



Town of Poetry, Texas

Agenda

Executive Session, Zoning Board of Adjustment Hearing, Workshop & Regular Town Council Meeting

Thursday, July 16, 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 Hearing, 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 (public and staff must leave the building)

The Town Council will convene in Executive Session pursuant to Texas Government Code, Section 551.074 (Personnel) to routinely evaluate the performance of our town attorney and to discuss potential future changes to the membership of our Zoning Board of Adjustment. (Mayor)

C. Zoning Board of Adjustment Hearing Agenda (citizen comments welcome)

1. Consideration of a Preliminary Replat of Hidden Oaks Estates, Lots 34 and 35.
(Bryant)

The property owner would like to replat these properties creating two 1+ acre lots. The lots proposed in the preliminary replat meet our zoning requirements.

D. Workshop Agenda (item sponsor) (citizen comments welcome)

1. FY 2026-2027 Budget Discussion (Kendrick & Hibbs)

We are making good progress on gathering everything we need for our budget for next year. In this session, amongst other things, we will discuss balancing the numbers (income & expense). This will be a discussion only.

E. 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. Poetry Community Picnic was a success. Thank you to the organizers.
2. The Poetry Citizen's Survey is up and running. See town website for the link.
3. Big thank you to citizen Herbert Fletcher for installing an after-hours drop box at Town Hall.
4. Thanks to Hunt and Kaufman Counties for their continued help with our road maintenance through our interlocal agreements.

F. Reports

1. Financial
 - a. P&L Budget vs Actual – June 2026
 - b. Account Quick Reports 6011, 6012, 6111, 6112 – June 2026
 - c. Bank Reconciliation Summary & Detail – June 2026
 - d. Bank Reconciliation Petty Cash – June 2026
 - e. Sales & Use Tax Report – June 2026
 - f. Hunt & Kaufman County Roads Escrow Reports – June 2026
2. Roads Maintenance Expenditures Report – July 2026
3. Mayor & Councilmember Activity Updates

G. 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 – June 18, 2026, Workshop & Regular Town Council Meeting

H. Regular Agenda (item sponsor)

1. Discuss and take action on items discussed in Executive Session. (Mayor)
No voting is allowed in an Executive Session and so this item is to allow us to take action if needed on anything discussed during the Executive Session.
2. Discuss and take action as needed on Master Fee Schedule. (Hibbs)
At last month's meeting we passed a Master Fee Schedule Ordinance. This will be a discussion about the items and their costs that are listed on the Exhibit "A" portion of it.
3. Discuss and take action as needed on proposal from Hayter Engineering to create a Scope of Work for a survey of the Town of Poetry at a cost of \$2,000. (Bryant)
In consideration of possibly having a survey done of the entire Town of Poetry, or at least to get more accurate costs for one, this would provide us a document we could gather bids against. These funds would likely come from our Professional Services budget.
4. Discuss and take action as needed on funds collected prior to our passing of a Master Fee Schedule Ordinance. (Mayor)

The question has been posed as to whether we should take any action with regards to funds collected from citizens prior to our Master Fee Schedule Ordinance passage. This item is to allow that conversation.

5. Discuss and take action as needed on November 3, 2026 Election Sales and Use Tax Reauthorization Ordinance. (Mayor)

In November of 2022 Poetry voters approved a sales and use tax of 1.5% to help fund road maintenance. This tax must be reauthorized every 4 years. It will be on the November 3, 2026 ballot for consideration. This ordinance allows the Town to place this item on the ballot.

6. Discuss and take action as needed on adding \$10,000 to Hunt County roads escrow. (Mayor)

Next up in our road maintenance effort in Hunt County is level up work on CR 2434 and a town wide pothole run. Level up on CR 2432 is already funded. This additional money will help fund those projects.

7. Discuss and take action as needed on adding \$5,000 to Kaufman County roads escrow. (Mayor)

Next up in our road maintenance effort in Kaufman County is level up work on CR 323. We do not have enough in our current escrow account to cover this. This will provide the shortfall and give us funds for the next project when it is identified.

I. 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.

J. 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, July 9, 2026 by 5:30 pm and online at poetrytexas.org.



Mike Jaffe, Mayor