



# Town of Poetry, Texas

## Agenda

### Executive Session & Regular Town Council Meeting

Thursday, April 16, 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](mailto:speak@poetrytexas.org) at least 24 hours prior to the start of the meeting.*

#### B. Executive Session (approx. 30 minutes – public and staff must leave the building)

The Town Council will convene in Executive Session pursuant to Texas Government Code Section 551.076 (Security Devices, Personnel & Audits) and Section 551.089 (Information Technology & Network Security) to discuss legal opinion and possible actions regarding recent IT forensic audit of town computing environment. (Mayor)

#### 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. Primary Run-off Election Day – May 26, 2026 – Early voting May 18-22. - Various polling locations in Hunt and Kaufman Counties dependent on where you live. Check with your county elections office for polling locations.
2. Faith Temple Baptist Church & Town of Poetry Easter Egg Hunt was a hit!
3. We are accepting donations for the Town of Poetry Annual Agricultural Student Scholarship 2026.
4. Bishop Field development TCEQ water discharge permit hearing took place.
5. Thank you to both Hunt and Kaufman Counties for their continued support of our roads maintenance.

#### D. Reports

1. Financial
  - a. P&L Budget vs Actual - Mar 2026
  - b. Account Quick Reports 6011, 6012, 6111, 6112 – Mar 2026

- c. Bank Reconciliation Summary & Detail – Mar 2026
  - d. Bank Reconciliation Petty Cash – Mar 2026
  - e. Sales & Use Tax Report – Mar 2026
  - f. Hunt & Kaufman County Roads Escrow Reports – Mar 2026
2. Roads & Traffic Update
  3. Federal System for Award Management (SAM) Registration Update – grant related
  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 – March 18, 2026 Special Meeting
2. Approve Minutes – March 19, 2026 Public Hearing & Regular Meeting
3. Approve Minutes – March 30, 2026 Special Meeting
4. Approve TML Membership invoice - \$853.00
5. Approve TrackerSoft IT Audit invoice - \$743.75
6. Approve Nichols Jackson legal invoice - \$376.25

**F. Regular Agenda (item sponsor)**

1. Discuss and take action as needed on Executive Session items. (Mayor)  
*This is to take any action necessary on the items discussed in Executive Session. By law, no voting can occur in an Executive Session.*
2. Discuss and take action as needed on TDA Community Development Grant project surveys. (Mayor)  
*We met our deadline of selecting potential road projects for the \$750K grant we were awarded. The next step is to qualify those projects based on the low to moderate income criteria. This will be both an update and discussion of how we conduct the required surveys.*
3. Discuss and take action as needed on TDA Grant Signatory Resolution. (Mayor)  
*This item is to fulfill a requirement of our Texas Department of Agriculture (TDA) grant to provide a list of authorized signatories for different components and stages of the grant we were awarded. All approvals will require two signatories which is why multiple town officials are listed in the resolution.*
4. Discuss and take action as needed on conducting a survey of town residents. (Bryant)  
*Recently in a discussion about long range planning, we discussed the possibility of posting a survey on our town website to get input from residents on their priorities for our town. Our goal here is to nail down the list of questions to be asked and proceed with the survey.*
5. Discuss and take action as needed on Town of Poetry Outdoor and Open Burning Ordinance. (Mayor)  
*This item is a carry-over from our last regular meeting. Several changes were made to the draft that was proposed at that meeting, and this version should include everything requested during the discussion. If passed, it will allow the citizens of Poetry to outdoor and open burn in accordance with state TCEQ laws.*

6. Discuss and take action as needed on determination of whether Four Post Lane, Gate Lane & Corral Lane are private or public roadways. (Mayor)

*This topic was brought up by a council member and started a journey to determine the correct status of these three roads. This matters because by law we cannot spend town money on private property (private roads).*

7. Discuss and take action as needed on Town of Poetry ordinance enforcement. (Bryant)

*The Town Council has passed and continues to pass ordinances that dictate basic rules around living and operating in the Town of Poetry. To date we have had very limited ability to enforce those ordinances because we lack the tools and resources to do so. We will talk about what it would take to start enforcing ordinances.*

## 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](mailto: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, April 9, 2026 by 5:30 pm and online at [poetrytexas.org](http://poetrytexas.org).***



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**Mike Jaffe, Mayor**

# Town of Poetry

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

October 2025 - September 2026

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
<b>Income</b>				
3000 Use of Prior Year Excess		50,366.81	-50,366.81	
4000 Franchise Fees Electric				
4010 Oncor Franchise Fees	7,614.32	14,480.00	-6,865.68	52.59 %
4020 FEC Franchise Fees	18,475.30	36,000.00	-17,524.70	51.32 %
<b>Total 4000 Franchise Fees Electric</b>	<b>26,089.62</b>	<b>50,480.00</b>	<b>-24,390.38</b>	<b>51.68 %</b>
4100 Franchise Fees Solid Waste				
4160 Blackjack Disposal Franchi	24,057.00	46,000.00	-21,943.00	52.30 %
<b>Total 4100 Franchise Fees Solid Waste</b>	<b>24,057.00</b>	<b>46,000.00</b>	<b>-21,943.00</b>	<b>52.30 %</b>
4200 Franchise Fees Communicati				
4210 Charter Communications	133.63	300.00	-166.37	44.54 %
<b>Total 4200 Franchise Fees Communicati</b>	<b>133.63</b>	<b>300.00</b>	<b>-166.37</b>	<b>44.54 %</b>
4400 Sales Tax Revenue	66,123.90	108,000.00	-41,876.10	61.23 %
4450 Encumbered Road Fund Prior		103,209.63	-103,209.63	
4500 Donations				
4580 Donations Scholarship		2,000.00	-2,000.00	
<b>Total 4500 Donations</b>		<b>2,000.00</b>	<b>-2,000.00</b>	
4600 PID Permit Application	200.00		200.00	
TDA GOI Grant		0.00	0.00	
<b>Total Income</b>	<b>\$116,604.15</b>	<b>\$360,356.44</b>	<b>\$ -243,752.29</b>	<b>32.36 %</b>
<b>GROSS PROFIT</b>	<b>\$116,604.15</b>	<b>\$360,356.44</b>	<b>\$ -243,752.29</b>	<b>32.36 %</b>
<b>Expenses</b>				
5000 Salary Secretarys	2,618.40		2,618.40	
5005 Wage Exp Secretary	9,237.95	31,668.00	-22,430.05	29.17 %
Wages	2,922.00		2,922.00	
<b>Total 5005 Wage Exp Secretary</b>	<b>12,159.95</b>	<b>31,668.00</b>	<b>-19,508.05</b>	<b>38.40 %</b>
5040 Quickbooks Software	392.29	0.00	392.29	
5056 Payroll taxes -Employer	160.07	3,533.00	-3,372.93	4.53 %
Taxes	0.00		0.00	
<b>Total 5056 Payroll taxes -Employer</b>	<b>160.07</b>	<b>3,533.00</b>	<b>-3,372.93</b>	<b>4.53 %</b>
<b>Total 5000 Salary Secretarys</b>	<b>15,330.71</b>	<b>35,201.00</b>	<b>-19,870.29</b>	<b>43.55 %</b>
5100 Office Supplies	672.57	1,000.00	-327.43	67.26 %
5110 Office Equipment, Printers	340.97	1,500.00	-1,159.03	22.73 %
5130 Dues/Membership Admin				
5135 Steering Committee Members	206.90	500.00	-293.10	41.38 %
5140 TML Lobbying (Membership)		812.00	-812.00	
5150 General Dues/Mbrship Admin	125.00	900.00	-775.00	13.89 %
<b>Total 5130 Dues/Membership Admin</b>	<b>331.90</b>	<b>2,212.00</b>	<b>-1,880.10</b>	<b>15.00 %</b>
5200 Shipping and Postage	35.20	500.00	-464.80	7.04 %
5300 Newspaper Publications	333.00	3,000.00	-2,667.00	11.10 %
5450 Poetry Scholarship Donated		2,000.00	-2,000.00	

# Town of Poetry

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

October 2025 - September 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5500 Education & Mtg Exp	175.00	1,000.00	-825.00	17.50 %
5600 Professional Services				
5640 Engineering Survey		17,966.88	-17,966.88	
5650 ETJ Removal		10,000.00	-10,000.00	
5660 Zoning Map Update Prof Services		5,000.00	-5,000.00	
5670 Dis Annexation Map Update		5,000.00	-5,000.00	
<b>Total 5600 Professional Services</b>		<b>37,966.88</b>	<b>-37,966.88</b>	
5700 Tech Support & Serv				
5705 Town Public Forum	224.95	180.00	44.95	124.97 %
5710 Website	155.88	312.00	-156.12	49.96 %
5715 Tech Services - Other	820.86	1,200.00	-379.14	68.41 %
5740 Internet Phone Services	614.09	2,100.00	-1,485.91	29.24 %
5780 Software Subscriptions	1,497.40	3,036.00	-1,538.60	49.32 %
5790 Domain Renewal		23.17	-23.17	
<b>Total 5700 Tech Support &amp; Serv</b>	<b>3,313.18</b>	<b>6,851.17</b>	<b>-3,537.99</b>	<b>48.36 %</b>
5800 Legal Services				
5810 Legal Services Meetings		1,500.00	-1,500.00	
5820 Legal Lawsuit Fees	1,290.74	15,000.00	-13,709.26	8.60 %
5830 Legal Documents	537.50	3,000.00	-2,462.50	17.92 %
5840 Legal - Other	108.00	500.00	-392.00	21.60 %
5860 Legal Zoning Ordinance		1,500.00	-1,500.00	
<b>Total 5800 Legal Services</b>	<b>1,936.24</b>	<b>21,500.00</b>	<b>-19,563.76</b>	<b>9.01 %</b>
5900 Town Insurance				
5910 Cyber Ins Policy	1,850.00	1,850.00	0.00	100.00 %
5920 Bldg Ins. "Ervin Ins. Concepts, Inc." TOP		700.00	-700.00	
5930 TML Town Ins	5,500.69	6,526.00	-1,025.31	84.29 %
<b>Total 5900 Town insurance</b>	<b>7,350.69</b>	<b>9,076.00</b>	<b>-1,725.31</b>	<b>80.99 %</b>
6000 Capital Expenditure				
6010 Cap Exp Road Refurbishment	31,303.16		31,303.16	
6011 Cap Exp HC Road Refurbishm	16,137.00	65,000.00	-48,863.00	24.83 %
6012 Cap Exp KC Road Refurbishm	17,350.00	35,000.00	-17,650.00	49.57 %
<b>Total 6010 Cap Exp Road Refurbishment</b>	<b>64,790.16</b>	<b>100,000.00</b>	<b>-35,209.84</b>	<b>64.79 %</b>
6020 Cap Exp Signage		5,000.00	-5,000.00	
<b>Total 6000 Capital Expenditure</b>	<b>64,790.16</b>	<b>105,000.00</b>	<b>-40,209.84</b>	<b>61.70 %</b>
6100 Pothole Signage & Road Rel	-31,303.16		-31,303.16	
6111 HC Project Sheets	1,618.20	50,000.00	-48,381.80	3.24 %
6112 KC Project Sheets	1,000.00	23,500.00	-22,500.00	4.26 %
6125 Volunteer Pothole Repair		7,000.00	-7,000.00	
6150 Volunteer Road Supplies		500.00	-500.00	
6175 Volunteer Road Equip. Rent		1,000.00	-1,000.00	
<b>Total 6100 Pothole Signage &amp; Road Rel</b>	<b>-28,684.96</b>	<b>82,000.00</b>	<b>-110,684.96</b>	<b>-34.98 %</b>
6200 TownHall Grounds Maint Services	809.87	3,500.00	-2,690.13	23.14 %

