
GL 6111 HC Proj. Sheets YE 09302026	**$**	**3,802.00**	10/01 -09/30/2026
GL 6112 KC Proj. Sheets YE 09302027	**$**	**-**	10/01 -09/30/2027
GL 6111 HC Proj. Sheets YE 09302027	**$**	**5,920.00**	10/01 -09/30/2027
6100,6111 &6112 TOTAL		**70,999.95**	
HC Escrow Account (1800 +19553.00)	**$**	**15,729.60**	
KC Escrow Account	**$**	**-**	
Escrow Accounts TOTAL	**$**	**15,729.60**	

Road Fund Balance	$113,263.30
General Fund Balance	$89,617.03
Bank Bal 10/31/2026	**$202,880.33**

Total Expenditures **$281,538.27**

Town of Poetry

Account QuickReport

All Dates

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
ROADS Escrow Accounts									
Hunt County Roads Escrow Acct									
Hunt County Roads Escrow Acct	07/01/2025	Bill	Escrow Acct ROADS	Hunt County Attn Brittany Gibson	Escrow Acct ROADS Intital Deposit Approved Council 06192025 HUNT COUNTY	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	5,000.00	5,000.00
Hunt County Roads Escrow Acct	10/21/2025	Bill	10162025 Project Shee	Hunt County Attn Brittany Gibson	Project Sheet 12K Approved 10162025 TH Meeting	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	12,000.00	17,000.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11		10/03/2025 See Hunt County ILA Spreadsheet 10302025	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-530.00	16,470.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11		10/13/2025 See Hunt County ILA Spreadsheet 10302025	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-530.00	15,940.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11		10/14/2025 See Hunt County ILA Spreadsheet 10302025	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-530.00	15,410.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11		10/14/2025 See Hunt County ILA Spreadsheet 10302025	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-1,590.00	13,820.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11		10/14/2025 See Hunt County ILA Spreadsheet 10302025	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-400.00	13,420.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11		10/14/2025 See Hunt County ILA Spreadsheet 10302025	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-400.00	13,020.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11		10/20/2025 See Hunt County ILA Spreadsheet 10302025	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-530.00	12,490.00
Hunt County Roads Escrow Acct	11/21/2025	Bill		Hunt County Attn Brittany Gibson	Town Council Mtg 11202025 approved Escrow Payment Hunt County Roads	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	10,000.00	22,490.00
Hunt County Roads Escrow Acct	12/09/2025	Journal Entry	3		Project Sheet H-29 Complete 11102025	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-4,930.00	17,560.00

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
Hunt County Roads Escrow Acct	01/31/2026	Journal Entry	11		Adj H-29 Completed Work to HC Poetry Repairs Worksheet	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	494.00	18,054.00
Hunt County Roads Escrow Acct	01/31/2026	Journal Entry	12		Rev 10302025 Entry H-28 to match HC Poetry Repairs Culverts 2-36" 2440, 24" 2466, Rock, 2-36" 2452	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	2,390.00	20,444.00
Hunt County Roads Escrow Acct	01/31/2026	Journal Entry	12		H-28 to match HC Poetry Repairs Culverts 2-36" 2440, 24" 2466, Rock, 2-36" 2452	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-11,171.00	9,273.00
Hunt County Roads Escrow Acct	04/07/2026	Bill		Hunt County Attn Brittany Gibson	Agenda ITem #5 03/19/2026 Road Maint Projects APPROVED 5-0	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	10,000.00	19,273.00
Hunt County Roads Escrow Acct	04/30/2026	Journal Entry	16		Project Sheet H-30 CR2426, CR2326, CR2400, CR2454, CR2456, CR2464, CR2434 3 loads pot hole repair mix	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-1,590.00	17,683.00
Hunt County Roads Escrow Acct	04/30/2026	Journal Entry	16		Project Sheet H-31 CR 2446 1-15" x 30' metal culvert - 1 load of rock	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-1,000.00	16,683.00
Hunt County Roads Escrow Acct	05/21/2026	Bill	Escrow Payment	Hunt County Attn Brittany Gibson	Hunt County Escrow Payment Agenda Item and Approved Thursday 05/21/2026	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	10,000.00	26,683.00
Hunt County Roads Escrow Acct	06/04/2026	Journal Entry	22		H-32 Multiple Sections of Heavily Patched Road Surface CR2326 between intersections CCR2426 & CR2400	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-15,225.00	11,458.00
Hunt County Roads Escrow Acct	06/04/2026	Journal Entry	22		H-33 Under Road Culvert Replacement	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-1,905.00	9,553.00
Hunt County Roads Escrow Acct	06/18/2026	Bill	06182026 Escrow	Hunt County Attn Brittany Gibson	06182026 Escrow payment Approval Townhall Mtg	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	10,000.00	19,553.00
Hunt County Roads Escrow Acct	07/21/2026	Bill	Escrow Pmt approved	Hunt County Attn Brittany Gibson	Escrow Payment Approved by council 07162026	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	10,000.00	29,553.00
Hunt County Roads Escrow Acct	07/31/2026	Journal Entry	30		Reverse H-29 per HC Auditors Office	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-494.00	29,059.00
Hunt County Roads Escrow Acct	07/31/2026	Journal Entry	30		Adj H-28 Per HC Auditors Office	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-0.60	29,058.40

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
Hunt County Roads Escrow Acct	07/31/2026	Journal Entry	30		Adj H-25 Per HC Auditors Office	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	28.20	29,086.60
Hunt County Roads Escrow Acct	07/31/2026	Journal Entry	31		H-34 CR 2464 12 tons asphalt, 1 - 18"x 30' Metal Culvert	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-2,859.00	26,227.60
Hunt County Roads Escrow Acct	07/31/2026	Journal Entry	31		H-35 CR 2458 from Kaufman County Line to Town Limit 4 tons asphalt patch	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-622.00	25,605.60
Hunt County Roads Escrow Acct	07/31/2026	Journal Entry	31		H-36 CR 2432 Multiple Areas between FM 1565 and Town Limit	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-15,378.00	10,227.60
Hunt County Roads Escrow Acct	08/11/2026	Journal Entry	32		H-37 CR 2434 Multiple Areas between FM 1565 and Town Limit	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-15,378.00	-5,150.40
Hunt County Roads Escrow Acct	08/20/2026	Bill	ESCROW	Hunt County Attn Brittany Gibson	Town Hall Meeting 08202026 Agenda Item #4	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	10,000.00	4,849.60
Hunt County Roads Escrow Acct	09/17/2026	Bill	Approval TH Mtg 91726	Hunt County Attn Brittany Gibson	Escrow Payment Approval TH Mtg 09172026	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	10,000.00	14,849.60
Hunt County Roads Escrow Acct	09/22/2026	Bill	Approval TH Mtg 91726	Hunt County Attn Brittany Gibson	Approval TH Mtg 09172026 Additional 5k added	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	5,000.00	19,849.60
Hunt County Roads Escrow Acct	10/30/2026	Journal Entry	37		H-38 CR2426, CR2440, CR2446, CR2466, CR2462, CR2454, CR2451, CR2450, CR2326, CR2400, CR2458	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-5,556.00	14,293.60
Hunt County Roads Escrow Acct	10/30/2026	Journal Entry	37		H-39 CR2448 Sink Hole	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-174.00	14,119.60
Hunt County Roads Escrow Acct	10/30/2026	Journal Entry	37		H-39 CR 2446 Regrade	ROADS Escrow Accounts:Hunt County Roads Escrow Acct	Uncleared	-190.00	13,929.60
Total for Hunt County Roads Escrow Acct								**$13,929.60**	
Total for ROADS Escrow Accounts with sub-accounts								**$13,929.60**	
TOTAL								**$13,929.60**	

Town of Poetry

Account QuickReport

All Dates

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
ROADS Escrow Accounts									
Hunt County Roads AGREED CREDIT Escrow Acct									
Hunt County Roads AGREED CREDIT Escrow Acct	08/04/2025	Journal Entry	3		Refund Reimbursement HC Missed Work CR 2400	ROADS Escrow Accounts:Hunt County Roads AGREED CREDIT Escrow Acct	Uncleared	4,300.00	4,300.00
Hunt County Roads AGREED CREDIT Escrow Acct	08/04/2025	Journal Entry	4		Pothole Repairs HC	ROADS Escrow Accounts:Hunt County Roads AGREED CREDIT Escrow Acct	Uncleared	-2,471.80	1,828.20
Hunt County Roads AGREED CREDIT Escrow Acct	01/31/2026	Journal Entry	10		H-25 Adj 2471.8 to 2500.00 pothole signage 2434 2426 2326 2400 2458 2452 2454 2456	ROADS Escrow Accounts:Hunt County Roads AGREED CREDIT Escrow Acct	Uncleared	-28.20	1,800.00
Total for Hunt County Roads AGREED CREDIT Escrow Acct								**$1,800.00**	
Total for ROADS Escrow Accounts with sub-accounts								**$1,800.00**	
TOTAL								**$1,800.00**	

Town of Poetry

Account QuickReport

All Dates

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
ROADS Escrow Accounts									
Kaufman County Roads Escrow Acc									
Kaufman County Roads Escrow Acc	07/01/2025	Bill		Kaufman County Auditor	Escrow Account ROADS initial Deposit Approved Council 06192025 Kaufman Cty	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	5,000.00	5,000.00
Kaufman County Roads Escrow Acc	08/18/2025	Journal Entry	5		CR 249 Project Sheet Pot Holes/Side of Road ASPPM Cold Mix	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-2,100.00	2,900.00
Kaufman County Roads Escrow Acc	09/19/2025	Bill	ESCROW #2	Kaufman County Auditor	Escrow Check #2 Approved TH Mtg 09182025	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	20,000.00	22,900.00
Kaufman County Roads Escrow Acc	10/01/2025	Journal Entry	2		Completed K-11 per Krystal Cruz KC Road	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-3,000.00	19,900.00
Kaufman County Roads Escrow Acc	10/07/2025	Journal Entry	8		Beginning Balance - Per KC FY 2023 Rollover	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	3,857.00	23,757.00
Kaufman County Roads Escrow Acc	11/17/2025	Journal Entry	4		Project K-12 Completed 11172025	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-6,250.00	17,507.00
Kaufman County Roads Escrow Acc	01/31/2026	Journal Entry	9		K-13 KC Road 321 from CR 321 to FM 986	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-8,100.00	9,407.00
Kaufman County Roads Escrow Acc	02/23/2026	Journal Entry	13		K-14 Project Four Post and Gate Lane 02232026 Pothole Expense	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-1,000.00	8,407.00
Kaufman County Roads Escrow Acc	05/13/2026	Journal Entry	21		K-15 Project Sheet Pothole and Edge Repair CR247 & CR249	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-800.00	7,607.00
Kaufman County Roads Escrow Acc	07/21/2026	Bill	K16 Remaining Bal	Kaufman County Auditor	Project K16 complete Remaining balance due $493.00	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	493.00	8,100.00

