



# 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**