# Town of Poetry

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

October 2025 - September 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6350 Town Hall Building Repairs		1,300.00	-1,300.00	
6400 Bldg Utilities Exp				
6410 Reimburse Church/Utilities		600.00	-600.00	
6420 Town Hall Electricity	1,454.85	1,500.00	-45.15	96.99 %
6430 Water Utilities	313.30	600.00	-286.70	52.22 %
<b>Total 6400 Bldg Utilities Exp</b>	<b>1,768.15</b>	<b>2,700.00</b>	<b>-931.85</b>	<b>65.49 %</b>
6500 Audit Expense	5,450.00	6,000.00	-550.00	90.83 %
6575 TDA GOI Grant		0.00	0.00	
6600 Emergency Management		5,000.00	-5,000.00	
6650 Rainy Day Fund 25-26		30,549.39	-30,549.39	
6655 Rainy Day Severe Weather C		2,500.00	-2,500.00	
Payroll Expenses				
Taxes	3,519.95		3,519.95	
<b>Total Payroll Expenses</b>	<b>3,519.95</b>		<b>3,519.95</b>	
<b>Total Expenses</b>	<b>\$77,472.63</b>	<b>\$360,356.44</b>	<b>\$ -282,883.81</b>	<b>21.50 %</b>
NET OPERATING INCOME	\$39,131.52	\$0.00	\$39,131.52	0.00%
NET INCOME	\$39,131.52	\$0.00	\$39,131.52	0.00%

Account QuickReport

Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6000 Capital Expenditure									
6010 Cap Exp Road Refurbishment									
6011 Cap Exp HC Road Refurbishment									
6011 Cap Exp HC Road Refurbishment	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 Refurbishment		530.00	530.00
6011 Cap Exp HC Road Refurbishment	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 Refurbishment		1,590.00	2,120.00
6011 Cap Exp HC Road Refurbishment	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 Refurbishment		400.00	2,520.00
6011 Cap Exp HC Road Refurbishment	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 Refurbishment		400.00	2,920.00
6011 Cap Exp HC Road Refurbishment	12/09/2025	Journal Entry	3		Project Sheet H-29 Complete 11/10/2025	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishment		4,930.00	7,850.00
6011 Cap Exp HC Road Refurbishment	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 Refurbishment		-494.00	7,356.00
6011 Cap Exp HC Road Refurbishment	01/31/2026	Journal Entry	12		Rev 10/30/2025 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 Refurbishment		-2,390.00	4,966.00
6011 Cap Exp HC Road Refurbishment	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 Refurbishment		11,171.00	16,137.00
Total for 6011 Cap Exp HC Road Refurbishment								\$16,137.00	
Total for 6010 Cap Exp Road Refurbishment with sub-accounts								\$16,137.00	
Total for 6000 Capital Expenditure with sub-accounts								\$16,137.00	
<b>TOTAL</b>								<b>\$16,137.00</b>	

# Account QuickReport

Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6000 Capital Expenditure									
6010 Cap Exp Road Refurbishment									
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
<b>Total for 6012 Cap Exp KC Road Refurbishm</b>								<b>\$17,350.00</b>	
<b>Total for 6010 Cap Exp Road Refurbishment with sub-accounts</b>								<b>\$17,350.00</b>	
<b>Total for 6000 Capital Expenditure with sub-accounts</b>								<b>\$17,350.00</b>	
<b>TOTAL</b>								<b>\$17,350.00</b>	

# Account QuickReport

Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL 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
<b>Total for 6111 HC Project Sheets</b>								<b>-210.00</b>	
<b>Total for 6100 Pothole Signage &amp; Road Rel with sub-accounts</b>								<b>-210.00</b>	
<b>TOTAL</b>								<b>-210.00</b>	

# Account QuickReport

Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
<b>6100 Pothole Signage &amp; Road Rel</b>									
<b>6112 KC Project Sheets</b>									
6112 KC Project Sheets	02/23/2026	Journal Entry	13		K-14 Project Four Post and Gate Lane 02202026 Pothole Expense	6100 Pothole Signage & Road Ret 6112 KC Project Sheets		<del>1,000.00</del>	1,000.00
<b>Total for 6112 KC Project Sheets</b>								<b>\$1,000.00</b>	
<b>Total for 6100 Pothole Signage &amp; Road Rel with sub-accounts</b>								<b>\$1,000.00</b>	
<b>TOTAL</b>								<b>\$1,000.00</b>	

Town of Poetry

American National Bank of Texas, Period Ending 03/31/2026

RECONCILIATION REPORT

Reconciled on: 04/02/2026

Reconciled by: Theresa Scholander

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

Summary

USD

Statement beginning balance	182,818.13
Checks and payments cleared (23)	-6,610.60
Deposits and other credits cleared (3)	13,802.61
Statement ending balance	190,010.14

Uncleared transactions as of 03/31/2026	-477.70
Register balance as of 03/31/2026	189,532.44
Cleared transactions after 03/31/2026	0.00
Uncleared transactions after 03/31/2026	-2,673.47
Register balance as of 04/02/2026	186,858.97

Details

Checks and payments cleared (23)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/17/2026	Bill Payment	1736	Reliant	-297.15
02/17/2026	Bill Payment	1737	TrackerSoft, LP	-300.00
03/03/2026	Bill Payment	Debit Card	Amazon Online	-62.55
03/03/2026	Payroll Check	DD	Lora Lehew	-1,309.89
03/03/2026	Payroll Check	DD	Mrs. Theresa Rita Scholander	-1,083.20
03/03/2026	Tax Payment		QuickBooks Payroll	-514.65
03/03/2026	Bill Payment	Debit Card	The Terrell Tribune	-200.00
03/05/2026	Bill Payment	1740	Herbert Fletcher	-80.00
03/10/2026	Bill Payment	1742	City of Arlington	-206.90
03/10/2026	Bill Payment	1743	Nichols, Jackson, Dillard, Hag...	-1,451.75
03/10/2026	Bill Payment	1744	Reliant	-216.86
03/11/2026	Bill Payment	1750	Microsoft O365	-28.42
03/11/2026	Bill Payment	1730	Charter Communications	-112.96
03/11/2026	Bill Payment	ACH	Amazon Online	-36.08
03/12/2026	Bill Payment	1746	Kaufman County	-175.00
03/12/2026	Bill Payment	1757	Wix.com	-25.98
03/16/2026	Bill Payment	ACH	Amazon Online	-24.79
03/17/2026	Bill Payment	1748	Vicars Septic Service	-125.00
03/17/2026	Bill Payment	1747	TrackerSoft, LP	-36.81
03/17/2026	Bill Payment	1749	The Home Depot	-84.87
03/20/2026	Bill Payment	1727	PWSC	-35.00
03/23/2026	Bill Payment		QuickBooks Payroll	-189.75
03/25/2026	Bill Payment	ACH	Amazon Online	-12.99

Total -6,610.60

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/13/2026	Deposit		Texas Comptroller	9,508.36
03/13/2026	Deposit		AT&T	100.00
03/13/2026	Deposit		Oncor Pmts	4,194.25

Total 13,802.61

Additional Information

Uncleared checks and payments as of 03/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2024	Bill Payment	1566	Haley Anderton-Dennis	-6.00
08/01/2024	Bill Payment	1564	Mrs. Shelley Smith	-3.05
06/26/2025	Bill Payment	36	Reliant	-123.62
09/04/2025	Bill Payment	ACH	Gusto	-65.03
03/24/2026	Bill Payment	1751	Vicars Septic Service	-200.00
03/24/2026	Bill Payment	1752	Herbert Fletcher	-80.00

Total -477.70

Uncleared checks and payments after 03/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/03/2026	Payroll Check	DD	Lora Lehew	-1,590.27
04/03/2026	Payroll Check	DD	Mrs. Theresa Rita Scholander	-1,083.20

Total -2,673.47

Town of Poetry

Petty Cash, Period Ending 03/31/2026

RECONCILIATION REPORT

Reconciled on: 04/02/2026

Reconciled by: Theresa Scholander

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

Summary

	USD
Statement beginning balance.....	45.41
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>45.41</u>
Register balance as of 03/31/2026.....	45.41



Town of  
Poetry

March 2026

GL Account  
6010,11,12,20  
Capital Road  
Refurbishment &  
6100 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