Distribution account	Transaction date	Transaction type	Num	Name	Description	Account Name	Cleared	Amount	Balance
Kaufman County Roads Escrow Acc	08/31/2026	Journal Entry	34		K-16 Complete Level Up K VT 323 btween CR 321 and FM 986	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-8,100.00	0.00
Total for Kaufman County Roads Escrow Acc								**$0.00**	
Total for ROADS Escrow Accounts with sub-accounts								**$0.00**	
TOTAL								**$0.00**	

Road Maintenance Expenditures July 2025 through November 2026

updated 110926

Poject Sheet	County	Month/Year	Amount	Road Repaired	Work Performed	Notes
H25	Hunt	July-25	$308.97	CR 2434	Pothole & Edge Repair	
			$308.97	CR 2426	Pothole & Edge Repair	
			$308.97	CR 2326	Pothole & Edge Repair	
			$308.97	CR 2400	Pothole & Edge Repair	
			$308.97	CR 2458	Pothole & Edge Repair	
			$308.97	CR 2452	Pothole & Edge Repair	
			$308.97	CR 2454	Pothole & Edge Repair	
			$309.01	CR 2456	Pothole & Edge Repair	
H26	Hunt	October-25	$176.67	CR 2434	Pothole & Edge Repair	
			$176.67	CR 2440	Pothole & Edge Repair	
			$176.67	CR 2426	Pothole & Edge Repair	
H27	Hunt	October-25	$530.00	CR 2434	Pothole & Edge Repair	
			$530.00	CR 2440	Pothole & Edge Repair	
			$530.00	CR 2426	Pothole & Edge Repair	
H28	Hunt	November-25	$4,620.00	CR 2454	Under Road Culvert Replacement - 2 x 36"	
			$4,620.00	CR 2440	Under Road Culvert Replacement - 2 x 36"	
			$1,931.60	CR 2466	Under Road Culvert Replacement - 1 x 24"	
H29	Hunt	November-25	$4,400.00	CR 2400	Level Up - CR2326 to CR2322	
			$106.00	CR 2326	Pothole Repair	
			$106.00	CR 2458	Pothole Repair	
			$106.00	CR 2430	Pothole Repair	
			$106.00	CR 2460	Pothole Repair	
			$106.00	CR 2450	Pothole Repair	
H30	Hunt	March-26	$198.75	CR 2426	Pothole Repair	
			$198.75	CR 2326	Pothole Repair	
			$198.75	CR 2400	Pothole Repair	
			$198.75	CR 2454	Pothole Repair	
			$198.75	CR 2456	Pothole Repair	
			$198.75	CR 2464	Pothole Repair	
			$198.75	CR 2434	Pothole Repair	
			$198.75	CR 2440	Pothole Repair	
H31	Hunt	April-26	$1,000.00	CR 2446	Under Road Culvert Replacement - 1 x 15"	
H32	Hunt	May-26	$15,225.00	CR 2326	Level Up - CR2426 to CR2400	
H33	Hunt	May-26	$1,905.00	CR 2430	Under Road Culvert Replacement - 1 x 18"	
H34	Hunt	May-26	$2,859.00	CR 2464	Under Road Cuvert Replacement - 1 x 18"	
H35	Hunt	May-26	$622.00	CR 2458	Pothole & Edge Repair	
H36	Hunt	July-26	$15,378.00	CR 2432	Level Up - FM 1565 to Town Limit	
H37	Hunt	August-26	$15,378.00	CR 2434	Level Up - FM 1565 to Town Limit	
H38	Hunt	October-26	$1,389.00	CR 2326	Pothole & Edge Repair	
			$1,389.00	CR 2400	Pothole & Edge Repair	
			$800.00	CR 2426	Pothole & Edge Repair	
			$247.25	CR 2440	Pothole & Edge Repair	
			$247.25	CR 2446	Pothole & Edge Repair	
			$247.25	CR 2450	Pothole & Edge Repair	
			$247.25	CR 2451	Pothole & Edge Repair	
			$247.25	CR 2454	Pothole & Edge Repair	
			$247.25	CR 2458	Pothole & Edge Repair	
			$247.25	CR 2462	Pothole & Edge Repair	
			$247.25	CR 2466	Pothole & Edge Repair	
H39	Hunt	October-26	$174.00	CR 2448	Repair of Sinkhole	
			$190.00	CR 2446	Regrade od Rock Road	
	Hunt County Total		**$80,570.41**			

County	Road Repaired	Pavement Repair	Culvert Replacement	Total Spent
Hunt	CR 2326	$17,227.72	$0.00	$17,227.72
Hunt	CR 2400	$6,296.72	$0.00	$6,296.72
Hunt	CR 2426	$2,014.39	$0.00	$2,014.39
Hunt	CR 2430	$2,011.00	$0.00	$2,011.00
Hunt	CR 2432	$15,378.00	$0.00	$15,378.00
Hunt	CR 2434	$16,592.39	$0.00	$16,592.39
Hunt	CR 2440	$1,152.67	$4,620.00	$5,772.67
Hunt	CR 2446	$1,437.25	$0.00	$1,437.25
Hunt	CR 2448	$174.00	$0.00	$174.00
Hunt	CR 2450	$353.25	$0.00	$353.25
Hunt	CR 2451	$247.25	$0.00	247.25
Hunt	CR 2452	$308.97	$0.00	$308.97
Hunt	CR 2454	$754.97	$4,620.00	$5,374.97
Hunt	CR 2456	$507.76	$0.00	$507.76
Hunt	CR 2458	$1,284.22	$0.00	$1,284.22
Hunt	CR 2460	$106.00	$0.00	$106.00
Hunt	CR 2462	$247.25	$0.00	247.25
Hunt	CR 2464	$3,057.75	$0.00	$3,057.75
Hunt	CR 2466	$247.25	$1,931.60	$2,178.85
		$69,398.81	**$11,171.60**	**$80,570.41**

Charged to:
- Capital
- Pot Hole & Edge Repair
- need to verify

Other Labels:
- awaiting county approval - not icluded in detail totals yet
- not scheduled

Poject Sheet	County	Month/Year	Amount	Road Repaired	Work Performed	Notes
K10	Kaufman	July-25	$2,100.00	CR 249	Pothole & Edge Repair - FM986 to CR2458	
K11	Kaufman	October-26	$3,000.00	CR 247	Pothole & Edge Repair - FM986 to CR246	
K12	Kaufman	November-25	$6,250.00	Green Meadows	Level Up & Pothole Repair	
K13	Kaufman	December-25	$8,100.00	CR 323	Level Up & Pothole Repair - CR321 to FM986	
K14	Kaufman	February-26	$1,000.00	Four Post & Gate Lane	Pothole Repair	
K15	Kaufman	May-26	$400.00	CR 247	Pothole Repair	
			$400.00	CR 249	Pothole Repair	
K16	Kaufman	July-26	$8,100.00	CR 323	Level Up and Pothole Repair - FM 986 to CR 321	
K17	Kaufman	September-26	$1,000.00	CR 249	Pothole & Edge Repair	
	Kaufman County Total		**$30,350.00**			

County	Road	Pavement Repair	Culvert Replacement	Amount Spent
Kaufman	CR 247	$3,400.00	$0.00	$3,400.00
Kaufman	CR 249	$3,500.00	$0.00	$3,500.00
Kaufman	CR 323	$16,200.00	$0.00	$16,200.00
Kaufman	Green Meadows	$6,250.00	$0.00	$6,250.00
Kaufman	Four Post & Gate Lane	$1,000.00	$0.00	$1,000.00
		$30,350.00	**$0.00**	**$30,350.00**

Total both Counties **$110,920.41**

Town of Poetry, Texas

Minutes

Executive Session &
Regular Town Council Meeting

Thursday, October 15, 2026
Poetry Town Hall
5671 County Road 323, Poetry Texas 75160
5:30pm

STATE OF TEXAS
COUNTIES OF KAUFMAN AND HUNT
TOWN OF POETRY, TEXAS

BE IT REMEMBERED THAT ON THIS DAY OF THE 15th of October 2026 at 5:30pm, the Town Council of Poetry, Texas, held an Executive Session and Regular Town Council Meeting at Poetry Town Hall, 5671 County Road 323, Poetry, Texas 75160.

A. Call to Order

Mayor Mike Jaffe called the public meeting to order at 5:30pm. Roll call was taken by Secretary Theresa Scholander. Present were: Mayor Mike Jaffe, Mayor Pro Tem Terry Fowler, Council Members: Tom Anderson, Dale Bryant, Tracie Hibbs, and Doug Kendrick. No Council Members were absent. The Secretary announced a quorum was present.

Pledge of Allegiance: Mayor Pro Tem Fowler

Invocation: Mayor Pro Tem Fowler

◆5:31pm - Mayor Jaffe informed the citizens present at Town Hall that the Council was going into Executive Session.

B. Executive Session

The Town Council convened in Executive Session pursuant to Texas Government Code, Section 551.071 (Legal Advice) to consult with and receive updates and legal advice from the Town attorney on pending litigation, West, et al. v. Town of Poetry and other legal questions.

◆Mayor Jaffe opened the Executive Session at 5:33pm.

◆Mayor Jaffe closed the Executive Session at 6:11pm.

◆***No vote or action was taken during the Executive Session.***

◆Mayor Jaffe opened the Regular Council Meeting at 6:15pm.

C. Items of Community Interest – 6:16pm

Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report on the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.

1. Mayor Jaffe thanked Deputy Secretary Lora for installing window shades in Town Hall.

2. Mayor Jaffe thanked Councilmember Hibbs, Councilmember Anderson, and Councilmember Kendrick for helping to cover the required Election office hours at Town Hall.

3. Mayor Jaffe thanked everyone involved in the recent Poetry Farmers Market.

4. Mayor Jaffe announced that the Public Hearing to discuss the future of our current Zoning Ordinance will be November 19, 2026 held at Poetry Community Christian School. Mayor Jaffe also stated that the notices have been mailed out.

5. Mayor Jaffe announced that November 3, 2026 is the General Election. He also indicated that the renewal of the Town of Poetry's Sales and Use Tax is on the ballot.

6. Mayor Jaffe announced that there is a Rockwall County Outer Loop Public Hearing on October 29, 2026 from 5:30-7:30pm at the new Rockwall County Courthouse. They will be streaming the hearing online and the materials will be available for download as well.

