



Town of Poetry, Texas

Agenda

Public Hearing & Regular Town Council Meeting

Thursday, March 19, 2026

Poetry Town Hall

5671 County Road 323, 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 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. Public Hearing - Texas Community Development Block Grant Application

The Town of Poetry has been invited to submit a fully developed 2026 Project Application to the Texas Department of Agriculture for a Texas Community Development Block Grant (TxCDBG) (grant # CDV25-0425) This is phase 2 of the application process and means \$750K has been reserved for our CDV grant application. The town is required to match these funds with \$37,500 in town funds. In accordance with Texas Administrative Code, Title 4, Part 1, Section 30.7, this public hearing is to allow citizens an opportunity to provide input regarding our participation and possible projects (likely roads and drainage ditches) that would benefit the low to moderate income (less than 80% of the Area Median Family Income) areas of our town. The Town of Poetry encourages citizens to participate in the development of our TxCDBG application and to make their views known at this public hearing.

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 everyone who participated in the Town of Poetry Clean Up Day including Blackjack Waste who provided the roll off container.
2. Thank you to everyone who participated in the Poetry Farmer's Market
3. Another Community Bingo Night at the Poetry Community Christian School is scheduled for March 27, 2026. For info go to givebutter.com/c/poetrybingo
4. Town of Poetry Annual Agricultural Student Scholarship 2026. Applications April 1-May 1, 2026. See town website for details. Donations needed.
5. TCEQ Discharge Water Permit Hearing for Bishop Airfield Tuesday, April 7, 2026 @ 7:00 PM, Royse City ISD Performing Arts Center, 700 FM 2642, Royse City, TX 75189

6. We're still working on putting together a community survey to gather input for creation of our long-range planning.

D. Reports

1. Financial
 - a. P&L Budget vs Actual - Feb 2026
 - b. Account Quick Reports 6010, 6011, 6012, 6020, 6100 – Feb 2026
 - c. Bank Reconciliation Summary & Detail – Feb 2026
 - d. Bank Reconciliation Petty Cash – Feb 2026
 - e. Sales & Use Tax Report – Feb 2026
 - f. Hunt & Kaufman County Roads Escrow Reports – Feb 2026
2. Roads & Traffic Update
3. Our computing environment audit is underway. No significant findings so far.
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 – January 15, 2026 Executive Session & Regular Meeting
Motion approved at Feb. 19 meeting included 2 amendments to add detail, which is not allowed.
2. Approve Minutes – February 19, 2026 Executive Session & Regular Meeting
3. Approve Nichols Jackson legal bill 2/28/26 - \$1,451.75

F. Regular Agenda (item sponsor)

1. Continue Reviewing and Scoring Grant Administrator RFP Proposals to select top candidate. (grant # CDV25-0425) (Mayor)
If needed, this is a continuation of the agenda item from our March 18, 2026 Special Meeting. We will consider all of the RFP proposals received and select a finalist to consider awarding the role to.
2. Continue Reviewing and Scoring Grant Engineering Services RFQ Proposals to select top candidate. (grant # CDV25-0425) (Mayor)
If needed, this is a continuation of the agenda item from our March 18, 2026 Special Meeting. We will consider all of the RFQ proposals received and select a finalist to consider awarding the role to.
3. Discuss and take action to select a TxCDBG Grant Administrator by Resolution. (grant # CDV25-0425) (Mayor)
This is the item to officially name our choice for Grant Administrator.
4. Discuss and take action to select a TxCDBG Grant Engineering Services firm by Resolution. (grant # CDV25-0425). (Mayor)
This is the item to officially select our choice for Grant Engineering Services.
5. Discuss and take action as needed on consideration of adding \$10,000 to our Hunt County Escrow account for upcoming road maintenance projects. (Mayor)

Our escrow balance with Hunt County is down to \$1,800. With all of the recent rain our road pothole population is once again increasing and as soon as the rain clears out we need to get back to repairing them.

6. Discuss beginning the FY 2026-2027 Budget Process. (Kendrick)

We want to start the budget creation process earlier this year and, in this discussion, will begin to talk about high level objectives.

7. Discuss and take action as needed on Ordinance to allow Outdoor and Open Burning inside the Town of Poetry. (Kendrick)

In the state of Texas, it is illegal to open burn, inside of a city limit unless that city has an ordinance that allows it. This ordinance will allow town residents to open burn compliant with state TCEQ rules.

8. Discuss and take action as needed on determining the exact location of our ETJ boundaries to allow citizens to know where our ETJ boundary lies on their property. (Mayor on behalf of ETJ citizen)

The citizen who brought this item is at least partly in our ETJ at the end of CR 2432 and would like to know exactly where our ETJ boundary is.

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, March 12, 2026 by 5:30 pm and online at poetrytexas.org.



Mike Jaffe, Mayor