**Total Allocation \$322,776.31**

<b>Expenditures</b>	
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	\$ 16,137.00
GL 6012 YE 09302026 KC	\$ 17,350.00
<b>6010,20,11,&amp; 12 TOTAL</b>	<b>\$ 134,497.32</b>
Pothole and Signage	
GL 6100 YE 09302024	\$ 33,300.50
GL 6100 YE 09302025	\$ 25,027.45
GI 6112 KC Proj. Sheets YE 09302026	\$ 1,000.00
GL 6111 HC Proj. Sheets YE 09302026	\$ 1,590.00
<b>6100,6111 &amp;6112 TOTAL</b>	<b>60,917.95</b>
HC Escrow Account	\$ 11,073.00
KC Escrow Account	\$ 8,407.00
<b>Escrow Accounts TOTAL</b>	<b>\$ 19,480.00</b>

10/01 -09/30/2026  
10/01 -09/30/2026

10/01 -09/30/2026

Road Fund Balance	\$107,881.04
General Fund Balance	\$82,129.10
<b>Bank Bal 03/31/2026</b>	<b><u>\$190,010.14</u></b>

**Total Expenditures \$214,895.27**

# Account QuickReport

Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
<b>ROADS Escrow Accounts</b>									
<b>Hunt County Roads AGREED CREDIT Escrow Acct</b>									
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
<b>Total for Hunt County Roads AGREED CREDIT Escrow Acct</b>								<b>\$1,800.00</b>	
<b>Total for ROADs Escrow Accounts with sub-accounts</b>								<b>\$1,800.00</b>	
<b>TOTAL</b>								<b>\$1,800.00</b>	

Account QuickReport

Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
<b>ROADS Escrow Accounts</b>									
<b>Hunt County Roads Escrow Acct</b>									
Hunt County Roads Escrow Acct	07/01/2025	Bill		Escrow Acct ROADS Brittany Gibson	Hunt County Attn Brittany Gibson	Escrow Acct ROAD: Initial Deposit Approved Council 06/10/2025 HUNT COUNTY	Uncleared	5,000.00	5,000.00
Hunt County Roads Escrow Acct	10/21/2025	Bill		10/18/2025 Project Shee	Hunt County Attn Brittany Gibson	Project Sheet 12K Approved 10/18/2025 TH Meeting	Uncleared	12,000.00	17,000.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11			10/30/2025 See Hunt County IIA Spreadsheet 10/30/2025	Uncleared	-530.00	16,470.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11			10/13/2025 See Hunt County IIA Spreadsheet 10/30/2025	Uncleared	-530.00	15,940.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11			10/14/2025 See Hunt County IIA Spreadsheet 10/30/2025	Uncleared	-530.00	15,410.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11			10/14/2025 See Hunt County IIA Spreadsheet 10/30/2025	Uncleared	-1,590.00	13,820.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11			10/14/2025 See Hunt County IIA Spreadsheet 10/30/2025	Uncleared	-400.00	13,420.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11			10/14/2025 See Hunt County IIA Spreadsheet 10/30/2025	Uncleared	-400.00	13,020.00
Hunt County Roads Escrow Acct	10/30/2025	Journal Entry	11			10/20/2025 See Hunt County IIA Spreadsheet 10/30/2025	Uncleared	-530.00	12,490.00
Hunt County Roads Escrow Acct	11/21/2025	Bill		Hunt County Attn Brittany Gibson		Town Council Mig 11/20/2025 approved Escrow Payment Hunt County Roads	Uncleared	10,000.00	22,490.00
Hunt County Roads Escrow Acct	12/09/2025	Journal Entry	3			Project Sheet H-29 Complete 11/10/2025	Uncleared	-4,930.00	17,560.00
Hunt County Roads Escrow Acct	01/31/2026	Journal Entry	11			Adj H-29 Completed Work to HC Poetry Repairs Worksheet	Uncleared	494.00	18,054.00
Hunt County Roads Escrow Acct	01/31/2026	Journal Entry	12			Rev 10/30/2025 Entry H-28 to match HC Poetry Repairs Culverts 2-36" 2440, 24" 2466, Rock, 2-35" 2432	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	Uncleared	-	9,273.00
<b>Total for Hunt County Roads Escrow Acct</b>									
								11,171.00	
<b>Total for ROAD: Escrow Accounts with sub-accounts</b>									
								<b>\$9,273.00</b>	
<b>TOTAL</b>									
								<b>\$9,273.00</b>	

Account QuickReport

Town of Poetry

All Dates

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
<b>ROADS Escrow Accounts</b>									
Kaufman County Roads Escrow Acc									
Kaufman County Roads Escrow Acc	07/01/2025	Bill		Kaufman County Auditor	Escrow Account ROADS Initial Deposit Approved Council 06/19/2025 Kaufman Cty	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	5,000.00	5,000.00
Kaufman County Roads Escrow Acc	09/18/2025	Journal Entry	5		CR 249 Project Sheet Post 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		Kaufman County Auditor	Escrow Check #2 Approved TH Mig 09/18/2025	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 11/17/2025	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-15 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 02/23/2025 Pothole Expense	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-1,000.00	8,407.00
<b>Total for Kaufman County Roads Escrow Acc</b>								<b>\$8,407.00</b>	
<b>Total for ROADS Escrow Accounts with sub-accounts</b>								<b>\$8,407.00</b>	
<b>TOTAL</b>								<b>\$8,407.00</b>	



# Town of Poetry, Texas

## Minutes

### Special Town Council Meeting



Wednesday, March 18, 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 18<sup>TH</sup>** of March 2026 at 5:30pm, the Town Council of Poetry, Texas, held a Special 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 Fowler  
Invocation: Mayor Pro Tem Fowler

#### **B. 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. None

#### **C. Regular Agenda**

1. Mayor Jaffe gave a brief overview and history of the grant process since February, and read part of an email he received from the Texas Department of Agriculture. Mayor Jaffe and the Councilmembers discussed and took action to establish the Poetry Town Council consisting of the Mayor and Councilmembers as the Selection Review Committee for the Grant Administrator RFP and Grant Engineering Services RFQ proposals (Grant #CDV25-0425).

Citizens Speaking on this topic:

- Shelley Smith, Poetry

Motion made by Councilmember Anderson to accept and establish the Town Council including the Mayor as the Selection Review Committee for the grant.

Motion seconded by: Councilmember Kendrick

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

All Opposed: none

Abstain: none

Result: Passed 5-0

2. Mayor Jaffe and the Councilmembers discussed in detail, reviewed, considered, and scored the four Grant Administrator RFP Proposals for Grant #CDV25-0425. The four proposals received were from Langford Community Management Services, GrantWorks, Inc., KSBR, LLC, and Traylor & Associates, Inc. Mayor Jaffe will scan and email the scoresheets to the Councilmembers after the meeting tonight for further review and contemplation to prepare for selecting the finalist at the meeting on March 19, 2026.

Citizens Speaking on this topic:

- None

The Council recessed for a break at 7:27pm.

The Council reconvened 7:34pm.

3. Mayor Jaffe and the Councilmembers discussed in detail, reviewed, considered, and scored the four Grant Engineering Services Provider RFQ Proposals for Grant #CDV25-0425. The four proposals received were from Arceneaux Wilson & Cole LLC (AWC), Schaumburg & Polk, Inc., Hayter Engineering, and Burkes and Walker Engineering LLC. Mayor Jaffe reminded the Councilmembers that this is not the final scoring. Mayor Jaffe will scan and email the scoresheets to the Councilmembers after the meeting tonight for further review and contemplation to prepare for selecting the finalist at the meeting on March 19, 2026.

Citizens Speaking on this topic:

- None

#### **D. 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](mailto: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:

- None

**E. Adjournment**

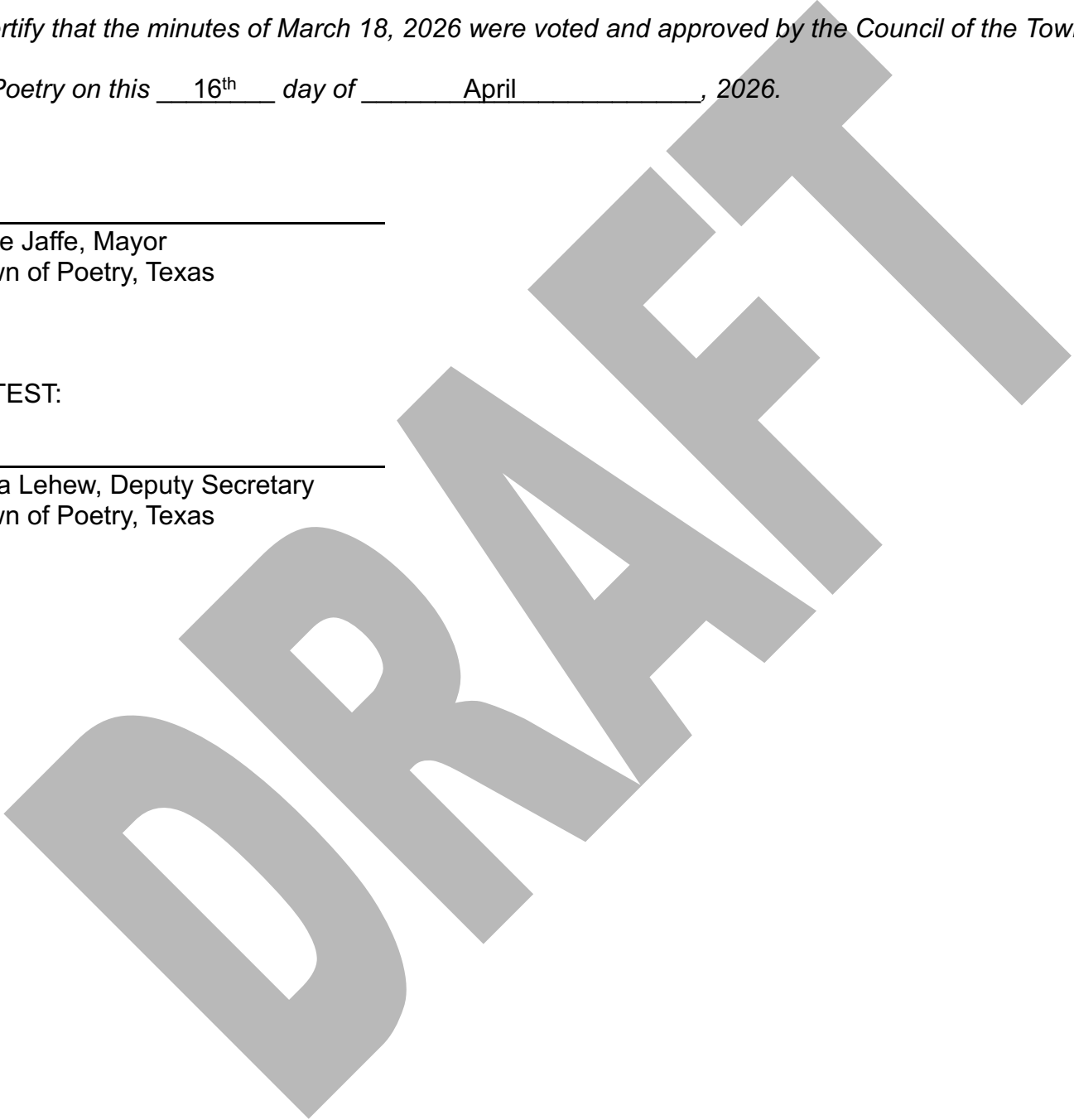
The Town Council meeting adjourned at 8:22pm.