D. Reports – 6:20pm

1. Financial Reports Provided
    a. P&L Budget vs Actual – Sept 2026
    b. Account Quick Reports 6011, 6012, 6111, 6112 – Sept 2026
    c. Bank Reconciliation Summary & Detail – Sept 2026
    d. Bank Reconciliation Petty Cash – Sept 2026
    e. Sales & Use Tax Report – Sept 2026
    f. Hunt & Kaufman County Roads Escrow Reports – Sept 2026
2. Roads Maintenance Expenditures Report – September 2026. Mayor Jaffe provided updates on recent road repairs and upcoming projects.
3. Road and Traffic Update from Mayor Jaffe
4. Mayor and Councilmember Activity Updates:
    - Councilmember Anderson repaired the lock on the front door of Town Hall.
    - Councilmember Bryant provided an update on the sign grant. He also indicated that he and Councilmember Anderson will have a meeting with the engineering firm to discuss the scope of work for the survey.

E. Consent Agenda – 6:26pm

Items on the Consent Agenda are considered routine, not likely to require discussion or deliberation and may be approved in a single motion. If discussion is desired, items may be removed from the Consent Agenda for individual discussion by any Councilmember prior to the motion and vote.

1. Approved Minutes – September 17, 2026 Regular Town Council Meeting
2. Approved Nichols Jackson legal bill 9/30/26 - $161.25
3. Approved ETJ Release Petition for Cheryl L. Holloway. Mayor Jaffe stated that Councilmember Bryant assisted Ms. Holloway with the preparation of her documents for the ETJ Release Petition. The Town Attorney was consulted to advise if this was a conflict of interest, and it was concluded that it is not. However, Councilmember Bryant abstained from this vote.

> Motion made by Councilmember Anderson to approve all three items on the Consent Agenda.
> Motion seconded by: Councilmember Hibbs
> All in Favor: Anderson, Fowler, Hibbs, Kendrick
> All Opposed: none
> Abstain: Bryant
> Result: Passed 4-0

F. Regular Agenda – 6:28pm

1. Mayor Jaffe and the Council discussed and took action to finalize the budget for Fiscal Year 2026-2027 with the final numbers from the official end of the last fiscal year. This will be the final budget that is put on the website and filed with Kaufman and Hunt courthouses.

Citizens Speaking on this topic:

- Kevin Senkevech, Poetry

> Motion made by Councilmember Anderson to approve the final budget with the $536.60 adjustment.
> Motion seconded by: Mayor Pro Tem Fowler
> All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick
> All Opposed: none
> Abstain: none
> Result: Passed 5-0

DRAFT

2. The Mayor and Council discussed and took action on the Audit Proposal Letter from the Town's audit firm to conduct the required annual audit for the previous fiscal year 2025-2026.

   Citizens Speaking on this topic:
   - None

> Motion made by Councilmember Hibbs to approve the Letter from our audit firm to cover the cost of the audit.
> Motion seconded by: Councilmember Anderson
> All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick
> All Opposed: none
> Abstain: none
> Result: Passed 5-0

3. The Mayor and Council discussed and took action to approve the Texas Municipal League (TML) annual insurance renewal of $6,844.32**.**

   Citizens Speaking on this topic:
   - None

> Motion made by Councilmember Anderson to accept the TML insurance.
> Motion seconded by: Councilmember Kendrick
> All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick
> All Opposed: none
> Abstain: none
> Result: Passed 5-0

4. The Mayor and Council discussed and reviewed the process of how the State of Texas Comptroller's office determines jurisdiction and how it is collecting and charging citizens the 1.5% Sales and Use Tax on behalf of the Town. The Mayor, after conversations with a Councilmember and citizens, researched and investigated the process of who is being charged the tax in an effort to be sure the Town is doing the best it can to do things correctly. Mayor Jaffe reported that per the Comptroller's office, the point of taxation for the additional 1.5% sales tax for the Town of Poetry is the location of the home's front door; therefore, only homes whose front doors reside within the Town's boundary should be paying the additional 1.5% sales tax. Mayor Pro Tem Fowler suggested this topic be revisited at the November meeting, and to also educate the citizens that they need to be an advocate for themselves by checking the sales tax they are being charged on the Comptroller's website. ***No vote was taken.***

Citizens Speaking on this topic:

- Scott Lehew, Poetry
- Janet Ralston, Poetry
- Tara Senkevech, Poetry
- Barbara Hendricks, Poetry
- Shelley Smith, Poetry
- Kevin Senkevech, Poetry
- Cheryl Holloway, Poetry

5. The Mayor and Council discussed and took action on determining the actual population of the Town of Poetry. In looking at different sources and historical data, there are potentially lower population numbers for the Town currently and possibly at its incorporation. Mayor Jaffe and Council discussed the history of how the original population of the Town was determined, and how to use different resources to better estimate the current population.

   Citizens Speaking on this topic:

   - Scott Lehew, Poetry
   - Tara Senkevech, Poetry
   - Shelley Smith, Poetry
   - Tara Senkevech, Poetry

   > Motion made by Mayor Pro Tem Fowler that the Town will use North Central Texas COG as the source of the Town's population data until further notice.
   > Motion seconded by: Councilmember Hibbs
   > All in Favor: Anderson, Fowler, Hibbs, Kendrick
   > All Opposed: Bryant
   > Abstain: none
   > Result: Passed 4-1

   After the vote, Councilmember Bryant stated that there are no files, and this topic should have been tabled until more data was gathered. Councilmember Hibbs requested that the Council acquire from Hunt County the original application of incorporation and any other documents relating to the application. Mayor Pro Tem Fowler indicated he will provide to the Mayor and Council the information he receives from his PIR in his official capacity regarding this topic.

DRAFT

6. The Mayor and Council discussed and took action to start the process of creating a proper ordinance relating to the Town's "No Thru Trucks" signs. Discussion was also held noting that the current signs do not comply with the Texas Manual on Uniform Traffic Contril Devices. The signs will need to be replaced in order to be enforceable by local law enforcement. The Mayor and Council also discussed that the specific locations and placement for the signs will need to be determined. Over the next couple of months, Mayor Jaffe and the Council will continue to investigate all aspects needed to be able to create the ordinance, redesign the signs, and determine the locations of the signs. Councilmember Bryant will assist the Mayor in determining the initial list of possible locations for the signs.

   Citizens Speaking on this topic:
   - Tara Senkevech, Poetry
   - Cheryl Holloway, Poetry

   Motion made by Councilmember Anderson to proceed with developing an ordinance, develop a map of agreed locations to install signs, and research the enforcement mechanisms.
   Motion seconded by: Councilmember Bryant
   All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick
   All Opposed: none
   Abstain: none
   Result: Passed 5-0

7. The Mayor and Council discussed and took action to open a second bank account to hold all of the encumbered funds generated by the 1.5% Sales and Use Tax.

   Citizens Speaking on this topic:
   - None.

   Motion made by Councilmember Kendrick to proceed with opening a second bank account to only hold the Sales and Use Tax funds with the signatories being Mayor Mike Jaffe, Mayor Pro Tem Terry Fowler, and Councilmember Tom Anderson.
   Motion seconded by: Councilmember Anderson
   All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick
   All Opposed: none
   Abstain: none
   Result: Passed 5-0

DRAFT

8. The Mayor and Council discussed and took action to adopt a Resolution regarding Civil Rights Policies and Procedures with several attachments as required by the Texas Community Development Block Grant Contract #CDV25-0425. Mayor Jaffe will get further clarification and more information from the Grant Administrator regarding current requirements and potential subsequent requirements to continue the Grant.

    Citizens Speaking on this topic:
    - Scott Lehew, Poetry
    - Tara Senkevech, Poetry
    - Shelley Smith, Poetry
    - Kenny Hibbs, Poetry

    Motion made by Councilmember Bryant to approve the ordinance.
    Motion seconded by: Councilmember Anderson
    All in Favor: Anderson, Bryant, Hibbs, Kendrick
    All Opposed: Fowler
    Abstain: none
    Result: Passed 4-1

    After the vote, Mayor Pro Tem Fowler stated that he opposes the document at a whole because it is not fully understood what they are accepting, it is unknown what other binding items will be brought to the Council throughout the process, and how the Town will fulfill those unknown requirements.

G. General Public Comments – 8:27pm

Comments are limited to three (3) minutes. If a translator is needed, the speaker may be given up to four (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your comments to speak@poetrytexas.org at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.

Citizens Speaking on General Public Comments:
- Scott Lehew, Poetry
- Tara Senkevech, Poetry

DRAFT

H. Adjournment

The Town Council meeting adjourned at 8:33pm.

I certify that the minutes of October 15, 2026 were voted and approved by the Council of the Town of Poetry on this 19th day of November, 2026.

_____
Mike Jaffe, Mayor
Town of Poetry, Texas

ATTEST:

_____
Lora Lehew, Deputy Secretary
Town of Poetry, Texas

DRAFT

Nichols, Jackson, Dillard, Hager & Smith L.L.P.
500 N Akard St.
Suite 1800
Dallas, TX 75201 USA
214-965-9900 Tax ID: 75-0861592

TOWN OF POETRY
TX USA

Date: **10/31/2026**
Ref.: **3089.000**
Bill #: **70342**

RE: General Legal Services

Attention: **Mayor Mike Jaffe**

Date	Init	Description of Service	Hours	Amount
10/07/2026	DMB	Review of agenda, emails to mayor.	0.25	60.00
10/10/2026	DMB	Review of grant application policies, email to mayor.	0.25	60.00
10/15/2026	DMB	Telephone conference with town council (executive session).	0.50	120.00
10/21/2026	DMB	Preparation and transmittal of draft ordinance repealing comprehensive zoning ordinance.	0.50	120.00
10/27/2026	DMB	Review of materials (franchise ordinances, reports, right-of-way management ordinances), email opinion to mayor re franchise ordinances.	1.00	240.00
10/28/2026	DMB	Email to councilmember (TH) re FEC franchise ordinance.	0.50	120.00
		Our Fee	3.00	720.00

Time Summary

Lawyer Initials	**Rate**	**Hrs**	**Amount**
DMB	240.00	3.00	720.00

Total Fees and Disbursements	**720.00**
TOTAL	**720.00**
Net Amount Owing on This Bill	**720.00**

Statement of Account

Prior Balance	161.25
Payments & Adjustments	-161.25

Current Fees	720.00
Amount Due and Owing to Date	**$720.00**

Nichols, Jackson, Dillard, Hager & Smith L.L.P.
Attorneys & Counselors at Law
500 N Akard St.
Suite 1800
Dallas, TX 75201 USA
214-965-9900
Fax (214) 965-0010
E-mail admin@nicholsjackson.com

Oct 31, 2026

Client: 3089

TOWN OF POETRY
TX USA

MATTER STATUS

			Prior Balance	Payments Adjustments	Current Charges	Total
3089.000	General Legal Services		161.25	-161.25	720.00	720.00
		Total	**161.25**	**-161.25**	**720.00**	**720.00**

Date: November 2, 2026

To: Beckie Ervin
Ervin Insurance Concepts Inc

From: Ava Leicht, Assistant Underwriter

INSURANCE QUOTE

Please review this quote carefully, as it may not provide the coverage you requested. Your request to bind acknowledges that all documents including commission and premiums have been reviewed and all coverage terms, conditions, and all fees have been disclosed to the Insured. Coverage Subject to the Terms of the Premium Agreement with XPT Specialty. We will be pleased to provide specimen copies of any form(s) upon written request. Forms and Exclusions should be read in full for complete details.

