



Town of Poetry, Texas

Agenda

Executive Session & Regular Town Council Meeting

Thursday, February 19, 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. 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 security of town email and electronic document storage. (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. Election Day – March 3rd - Primary Election Day-various polling locations in Hunt and Kaufman Counties depending on your address, check with your county
2. Town Clean Up Day – March 7th
3. Poetry Farmers Market at Poetry Community Christian School – March 7th. For more information: <https://www.facebook.com/share/1DMqwQ9KxV/?mibextid=wwXlfr>. If you are a vendor interested in participating in the Farmers Market, more information can be found here: <https://forms.gle/Ld32rrEDM9Dp6rEQ8>

D. Reports

1. Financial
 - a. P&L Budget vs Actual - Jan 2026
 - b. Account Quick Reports 6010, 6011, 6012, 6020, 6100 – Jan 2026
 - c. Bank Reconciliation Summary & Detail – Jan 2026
 - d. Bank Reconciliation Petty Cash – Jan 2026

- e. Sales & Use Tax Report – Jan 2026
- f. Hunt & Kaufman County Roads Escrow Reports – Jan 2026
2. Lawsuit Feb. 3 Appeals Court Update
3. Oncor Steering Committee Update
4. Roads & Traffic Update
5. Federal System for Award Management (SAM) Registration Update
6. 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 – January 15, 2026 Executive Session & Regular Meeting
2. Approve OCSC Steering Committee 2026 Invoice - \$206.90

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 creation of a Citizen Zoning Advisory Committee. (Bryant)
This item is to formally define the Citizen Zoning Advisory Committee including the list of citizens selected to participate and expected meeting schedules.
3. Discuss and take action as needed on updating Town of Poetry Employee Handbook (Kendrick)
Our current Employee Handbook was approved by Council at the February 20, 2025, meeting. This item is to discuss updates to that handbook including adding sections to cover acceptable use of town computers and internet along with acceptable use of town monies (debit card, checks, other).
4. Discuss and take action as needed on current budget performance and begin considering input for 2026-2027 budget. (Hibbs)
This item is to discuss our year-to-date performance against our 2024-2025 budget, lessons learned so far and considerations for the 2026-2027 budget.
5. Discuss and take action as needed on consideration of future changes to how are Sales Tax revenue funds can be utilized. (Hibbs)
When the citizens of Poetry voted to allow a 1.5% sales tax for our town, the money was restricted to road repairs only. That sales tax must be reauthorized in an election by the voters of Poetry every 4 years. This will be a conversation about possibly changing what that ballot proposition looks like in the November 2026 election and what things we would be allowed to use the funds collected for.
6. Discuss and take action as needed on implementing a Town of Poetry fire code. (Kendrick)

Now that we are a town, the counties we lie in are no longer responsible for defining and enforcing a fire code inside our town limits. This will be a discussion to determine what direction we want to go towards establishing a fire code inside our town limits. We will not be implementing a fire code in this meeting.

7. Discuss and take action as needed on Long Range Planning. (Bryant)

This will be a discussion about beginning to work on Long Range Planning for our town.

8. Discuss and take action as needed on an Ordinance to Establish a Records Management Policy. (Mayor)

We are required by state law to have a clearly defined Records Management Policy. We will discuss this topic and consider an ordinance to begin meeting that requirement.

9. Discuss and take action as needed on an Ordinance to formally adopt our existing town seal. (Mayor)

Our current town seal was adopted by Council back in June of 2021. This action is to adopt that seal by ordinance and establish rules around its use. No changes are being made to the current seal.

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 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, February 12, 2026 by 5:30 pm and online at poetrytexas.org.



Mike Jaffe, Mayor