



Town of Poetry, Texas

Minutes

Executive Session & Regular Town Council Meeting

Thursday, January 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 January 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 Deputy Secretary Lora Lehew. 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 Deputy Secretary announced a quorum was present.

Pledge of Allegiance: Mayor Pro Tem Terry Fowler

Invocation: Mayor Pro Tem Terry Fowler

B. Executive Session

The Town Council convened in Executive Session pursuant to Section 551.074, Texas Government Code (Personnel) to discuss and deliberate on the employment, evaluation, duties, and pay of town secretaries.

The Council convened into Executive Session at 5:33pm.

The Executive Session concluded at 6:03pm.

No vote or action was taken during the Executive Session.

The Council reconvened and began the Regular Council Meeting at 6:07pm.

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. Mayor Jaffe thanked the Hunt and Kaufman County Commissioners and their teams.
2. Mayor Jaffe announced that the Poetry Bingo Night at Poetry Community Christian School is February 6, 2026. Tickets and more information are available at poetrychristian.org.
3. There are two important elections coming up March 3, 2026. Hunt County Judge and Commissioner positions are on the ballot and are important to the Town of Poetry.

4. A reminder was given that oral arguments will be heard in the Court of Appeals in the lawsuit against the Town of Poetry on February 3, 2026 at 10:00am at the George Allen Courts Building, 600 Commerce Street, 2nd Floor, Dallas, Texas. This is open to the public but only the attorneys are allowed to talk. Councilmember Bryant suggested posting a Notice of Possible Quorum, and Mayor Jaffe agreed that a Notice will be created and posted.

D. Reports

1. Financial

- a. P&L Budget vs Actual Dec 2025
- b. Account Quick Reports 6010 & 6100 - Dec 2025
- c. Bank Reconciliation Summary & Detail - Dec 2025
- d. Bank Reconciliation Petty Cash – Dec 2025
- e. Sales & Use Tax Report - Dec 2025
- f. Hunt & Kaufman County Roads Escrow Reports - Dec 2025. Mayor Jaffe amended the Project Sheets to correctly reflect the actual amount verses the projected amounts. All sheets correctly balance now.

2. Mayor Jaffe reported on roads and traffic. Mayor Pro Tem Fowler gave an update on culverts.

3. Mayor and Councilmember Activity Updates – 6:23pm

- Mayor Jaffe reported on receiving calls on various items, the future ETJ map, and current map.
- Mayor Pro Tem Fowler reported that he met with Monroe regarding culverts, permitting, and right-of-ways.
- Councilmember Anderson reported on zoning issues but differed to Item 1 on the Agenda for more discussion.
- Councilmember Kendrick provided updates on CERT, the Texas Department of Emergency Management, and DMAT update.
- Councilmember Bryant reported on the signage project and looking at the cleanup of intersections in preparation for the installation of the signage.
- Councilmember Hibbs reported on cybersecurity and the budget.

E. Consent Agenda – 6:37pm

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 – December 18, 2025 Workshop & Regular Meeting
2. Approved Nichols Jackson 12/31/25 legal bill - \$54.49
3. Ratified Payment of auditor's invoice dated 11/21/25 - \$5,450 (budgeted \$6,000)

Motion made by Councilmember Anderson to approve the items on the Consent Agenda.

Motion seconded by: Mayor Pro Tem Fowler

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

F. Regular Agenda – 6:41pm

1. Discussed the status of the effort to create a draft to update the current Zoning Ordinance. Council is continuing to work on developing proposed updates and cleaning up the Zoning Ordinance. This was a check-in to see where we are at with the process. The red-line comments by Councilmember Anderson were reviewed and discussed. **No action was taken, no changes were made, and no vote was taken.**

Citizens Speaking on this topic:

- None

2. Discussed and took action on creating a Citizen Zoning Advisory Committee. Discussion was had on creating the Committee including information from Councilmember Bryant as to name, objective, meeting frequency, committee size and make up. It was decided that Councilmember Bryant and Councilmember Anderson would take the lead on the Committee. Councilmember Bryant will be prepared with more information at the February Council meeting.

Citizens Speaking on this topic:

- Haley Dennis, Poetry

Motion made by Councilmember Kendrick to create the Citizen Zoning Advisory Committee with the parameters discussed including the name, the meetings being open to the public, the meetings will be recorded (not live-streamed), no authority other than proposing changes, and will be reviewing document as to Code. The Committee will meet at Town Hall with the dates and times determined by Councilmembers Anderson and Bryant. Committee will be two Councilmembers and 2-4 citizens.

Motion seconded by: Councilmember Anderson

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

3. Discussed possible creation of a second Town bank account to hold all Sales Tax revenue funds. One of our auditors suggested we open a second bank account to hold all funds derived from Sales Tax revenue which are restricted use (road maintenance). We currently hold those funds in our single account and track them in our accounting system. To do this we would need minutes authorizing creation, authorized signatories, purpose of the account, and opening balance. **After discussion, no action was taken, no changes were made, and no vote was taken.**

Citizens Speaking on this topic:

- None

4. Discussed the TxDOT bridge inspection report. At the moment, there are at least two bridges in the Town of Poetry that receive regular safety inspections by TxDOT. They are CR2326 & Dry Creek and CR2434 & Simmons Branch both in Hunt County. The Town received the 12/2/25 preliminary report for CR2326 & Dry Creek bridge. According to the report, it requires maintenance. Hunt County has offered to assist with that maintenance under our interlocal agreement (ILA). Follow up will be done with Hunt County

Commissioner Monroe and TxDOT. **After discussion, no action was taken and no vote was taken.**

Citizens Speaking on this topic:

- Shelley Smith, Poetry

5. Discussed the Kaufman County 911 map updates. Recently, the Town was asked by Kaufman County 911 to verify our Kaufman County Town and ETJ boundaries. The last updated map was provided to them 4/16/25. It is slightly different from the currently approved map dated 5/9/25. Kaufman County needs an updated map with geofiles (shapefiles or .gdb) along with any annex, de-annex, or ETJ removal documentation. Discussion was had relating to the current status of the map. Mayor Pro Tem Fowler will follow up on this. **After discussion, no action was taken and no vote was taken.**

Citizens Speaking on this topic:

- None

6. Discussed and took action on renewal of our Federal System for Award Management (SAM) subscription which expires 2/3/26. We originally subscribed in 2024. For us to be eligible for any Federal grants, including the Department of Agriculture grant we applied for a while back, we must be subscribed to SAM. Updates and corrections to our contact information will be done.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Kendrick to not renew subscription to the company trying to charge the Town, but rather go directly to update our SAM.

Motion seconded by: Councilmember Hibbs

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

7. Discussed the road and traffic safety concerns for the intersection of FM986 and FM3486/CR249. This intersection has drawn the attention of a number of citizens and Councilmembers lately as there have been multiple motor vehicle accidents there recently. Most of the intersection is under the jurisdiction of TxDOT for signage and pavement maintenance. Discussion was had regarding possible options for improving the safety of the intersection working in partnership with TxDOT, law enforcement, and citizens.

Citizens Speaking on this topic:

- Shelley Smith, Poetry
- Scott Lehew, Poetry

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.


Citizens Speaking-General Public Comments:

- None

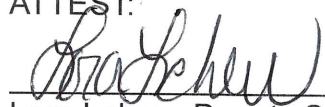
H. Adjournment

The Town Council meeting adjourned at 8:04pm.

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



Mike Jaffe, Mayor
Town of Poetry, Texas

ATTEST:


Lora Lehew, Deputy Secretary
Town of Poetry, Texas