INSURED: The Town of Poetry

INSURER: Century Surety Company
Non-Admitted

PROPOSED POLICY PERIOD: 12/16/2026 to 12/16/2027

COVERAGE: Commercial General Liability

PREMIUM: $500.00

FEES: Policy Fee $150.00

TAXES: Surplus Lines Tax $31.53
Stamping Office Fee $0.26

TOTAL: $681.79

This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as surplus line coverage under the Texas insurance statutes. The Texas Department of Insurance does not audit the finances or review the solvency of the surplus lines insurer providing this coverage, and the insurer is not a member of the property and casualty insurance guaranty association created under Chapter 462, Insurance Code. Chapter 225, Insurance Code, requires payment of a (insert appropriate tax rate) percent tax on gross premium.

TERMS / CONDITIONS:
Please note, policy will be subject to inspection and/or audit. This may result in a change to premium, form or terms. Additional Insureds are subject to underwriting review/approval and are a flat, fully earned charge in addition to the premium.

NO FLAT CANCELLATIONS

Reference #: 0785970A



Ph: (346) 787-2593 Fax:
CA License: 0622580

REQUEST TO BIND

To request binding, please check and complete the items below, sign, and return to our office via fax or email, along with all items REQUIRED TO BIND.

Your signature below confirms your agreement with the terms quoted. Coverage cannot be back-dated.

[ ] Please bind coverage effective _____
[ ] TRIA form
[X] All fees have been disclosed to the insured, including any fee that you may have added for your own account.

X_____ _____
Signed Date

NO COVERAGE BOUND UNLESS CONFIRMED IN WRITING BY XPT Specialty

XPT Agent's Portal: **Portal.XPTSpecialty.com**

Online Payments
xptpartners.epaypolicy.com

INSURED: The Town of Poetry
DATE ISSUED: November 2, 2026
Reference #: 0785970A

PT Speci ty
6000 Barkers Point Lane, # 25
Houston, TX 77079
Ava Leicht
Phone: ext:
Fax:
EMail: avaleicht@xptspecialty.com

TO: Becki
AGENCY: Ervin Insurance

DATE: 11/02/2026
Comp ny: Century Surety Company
TX
A.M. Best Rating: A Excellent
RE: The Town of Poetry
Admitted Status: Non-Admitted
Quote Reference:
COL Reference Number: 7672955

QUOTE FOR INSURANCE

Proposed Policy Effective Dates: 12-16-2026 To: 12-16-2027

We are pleased to offer you the following quote for coverage. Detailed information on each line of coverage is attached. Please review this quotation in detail to ensure we have fully understood your needs.

General Liability	$	500.00
Policy Fee	$	150.00
Surplus Lines Tax	$	31.53
Stamping Fee	$	0.26
Total Amount	$	681.79

QUOTATION SUBJECT TO THE FOLLOWING:

New accords 125 and 126 due at binding.
Written bind request

This quote is valid until 1/31/2027. The quote is based on information provided at the time of the quote. Renewal offers are valid until expiration of the current policy term. This is a quote only and is only for the coverages listed above. It may not conform to the application or specifications submitted.

NO FLAT CANCELLATIONS

This policy premium is 25% earned on inception.

Martha Matamoros
Ava Leicht

XPT Specialty

16000 Barkers Point Lane, #125
Houston, TX 77079

RE: The Town of Poetry

DATE: 11/02/2026

COL Reference Number: 7672955

General Liability Quote

Coverage Type: Per Occurrence

Limits:

General Aggregate Limit (Other than Products & Completed Operations)	$ 2,000,000
Products/Completed Operations Aggregate Limit	Included in the General Aggregate
Personal and Advertising Injury Limit	$ 1,000,000
Each Occurrence Limit	$ 1,000,000
Damage to Premises Rented to You Limit	$ 100,000
Medical Expense Limit	$ 5,000

Defense: Defense in addition to policy limits

Deductible: $500 Combined BI/PD - Per Claim

Defense included in Deductible: Yes

Deductible shall reduce policy limits? No

				Rate		Advanced Premium	
St/Terr	GL Code	Classification	Prem. Basis	Prem. Ops.	Pr/Co	Pr/Co	All Other
TX/006	46622	Parking-private	a) 2,700	32.813	Incl	Incl	$ 89

Subtotal General Liability Premium: $ **500** MP

Other	Notes	Premium
Managers or Lessors of Premises - CG2011	Interest #1	No Charge
Waiver of Transfer of Rights of Recovery Against Others to Us	Any person or organization for whom you are required to waive your right of recovery on this Coverage Part under a written contract or agreement	No Charge

Line Of Business Subtotal Premium:	$	500
TRIA Premium:	$	0
Minimum Premium for This Coverage Part:	$	500

Subtotal coverage premium shown above may include a coverage type Minimum Premium.

Legend	a) Area	c) Cost	m) Admissions	o) Total Operating Expenses	p) Payroll	s) Sales	t) Other	u) Units

XPT Specialty

16000 Barkers Point Lane, #125
Houston, TX 77079

RE: The Town of Poetry

DATE: 11/02/2026

COL Reference Number: 7672955

Policy Forms

Interline Forms:

Required		
☒	CCP 2010 05 08	Service of Suit Clause
☒	CIL 0003 02 20	Calculation of Premium
☐	CIL 0031 09 24	Exclusion - Trade or Economic Sanctions
☒	CIL 1500B 02 02	Schedule of Forms and Endorsements
☒	CSCP 1000 05 19	Century Surety Company Commercial Lines Policy Jacket
☒	CSCP 1001 07 25	Century Surety Company Commercial Lines Policy Common Policy Declarations
☒	IL 0017 11 98	Common Policy Conditions
☒	IL P001 01 04	U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders
☒	PFN 0001 04 23	Premium Finance Notice
☒	PNCC 0001a 04 20	Policyholder Notice Claims Reporting
☒	PRIV 0001 05 19	Privacy Statement
☒	TRIA 0001 09 20	Policyholder Disclosure Notice of Terrorism Insurance Coverage
☒	TXPN 0001 09 23	Complaint Notice - Texas Century Surety
☒	TXPN 0003 04 09	Texas Policyholder Notice

General Liability Policy Forms:

Required		
☒	CG 0001 04 13	Commercial General Liability Coverage Form
☒	CG 2011 12 19	Additional Insured - Managers or Lessors of Premises
☐	CG 2027 12 19	Additional Insured - Co-Owner of Insured Premises
☒	CG 2107 05 14	Exclusion - Access or Disclosure of Confidential or Personal Information and Data-Related Liability - Limited Bodily Injury Exception Not Included
☒	CG 2147 12 07	Employment-Related Practices Exclusion
☒	CG 2165 12 04	Total Pollution Exclusion With A Building Heating , Cooling and Dehumidifying Equipment Exception and A Hostile Fire Exception
☒	CG 2176 01 15	Exclusion of Punitive Damages Related to Certified Act of Terrorism
☒	CG 2184 01 15	Exclusion of Certified Nuclear, Biological, Chemical or Radiological Acts of Terrorism; Cap on Losses from Certified Acts of Terrorism
☒	CG 2196 03 05	Silica or Silica-Related Dust Exclusion
☐	CG 2293 04 13	Lawn Care Services - Limited Pollution Coverage
☒	CG 2404 05 09	Waiver of Transfer of Rights of Recovery Against Others to Us
☒	CGL 0300 03 15	Deductible - Liability Insurance
☒	CGL 1500 04 07	Century Surety Company Commercial General Liability Coverage Part Declarations
☒	CGL 1701 09 17	Special Exclusions and Limitations Endorsement
☒	CGL 1704 06 22	Exclusion - Assault and Battery
☒	CGL 1711a 06 22	Classification and Location Limitation Endorsement
☐	CGL 1714 02 16	Exclusion - Firearms
☐	CGL 1812 08 12	Exclusion - Past Liabilities

XPT Specialty

16000 Barkers Point Lane, #125
Houston, TX 77079

RE: The Town of Poetry

DATE: 11/02/2026

COL Reference Number: 7672955

Policy Forms

☐	CGL 1852 03 11	Past Projects Property Damage Exclusion
☐	CGL 1855 04 15	Self-Insured Retention Endorsement Loss Adjustment Expense Included in Retention
☒	CGL 4032 11 23	Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)
☒	IL 0021 09 08	Nuclear Energy Liability Exclusion Endorsement (Broad Form)

NOTE TO AGENT:

It is required by federal law that you provide this document to the insured.

POLICYHOLDER DISCLOSURE

NOTICE OF TERRORISM INSURANCE COVERAGE

Coverage for acts of terrorism is included in your policy. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 80% beginning January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage.

However, if the aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance exceed $100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion.

If aggregate insured losses attributable to terrorism acts certified under the Terrorism Risk Insurance Act exceed $100 billion in a calendar year and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds $100 billion, and in such case insured losses up to that amount are subject to pro-rata allocation in accordance with the procedures established by the Secretary of the Treasury.

The portion of your annual premium that is attributable to coverage for acts of terrorism is as shown below.

This premium does not include any charges for the portion of losses covered by the United States government under the Act.

