



Town of Poetry, Texas

Minutes

Executive Session & Regular Town Council Meeting

Thursday, February 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 19TH of February 2026 at 5:30pm, the Town Council of Poetry, Texas, held an Executive Session 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 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 Jaffe
Invocation: Mayor Jaffe

B. Executive Session

The Town Council convened in Executive Session pursuant to Texas Government Code Section 551.076 (Security Devices, Personnel and Audits) and Section 551.089 (Information Technology and Network Security) and discussed a legal opinion and possible actions regarding the security of Town email and electronic document storage.

The Council convened into Executive Session at 5:32pm.

The Executive Session concluded at 5:53pm.

No vote was taken during the Executive Session.

The Council reconvened and began the Regular Council Meeting at 5:56pm.

C. Items of Community Interest – 5:56pm

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. Mayor Jaffe reminded everyone that Election Day is March 3rd with early voting from February 17th – 27th. Early voting in Kaufman County is at the sub-courthouse. Hunt County early voting is at the Fletcher Warren Civic Center. Election Day voting is at Faith Temple. Mayor Jaffe stated that in Hunt County there is a judge seat up for election.

2. Mayor Jaffe announced there will be a Town Clean Up Day on March 6th & 7th and to check the Town's website poetrytexas.org for more information. The Town has trash bags and vests available.
3. Mayor Jaffe announced there will be a Poetry Farmers Market at Poetry Community Christian School on March 7th. For more information you can go to the website: <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>.
4. Mayor Jaffe explained that the State of Texas has been late in sending out voter cards, but those are not necessary for voting. You only need a photo ID card, passport, driver's license, ID card, or similar.

D. Reports – 6:01pm

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. Mayor Jaffe explained that the Hunt County Escrow Report is not in the normal format due to a different account manager with Hunt County. Mayor Jaffe stated that the numbers are absolutely correct. There were adjustments to the numbers after reconciliation due to Hunt County's estimates being higher than the actual cost.
2. Mayor Jaffe gave an update on the results of the hearing at the Appeals Court regarding the lawsuit against the Town. Mayor Jaffe will also check with the Town attorney, Mr. Berman, regarding potential costs in relation to budgeting issues.
3. Mayor Jaffe provided an update on the status of the Oncor Steering Committee results.
4. Mayor Jaffe provided updates on roads and traffic with Council discussing several topics relating to various roads.
5. Mayor Jaffe provided an update on Federal System for Award Management (SAM) Registration process and status.
6. Mayor and Councilmember Activity Updates
 - Councilmember Kendrick provided information regarding the Kaufman County emergency management meeting and CERT training.
 - Councilmember Bryant reported on the signage project and status with TxDOT.

E. Consent Agenda – 6:28pm

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.

0. Mayor Jaffe announced that there was no legal bill for January.

1. Approval Minutes – January 15, 2026 Executive Session & Regular Meeting. This item was moved to the Regular Agenda as Item 0.

Motion made by Councilmember Anderson to move the approval of the Minutes – January 15, 2026 Executive Session & Regular Meeting moved to Agenda Item 0.

Motion seconded by: Mayor Pro Tem Fowler

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

2. Approved OCSC Steering Committee 2026 Invoice - \$206.90

Motion made by Councilmember Hibbs to approve the Steering Committee invoice.

Motion seconded by: Councilmember Anderson

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

F. Regular Agenda – 6:32pm

0. Discussed and took action to Approve Minutes – January 15, 2026 Executive Session & Regular Meeting with two clarifications: 1) add the case number “Cause No. 117866-86” of the lawsuit to Section C item 4 and 2) add “Hunt County Commissioner David” to Section D item 3, bullet 2.

Motion made by Councilmember Anderson to approve Minutes with the two clarifications.

Motion seconded by: Mayor Pro Tem Fowler

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

1. Discussed items from the Executive Session related to the security of internal computing environment, access, and security of the network. **No vote was taken.**

Citizens Speaking on this topic:

- None

2. Discussed and took action to create the Citizen Zoning Advisory Committee. This formally defined the Citizen Zoning Advisory Committee including the list of citizens selected to participate, the parameters, and the purpose of the Committee. Updates and the schedule of meetings will be on the website.

Citizens Speaking on this topic:

- Tara Senkevech, Poetry
- Robbyn Followill, Poetry

Motion made by Councilmember Hibbs to approve Dale's Advisory Committee consisting of Haley Dennis, Robbyn Followill, and Brady Kirby, and that they will follow the direction of Dale and Tom as to the planning and zoning refurbishment and that the meetings will be public, announced, and all will be welcome to the meetings.

