



**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](http://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.*



Mike Jaffe, Mayor  
Town of Poetry, Texas

ATTEST:



Lora Lehew, Deputy Secretary  
Town of Poetry, Texas