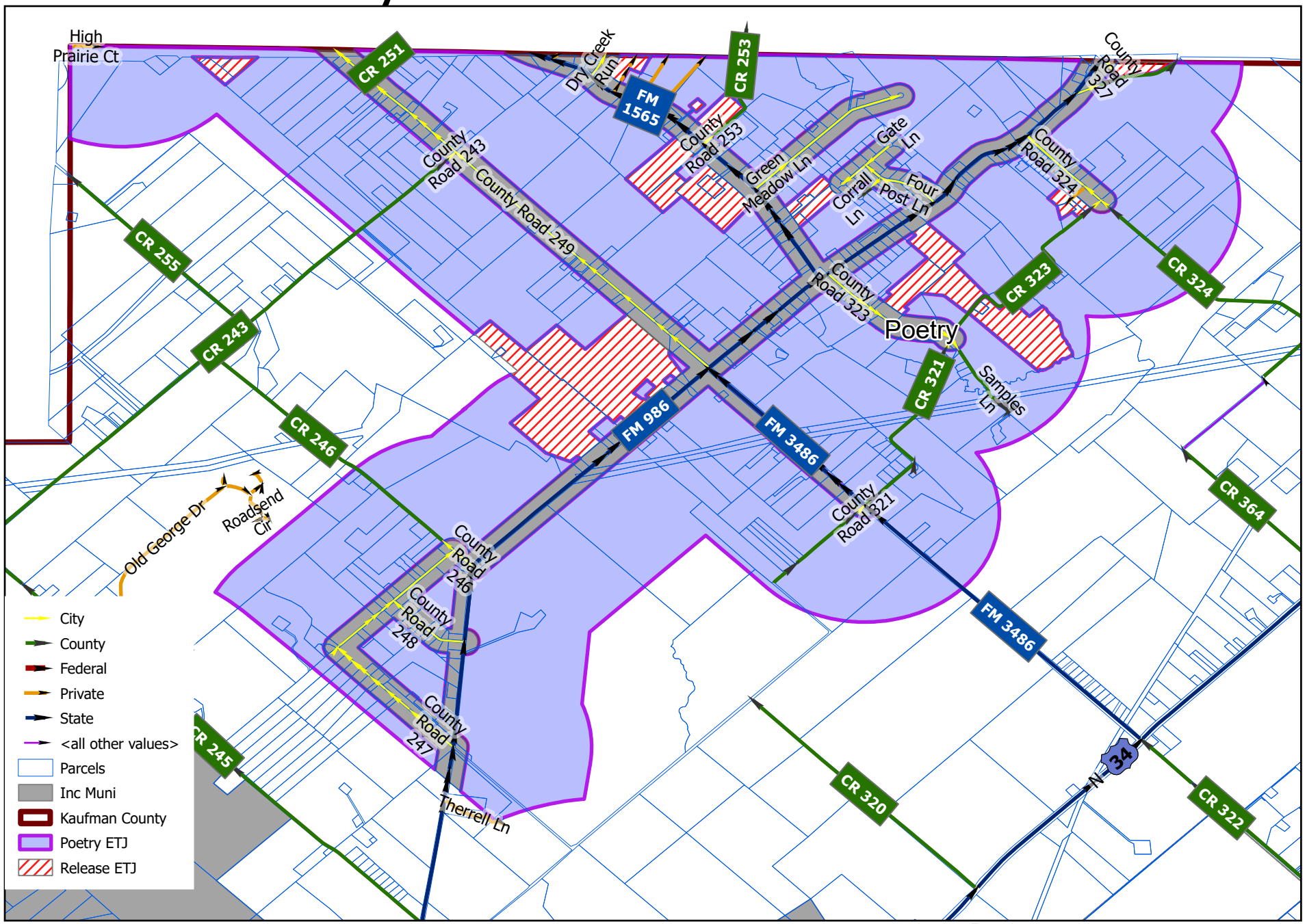
Property	
Inland Marine	
Crime	Excluded
General Liability	0
Garage/Auto Dealers	Excluded
Total	**0**

Name of Insurer: Century Surety Company

Policy Number:

TRIA 0001 0920

Town of Poetry & ETJ



N

0 0.25 0.5 0.75 1 Miles

This document accurately depicts the Town & ETJ boundaries for the Town of Poetry.

Mike Jaffe - Mayor
Name &Title

Signature

10/29/26
Date

WGS 84
2026.10.23kc
40K

TOWN OF POETRY, TEXAS
ORDINANCE NO. 2026-11-19-01

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, REPEALING ORDINANCE NO. 2024-03-01, THE TOWN'S COMPREHENSIVE ZONING ORDINANCE AND MAP; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on or about March 21, 2024, the Town Council of the Town of Poetry, Texas, adopted a comprehensive zoning ordinance and map in its enactment of Ordinance No., 2024-03-01; and

WHEREAS, the Town Council finds and determines that the repeal of the Comprehensive Zoning Ordinance and Zoning Map promotes and best serves the public health, safety, morals and general welfare, and that the repeal provided for herein is in the best interests of the citizens of the Town; and

WHEREAS, the governing body of the Town of Poetry, Texas, in compliance with the laws of the State of Texas and the ordinances of the Town of Poetry, Texas, has given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, has concluded that the Comprehensive Zoning Ordinance and Zoning Map of the Town of Poetry, Texas, as previously amended, should be repealed, and that such repeal promotes and best serves the public health, safety, morals and general welfare, and that the repeal provided for herein is in the best interests of the citizens of the Town. Now, Therefore

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:

SECTION 1. The Comprehensive Zoning Ordinance and Zoning Map of the Town of Poetry, Texas, adopted by the Town Council of the Town of Poetry, Texas, by Ordinance No. 2024-03-01 on or about March 21, 2024, be and are hereby repealed in their entirety.

DRAFT

SECTION 2. That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional.

SECTION 3. That this Ordinance shall take effect immediately from and after its passage as the law in such cases provides.

DULY PASSED by the Town Council of the Town of Poetry, Texas, on the 19th day of November, 2026.

APPROVED:

_____
MAYOR

ATTEST:

_____
TOWN DEPUTY SECRETARY

APPROVED AS TO FORM:

_____
TOWN ATTORNEY

DRAFT

Be Compliant Inspections, LLC
Accessibility Plan Reviews and Inspections

October 29, 2026

Mayor Mike Jeffee
Town of Poetry
5671 CR 323
Terrell, TX 75160

Re: Poetry Texas Town Hall TABS2027002373
Town Hall
5671 CR 323
Terrell, TX 75160

INSPECTION COMPLETED—VIOLATIONS PENDING

Dear Mayor Jaffee,

The inspection is complete, and the results are enclosed. A copy of the results of the inspection will be forwarded to the Texas Department of Licensing and Regulation. The non-complying items noted on the enclosed inspection report must be corrected and written verification of completed corrections must be furnished to this office within 270 calendar days from the date of this letter. If compliance cannot be accomplished within the specified time, please contact this office as soon as possible.

This determination is applicable only to ensuring compliance with Texas Government Code, Chapter 469 and does not address the requirements of the Americans with Disabilities Act (ADA), (P.L. 101-336), or any other federal, state or local requirement. For information on the ADA, call the ADA Hotline, (800) 949-4232 or the United States Department of Justice at (202)514-0301.

If you have any questions concerning the results of the inspection, or the requirements of the Architectural Barriers Act, or if you are not the owner of record of this Facility (or his designated agent), please contact myself, Virginia Cooke, at (214)-207-6007.

Please reference the TABS# on all future correspondence pertaining to this project.

Sincerely,

Virginia Cooke

Virginia (Beth) Cooke
Registered Accessibility Specialist (RAS) #1317

Cc: Texas Department of Licensing and Regulation
Dale Bryant (w/enc. via email)

4660 Plainview Road, Midlothian, TX 76065
tel: 214-207-6007
beth@becompliantinspections.com

ORDINANCE 2022-05-01

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS DESIGNATING TRUCK ROUTES WITHIN THE TOWN; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR A PENALTY NOT TO EXCEED THE SUM OF FIVE HUNDRED ($500.00) DOLLARS FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED UPON EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Poetry, Texas ("Town") is a Type A general-law municipality, created in accordance with the provisions of Chapter 6 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the Town Council of the Town of Poetry ("Town Council") has the authority to adopt and enforce traffic rules and regulations on Town streets by virtue of the authority contained in the Texas Transportation Code and other applicable law; and

WHEREAS, the Town Council finds and determines that the operation of large commercial motor vehicles on Town streets has had a significant impact on the safety and quality of life of many residents; and

WHEREAS, the Town Council finds and determines that prohibiting commercial truck traffic on certain Town streets and rights-of-way is in the best interests of the Town and its citizens; and

WHEREAS, the Town Council has investigated and determined that the designation of a designated truck route as set forth herein will improve traffic flow, be of benefit to citizens residing and traveling in Poetry, and be of benefit to the public welfare, health and safety.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:

SECTION 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. The following designation of truck routes is hereby established:

2.01. Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commercial truck shall mean any self-propelled motor vehicle or towed vehicle, or any combination thereof, designed, used or maintained primarily for the transportation of cargo/property, and equipped with tandem axles or a movable long bed, or truck-tractors, trailers, or semitrailers, or combination of such vehicles, having a gross vehicle weight in excess of 33,000 pounds. Commercial truck shall also mean any vehicle used to transport hazardous materials in a quantity requiring placarding by a regulation issued under the Hazardous Materials Transportation Act. Commercial trucks shall not include vehicles carrying or designated to carry only passengers, all governmentally owned or leased vehicles, public utility vehicles, franchised solid waste service provider vehicles, motor homes, or recreational vehicles.

Gross vehicle weight means the combined weight of the tractor and/or trailer or semitrailer and/or the weight of the load actually carried on the roadway.

Proof of route shall mean a written verification of pick-ups, deliveries, or destinations, which may include a log book, delivery slip, shipping order, bill or any other document which identifies and specifies the date, address, and name of the person requesting or directing the pick-up or delivery and the destination of the pick up or delivery.

2.02. Designation of truck routes.

The following streets or portions of streets are designated as through truck routes within the Town:

Street	**Extent**
FM 986	Town limits to Town limits
FM 1565	FM 986 to Town limits

Whenever any street designated as a truck route is being repaired or is otherwise temporarily out of use, the Town is hereby authorized to designate alternate truck routes for such period as might be necessary.

The following streets or portions of streets are prohibited for through truck routes:

Street	**Extent** *POB =Point of Beginning *POE=Point of Ending on Surveyors map
CR 249	Entirety
CR 323	POB: K-5 to POE: K-5+ 311 ft arch
CR 2454	Entirety
CR 2458	KC/HC line(POB H:11) to POE : H-11+ 311 ft arch
CR 2326	Entirety
CR 2434	POB: H-7 to POE: H-7 +311 ft arch
CR 2452	Entirety
CR 2432	POB: H-4 to POE: H-4 +311 ft arch
CR 2468	Entirety

2.03. No through commercial truck traffic.

(a) Except as otherwise permitted by law, no commercial truck shall be operated over on, or upon public streets wholly within the corporate limits of the Town.

(b) Commercial trucks may be operated over public streets within the corporate limits of the Town not designated as through truck routes under section 2.02 for the purpose of delivering or picking up materials or merchandise with proof of route, and then only by entering such street at its nearest intersection with one of the truck routes described in section 2.02 and traveling no farther than the destination of its pick-up or delivery and returning to the truck route by the nearest and most direct route.

(c) Any police officer, having reason to believe that the gross vehicle weight of a loaded or unloaded commercial truck constitutes a violation of this article, is authorized to weigh the vehicle by means of portable or stationary scales, locating the gross vehicle weight as furnished by the manufacturer of such vehicle, or cause the vehicle to be weighed by a public weigher, and to require that the vehicle be driven to the nearest available scales for the purpose of weighing. If the gross vehicle weight of such vehicle is found to exceed the maximum gross weight authorized by this article, such police officer shall have the option to issue a citation.

2.04. Placement of traffic control devices.

The Town Council authorizes the Mayor to provide for the placement and direction of such signs, signals, and traffic control devices as are reasonably necessary to accomplish the purposes of this section.

