



Town of Poetry, Texas

Agenda

Executive Session & Regular Town Council Meeting

Thursday, October 15, 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 (approx. 30 minutes – public and staff must leave the building)

The Town Council will convene in Executive Session pursuant to Texas Government Code, Section 551.071 (Legal Advice) to consult with and receive updates and legal advice from the Town attorney on pending litigation, West, et al. v. Town of Poetry and other legal questions. (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. Thank you to Deputy Secretary Lora for installing window shades in Town Hall.
2. Thank you to Councilmembers Hibbs, Anderson and Kendrick for helping us cover required Election office hours.
3. Thank you to everyone involved in the recent Poetry Farmers Market.
4. Our Public Hearing to discuss the future of our current Zoning Ordinance will be November 19, 2026.
5. November 3, 2026 General Election – Town of Poetry Sales Tax renewal is on the ballot.
6. Rockwall County Outer Loop Public Hearing is October 29, 2026, from 5:30-7:30 pm at Rockwall County Liberty Hall (new courthouse.) A virtual version will be online for 15 days beginning on that date and time.

D. Reports

1. Financial
 - a. P&L Budget vs Actual – Sept 2026
 - b. Account Quick Reports 6011, 6012, 6111, 6112 – Sept 2026
 - c. Bank Reconciliation Summary & Detail – Sept 2026
 - d. Bank Reconciliation Petty Cash – Sept 2026

- e. Sales & Use Tax Report – Sept 2026
- f. Hunt & Kaufman County Roads Escrow Reports – Sept 2026
- 2. Roads Maintenance Expenditures Report – Sept 2026
- 3. Road and Traffic Updates
- 4. 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 – September 17, 2026 Regular Town Council Meeting
- 2. Approve Nichols Jackson legal bill 9/30/26 - \$161.25
- 3. Approve ETJ Release Petition – Cheryl L. Holloway

F. Regular Agenda (item sponsor)

- 1. Discuss and take action as needed on Final Fiscal Year (FY) 2026-2027 Budget. (Mayor)
We approved our FY 26-27 budget at our August 2026 Public Hearing but did not have our year end carryover balances to move into the new budget. We have since closed out FY 25-26 and those amounts are now reflected in what we are discussing here. The next step will be to file the final budget at both Kaufman and Hunt County courthouses.
- 2. Discuss and take action as needed on Year Ended September 30, 2026, Audit Proposal (Mayor)
We have received an “Audit Letter”/proposal from our audit firm to audit our FY 25-26 financials. Annual audits are required under Texas Local Government Code Chapter 103.
- 3. Discuss and take action as needed on approving Texas Municipal League (TML) annual insurance renewal, \$6,844.32. (Mayor)
Our annual TML insurance policy is up for renewal.
- 4. Discuss and take action as needed on Review of Town of Poetry 1.5% Sales Tax. (Mayor)
In anticipation of the November 3, 2026 election which includes citizens voting whether or not to continue our 1.5% Sales Tax which is dedicated to road maintenance, we are reviewing the list of individuals and businesses in the Town of Poetry subject to that tax to ensure it is being charged correctly.
- 5. Discuss and take action as needed on determining the actual Population of the Town of Poetry. (Mayor)
If you look around the internet, you’ll find different population estimates for the Town of Poetry. This will be a discussion about how we determine and track our population number over time.
- 6. Discuss and take action as needed on making our “No Thru Trucks” signs enforceable. (Mayor)
At our June 21, 2022 Workshop and Regular Town Council Meeting a motion was made and passed to install “No Thru Trucks” signs on several roads inside the Town. Those signs have been in place since shortly after that but are not enforceable because an Ordinance was never passed to make them official.

Consequently, our local law enforcement partners are unable to help us with enforcing them. We also need to check to see whether the signs and their installation comply with the Texas Manual on Uniform Traffic Control Devices standards which apply to all traffic-control devices in the State of Texas. The Town's authority to install traffic-control devices comes from the Transportation Code, Title 7, Subtitle C, Chapter 544. A sample Ordinance will be discussed but not voted on.

7. Discuss and take action as needed on opening a second bank account for the Sales Tax Encumbered Funds. (Mayor)

This item is to consider opening a second bank account to hold all funds collected by our 1.5% Sales Tax. We checked with our financial audit firm, and they indicated there will be no additional cost to audit two bank accounts as opposed to one.

8. Discuss and take action as needed to adopt a Resolution - Civil Rights Policies and Procedures for the Texas Community Development Block Grant (TxCDBG) Contract # CDV25-0425. (Mayor)

We have been approved for a \$750K grant from the Texas Department of Agriculture funded by the Federal Housing & Urban Development (HUD) department. The Town must match 5% of this amount (\$37,500). These funds will be used to rebuild a section of CR2454 which has met the income requirements of the grant. The Town is required to adopt these agreements by way of this Resolution as a stipulation of the grant.

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, October 8, 2026, by 5:30 pm and online at poetrytexas.org.



Mike Jaffe, Mayor