



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

BE IT REMEMBERED THAT ON THIS DAY OF THE 20th of November 2025 at 5:30 pm, the Town Council of Poetry, Texas, held an Executive Session, Workshop and Regular Town Council Meeting at Poetry Town Hall, 5671 County Road 323, Poetry, Texas 75160 with the following present:

- A. Mayor Jaffe** called the public meeting to order at 5:30 p.m. He explained that the meeting would begin with an executive session followed by a workshop and the regular town meeting. Roll call was taken by Mayor Jaffe. Present were Mayor Pro Tem Terry Fowler, Council Members Tom Anderson, Doug Kendrick, Tracie Hibbs and Dale Bryant.

Pledge of Allegiance: Councilmember Doug Kendrick

Invocation: Councilmember Dale Bryant

- B. Executive Session** (*approx. 30 min. –public and staff must leave the building*) - At 5:33 pm Mayor Jaffe closed session in chambers to discuss pursuant to Section 551.074, Texas Government Code (Personnel) to discuss and deliberate on the employment, evaluation, duties, and pay of town secretaries
1. Executive Session began at 5:33 pm.
 2. Executive Session adjourned at 6:02 pm.
 3. Mayor Jaffe reconvened the public meeting at 6:02 pm and provided a brief overview of items discussed during the closed session.

C. Workshop Agenda

1. Discuss implementing Town of Poetry Subdivision Ordinance/Regulations. (Kendrick).

Mayor Jaffe led the discussion on whether Poetry should adopt its own subdivision ordinance to ensure consistent development standards in the ETJ. Current 1445 agreements give counties full platting authority, resulting in uneven regulations. State law allows the Town to regulate subdivisions in its ETJ, and counties are supportive of Poetry eventually assuming this role.

Council discussed the workload, legal requirements, and need to revise the existing zoning ordinance first, as it contains errors and inconsistencies that affect development decisions. Council agreed to begin zoning cleanup immediately and place the item on the December agenda, while also starting long-term planning for future subdivision regulations.

- **Resident Robin Followill:** urged the town to adopt a unified building code so all construction follows the same standards across both counties. She noted upcoming stricter TDLR enforcement and shared an example of a house that burned down after unpermitted solar battery work, emphasizing the need for consistent permitting and inspections. She encouraged the town to select and adopt a standard code, such as the International Building Code, to protect residents and guide future development.

Mayor Jaffe assigned Councilmember Anderson and Councilmember Kendrick to refine the zoning ordinance and Councilmember Hibbs to assist Councilmember Kendrick with the subdivision regulation

draft. The Council agreed to place a review of possible P&Z updates on the December agenda, with draft materials to be shared in advance. Subdivision regulations will wait until January to allow more time for revisions. Mayor Jaffe, Councilmember Hibbs, and Councilmember Kendrick will coordinate with both counties to ensure they have the town's ordinances. *No action was taken; this item was discussion only.*

2. Discuss implementing a permitting software solution. (Kendrick/Hibbs).

The council discussed potential permitting software, including **Civic Plus** and **iWorks**, to streamline town permitting, code enforcement, and record-keeping. Civic Plus offers ordinance access, pre-vetted legal documents, mobile capabilities, and staff training, while iWorks provides unlimited users, mobile access, GIS integration, permit tracking, and contractor registration. Both systems are modular, allowing the town to initially focus on permitting, with front-end data input required but manageable given the town's limited current ordinances. Mobile access enables inspectors and contractors to use the system in the field, and integration with the town website is possible via customized links. The discussion was informational only, intended to raise awareness of tools that could support future permitting, code enforcement, and ordinance management needs. *No action was taken; this item was discussion only.*

- **Resident Robin Followill:** shared her experience with Civic Plus and Intergov. Civic Plus is used for accessing ordinances and codes; it is user-friendly, searchable, allows section-specific printing, and includes legal vetting. Intergov handles permitting and integrates both staff and citizen access, enabling electronic submissions, document uploads, and mobile use. She emphasized that modern permitting software simplifies contractor registration, ensures compliance, maintains records for open-records requests, and supports code enforcement by documenting inspections and violations. Overall, she recommended Civic Plus for ordinance management and highlighted the ease, accessibility, and efficiency it provides for both staff and residents.