SECTION 3. That it is the intent of the Town Council in adopting this ordinance that an offense under this ordinance be a strict liability offense; in the prosecution of an offense under this ordinance, no pleading or proof of intent shall be required to establish the guilt of an accused. That any person, firm, entity, or corporation violating any of the provisions or terms of this ordinance shall, upon conviction, be punished by a fine not to exceed five hundred dollars ($500.00) for each offense, and a separate offense is deemed committed upon each day during or which a violations occurs on continues.

SECTION 4. This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance.

SECTION 5. Save and except as amended hereby, all articles, sections, subsections, clauses, and phrases of the Code of Ordinances remain in full force and effect.

SECTION 6. If any section, subsection, clause, phrase or provision of this Ordinance, or any application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or any application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

SECTION 7. The Town Secretary is hereby directed to engross and enroll this Ordinance by copying the exact caption and effective date clause in the minutes of the Town Council and by filing this Ordinance in the Ordinance records of the Town.

SECTION 8. This Ordinance shall become effective immediately upon its passage and publication as required by law and Charter.

DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS on this 17th day of May 2022.

Tara Senkevech
TARA SENKEVECH, MAYOR

ATTEST:

Theresa Schulman
TOWN SECRETARY

APPROVED AS TO FORM:

Emily Bowlin
EMILY BOWLIN
ASSISTANT TOWN ATTORNEY

POETRY TEXAS

TOWN OF POETRY, TEXAS

ORDINANCE NO. 2023-05-02
(Revising original ROW Ordinance 2023-01-01)

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, ADOPTING RIGHT-OF-WAY MANAGEMENT REGULATIONS APPLICABLE TO THE INSTALLATION, CONSTRUCTION, OPERATION AND MAINTENANCE OF UTILITY FACILITIES AND THE USE, OCCUPANCY AND MAINTENANCE OF PUBLIC STREETS, ALLEYS AND RIGHTS-OF-WAY WITHIN THE TOWN AND SUBJECT TO THE TOWN'S AUTHORITY; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS ($500) FOR EACH OFFENSE; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Poetry, Texas finds and determines that Sections 311.002 and 311.003 of the Texas Transportation Code confers exclusive control to the Town over highways, streets, and alleys located within the Town; and

WHEREAS, the Town Council finds and determines that the Town's streets and rights-of-way are inclusive of utility easements and are used regularly by public and private utility providers, and that appropriate regulations are necessary to protect the Town's streets, alleys, and rights-of-way and to ensure proper management of this vital public asset; and

WHEREAS, the Town Council finds and determines that the regulations adopted herein are necessary to preserve and protect the public health and safety of all users of the Town's rights-of-way and are in the best interest of the public and the citizens of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:

SECTION 1. That the following regulations shall, of and from the effective date of this Ordinance, apply to all persons, firms and associations using the Town's streets, alleys, and rights-of-way, and shall apply to all work performed by any person, firm or association in, on, above and under all streets, alleys and public rights-of-way within the territorial limits of the Town.

REGULATIONS AND STANDARDS FOR THE MANAGEMENT OF PUBLIC RIGHTS-OF-WAY

1. These regulations shall be known and referred to as the Right-of-way Management Regulations of the Town of Poetry, Texas. The phrase "these Regulations," refers to the following regulations adopted by this Ordinance.

2. Definitions. For the purpose of these Regulations, the following words, terms and phrases shall have the meanings ascribed to them in these Regulations, except where the context clearly indicates a different meaning:

Construction means any work performed above the surface, on the surface or beneath the surface of a public right-of-way, including, but not limited to, installing, servicing, repairing, upgrading, or modifying any facility(s) in, above or under the surface of the public rights-of-way, and restoring the surface and subsurface of the public rights-of-way, subject to the provisions of these Regulations. "Construction" does not include the installation of facilities necessary to initiate service to a customer's property beyond the boundaries of the right-of-way, or the repair or maintenance of existing facilities unless such installation, repair or maintenance requires the breaking of pavement, excavation or boring within the public rights-of-way boundaries.

Construction security means any of the following forms of security provided at the owner's option, and subject to the Town's approval:
(1) Individual project performance or maintenance bond;
(2) Cash or escrow deposit;
(3) Security of a form listed or approved under state law; or
(4) Letter of credit, in a form acceptable by Town

Construction permit means the permit that, pursuant to these Regulations, must be obtained before an owner may construct facilities in, on, above or under public rights-of-way. A construction permit allows the holder to construct facilities in that part of the public rights-of-way described in such permit.

Emergency means a condition that (1) poses any danger to life or health, or loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.

Facility or *facilities* shall include, but not be limited to, any and all cables, pipelines, splice boxes, tracks, tunnels, utilities, vaults, and other appurtenances or tangible things owned, leased, operated, or licensed by an owner or owners, that are located or are proposed to be located in, on, above or under the public rights-of-way.

Municipal authorization means the individual grant issued by the Town to use the public rights-of-way and accepted by the individual owners in accordance with the ordinances of the Town, and includes a franchise agreement, a license, or a grant to use the public rights-of-way under operation of state law that provides a specific grant of authority to use the public rights-of-way.

Owner means any person who owns any facility or facilities that are or are proposed to be installed or maintained in, on, above or under the rights-of-way. Included within this definition is the owner's contractor, subcontractor, agent or authorized representative.

Permit or *permit to construct* means a permit to perform construction in accordance with these Regulations.

Person means any natural or corporate person, business association or other business entity including, but not limited to, a partnership, a sole proprietorship, a political subdivision, a public or private agency of any kind, a utility, a successor or assign of any of the foregoing, or any other legal entity, but excluding the Town.

Provider means a person, including any certificated telecommunications utility and excluding network providers, as defined herein, that delivers telecommunications service within the Town to person(s) by way of a network and that places facilities in, on or over the public rights-of-way. A provider does not include persons who are authorized by the Town to occupy the public rights-of-way in specifically approved routes within the Town unless they also have a municipal consent under these Regulations. To the extent allowed by law, provider also means a person that does not deliver telecommunications service within the Town, but who uses, constructs or maintains facilities or transmission media within the public rights-of-way.

Public rights-of-way means the area of land within the Town that is used for the purpose of public travel and the provision of public and private utility services, and includes land acquired by, dedicated to, or claimed by the Town in fee simple, by easement, or by prescriptive right and that is expressly or impliedly accepted or used in fact or by operation of law as a public roadway, highway, street, sidewalk, alley, or utility access easement. The term includes the area on, below, and above the surface of the public rights-of-way. The term applies regardless of whether the public right-of-way is paved or unpaved. The term does not include airwaves above the public rights-of-way with regard to wireless telecommunications nor does the term include any private property or private easement in, or, across or under which an owner has allowed the Town or another owner to install or maintain any facilities.

Restore or *restoration* means the process by which public rights-of-way are returned to a condition that is at least equal to than the condition that existed before construction.

Town means the Town of Poetry, Texas, or a Town official authorized to implement, apply and enforce the provisions of these Regulations.

3. Right-of-Way Occupancy.

(a) Any person prior to constructing facilities in, on or over the public rights-of-way, must first have or obtain municipal authorization.

(b) These Regulations do not constitute or create authority to place, reconstruct, or alter facilities in, on or over the public rights-of-way nor to engage in construction, excavation, encroachments, or work activity within or upon any public rights-of-way, and said authority must be obtained in accordance with the terms of these Regulations.

(c) Any person with a current, unexpired franchise, municipal authorization, license or other authorization from the Town (grant) or state to use the public right-of-way that is in effect

at the time these Regulations take effect, shall continue to operate under and comply with that municipal authorization, and in the event these Regulations conflict with the terms of such municipal authorization, the more restrictive provision shall apply unless otherwise provided by the terms of a municipal authorization. To the extent that the provisions can be reconciled, both the franchise/grant and these Regulations shall be given effect, provided, however, that if the terms of a municipal authorization provide for the means of reconciling any conflict between the terms of such municipal authorization and the terms of these Regulations then the provisions of the municipal authorization shall control.

4. Registration. In order to protect the public health, safety and welfare, all owners of facilities in the public rights-of-way will register with the Town. Registration and permits will be issued in the name of the person who will own the facilities. Registration must be renewed on or before January 31 of each year. For owners with a current municipal authorization as of the effective date of these Regulations, such municipal authorization shall be evidence of renewal of registration. If a registration is not renewed, the facilities of the owner other than those facilities installed, owned, operated or maintained by an owner under the terms and conditions of a municipal authorization will be deemed to have been abandoned. When any information provided for the registration changes, the owner will inform the Town of the change no more than 30 days after the date the change is made. Registration shall include:
   (1) The name, address(es) and telephone number(s) of the owner;
   (2) The names, address(es) and telephone number(s) of the contact person(s) for the owner;
   (3) The name(s), address(es) and telephone number(s) of any contractor(s) or subcontractor(s) who will be working in the public rights-of-way on behalf of the owner. If the names of contractors and subcontractors are not available at the time of permit application, they must be submitted to the Town prior to permit issuance. Pre-submittal of an approved "annual contractor list" is also acceptable;
   (4) The name(s) and telephone number(s) of an emergency contact who shall be available 24 hours a day;
   (5) The source of the owner's municipal authorization (e.g., franchise, state law, etc.). If the owner is a certificated telecommunications provider, the certificate number issued by the Texas Public Utility Commission;
   (6) The owner shall submit two-year projections of their plans for the construction of facilities in the Town at the time of registration renewal; and
   (7) Registration shall be a prerequisite to issuance of a construction permit. Each owner shall update and keep current its registration with the Town at all times.

5. Construction Permits.
   (a) *In General.*
      (1) No owner shall perform any construction in, on, above or under the public rights-of-way without first obtaining a permit from the Town. Permit applications are required for construction of new, replacement or upgrades of the facilities in the public rights-of-way whether aerial or underground.
      (2) An annual permit may be issued to owners for routine typical work required for customer service. Submittal of notification information in a form authorized by the Town shall be required under the annual permit. Such notification shall reference the annual permit and contain the construction location, time of start and finish, and contractor identification. An annual roster of approved contractors may also be submitted for reference in annual permit construction notification.
      (3) Emergency responses related to existing facilities may be undertaken without first obtaining a permit; however, the Town shall be notified in writing within two business days of any construction related to an emergency response; including a

reasonably detailed description of the work performed in the public rights-of-way. An updated map of any facilities that were relocated, if applicable, shall be provided within 90 days.

(4) All construction in the public rights-of-way shall be in accordance with the permit for the facilities provided, however, that any applicable federal or state law requirements which govern the construction of particular facilities shall control to the extent any terms or conditions of a construction permit are inconsistent herewith. The Town shall be provided access to the work and to such further information as the Town may reasonably require to ensure compliance with the permit.

