



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 18TH 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 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

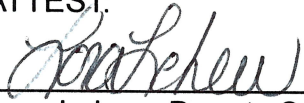
The Town Council meeting adjourned at 8:22pm.

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



Mike Jaffe, Mayor
Town of Poetry, Texas

ATTEST:



Lora Lehew, Deputy Secretary
Town of Poetry, Texas