*I certify that the minutes of March 18, 2026 were voted and approved by the Council of the Town of Poetry on this 16<sup>th</sup> day of April, 2026.*

\_\_\_\_\_  
Mike Jaffe, Mayor  
Town of Poetry, Texas

ATTEST:

\_\_\_\_\_  
Lora Lehew, Deputy Secretary  
Town of Poetry, Texas





# Town of Poetry, Texas

## Minutes

### Public Hearing & Regular Town Council Meeting

Thursday, March 19, 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 19<sup>TH</sup>** of March 2026 at 5:30pm, the Town Council of Poetry, Texas, held a Public Hearing 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 Mayor Jaffe. 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 Mayor announced a quorum was present.

Pledge of Allegiance: Mayor Jaffe

Invocation: Mayor Jaffe

#### **B. Public Hearing - Texas Community Development Block Grant Application – 5:33pm**

This was the Public Hearing for the Town of Poetry's 2026 Project Application to the Texas Department of Agriculture for a Texas Community Development Block Grant (TxCDBG) (Grant #CDV25-0425). The reserved grant amount is \$750,000, and the Town is required to contribute \$37,500 of Town funds. In accordance with Texas Administrative Code, Title 4, Part 1, Section 30.7, this Public Hearing was 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 encouraged citizens to participate in the development of our TxCDBG application and to make their views known at this Public Hearing.

Mayor Jaffe opened the Public Hearing at 5:33pm and read the sample public hearing script provided by the Texas Department of Agriculture interjecting explanations and specifics regarding the Town of Poetry. Mayor Jaffe opened discussion for the Councilmembers to discuss and then invited the public to comment on the topic.

Citizens Speaking at the Public Hearing:

- Shelley Smith, Poetry

Mayor Jaffe closed the Public Hearing at 6:02pm

**C. Items of Community Interest – 6:02pm**

*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.*

0. Mayor Jaffe announced that on April 4, 2026 from 12pm-2pm there will be a community Easter egg hunt, crafts, and food trucks sponsored by Faith Temple Baptist Church and the Town of Poetry Volunteer Events Committee at Faith Temple on FM1565.
1. Mayor Jaffe thanked everyone who participated in the Town of Poetry Clean Up Day including Blackjack Waste who provided the roll off container.
2. The Mayor thanked Haley Dennis and everyone who participated in the Poetry Farmer's Market.
3. Mayor Jaffe announced that there will be a Community Bingo Night at the Poetry Community Christian School that is scheduled for March 27, 2026. For information go to the website [givebutter.com/c/poetrybingo](https://givebutter.com/c/poetrybingo).
4. The Mayor announced that there will be a Town of Poetry Annual Agricultural Student Scholarship 2026. Applications will be open April 1- May 1, 2026. This is a donation funded scholarship.
5. The Mayor announced that there is a TCEQ Discharge Water Permit Hearing for Bishop Airfield Tuesday, April 7, 2026 at 7:00pm at the Royse City ISD Performing Arts Center.
6. Mayor Jaffe indicated that they are still working on putting together a community survey to gather input for creation of the long-range planning for the Town.

**D. Reports – 6:09pm**

1. Financial Reports
  - 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. Mayor Jaffe reported that Kaufman County no longer wants to hold road funds in escrow, so moving forward the Town will issue checks at the conclusion of any road work completed. No final decision was made on how the current funds in the escrow account will be depleted. The Mayor suggested that the Town just use the funds from the escrow until they are depleted and then not fund the escrow any further rather than trying to get a check from Kaufman County for the escrow balance.
2. The Mayor provided an update on roads and traffic.

3. Mayor Jaffe indicated that the computer firm is still conducting the audit of the computing environment, and nothing of note has been discovered.
4. Mayor & Councilmember Activity Updates
  - Councilmember Anderson provided an update on the Citizen Zoning Advisory Committee.
  - Councilmember Kendrick reported on the status of his work regarding emergency management.
  - Councilmember Bryant reported on the grant signage project. Mayor Jaffe commented on the status of the process and the current signs the Town owns.
  - Mayor Jaffe noted the accumulation of gravel at the TxDOT lot and surmised that there may be work starting on 1565.
  - Mayor Jaffe and the Councilmembers discussed that AT&T is putting in fiber throughout Poetry.

#### E. Consent Agenda – 6:25pm

*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 – January 15, 2026 Executive Session & Regular Meeting
2. Approved Minutes – February 19, 2026 Executive Session & Regular Meeting
3. Approved Nichols Jackson legal bill 2/28/26 - \$1,451.75

Motion made by Councilmember Anderson to approve all three (3) items on the Consent Agenda.

Motion seconded by: Councilmember Hibbs

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

All Opposed: none

Abstain: none

Result: Passed 5-0

#### F. Regular Agenda – 6:27pm

1. Mayor Jaffe led a discussion on further reviewing, clarifying, and/or correcting scoring information regarding the Grant Administrator RFP Proposals received from GrantWorks, Inc., Traylor & Associates, Inc., Langford Community Management Services, and KSBR, LLC for Grant #CDV25-0425. Mayor Jaffe read aloud the results of the final scoring of the four (4) firms. **No vote was taken.**

Citizens Speaking on this topic:

- None

2. Mayor Jaffe led a discussion on further reviewing, clarifying, and/or correcting scoring information regarding the Grant Engineering Services RFP Proposals received from

Arceneaux Wilson & Cole LLC (AWC), Burkes and Walker Engineering LLC, Hayter Engineering, and Schaumburg & Polk, Inc. for Grant #CDV25-0425. Mayor Jaffe read aloud the results of the final scoring of the four (4) firms. **No vote was taken.**

Citizens Speaking on this topic:

- None

3. The Mayor and Councilmembers discussed and took action to officially name and select by Resolution a TxCDBG Grant Administrator for Grant #CDV25-0425. Mayor Jaffe read aloud the caption of the Resolution officially selecting the Grant Administrator.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Anderson to select Traylor & Associates as Grant Administrator.

Motion seconded by: Councilmember Kendrick

All in Favor: Anderson, Kendrick

All Opposed: Fowler, Bryant, Hibbs

Abstain: none

Result: Failed 2-3

Motion made by Councilmember Hibbs to select Langford Community Management Services as Grant Administrator.

Motion seconded by: Councilmember Anderson

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

All Opposed: none

Abstain: none

Result: Passed 5-0

Motion made by Councilmember Hibbs to approve the Resolution as written selecting Langford Community Management Services as Grant Administrator.

Motion seconded by: Councilmember Anderson

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

All Opposed: none

Abstain: none

Result: Passed 5-0

4. The Mayor and Councilmembers discussed and took action to officially name and select by Resolution a TxCDBG Grant Engineering Services firm for Grant #CDV25-0425. Mayor Jaffe read aloud the caption of the Resolution officially selecting the Grant Engineering Services firm.

Citizens Speaking on this topic:

- Robbyn Followill, Poetry

Motion made by Councilmember Bryant to select Hayter Engineering as the Grant Engineering Services firm.

Motion seconded by: Councilmember Kendrick

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

All Opposed: none

Abstain: none

Result: Passed 5-0

Motion made by Councilmember Anderson to approve the Resolution selecting Hayter Engineering as the Grant Engineering Services firm.

Motion seconded by: Councilmember Bryant

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

All Opposed: none

Abstain: none

Result: Passed 5-0

5. The Mayor and Councilmembers discussed and took action to add \$10,000 to the Hunt County Escrow account for upcoming road maintenance projects.

Citizens Speaking on this topic:

- Robbyn Followill, Poetry

Motion made by Councilmember Anderson to add \$10,000 to the Hunt County Escrow account.

Motion seconded by: Mayor Pro Tem Fowler

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

All Opposed: none

Abstain: none

Result: Passed 5-0

The Council recessed for a break at 7:18pm.

The Council reconvened at 7:25pm.

6. The Mayor and Councilmembers discussed the upcoming 2026-2027 Budget process and various considerations and priorities for different line items for next year as well as future budgetary planning for the Town. Council discussed possibly having a Budget Workshop in April and a Public Hearing in July. Councilmember Hibbs invited the community to be involved in the budget process and the Town's financial process. **No vote was taken.**

Citizens Speaking on this topic:

- Robbyn Followill, Poetry

7. The Mayor and Councilmembers discussed and took action on an Ordinance to allow Outdoor and Open Burning inside the Town of Poetry.
  - a. Mayor Pro Tem Fowler offered the following edits for consideration:
    - 1) Section 5, item 5 – delete “by the owner of the property” so it reads, “A fire used for on-site burning of trees, brush, grass, leaves, branch trimmings, or other plant growth”;
    - 2) Section 5, item 6 – delete “when no practical alternative exists” so it reads, “A fire used to burn crop residue for agricultural management purposes”;
    - 3) Section 6, item 3 – delete “one hour after” so it reads, “Burning must begin no earlier than sunrise”;
    - 4) Section 6, item 4 – delete “one hour before” so it reads, “Burning must be completed on the same day no later than sunset (burn piles should be small enough to guarantee compliance with this rule)”.
  - b. Councilmember Hibbs offered the following edit for consideration:
    - 1) Section 10 – add language stating there is up to a \$2,000 fine and cite the Texas Local Government Code section to read, “Violation of burn bans or outdoor burning regulations may constitute a fine up to \$2,000 (Texas Local Government Code § *(insert section# from legal counsel)*), a misdemeanor or a state jail felony.”