(5) Unless approved by the Town in the permit or in case of emergency, the owner or contractor shall not close any traffic lanes. All lane closures shall comply with the Texas Manual on Uniform Traffic Control Devices for Streets and Highways.

(6) A copy of the permit and approved engineering plans shall be maintained at the construction site and made available for inspection by the Town at all times when construction work is occurring.

(7) All construction work authorized by permit must be completed in the time specified in the construction permit. If the work cannot be completed in the specified time periods, the owner may request an extension of the time period from the Town. The Town will use best efforts to approve or disapprove a request for permit as soon as possible. If the request for the extension is made prior to the expiration of the permit, work may continue while the request is pending.

(8) No owner or contractor shall perform construction, excavation, or work in an area larger or at a location different than that specified in the permit or permit application. If, after construction, is commenced under an approved permit, it becomes necessary to perform construction in a larger or different area than originally requested under the application, the owner or contractor shall notify the Town immediately and, within 48 hours, shall file a supplementary application for the additional construction.

(9) A copy of any permit or approval issued by federal or state authorities for work in federal or state right-of-way located in the Town shall be provided, if requested by the Town.

(b) *Permit application.*

(1) The permit shall state to whom it is issued, location of work, location of facilities, dates and times work is to take place and any other conditions set out by the Town. Permits shall expire within 90 calendar days after issuance if the owner fails to commence work pursuant to the permit during that period in which event the owner will be required to obtain another permit. A permit is non-transferable.

(2) The permit will be in the name of the person who will own the facilities to be constructed. The permit application must be completed and signed by a representative of the owner of the facilities to be constructed.

(3) Any person requesting a permit will provide the Town with documentation in the format specified by the Town, at the time of permit submittal describing and containing:

a. The proposed location and route of all facilities to be constructed or installed and the owner's plan for public rights-of-way construction.

b. Two sets of engineering plans, including plan and profile, which will be on a reasonable scale, acceptable to the Town, unless waived by the Town. When required by the Texas Engineering Practice Act, as amended, the plans must be sealed by a professional engineer licensed to practice in the state.

c. The location of all public rights-of-way and common utility easements that owner plans to use.

d. The existing utilities located in the public rights-of-way, including the Town owned utilities as may be known by owner, in relationship to owner's proposed route as known.
e. Detail of what owner proposes to construct including typical: size of facilities; materials used, such as pipe size, number of ducts, valves; etc.
f. The plans to remove and replace asphalt or concrete in streets in accordance with the general construction specifications.
g. Drawings of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, equipment, etc. including depth located in public right-of-way.
h. Typical details of manholes and/or handholes owner plans to use or access.
i. Complete legend of drawings submitted by owner, which may be provided by reference to previously submitted documents acceptable to the Town.
j. The construction methods to be employed for the protection of existing structures, fixtures, and facilities within or adjacent to the public rights-of-way, and the dates and times work will occur, all of which (methods, dates, times, etc.) are subject to approval of the director.
k. Construction security in the form approved by the Town in an amount of not less than 150% of the estimated cost of restoration.

(4) A request for a permit must be submitted at least ten business days before the proposed commencement of work identified in the request, unless waived by the Town.

(5) Requests for permits will be approved or disapproved by the Town within a reasonable time of receiving all the necessary information. The Town will use best efforts to approve or disapprove a request for permit as soon as possible. The Town will consider all information submitted by the applicant including a review of the availability of space in the public rights-of-way based on the applicant's proposed route and location. The Town will provide a written notification of denial for rejected permits.

(6) Denial, suspensions, and revocations of permits may be appealed to and considered by the Town Council if a written appeal is filed with the Town within twenty (20) days of the denial, suspension pr revocation. The Town Council's decision shall be final and binding.

(7) The Town or the owner can request a pre-construction meeting with the construction contractor.

6. Construction Standards.

(a) All construction shall be in conformance with all Town codes, the most recent edition of the North Central Texas Council of Governments' Public Works Construction Standards North Central Texas, and applicable local, state and federal laws at time of permit issuance.

(b) The Town must be notified 24 hours in advance that construction is ready to proceed by the owner. At the time of notification, the owner will inform the Town of the number (or other information) assigned from the appropriate one-call notification center. "Notification center" means the same as in Chapter 251, Texas Utilities Code, or its successor. The name, address and phone numbers of the contractor or subcontractor who will perform the actual construction, including the name and telephone number of an individual with the contractor who will be available at all times during construction. Such information shall be required prior to the commencement of any work.

(c) Public notification of work to be performed.

(1) For any closure of a traffic lane or blocking of a sidewalk or alley lasting six days or less, the permittee shall conspicuously mark its vehicles with the permittee's or contractor's name and telephone number.
(2) For projects scheduled to last more than six calendar days a three feet by three feet informational sign stating the identity of the person doing the work, a local telephone number and owner's identity shall be placed at the location where construction is to occur prior to the beginning of work in the public rights-of-way and shall continue to be placed at the location during the entire time the work is occurring. The informational sign will be posted on public right-of-way 100 feet before the construction location commences unless other posting arrangements are approved or required by the director.
(3) When projects last more than two calendar days, the owner shall also provide written notification to all adjacent property occupants prior to the beginning of construction. Informational fliers shall include identity of the person doing the work, a local telephone number, owner's identity, and proposed schedule.
(4) Projects in public easements on private property, or in rights-of-way adjacent to private property that is likely to be disturbed, require notification by flier as in (3) above.

(d) Approved erosion control measures and advance warning signs, markers, cones and barricades must be in place before construction begins. Advance warning must comply with the Texas Manual on Uniform Traffic Control Devices.

(e) Lane closures on major thoroughfares. Arrow boards will be required for lane closures on Town streets, with all barricades, advanced warning signs and 36-inch reflector cones placed according to the Texas Manual on Uniform Traffic Control Devices.

(f) Without affecting the legal relationship between the owner and their contractor, owners are responsible for any damages by their contractors or subcontractors. A responsible representative of the owner will be reasonably available to the Town at all times during construction.

(g) Owner shall be responsible for storm water management, dust control, erosion control, employee sanitation and excavation safety measures that comply with Town, state and federal guidelines effective at time of permit issuance. Requirements shall include, but not be limited to, construction fencing around any excavation that will be left overnight, silt fencing in erosion areas until reasonable vegetation is established, barricade fencing around open holes, and high erosion areas will require wire backed silt fencing, and placement and maintenance of portable toilets. Upon request, owner may be required to furnish documentation submitted or received from federal or state government relative to a storm water pollution prevention plan as applicable.

(h) Owner will notify the Town immediately of any damage to other utilities within public rights-of-way.

(i) All disturbances in the public rights-of-way shall be restored as required in section 10 of these Regulations.

(j) Construction of facilities must not interfere with Town utilities or facilities and operations of other public utility service providers, in particular gravity dependent facilities. Facilities shall not be located over, or within two feet, horizontally or vertically, of any water or sanitary sewer mains, unless approved by the Town.

(k) New facilities must be installed to a minimum depth required by state and federal codes and/or industry standards. Underground and buried utilities, shall be installed at a minimum depth of 36 inches, unless the industry standard depth for such facilities is less than 36 inches or otherwise approved by the Town. Industry standard depths shall be submitted in writing to the Town for approval. Such approved depths shall be documented and become attached to the general construction specifications for reference.

(l) The working hours in the public rights-of-way are 7:00 a.m. to 8:00 p.m., Monday through Friday, unless otherwise approved by the Town or in case of emergency. Any planned work performed on Saturday must be approved by the Town by 9:00 a.m. on the Thursday prior to the proposed Saturday. No work will be done, except for emergencies, on Sundays or Town holidays.

(m) Persons working in the public rights-of-way are responsible for obtaining line locates in accordance with state and federal underground facility damage prevention and safety laws (one-call/call before you dig laws) from all affected utilities or others with facilities in the public rights-of-way prior to any excavation. Use of a geographic information system or the plans of records does not satisfy this requirement.

(n) Owner will be responsible for verifying the location, both horizontal and vertical depth, of all facilities. When required by the Town, owner shall verify locations by pot holing, hand digging, or other method approved by the Town prior to any excavation or boring.

(o) Placement of all manholes and/or handholes must be approved in advance by the Town. Handholes or manholes will not be located in sidewalks, unless approved by the Town.

(p) Locate flags shall not be removed from a location while facilities are being constructed.

(q) When construction requires pumping of water or mud, the water or mud shall be contained in accordance with federal and state law and the directives of the Town.

(r) A person shall perform operations, excavations and other construction in the public rights-of-way in accordance with all applicable Town requirements, at time of permit issuance. All excavations and other construction in the public rights-of-way shall be conducted so as to minimize interference with the use of public and private property. A person shall follow all reasonable construction directions given by the Town in order to minimize any such interference.

(s) Excavation safety. On construction projects in which excavation will exceed a depth of five feet, the owner must have detailed plans and specifications for excavation safety systems. The term "excavation" includes trenches, structural or any construction that has earthen excavation subject to collapse. The excavation safety plan shall be designed in conformance with state law and occupational safety and health administration (OSHA) standards and regulations.

7. Record Drawings and Plans.

(a) Right-of-way users will provide the Town with "record drawings or plans" or "as-built plans" within 90 days of completion of facilities in the right-of-way. The plans shall represent the actual installation as accurately as possible. The plans shall be provided to the Town with as much detail and accuracy as required by the Town. All the requirements specified for the plans submitted for the initial permit, as set forth in section 5(b) of these Regulations shall be submitted and updated in the plans. Users which have facilities in the public rights-of-way existing as of the effective date of these Regulations who have not provided plans shall provide one-quarter of the information concerning facilities in Town right-of-way within one year after the passage of these Regulations and one-quarter each six months thereafter. The detail and accuracy will concern issues such as location, size of facilities, materials used, and any other health, safety and welfare concerns. Public rights-of-way users will provide the Town with updates to the plans of facilities in the public rights-of-way annually. The plans shall represent the actual facilities as detailed and accurately as reasonably possible. Submittal of plans shall be in digital format and one set of plans in a paper format.

(b) If the plans submitted under this section include information expressly designated by the owner as a trade secret or other confidential information protected from disclosure by state law, the Town may not disclose that information to the public without the consent of the owner, unless otherwise compelled by an opinion of the attorney general pursuant to

the Texas Open Records Act, as amended, or by a court having jurisdiction of the matter pursuant to applicable law. This subsection may not be construed to authorize an owner to designate all matters in its as-built plans as confidential or as trade secrets.

(c) Plans submitted under this section are for the general informational purposes of the Town only. They shall not be relied upon by Town or other owners performing construction in the public rights-of-way. Town and owners will be responsible for verifying the location of all facilities.

