



Agenda

Workshop & Regular Town Council Meeting

Thursday August 21, 2025

Poetry Community Christian School

18688 FM 986, 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 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. Workshop Agenda (approx. 1 hr. – no public comments)

1. 2025-2026 Budget Preparation Discussion (Hibbs/Kendrick)

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 road crew
2. Thank you to Kaufman County Precinct #3 Constable
3. Thank you to Kaufman County Sheriff Bryan Beavers
4. Thank you to Citizen Becky Carter for watering at Town Hall
5. Thank you to David Emard for helping with Sound and Video.
6. Thank you to Scott, Lora and Zoe Lehw for helping with meeting setup.
7. Thank you to PCCS for hosting us.

D. Reports

1. Financial
 - a. P&L Budget vs Actual Jul 2025
 - b. Account Quick Report Jul 2025
 - c. Bank Reconciliation Summary Jul 2025
 - d. Bank Reconciliation Detail Jul 2025
 - e. Sales & Use Tax Report Jul 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. (Re-) Approve Minutes from June 19, 2025 Regular Meeting (failed to take vote on motion)
2. Approve Minutes from July 17, 2025 Workshop & Regular Meeting
3. Approve Minutes from July 29, 2025 Special Meeting

F. Regular Agenda (item sponsor)

1. Discuss and take action as necessary on Town of Poetry joining the Terrell Chamber of Commerce. (Mayor)
2. *At the June 19, 2025 meeting, citizen Chad McFarlane presented a \$300 check to cover the cost of a one-year membership to the Terrell Chamber of Commerce. I believe being a member will benefit Poetry by better connecting us to the private and government leaders in Terrell.*
3. Discuss and take action as necessary on the Town of Poetry joining the North Central Texas Council of Governments (NCTCOG) and associated Resolution. (Kendrick)
The Town of Poetry is not currently a member of this organization. From the NCTCOG strategic plan “Its primary purposes are to perform long-range, comprehensive plans for matters that transcend jurisdictional boundaries, promote the sound development of the 16-county region and facilitate cooperation and coordination among its member governments.”
4. Discuss and take action as necessary on updating the Resolution (2021-08-01R) Establishing the National Incident Management System (NIMS) as the Standard for Incident Management in Poetry and Designating the “Mayor” as the Contact (LPOC). (Mayor)
This Resolution was passed in August 2021 and designated the former mayor by name as the Contact. This update changes that designation to simply “Mayor” eliminating the need to update the resolution every time a new mayor is elected.
5. Discuss and take action as necessary on a Standards of Conduct Ordinance w/Exhibits. (Anderson)
This Ordinance spells out how the Town of Poetry expects the Members of Town Council, Employees, Volunteers and Contractors to conduct themselves as representatives of our town.
6. Discuss and take action as necessary on status and next steps for Planning & Zoning. (Bryant)
This is one of many discussions we will have regarding fully implementing P&Z in the Town of Poetry.

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 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, August 14th, 2025 by 6:30 pm and online at poetrytexas.org.