Motion seconded by: Councilmember Anderson

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

3. Discussed and took action on updating the Town of Poetry Employee Handbook. The current Employee Handbook was approved by Council on February 20, 2025. If any Councilmembers have comments or edits, they should email them to Deputy Secretary. Councilmember Kendrick and Deputy Secretary will incorporate updates and edits to the handbook including adding sections to cover acceptable use of Town computers and internet along with acceptable uses of Town monies (debit card, checks, other). If the new draft is completed, it will be presented at the next Council meeting for consideration. **After discussion, no vote was taken.**

Citizens Speaking on this topic:

- None

4. Discussed the year-to-date budget performance against the 2024-2025 budget and began considering items and input for the 2026-2027 budget. Discussion was had regarding the lessons learned thus far and various considerations for the 2026-2027 budget. **After discussion, no vote was taken.**

Citizens Speaking on this topic:

- None

5. Discussed and took action to consider changes on how the 1.5% sales tax revenue funds can be utilized and a possible different ballot proposition for the November 2026 election that would be associated with this action. The current 1.5% sales tax must be reauthorized in an election by the voters of Poetry every 4 years. Currently, this revenue is restricted to maintenance and repairs of municipal streets which includes the roadways and the areas that extend to the edge of the easements. Road repairs, tree removal, ditch repairs, drainage issues, and anything inside the easement is included in this. Councilmember Hibbs proposed possible changes to how the 1.5% tax is allocated which also requires the citizens' vote on a new ballot item. It was requested that Deputy Secretary distribute a document from Councilmember Hibbs to the Mayor and the rest of the Council. Mayor Jaffe will get clarification and additional information on this topic, distribute items to Council for review, and include this item on the Agenda for next month. **After discussion, no vote was taken.**

Citizens Speaking on this topic:

- Scott Lehew, Poetry
- Robbyn Followill, Poetry

The Council recessed for a break at 7:35pm.

The Council reconvened 7:41pm.

6. Discussed and took action to determine if the Town will establish and implement a Town of Poetry fire code and associated inspections and permits, and/or an open burning ordinance

relating to burning inside the Town limits. Council will come back at a later meeting with a draft ordinance for open burning. **After discussion, no vote was taken.**

Citizens Speaking on this topic:

- Robbyn Followill, Poetry

7. Discussed and took action on various different aspects of Long-Range Planning for the Town. Mayor Jaffe and Deputy Secretary will research possibly doing a survey of citizens to get input and also possibly doing workshops. Councilmembers and the Mayor will email potential questions for the citizen survey to the Deputy Secretary to be considered at the March meeting. **After discussion, no vote was taken.**

Citizens Speaking on this topic:

- None

8. Discussed and adopted an Ordinance to Establish a Records Management Policy. We are required by state law to have a clearly defined Records Management Policy, and this ordinance complies with those requirements. The proper forms and filings will be completed and sent to the appropriate agency. A policy of how retention and storage are implemented will be managed by Secretary Theresa, and Council will be informed as to what that policy is.

Citizens Speaking on this topic:

- Robbyn Followill, Poetry

Motion made by Councilmember Fowler to approve the Ordinance.

Motion seconded by: Councilmember Anderson

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

9. Discussed and adopted an Ordinance to formally adopt and protect our existing Town seal. This action is to adopt the seal by ordinance and establish rules around its use. No changes were made to the current seal.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Anderson to accept the Ordinance as presented.

Motion seconded by: Councilmember Hibbs

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

G. General Public Comments - 8:28pm

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:


- Tara Senkevech, Poetry
- Robbyn Followill, Poetry

H. Adjournment

Motion made by Councilmember Anderson to adjourn.
Motion seconded by: Councilmember Hibbs
All in Favor: Anderson, Bryant, Hibbs, Kendrick
All Opposed: Fowler
Abstain: none
Result: Passed 4-1

The Town Council meeting adjourned at 8:35pm.

*I certify that the minutes of February 19, 2026 were voted and approved by the Council of the
Town of Poetry on this* 19th *day of* March *, 2026.*



Mike Jaffe, Mayor
Town of Poetry, Texas

ATTEST:


Lora Lehew, Deputy Secretary
Town of Poetry, Texas