Councilmembers passed the first motion stated below. After the first motion and vote was taken, Councilmember Hibbs requested that the edits and amendments be made to the Ordinance first and then brought back to the Council for final approval showing the amendments. The Council then rescinded the first motion and vote. The second motion, as stated below, was offered and passed. The Ordinance will be amended as stated above and will be presented to the Council at the next meeting on the Consent Agenda.

Citizens Speaking on this topic:

- Robbyn Followill, Poetry

Motion made by Councilmember Kendrick to approve the Ordinance with these amendments.

Motion seconded by: Mayor Pro Tem Fowler

All in Favor: Anderson, Bryant, Fowler, Kendrick

All Opposed: Hibbs

Abstain: none

Result: Passed 4-1

Motion made by Councilmember Bryant to back out and withdraw the previous motion to pass the Ordinance with the amendments.

Motion seconded by: Councilmember Hibbs

All in Favor: Bryant, Fowler, Hibbs, Kendrick

All Opposed: Anderson

Abstain: none

Result: Passed 4-1

8. The Mayor and Council discussed various issues regarding the Town of Poetry's ETJ boundary lines in response to inquiries on the actual precise location of the ETJ boundaries on people's property. The Mayor will provide Cheri Dolan the ETJ removals in the vicinity of her property.

Citizens Speaking on this topic:

- Cheri Dolan, Terrell/Poetry
- Shelley Smith, Poetry
- Robbyn Followill, 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](mailto: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:

- Shelley Smith, Poetry

### H. Adjournment

The Town Council meeting adjourned at 8:27pm.

*I certify that the minutes of March 19, 2026 were voted and approved by the Council of the Town of Poetry on this 16<sup>th</sup> day of April, 2026.*

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Mike Jaffe, Mayor  
Town of Poetry, Texas

ATTEST:

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Lora Lehew, Deputy Secretary  
Town of Poetry, Texas



# Town of Poetry, Texas

## Minutes

### Special Town Council Meeting



Monday, March 30, 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 30<sup>TH</sup>** of March 2026 at 5:30pm, the Town Council of Poetry, Texas, held a Special 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 Fowler  
Invocation: Mayor Pro Tem Fowler

**B. 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 reminded citizens about the upcoming Easter Egg Hunt this Saturday, April 4, 2026 from 12noon-2pm. The Town of Poetry is partnering with Faith Temple Baptist Church through our Volunteer Events Committee. The Town is not funding this; it is all done through donations.

**C. Regular Agenda**

1. Discussed and took action to select road(s) to be rebuilt using Texas Department of Agriculture Community Development Block Grant (TDA CDBG) funds (\$750K) under Grant #CDV25-0425. Mayor Jaffe and the Councilmembers discussed several roads for

inclusion on the application with the understanding that all roads included on the application would not be rebuilt given the amount of funds available from the grant. Including multiple roads on the application allows flexibility if one or more of the roads are ineligible to be rebuilt under the rules and guidelines of the grant. Due to the deadline being tomorrow, March 31, 2026, Mayor Jaffe is going to email the Grant Administrator and the Grant Engineer with the details on the roads selected tonight at the conclusion of this meeting to be able to meet the deadline. Mayor Jaffe will copy the Councilmembers on the email he will be sending. The Mayor and Council selected five (5) roads to be included on the application and prioritized them in order from 1 to 5 (1 being the highest priority). The roads selected were: 1) 2451 starting at 1565 winding back to 2454 and then following around the curve past 2456 and as far as we can go; 2) 2434 beginning at the Town limit extending back to 1565; 3) 2454 from Poetry Road past the new culverts to the curve; 4) 2440 starting at 2434 from the Town limit and going down 2440 as far as funds allow; and 5) 2430 extending from 1565 to the "T". Mayor Jaffe will indicate on his email to the Grand Administrator and the Grant Engineer to include language on the application that clarifies to include the maximum liner footage as our funds will allow on the road(s) selected. Mayor Jaffe described each road in the priority order discussed above and conducted an informal straw poll on each of the five (5) roads and their priority placement. The Council indicated unanimous agreement for each of the five (5) roads including the description of the location of the road and the order of the priority placement.

Citizens Speaking on this topic:

- David Emard, Poetry

Motion made by Councilmember Hibbs to approve these five (5) roads to be included on the application for the maximum linear footage we can afford in the order we have them 1 to 5: 1) 2451 starting at 1565 winding back to 2454 and then following around the curve past 2456 and as far as we can go; 2) 2434 beginning at the Town limit extending back to 1565; 3) 2454 from Poetry Road past the new culverts to the curve; 4) 2440 starting at 2434 from the Town limit and going down 2440 as far as funds allow; and 5) 2430 extending from 1565 to the "T".

Motion seconded by: Councilmember Anderson

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

All Opposed: none

Abstain: none

Result: Passed 5-0

#### **D. 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](mailto: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:

- None

**E. Adjournment**

The Town Council meeting adjourned at 6:55pm.

*I certify that the minutes of March 30, 2026 were voted and approved by the Council of the Town of Poetry on this 16<sup>th</sup> day of April, 2026.*

\_\_\_\_\_  
Mike Jaffe, Mayor  
Town of Poetry, Texas

ATTEST:

\_\_\_\_\_  
Lora Lehew, Deputy Secretary  
Town of Poetry, Texas



TEXAS MUNICIPAL LEAGUE

*Empowering Texas cities to serve their citizens*

---

President **Marissa Ximenez**, Mayor Pro Tem, Floresville  
Executive Director **Monty Wynn**

March 19, 2026

Theresa Scholander, Town Secretary  
Town of Poetry  
5671 CR 323  
Terrell, TX 75160

Ms. Scholander:

It is time to renew the Town of Poetry's membership with the Texas Municipal League (TML). We are honored that the city has been a continuous member of TML since June 1, 2022, and have enclosed your membership renewal invoice.

We look forward to continuing to address your city's needs in the year ahead and want to make sure you're taking full advantage of TML programs and services:

- ✓ **Advocacy.** The League vigorously coordinates and advocates for a legislative program set by our member cities at the state and federal levels.
- ✓ **Legal Support.** TML has attorneys on staff to answer general legal questions about municipal law and monitor federal and state laws, regulations, and court rulings.
- ✓ **Training.** From our annual conference to workshops to webinars, the League offers training to help you better serve your community.
- ✓ **City Financial Services.** We understand how hard it is to develop financial processes and maintain sufficient internal controls with limited resources. TML is here to support your finance team through training boot camps and more.
- ✓ **Resources and Experts.** Whether it's connecting you to our publications, an expert in the field, a private-sector service, revenue sources, example policies/ordinances, or national and state programs, we can help you seize an opportunity or creatively solve a problem.
- ✓ **Risk Pool.** TML sponsors the TML Intergovernmental Risk Pool (property/liability/workers' compensation coverage) that provides substantial savings to cities.

Thank you for your city's continued participation. If you have any questions about member benefits or the renewal notice, please contact Rachael Pitts on our staff at (512) 231-7472 or [rpitts@tml.org](mailto:rpitts@tml.org). We look forward to serving you for another year and well into the future.

Sincerely,

Monty Wynn  
Executive Director



1821 Rutherford Lane, Ste 400  
Austin, TX 78754  
512-231-7400

**Renewal Notice**

Town of Poetry  
Theresa Scholander  
Town Secretary  
5671 CR 323  
Terrell, TX 75160

Account No.	C-102425
Date:	2026-03-19
Amount Due:	\$853.00

TML Federal ID No: 74-6000125

**Member Service Fee**

For the City's share of the cost of League services for the period 2026-06-01 - 2027-05-31.

Member Service Fees are based on population reported by the member city and supplemented by COG population estimates and/or Bureau of Census estimates, when available.

Texas Local Government Code Section 140.0045 requires that your proposed annual budget reflect expenditures your city makes for directly or indirectly influencing or attempting to influence the outcome of legislative or administrative action. TML member service fees are not used for advocacy and need not be included in that calculation.

If you would like TML to submit a conflict disclosure "form 1295," please contact Rachael Pitts on our staff at 512-231-7472 or rpitts@tml.org.

Please make a copy of this statement and return it with your remittance.

