# Town of Poetry, Texas
## Agenda
## Special Town Council Meeting
Wednesday, March 18, 2026
Poetry Town Hall
5671 County Road 323, Poetry TX 75160
5:30 pm

A. **Call to Order**
Roll Call for Quorum
Pledge of Allegiance
Invocation

*Persons wishing to speak on any posted Workshop or Regular Agenda item may do so when the individual item is opened for consideration by the Council. Speakers will be limited to (3) minutes. If a translator is needed, the speaker may be given up to (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your request/comments to speak@poetrytexas.org at least 24 hours prior to the start of the meeting.*

B. **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** (item sponsor)

1. Establish Poetry Town Council (Mayor & Councilmembers) as the Selection Review Committee for the Grant Administrator RFP and Grant Engineering Services RFQ proposals.(grant # CDV25-0425) (Mayor)
*We are required to have a selection review committee with at least 3 members, one of which must be a town official. Establishing the Council and Mayor as the committee meets this requirement. There can be no potential conflicts of interest with any of the individuals, firms, or agencies under review.*

2. Review and Score Grant Administrator RFP Proposals to select top candidate. (grant # CDV25-0425) (Mayor)
*We will consider all of the RFP proposals received and select a finalist to consider awarding the role to. If more time is needed, we will continue this process at our March 19, 2026 Regular Meeting.*

3. Review and Score Grant Engineering Services Provider RFQ Proposals to select top candidate. (grant # CDV25-0425) (Mayor)

*We will consider all of the RFQ proposals received and select a finalist to consider awarding the role to. If more time is needed, we will continue this process at our March 19, 2026 Regular Meeting.*

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) <u>are limited</u> 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.*

E. **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 Wednesday, March 11, 2026 by 5:30 pm and online at poetrytexas.org.***

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***Mike Jaffe, Mayor***