8. Conformance with Public Improvements.
   (a) Whenever by reasons of widening or straightening of streets, sidewalks, water or sewer line projects, or any other Town or public utility project, it shall be deemed necessary by the governing body of the Town to remove, alter, change, adapt, or conform an owner's underground or overhead facilities within the public rights-of-way to another part of the public rights-of-way, such alterations shall be made by the owner of the facilities at the owner's expense (unless provided otherwise by federal law, state law, a franchise, a license or a municipal authorization until that grant expires or is otherwise terminated). The owner shall be responsible for conforming its facilities within mutually agreed upon time limits. If no time limits can be agreed upon, the time limit shall be 90 days from the day the Town transmits final plans and notice to make the alterations. The owner of facilities shall be responsible and shall reimburse the Town for any direct costs associated with project delays associated with failure to conform facilities within the mutually agreed upon time limits. Reimbursement for all costs provided for by this paragraph shall be made within 60 calendar days.
   (b) An owner may trim trees in or over the public rights-of-way for the safe and reliable operation, use and maintenance of its facilities. All tree trimming shall be performed in accordance with standards promulgated by the National Arborist Association and the International Society of Arboriculture. The owner, its contractor or agent, shall remove such trimmings within 24 hours during normal maintenance. During emergency weather conditions owners shall remove tree trimmings within five days of all service restoration activities within the Town. The Town may remove the trimmings or have them removed, and upon receipt of a bill from the Town, the owner shall promptly reimburse the Town for all costs incurred within 60 calendar days.
   (c) An owner shall temporarily remove, raise or lower its aerial facilities to permit the moving of houses or other bulky structures. The owner shall temporarily remove, raise or lower its aerial facilities within 15 working days of receiving a copy of a permit issued by the Town. The expense of these temporary rearrangements shall be paid by the party or parties requesting and benefiting from the temporary rearrangements. The owner may require prepayment or prior posting of a bond from the party requesting the temporary move.

9. Improperly Installed Facilities.
   (a) Any owner doing work in the public rights-of-way shall properly install, repair, upgrade and maintain facilities.
   (b) Facilities shall be considered to be improperly installed, repaired, upgraded or maintained if:
      (1) The installation, repair, upgrade or maintenance endangers people or property;
      (2) The facilities do not meet the applicable Town codes applicable at time of permit issuance;
      (3) The facilities are not capable of being located using standard practices;

(4) The facilities are not located in the proper place at the time of construction in accordance with the directions provided by the department or the plans approved by the department.

10. Restoration of Property.
    (a) Owners shall restore property affected by construction of facilities to a condition that is at least equal to the condition of the property prior to construction. Owners may submit photographs and/or a video of the construction area at the time of the issuance of the permit for record purposes. Restoration must be approved by the Town and must be completed as expeditiously as practical.
    (b) Upon failure of an owner to perform such restoration, and five days after written notice has been given to the owner by the Town, and in the event restoration has not been initiated during such five-day period, the Town may repair such portion of the public rights-of-way as may have been disturbed by the owner, its contractors or agents. Upon receipt of an invoice from the Town, the owner will reimburse the Town for the costs reasonably incurred within 30 calendar days from the date of the Town invoice.
    (c) If the Town determines that the failure of an owner to properly repair or restore the public rights-of-way constitutes a safety hazard to the public, the Town may undertake emergency repairs and restoration efforts, after emergency notice has been provided, to the extent reasonable under the circumstances. Upon receipt of an invoice from the Town, the owner shall promptly reimburse the Town for the costs incurred by the Town within 30 calendar days from the date of the Town invoice. If payment is not received within the 30 calendar days, the Town shall initiate a claim for compensation with the appropriate bonding company or may pursue recovery against any security provided to the Town by the owner.
    (d) Should the Town reasonably determine, within one year from the date of the completion of the repair work, that the surface, base, irrigation system or landscape treatment requires additional restoration work to meet the standards of subsection (a), an owner shall perform such additional restoration work to the satisfaction of the Town, subject to all Town remedies as provided herein.
    (e) Restoration must be to the reasonable satisfaction of the Town.

11. Revocation, Suspension or Denial of Permit.
    (a) If any of the provisions of these Regulations are not followed, a permit may be revoked by the Town. If a person has not followed the terms and conditions of these Regulations in work done pursuant to a prior permit, new permits may be denied or additional terms required. Revocation shall be effective upon the expiration of 15 business days after written notice of the violation(s), unless cured, or during that period, a plan to cure is agreed upon, except for violations that pose a threat to public safety or health, for which the revocation will be immediate upon delivery of written notice.
    (b) Appeals. The revocation, suspension or denial of a permit may be appealed to the Town Council upon the filing of a written notice of appeal within twenty (20) days of the issuance of notice of revocation, suspension or denial. Failure to timely submit the foregoing written notice is a forfeiture of the appeal. No appeal may be taken for any criminal violation of these Regulations. The Town Council shall promptly consider the appeal and may uphold, reverse or modify the revocation, suspension or denial. The Town Council's decision shall be final and binding.

12. Penalties. Any owner, contractor, subcontractor, person, firm or corporation violating any of the provisions or terms of these Regulations shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined a sum not exceeding $2,000.00 for each violation, and

each day that such violation shall continue to exist constitutes a separate offense. Violations are strict liability offenses; no intent need be alleged or proven in the prosecution of an offense hereunder.

13. Indemnity.
    (a) Each owner conducting construction in the public rights-of-way shall promptly defend, indemnify and hold the Town harmless from and against all damages, costs, losses or expenses (i) for the repair, replacement, or restoration of Town's property, equipment, materials, structures and facilities which are damaged, destroyed or found to be defective as a result of the owner's acts or omissions, (ii) from and against any and all claims, demands, suits, causes of action, and judgments for (a) damage to or loss of the property of any owner (including, but not limited to the owner, its agents, officers, employees and subcontractors, Town's agents, officers and employees, and third parties); and/or (b) death, bodily injury, illness, disease, loss of services, or loss of income or wages to any owner (including, but not limited to the agents) arising out of, incident to, concerning or resulting from the negligent or willful act or omissions of the owner, its agents, employees, contractors and/or subcontractors, in the performance of activities pursuant to these Regulations.
    (b) This indemnity provision shall not apply to any liability resulting from the negligent or willful acts of the Town, its officers, employees, agents, contractors, or subcontractors.
    (c) The provisions of this indemnity are solely for the benefit of the Town and is not intended to create or grant any rights, contractual or otherwise, to any other owner or entity.

14. Insurance.

    (a) *In general.*

        (1) An **owner** must provide acceptable proof of insurance in the total amount required by this section for permits for construction within public rights-of-way or make other provisions acceptable to the town.
        (2) The coverage must be on an "occurrence" or "claims made" basis and must include coverage for personal injury, contractual liability, premises liability, medical damages, underground, explosion and collapse hazards.
        (3) The owner shall file the required original certificate of insurance prior to the issuance of a permit. The certificate shall state the policy number; name of the insurance company; name and address of the agent or authorized representative of the insurance company; name, address and telephone number of insured; policy expiration date; and specific coverage amounts.
        (4) The certificate of insurance must show the town as an additional insured and must include a provision whereby the insurance company shall to notify the town in writing not fewer than 30 days before any change, cancellation or nonrenewal of the policy or its limits.
        (5) The above requirements (a)(1) - (4) may be met by utilities with a current franchise, license or municipal authorization if the current franchise, license or municipal authorization provides for insurance or bonds required herein or provides an indemnity in favor of the town. Nevertheless, the waiver of these requirements in favor of an indemnity shall be in the town's sole discretion.

(6) The town may accept certificates of self-insurance issued by the state or letters written by the agency in those instances where the state does not issue such letters, which provide the same coverage as required herein. However, certificates of self-insurance must be approved in advance by the town.
(7) An insurer has no right of recovery against the town. The required insurance policies shall protect the agency or public infrastructure contractor and include the town as an additional insured (except workers compensation). The insurance shall be primary coverage for losses covered by the policies.

(b) *Insurance requirements.*

(1) *Owners.* Each owner applying for a permit shall obtain, maintain, and provide proof of the each of the following types of insurance and coverage limits:

a. Commercial general or excess liability on an occurrence form with minimum limits of $5,000,000.00 per occurrence and $10,000,000.00 aggregate. This coverage shall include the following:
   - Products/completed operations to be maintained for one year if applicable.
   - Personal and advertising injury if applicable.
   - Owners and contractor's protective liability.
   - Explosion, collapse, or underground (XCU) hazards.
   - Coverage limits may be reduced upon demonstration of fiscal responsibility acceptable to the town.

b. Automobile liability coverage with a minimum policy limit of $1,000,000.00 combined single limit. This coverage shall include all owned, hired and non-owned automobiles.

c. Workers' compensation and employers liability coverage. Statutory coverage limits for coverage A and $500,000.00 coverage B employers' liability.

(2) *Contractors and sub-contractors.* Each contractor and sub-contractor applying for a permit shall obtain, maintain, and provide proof of insurance for the same types of insurance coverages outlined in subsection (1) above; however, the policy limits under the general liability insurance shall be $1,000,000.00 per occurrence and $2,000,000.00 aggregate. All other coverages provisions outlined in subsection (1) above shall apply."

SECTION 2. That all ordinances of the Town of Poetry, Texas, in conflict with the provisions of this ordinance be and the same are hereby repealed and all other ordinances of the

SECTION 3. That an offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 4. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 5. That any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the Town of Poetry, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of five hundred dollars ($500.00) for each offense, and each day of Poetry, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of five hundred dollars ($500.00) for each offense, and each day a violation continues shall be deemed a separate offense.

SECTION 6. That this ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases provide.

DULY PASSED AND APPROVED by the Town Council of the Town of Poetry, Texas, on this the 17th day of May, 2023.

APPROVED:

Sara Sentwech
MAYOR

ATTEST:

Dorothy Dillon
Notary

Date of signature: 6/8/23

DOROTHY DILLON NOTARY PUBLIC STATE OF TEXAS ID 125073917 EXP. 10-01-2024

POETRY TEXAS

Signage Paragraph from Town of Poetry Ordinance No. 2024-03-01

6.2. Signage

No off-premise or on-premise sign in excess of ten (10) feet in height, measured from the average grade of the property on which the sign is erected, shall be constructed or be allowed on any lot or tract in the Town or within the Town's extraterritorial jurisdiction unless authorized by a majority vote of the Town Council. The regulations contained within this ordinance pertaining to nonconforming structures shall apply to signs. Wall mounted signs shall not exceed the maximum height of the building. The total signs, wall mounted or freestanding, shall not exceed 160 square feet per building. There shall be no more than one freestanding sign per lot, excluding parking signs, menu signs for restaurant drive-throughs, and on-site directional signs. The square footage of wall mounted signs shall not exceed 20% of the square footage of the wall on which it is erected. The maximum size for any one sign shall be 64 square feet.