For Payments by EFT/ACH:

MAR 26 REC'D

Bank: JPMorgan Chase  
ABA# 111000614  
Account # 9440682815

BILLED	\$853.00
PAID	\$0.00
ADJ	\$0.00
BALANCE	\$853.00

TML 3/21/2025 prof mbrship \$ 812.00

6/1/25 - 5/31/26

# INVOICE

TrackerSoft, L.P.  
PO Box 550218  
Dallas, TX 75355-0218

skerr@trackersoft.com  
+1 (214) 991-2850

**Bill to**  
Town of Poetry

**Ship to**  
Mike Jaffe  
Town of Poetry

---

## Invoice details

Terms: Net 0  
Invoice date: 03/31/2026  
Due date: 04/14/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	03/19/2026	<b>Billable Hours</b>	Investigation - TR-20260319-10 - Investigate former Deputy Secretary emails and logins Audit Log -- change retention and Audit Log settings and write report to Town	4.25	\$175.00	\$743.75
					<b>Total</b>	<b>\$743.75</b>

**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**

<b>TOWN OF POETRY</b>	<b>Date:</b>	<b>03/31/2026</b>
<b>TX USA</b>	<b>Ref.:</b>	<b>3089.000</b>
	<b>Bill #:</b>	<b>66002</b>

**RE:**    General Legal Services

**Attention:**      **Mayor Mike Jaffe**

Date	Init	Description of Service	Hours	Amount
03/04/2026	DMB	Review of materials (CDBG grant materials, draft RFP/RFQ), email to mayor.	0.75	161.25
03/07/2026	DMB	Email to mayor re West appeal.	0.25	53.75
03/26/2026	DMB	Email to mayor re ordinance re ad valorem tax, review and revision of draft ordinance re outdoor burning.	0.50	107.50
03/28/2026	DMB	Email to councilmember (TF) re private roads.	0.25	53.75
		Our Fee	1.75	376.25

**Time Summary**

Lawyer Initials	Rate	Hrs	Amount
DMB	215.00	1.75	376.25
			<b>Total Fees and Disbursements</b>
			<b>376.25</b>
			<b>TOTAL</b>
			<b>376.25</b>
			<b>Net Amount Owing on This Bill</b>
			<b>376.25</b>

**Statement of Account**

Prior Balance	1,451.75
Payments & Adjustments	-1,451.75
Current Fees	376.25
<b>Amount Due and Owing to Date</b>	<b>\$376.25</b>

**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

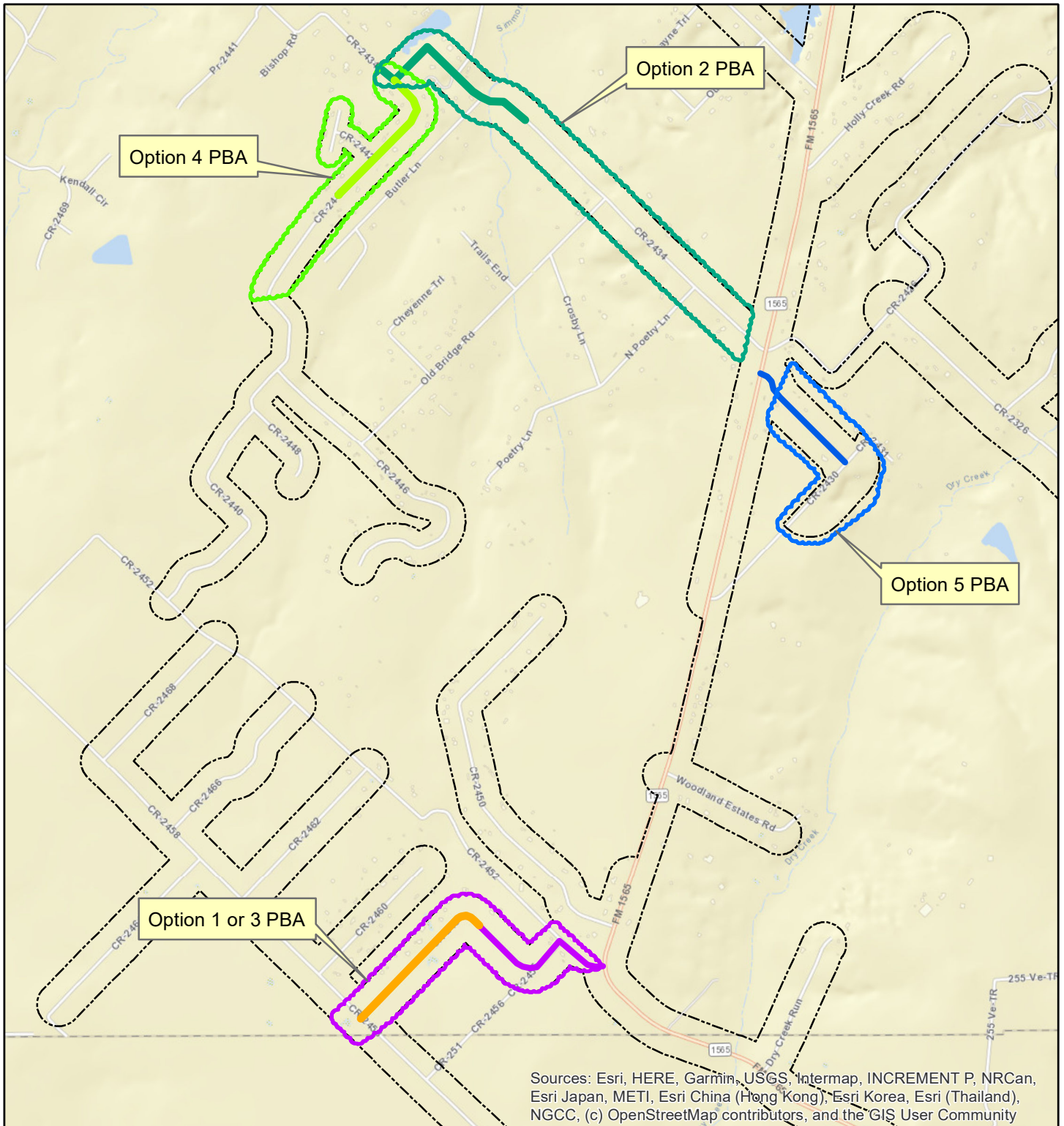
Mar 31, 2026

Client: 3089

TOWN OF POETRY  
TX USA

**MATTER STATUS**

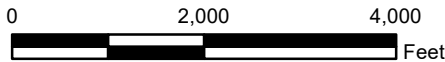
		<b>Prior Balance</b>	<b>Payments Adjustments</b>	<b>Current Charges</b>	<b>Total</b>
3089.000	General Legal Services	1,451.75	-1,451.75	376.25	376.25
<b>Total</b>		<b>1,451.75</b>	<b>-1,451.75</b>	<b>376.25</b>	<b>376.25</b>



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

**Legend**

- Option 1 - CR 2451/2454
- Option 2 - CR 2434
- Option 3 - CR 2454
- Option 4 - CR 2440
- Option 5 - CR 2430
- Poetry City Limits



**Town of Poetry**

**2026 TDA CDBG Application Map**



Hayter Engineering, Inc.  
 4445 SE loop 286  
 Paris, TX 75460  
 www.haytereng.com  
 TxEng F-135 TxSurv F-10028600

# 2025 TxCDBG Survey Questionnaire

Interviewers Name: \_\_\_\_\_

## 80% Only

Place:  County Name:  Region:

**Respondent's Information:**

Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Attempts: \_\_\_\_\_ (Circle)  
 First Attempt: Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. P.M. (Circle ONE)  
 Second Attempt: Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. P.M. Response Non-Response Vacancy

1. Is this unit your usual residence? (Circle) Yes No  
 "Usual Residence" is defined as the location where the respondent lives and sleeps at least 50% of the calendar year.

2. Including yourself, how many people usually live in this unit? \_\_\_\_\_

3. Including yourself, how many people in your family usually live in this unit? \_\_\_\_\_

4. Do any other families live in this unit? (Circle) Yes No

If yes, please complete an additional questionnaire for each family that lives in this unit. (Note: Do not include yourself as a member of another family or families.)  
 Compare your family's 2024 annual adjusted gross income, or your family's 2025 monthly / weekly income calculated on an annual basis, to the income eligibility figures listed below for your County.

5. Family Size: \_\_\_\_\_ Males: \_\_\_\_\_ Females: \_\_\_\_\_

**Extremely Low- to Low-Income: <80% AMFI**

Family Size	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Income LESS than:	< \$65,700	< \$75,100	< \$84,500	< \$93,850	< \$101,400	< \$108,900	< \$116,400	< \$123,900	< \$131,390	< \$138,898	< \$146,406	< \$153,914

**Non-Low- and-Moderate Income: Greater than 80% AMFI**

Family Size	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Income MORE than:	> \$65,700	> \$75,100	> \$84,500	> \$93,850	> \$101,400	> \$108,900	> \$116,400	> \$123,900	> \$131,390	> \$138,898	> \$146,406	> \$153,914

Race	Hispanic	Non-Hispanic
White		
Black African American		
Black African American and White		
Asian		
Asian and White		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native		
American Indian/Alaskan Native and Black African American		
American Indian/Alaskan Native and White		
Other Multi-Racial		

**TO BE COMPLETED BY ADMINISTRATIVE STAFF**

Questionnaire Number: \_\_\_\_\_ Substituted In For: \_\_\_\_\_ Substituted Out For: \_\_\_\_\_

NOTE: Failure to correctly complete this survey (e.g. selection of an incorrect income level for family size identified) may result in its disqualification from the survey or be considered a "Non-Response". See TxCDBG Survey Methodology for specific information.

# 2025 TxCDBG Survey Questionnaire

Interviewers Name: \_\_\_\_\_

## 80% Only

Place:  County Name:  Region:

**Respondent's Information:**

Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Attempts: \_\_\_\_\_ (Circle)  
 First Attempt: Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. P.M. (Circle ONE)  
 Second Attempt: Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. P.M. Response Non-Response Vacancy

1. Is this unit your usual residence? (Circle) Yes No  
 "Usual Residence" is defined as the location where the respondent lives and sleeps at least 50% of the calendar year.

2. Including yourself, how many people usually live in this unit? \_\_\_\_\_

3. Including yourself, how many people in your family usually live in this unit? \_\_\_\_\_

4. Do any other families live in this unit? (Circle) Yes No

If yes, please complete an additional questionnaire for each family that lives in this unit. (Note: Do not include yourself as a member of another family or families.)  
 Compare your family's 2024 annual adjusted gross income, or your family's 2025 monthly / weekly income calculated on an annual basis, to the income eligibility figures listed below for your County.

5. Family Size: \_\_\_\_\_ Males: \_\_\_\_\_ Females: \_\_\_\_\_

**Extremely Low- to Low-Income: <80% AMFI**

Family Size	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Income LESS than:	< \$65,700	< \$75,100	< \$84,500	< \$93,850	< \$101,400	< \$108,900	< \$116,400	< \$123,900	< \$131,390	< \$138,898	< \$146,406	< \$153,914

**Non-Low- and-Moderate Income: Greater than 80% AMFI**

Family Size	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Income MORE than:	> \$65,700	> \$75,100	> \$84,500	> \$93,850	> \$101,400	> \$108,900	> \$116,400	> \$123,900	> \$131,390	> \$138,898	> \$146,406	> \$153,914

Race	Hispanic	Non-Hispanic
White		
Black African American		
Black African American and White		
Asian		
Asian and White		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native		
American Indian/Alaskan Native and Black African American		
American Indian/Alaskan Native and White		
Other Multi-Racial		

**TO BE COMPLETED BY ADMINISTRATIVE STAFF**

Questionnaire Number: \_\_\_\_\_ Substituted In For: \_\_\_\_\_ Substituted Out For: \_\_\_\_\_

NOTE: Failure to correctly complete this survey (e.g. selection of an incorrect income level for family size identified) may result in its disqualification from the survey or be considered a "Non-Response". See TxCDBG Survey Methodology for specific information.