Workshop closed at 7:26 pm at which time Council broke for short recess. Council resumed at 7:31 pm

D. Items of Community Interest

1. Thank you to our Hunt and Kaufman County Commissioners and their teams.
2. Thank you to the citizens who took time to thank those out working to improve our roads.
3. Save the date for the Christmas in Poetry celebration and parade. Saturday, December 13 from 4:30-6:30p, Poetry Town Hall. Email events@poetrytexas.org for info.
4. Save the date for the Poetry Farmers/Christmas Market. Saturday, December 6 from 9a-1:30p Poetry Community Christian School

E. Reports

1. Financial

- a. P&L Budget vs Actual Oct 2025
- b. Account Quick Reports 6010 & 6100 - Oct 2025
- c. Bank Reconciliation Summary & Detail - Oct 2025
- d. Sales & Use Tax Report Oct 2025
- e. Hunt & Kaufman County Roads Escrow Reports Oct 2025

- f. Roads & Traffic update: **Mayor** Jaffe expressed appreciation and thanks to TxDOT for their quick response with some issues lately, notably a downed stop sign and some lighting issues with street lights. Hunt County has been very helpful in getting a number of roads repaired and thanks to the local agencies that are assisting to enforce local speed limits.
- g. Mayor and Councilmember Activity Updates:
 - **Councilmember Bryant:** Councilmember Bryant reported that TxDOT Paris has all required information and appears likely to be approved for the project, though nothing is guaranteed. Councilmember Anderson also spoke with Mike Pace of TCEQ regarding the Bishop Field aviation fuel tanks: TCEQ records indicate the tanks are still present. Tank removal requires following a formal legal process with certified contractors for removal and testing, and property representatives must provide TCEQ access to documentation. Councilmember Anderson noted that Ray Ekenrode, head of the Bishop Field Development, has been in direct contact with Mike Pace, about identifying any tanks to avoid liability. He added that lien holders, including Billy Bishop and an unknown financial institution, may confirm tank locations if needed.

F. Consent Agenda:

1. Approve Minutes - October 16, 2025 Workshop & Regular Meeting
2. Approve Minutes - October 27, 2025 Zoning Board of Adjustment Hearing & Regular Meeting
3. Approve Minutes - November 5, 2025 Special Meeting
4. Approve Nichols Jackson 10/31/25 legal bill - \$322.5

Motion to approve the items on the Consent Agenda made by Councilmember Anderson with a second by Councilmember Hibbs. ***Motion passed unanimously 5:0***

G. Regular Agenda:

1. **Discuss and take action as necessary on annual renewal of Microsoft 365 licenses. (Mayor):** Microsoft 365 licenses must be renewed. A special thanks to Josh Senkevech for helping the town to note that deadline. The cost went down this year approximately \$33. Motion to approve made by Councilmember Anderson with a second by Councilmember Hibbs. ***Motion passed unanimously 5:0***
 - **Resident Kenny Hibbs:** Mr. Hibbs had a question on whether another group that was recently brought on was handling the licenses on our behalf. Mayor Jaffe explained that we only hired the outside group to monitor our systems at the moment.
2. **Discuss and take action as necessary on adding monies to our road escrow fund with Hunt County. (Mayor):** Mayor Jaffe reported that the recent County Road 2400 project cost just over \$4,400 for asphalt, which needs to be reimbursed. He requested \$10,000 for the road escrow, covering this bill and leaving nearly \$6,000 for additional projects, enough for roughly three more loads of asphalt, emphasizing the importance of maintaining a positive escrow to allow quick response for road repairs. With \$100,000 already in the road fund, he noted the city has made significant progress on road improvements but stressed the need to continue investing to extend pavement life, even if pace slows during winter months. The \$10,000 allocation he supports as reasonable and affordable. Motion to approve made by Councilmember Kendrick with a second by Councilmember Anderson. ***Motion passed unanimously 5:0***

H. General Public Comments

- **Resident Robin Follwill:** provided updates on the December 6th farmers market, noting that a table will be set up with information and flyers about parade floats, including opportunities for attendees to sign up. She also working on donation opportunities for prizes with an Oncor contact. She praised the hard work of the parade committee and expressed appreciation for the recent County Road 2400 asphalt project. Finally, she thanked the council and mayor for their time, effort, and responsiveness to community input, emphasizing the joy of seeing increased local involvement and positive changes in the town.

Mayor Jaffe and Councilmembers expressed deep appreciation for the Christmas committee's efforts, highlighting the value of community-led initiatives. They emphasized that empowering residents to take ownership fosters stronger community engagement, personal investment, and connection among neighbors. Both noted that the town's role should be supportive rather than controlling, allowing citizens' creativity and talent to drive projects. They encouraged ongoing volunteerism, recognizing the town's wealth of skills and experience, and urged continued community involvement as their terms progress.

I. Adjournment

The Town Council meeting was adjourned at 8:01 pm

I certify that the minutes of November 20, 2025 was voted and approved by the Council of the Town of Poetry on this 18TH day of DECEMBER, 2025.



Mike Jaffe
Mayor, Town of Poetry



Prepared by: ~~Anne E. Hamilton~~
Secretary, Town of Poetry

Theresa Scholander

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