



## Agenda

### Workshop & Regular Town Council Meeting

Thursday October 16, 2025

Poetry Town Hall

5671 County Road 323, Poetry, TX 75160

6:30 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](mailto:speak@poetrytexas.org) at least 24 hours prior to the start of the meeting.*

#### B. Workshop Agenda (approx. 1 hr. – citizen comments welcome)

##### 1. Discussion about Long-Range Planning for the Town of Poetry (Mayor)

*This is intended to be a brainstorming session to start the conversation about developing a long-range plan for the Town of Poetry. This is only the beginning of a very long journey.*

#### 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. Thank you to Kaufman County Precinct #3 commissioner and road crew
2. Thank you to Hunt County Precinct #2 commissioner and road crew
3. Thank you to David Emard for helping with Sound and Video.
4. Thank you to Scott, Lora and Zoe Lehw for helping with meeting setup.

#### D. Reports

1. Financial
  - a. Finalized 2025-2026 Budget
  - b. P&L Budget vs Actual Sept 2025 - Fiscal Year End
  - c. Account Quick Reports 6010 & 6100 - Sept 2025
  - d. Bank Reconciliation Summary & Detail - Sept 2025
  - e. Sales & Use Tax Report Sept 2025
  - f. Hunt & Kaufman County Roads Escrow Reports Sept 2025
2. Roads & Traffic update

### 3. Mayor and Councilmember Activity Updates

#### E. Consent Agenda

*All items under Consent Agenda are considered to be routine by the Council and will be approved by a single motion. If discussion is desired on an item, it will be removed from the Consent Agenda and will be considered separately as part of the Regular Agenda.*

1. Approve Minutes from Sept 18, 2025 Budget Public Hearing & Regular Meeting
2. Approve Nichols Jackson 9/30/25 legal bill - \$107.50

#### F. Regular Agenda (item sponsor)

1. Discuss and take action as necessary on Ordinance to establish the Poetry Town Council as the Zoning Board of Adjustment (Mayor)

*Under Texas Local Government Code Title 7, Subtitle A, Chapter 211, 211.008 (a) "The governing body of a municipality may provide for the appointment of a board of adjustment." 211.008 (g) "The governing body of a Type A general-law municipality by ordinance may grant the members of the governing body the authority to act as the board of adjustment under this chapter." This ordinance does just that.*

2. Discuss and take action as necessary on a Zoning Variance Application. (Mayor)

*As we get more involved in applying our Zoning ordinance we will need a formal way for citizens to request variances. As part of this we need to collect quite a few pieces of information from the applicant which is the purpose of this document.*

3. Discuss and take action as necessary on the Resolution to Deny the Oncor Rate Increase. (Mayor)

*In our July 29, 2025 Special Meeting the Council voted to join the Steering Committee of Cities Served by Oncor. This added our voice to 170 other Texas cities in negotiating with Oncor. The committee has delivered their opinion and it is to "Deny" the rate increase which sends the request back to the Texas Public Utility Commission for final decision. All "Approve" or "Deny" responses are due by October 29, 2025.*

4. Discuss and take action as necessary on a Driveway Culvert Ordinance including an Application for a Culvert Permit Form. (Mayor Pro-Tem)

*The need for this ordinance was discussed in our September meeting. This is a proposed ordinance and application for culvert permit. For the foreseeable future a member of Council or the Mayor, will serve as the town's representative in determining culvert decisions and inspections.*

5. Discuss and take action as necessary on a Resolution to designate the Terrell Tribune as the Town of Poetry official Newspaper. (Mayor)

*All towns in Texas must designate an Official Newspaper each year. Texas Local Government Code Title 2, Subtitle D, Chapter 52, Sec.52.004 (a) "As soon as practicable after the beginning of each municipal year, the governing body of the municipality shall contract, as determined by ordinance or resolution, with a public newspaper of the municipality to be the municipality's official newspaper until another newspaper is selected." This ordinance does that for 2025-2026.*

6. Discuss and take action as necessary on approving additional funds, \$12,000, to be placed in Escrow with Hunt County to replace under road drainage culverts in 3 different locations in the Town of Poetry. (Mayor)

*There are 2 – 36" culverts under CR2454, 3 – 30" culverts under CR 2440 and 1 – 24" culvert under 2466. All of them are rusted through and are collapsing causing the roadway to also collapse. Hunt County has quoted the*

*total cost of replacing all three locations, charging only for materials at \$11,171.60. Large trees interfering with 2 of these locations have already been removed in preparation for the projects.*

**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 request/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.*

**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, October 9th, 2025 by 6:30 pm and online at poetrytexas.org.***



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***Mike Jaffe, Mayor***