**TOWN OF POETRY, TEXAS  
RESOLUTION NO. 2026-04-16-?**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS  
AUTHORIZING TOWN REPRESENTATIVES IN MATTERS PERTAINING TO  
THE TOWN OF POETRY'S PARTICIPATION IN THE TEXAS COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAM.**

**WHEREAS**, the Town Council of the Town of Poetry desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

**WHEREAS**, it is necessary and in the best interests of the Town of Poetry to participate in the Texas Community Development Block Grant Program; and

**WHEREAS**, the Town Council of the Town of Poetry is committed to compliance with federal, state, and program rules, including the current TxCDBG Project Implementation Manual; and

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

That the Town Council directs and designates the following to act in all matters in connection with any grant application and the County's participation in the Texas Community Development Block Grant Program:

- The **Mayor & Mayor Pro-Tem** shall serve as the Town of Poetry's Chief Executive Officers and Authorized Representatives to
  - execute a grant application and any subsequent contractual documents,
  - certify environmental review documents between the Texas Department of Agriculture and the City/County, and
  - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs, and
  - be assigned the role of Authorized Official in the TDA-GO grant management system.
- In addition to the above designated officials, should any grant be funded the **Town Secretary, Town Deputy Secretary and Town Council Members** are authorized to
  - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs,
  - prepare and submit other financial documentation, and
  - be assigned the role of Project Director or Payment Processor in the TDA-GO grant management system.

Passed and approved this 16<sup>th</sup> day of April, 2026.

---

Mike Jaffe, Mayor  
Town of Poetry, Texas

---

Theresa Scholander, Town Secretary  
Town of Poetry, Texas

# **TOWN OF POETRY - POTENTIAL CITIZEN SURVEY QUESTIONS**

Questions would be on a scale 1-5, similar to this chart with maybe one “comment” section at the end for citizens to address other issues not included on the survey. Also, if the survey platform allows, maybe a section where citizens rank items of importance.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
(1)	(2)	(3)	(4)	(5)

- Property taxes are a primary source of income for most towns to allow them to provide essential duties that citizens count on. Roads in Poetry are 20 years old or older and need in-depth reconstruction. The cost of 1 mile of road is \$100,000,000. With this in mind, how likely are you to support a property tax?
- With the incorporation of the Town, we are currently faced with Planning and Zoning, future building permits, all things big cities have in place to enforce rules on their citizens. With this in mind, how likely are you to support more regulation in the future?
- With the threat of sub-divisions looming in the future, how familiar are you with the local Town Council’s authority to override any sub-division moving into the Town?
- We are currently working on the language for the sales and tax use (1.5%), on the November 2026 election. Currently, the language only allows us to maintain the roads in Town and must be voted on every four (4) years. How likely are you to vote on this measure in the November election?
- Texas Local Government Code Chapter 41, requires a town to have a boundary survey, which the Town currently does not have. How likely are you to support the efforts of a boundary survey?
- In an attempt to build a 5-year strategic plan and a path forward for our Town, our Town Council would like to know,
- In an attempt to build a 5-year strategic plan and a path forward for our Town, our Town Council would like to know, do you feel like the Town roads are being maintained adequately?
- In an attempt to build a 5-year strategic plan and a path forward for our Town, our Town Council would like to know, do you understand that the Town of Poetry does not collect any property tax thus relying solely on franchise fees collected from trash services and electric providers and a 1.5% sales tax on goods bought within the Town limits?

- In an attempt to build a 5-year strategic plan and a path forward for our Town, our Town Council would like to know, would you support a property tax proposition if presented in a general election?
- In an attempt to build a 5-year strategic plan and a path forward for our Town, our Town Council would like to know, do you know that there are zoning rules in place that regulate your property?
- In an attempt to build a 5-year strategic plan and a path forward for our Town, our Town Council would like to know, do you support current zoning rules?
- Do you understand that the Town boundaries are from the centerline of each road and extend into the property lines from 311ft.-511ft.?
- Do you understand that only a small handful of properties are 100% in the Town boundaries with approximately 95% of all properties only having a portion of their property in the Town?
- Do you understand that the Town is not a geometrical shape or cloud-based design and all the areas in-between these properties are out of the Town's jurisdiction?
- Do you believe the Town is meeting your expectations?
- If allowed in the survey platform we choose, can we list maybe 10 ideas for the future and ask the citizen to rank them in importance? (Total spitball just to show examples of what the list could look like. Council could develop the list) For example:
  - Road maintenance and improvement
  - Savings for future large purchases or repairs
  - Permitting and enforcement
  - Public services like PD and FD
  - City Park
  - Full time city secretary

**TOWN OF POETRY, TEXAS  
ORDINANCE NO. 2026-04-16-01**

**AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, REGULATING OUTDOOR AND OPEN BURNING WITHIN THE TOWN LIMITS; PROVIDING DEFINITIONS; ESTABLISHING PERMITTED AND PROHIBITED BURNING ACTIVITIES; PROVIDING EXCEPTIONS; PROVIDING SAFETY REQUIREMENTS; PROVIDING FOR COMPLIANCE WITH STATE LAW; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000); PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Poetry, Texas finds it necessary to regulate outdoor burning within the Town limits to protect the public health, safety and welfare and ensure compliance with state law.

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

**SECTION 1. PURPOSE.** The purpose of this ordinance is to regulate outdoor burning within the Town limits to protect public health, safety, and property while ensuring compliance with applicable state laws and regulations governing outdoor and open burning.

**SECTION 2. DEFINITIONS**

“Open Burning” - The burning of any material in which the products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber.

“Recreational Fire” - A small outdoor fire intended for recreation, ceremony, cooking, warmth, or similar purposes.

**SECTION 3. GENERAL PROHIBITION.** Open burning within the Town limits is prohibited except as specifically allowed by this ordinance and in compliance with

applicable state law and regulations. Open burning is prohibited when a burn ban has been issued by Kaufman County or Hunt County. Open burning is prohibited when there is a red flag warning or unsafe wind conditions exist.

No person may ignite, cause, allow, or maintain open burning that:

1. Violates applicable state environmental regulations governing outdoor burning;
2. Creates a hazardous condition or nuisance due to smoke, odor, or fire danger; or
3. Endangers public health, safety, or property.

**SECTION 4. COMPLIANCE WITH STATE LAW.** All outdoor burning conducted within the Town must comply with applicable rules adopted by the Texas Commission on Environmental Quality (TCEQ) governing outdoor burning. Burning that violates state air-quality regulations is prohibited. See TCEQ publication RG-049 *Outdoor Burning in Texas*.

**SECTION 5. ALLOWED BURNING EXCEPTIONS.** Outdoor burning may be conducted when allowed under state rules and when the following activities apply:

1. A fire used for firefighter training, with proper notice to TCEQ;
2. A fire used for recreation, ceremony, non-commercial cooking, or warmth;
3. A fire used to dispose of domestic waste generated at a private residence if burned inside a burn barrel with a mesh screen cover to prevent embers from leaving the barrel;
4. A fire used to dispose of a diseased animal carcass;
5. A fire used for on-site burning of trees, brush, grass, leaves, branch trimmings, or other plant growth;
6. A fire used to burn crop residue for agricultural management purposes;
7. A prescribed burn for forest, range, wildland management, and wildfire hazard mitigation.

**SECTION 6. SAFETY AND OPERATING REQUIREMENTS.** Outdoor burning conducted under this ordinance must comply with the following safety conditions:

1. Burning must be conducted only when wind direction and meteorological conditions will not cause smoke to create adverse effects to public roads, landing strips, navigable waters, or off-site structures containing sensitive receptors.
2. Burning must occur downwind of or at least 300 feet from structures containing sensitive receptors on adjacent properties, unless prior written approval is obtained from the adjacent occupant.
3. Burning must not begin earlier than one (1) hour after sunrise.
4. Burning must be completed on the same day no later than one (1) hour before sunset (burn piles should be small enough to guarantee compliance with this rule).
5. Surface wind speeds must be between six (6) and twenty-three (23) miles per hour.
6. Burning shall not be conducted during persistent low-level atmospheric temperature inversions (causing the smoke to settle like fog, instead of rising into the sky).
7. Disposal of domestic waste must be conducted inside a burn barrel with a mesh screen cover to prevent embers from leaving the barrel.
8. The fire shall be attended by a responsible party at all times.
9. A means of controlling and extinguishing the fire shall be present at all times.
10. If smoke blows onto or across a roadway, the person initiating the burn is responsible for posting flag-persons on affected roads.

**SECTION 7. FIRE CONTROL AND EMERGENCY NOTIFICATION.** If any fire becomes uncontrolled, 911 emergency services must be contacted immediately. Persons conducting large outdoor burns are encouraged to notify emergency dispatch or the appropriate county non-emergency number in advance to avoid unnecessary emergency response.

**SECTION 8. PROHIBITED MATERIALS.** It is always unlawful to burn the following materials:

- Electrical insulation
- Treated lumber
- Plastics

- Non-wood construction or demolition materials
- Heavy oils
- Asphaltic materials
- Potentially explosive materials
- Chemical wastes
- Materials containing natural or synthetic rubber

Such materials must be taken to an approved solid waste disposal site.

**SECTION 9. PROHIBITED BURNING CONDITIONS.** Controlled burning at night is prohibited except for fires used for recreation, ceremony, cooking, or warmth.

**SECTION 10. PENALTY.** Any person, firm or corporation violating any of the provision or terms of this ordinance shall, upon conviction, be punished by a fine not to exceed the sum of two thousand dollars (\$2,000) for each offense.

**SECTION 11.** All provisions of the ordinances of the Town of Poetry in conflict with the provisions of this Ordinance be and the same are hereby repealed, and all other provisions of the ordinances of the Town of Poetry not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 12.** 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 ordinances of the Town as a whole.

**SECTION 13.** THAT this ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

**DULY PASSED** by the Town Council of the Town of Poetry, Texas, on the 16th day of April, 2026.

APPROVED:

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Mayor

ATTEST:

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Town Deputy Secretary

APPROVED AS TO FORM:

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Town Attorney

PASTURE LAND

FILED FOR RECORD  
AUG 11 1985  
COUNTY OF KAUFMAN TEXAS

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STATE OF TEXAS  
COUNTY OF KAUFMAN

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OWNER'S CERTIFICATE

WHEREAS we, D. M. SAWYERS, EDDY SAWYERS, WESTECH RESOURCES, INC., MILLARD TATUM and CHARLYNE VINCENT are the owners of the following described tract of land:

ALL that certain lot, tract or parcel of land situated in the E. Turner Survey, Abstract 529, Kaufman County, Texas, and being the residue of a certain tract described in a deed from Lotie Gardner to Willard Benford Gardner, Jr., et al recorded in Volume 642, Page 604 of the Deed Records of Kaufman County, said tract or parcel of land being more particularly described by metes and bounds as follows:  
BEGINNING at a steel pin found at the original North corner of said Gardner tract;  
THENCE along and with an old fence line occupying the Northeast line of said Gardner tract the following: S 46° 28' 36" E a distance of 181.19 feet to a steel pin set at an angle point; S 26° 02' 20" E a distance of 552.74 feet to a steel pin set at an angle point; S 45° 53' 56" E a distance of 1024.18 feet to a steel pin found for corner in the Northwest R.O.W. line of F.M. Highway No. 986;  
THENCE S 28° 21' 19" W along the Northwest line of said highway a distance of 104.89 feet to a wooden highway marker found at the beginning of a curve to the right having a radius of 1263.92 feet;  
THENCE in a Southwesterly direction with the arc of said curve on the Northwest line of said highway a distance of 521.59 feet to a wooden highway marker found at the end of said curve;  
THENCE S 52° 24' along the Northwest line of said highway a distance of 1234.94 feet to a steel pin found for corner at the base of an existing fence post;  
THENCE N 45° 51' 34" W along and near an existing fence line a distance of 1997.26 feet to a steel pin found for corner at the base of an existing fence post;  
THENCE along and with an old fence line occupying the Northwest line of said Gardner tract the following: N 46° 08' 31" E a distance of 700.02 feet to a steel pin set at an angle point; N 44° 58' 13" E a distance of 1133.75 feet to the PLACE OF BEGINNING and containing 87.892 acres of land, more or less.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT WE, D. M. SAWYERS, EDDY SAWYERS, WESTECH RESOURCES, INC., MILLARD TATUM and CHARLYNE VINCENT do hereby adopt this plat designating the described property as PRELIMINARY PLAT OF FOUR POST RANCH, an addition to Kaufman County, Texas and do dedicate to the public use forever the streets (if any) hereon and the easements (if any) shown hereon for the mutual use and accommodation of any public utility desiring to use or using same for the purposes of constructing, maintaining, adding to or removing any or all of their respective systems located therein, and further, that the owner does hereby acknowledge the requirement of completion of all water and sewage collection systems (if any) and all street, curb and gutter and drainage improvements (if any) at the expense of the owners and guarantees the performance of same.

WITNESS MY HAND THIS 21 day of March 1985.

*D. M. Sawyers*  
D. M. Sawyers  
*Ed Eddy*  
Eddy Sawyers  
*Millard Tatum*  
Millard Tatum  
*Charlyne Vincent*  
Charlyne Vincent  
*Ed Eddy President*  
Westech Resources, Inc.

STATE OF TEXAS  
COUNTY OF KAUFMAN  
BEFORE ME, the undersigned authority, a Notary Public in and for Kaufman County, Texas personally appeared MILLARD TATUM the person whose name is subscribed to the foregoing instrument and he acknowledged same for the purposes and consideration therein expressed and in the capacity indicated hereon.  
GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 21 day of March 1985.

MY COMMISSION EXPIRES 7-26-88  
*Anna Callaway Dallas*  
Notary Public in and for Kaufman County, Texas

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
BEFORE ME, the undersigned authority, a Notary Public in and for Los Angeles County, California personally appeared MILLARD TATUM the person whose name is subscribed to the foregoing instrument and he acknowledged same for the purposes and consideration therein expressed and in the capacity indicated hereon.  
GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 18 day of March 1985.

*John Balara*  
Notary Public in and for Los Angeles County, California

SURVEYOR'S CERTIFICATE

I, Robert C. Myers, Registered Public Surveyor, State of Texas, hereby certify that the above is taken from actual measurements on the ground and is true and correct to the best of my knowledge and belief this 20 day of April 1985.



*Robert C. Myers*  
Registered Public Surveyor  
State of Texas

CERTIFICATE OF APPROVAL

APPROVED THIS 1st DAY OF April 1985, BY THE COMMISSIONER'S COURT OF KAUFMAN COUNTY, TEXAS.

*Marjorie Dacet*  
COUNTY JUDGE  
*Jimmy Galan*  
COUNTY CLERK

FOUR POST RANCH

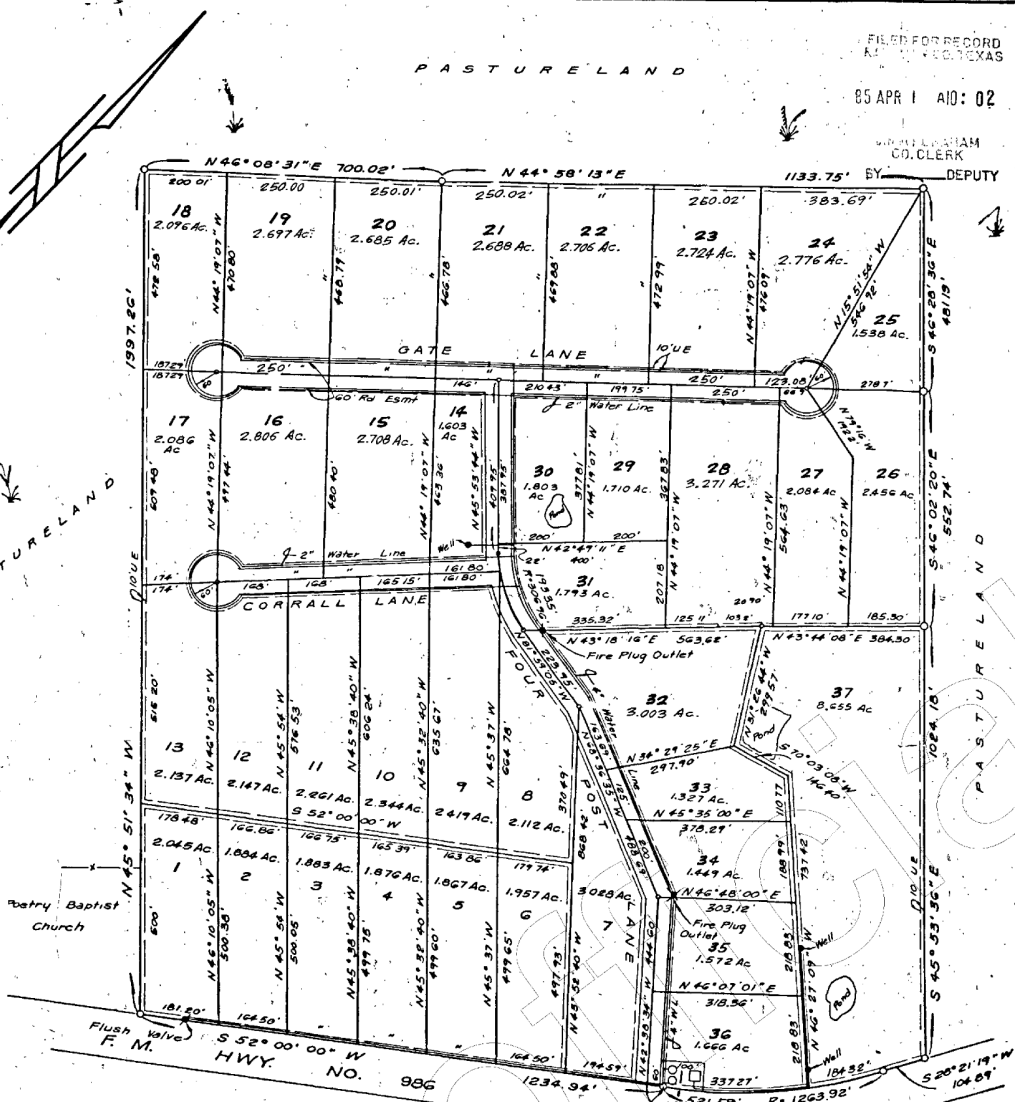


Owner: D.M. SAWYERS et al  
P.O. BOX 658  
QUINLAN, TEXAS 75474  
Phone: 356-2441 Metro: 226-1326

Prepared by: Analytical Surveys  
P.O. Box 2797  
Garland, Texas 75047  
AC 214 / 272-6287

NOTE: All tracts to have 15" x 20" long metal culverts.

Area to be reserved for water distribution and storage system



Copy

County Clerk

STATE OF TEXAS }  
COUNTY OF KAUFMAN }

I, Jimmy Graham, Clerk of the County Court in and for Kaufman County, Texas, do hereby certify that this instrument was FILED FOR RECORD and recorded in the volume and page of the named record on the time and date as stamped hereon.

*Jimmy Graham*



COUNTY OF KAUFMAN TEXAS  
REC'D

REAL PROPERTY  
VOL. 185 PAGE 414

FILED FOR RECORD BY: *Jimmy Graham* 4-11-05  
103 S. MAIN ST. KAUFMAN, TEXAS

905-414

BY: \_\_\_\_\_ DEPUTY

JIMMY GRAHAM  
COUNTY CLERK

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FOR RECORD  
KAUFMAN COUNTY, TEXAS

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