Mike Jaffe, Mayor

Town of Poetry
Profit & Loss Budget Overview

Town of Poetry Texas													TOTAL
Budget Oct 2025 - Sept 30 2026													Oct '25 - Sep 26
	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	
Ordinary Income/Expense													
Income													
3000 Use of Prior Year Excess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,708.05	43,708.05
4000 Franchise Fees Electric													
4010 Oncor Franchise Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,480.00	14,480.00
4020 FEC Franchise Fees				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,000.00	36,000.00
Total 4000 Franchise Fees Electric	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,480.00	50,480.00
4100 Franchise Fees Solid Waste													
4160 Blackjack Disposal Franchi	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,000.00	46,000.00
Total 4100 Franchise Fees Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,000.00	46,000.00
4200 Franchise Fees Communicati													
4210 Charter Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
Total 4200 Franchise Fees Communicati	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
4400 Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108,000.00	108,000.00
4450 Encumbered Road Fund Prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,000.00	72,000.00
4500 Donations													
4580 Donations Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Total 4500 Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
TDA GO! Grant				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	150,000.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	472,488.05	472,488.05
Gross Profit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	472,488.05	472,488.05
Expense													
5000 Salary Secretaries													
5005 Wage Exp Secretary				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,600.00	15,600.00
5010 Wage Exp Deputy Secretary				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,560.00	14,560.00
5040 Quickbooks Software				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,136.00	2,136.00
5066 Payroll taxes -Employer				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	1,800.00
Total 5000 Salary Secretaries				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,096.00	34,096.00
5100 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
5110 Office Equipment, Printers				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
5130 Dues/Membership Admin													
5135 Steering Committee Members				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5150 General Dues/Mbrship Admin				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	900.00
5130 Dues/Membership Admin - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5130 Dues/Membership Admin				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	1,400.00
5200 Shipping and Postage				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5300 Newspaper Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5450 Poetry Scholarship Donated				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
5500 Education & Mtg Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5600 Professional Services													
5610 Engineering Services				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5620 Engineering Consultants				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5630 Engineering Finance				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5640 Engineering Survey				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5650 ETJ Removal				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5600 Professional Services - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5600 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5700 Tech Support & Serv													
5705 Town Public Forum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	180.00
5710 Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	312.00	312.00
5715 Tech Services - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00
5740 Internet Phone Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	2,100.00
5780 Windows Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	900.00
5790 Domain Renewal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.17	23.17
Total 5700 Tech Support & Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,715.17	4,715.17
5800 Legal Services													

Town of Poetry
Profit & Loss Budget Overview

Town of Poetry Texas													TOTAL
Budget Oct 2025 - Sept 30 2026	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct '25 - Sep 26
5810 Legal Services Meetings				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
5820 Legal Lawsuit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
5830 Legal Documents				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5840 Legal - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5850 Legal Zoning Map Update				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5860 Legal Zoning Ordinance				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5800 Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
5900 Town Insurance													
5910 Cyber Ins Policy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,850.00	1,850.00
5920 Bldg Ins. *Craig & Leig	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	700.00
5930 TML Town Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,160.00	5,160.00
Total 5900 Town Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,710.00	7,710.00
6000 Capital Expenditure													
6010 Cap Exp Road Refurbishment													
6011 Cap Exp HC Road Refurbishm				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00	65,000.00
6012 Cap Exp KC Road Refurbishm				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00
6010 Cap Exp Road Refurbishment - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6010 Cap Exp Road Refurbishment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	100,000.00
6020 Cap Exp Signage				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Total 6000 Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,000.00	105,000.00
6100 Pothole Signage & Road Rel													
6111 HC Project Sheets				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
6112 KC Project Sheets				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,500.00	23,500.00
6125 Volunteer Pothole Repair				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00
6150 Volunteer Road Supplies				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
6175 Volunteer Road Equip. Rent				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Total 6100 Pothole Signage & Road Rel				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82,000.00	82,000.00
6200 TownHall Grounds Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	1,700.00
6300 Election Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6350 Town Hall Building Repairs				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
6400 Bldg Utilities Exp													
6410 Reimburse Church/Utilities				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
6420 Town Hall Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
6430 Water Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
Total 6400 Bldg Utilities Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00	2,700.00
6500 Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
6575 TDA GO! Grant				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	150,000.00
6600 Emergency Management				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6650 Rainy Day Fund 24-25													
6655 Rainy Day Severe Weather C				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6650 Rainy Day Fund 24-25 - Other				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6650 Rainy Day Fund 24-25				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	424,621.17	424,621.17
Net Ordinary Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,866.88	47,866.88
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,866.88	47,866.88

Town of Poetry
Profit & Loss Budget vs. Actual
October 2024 through September 2025

	Oct '24 - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 Use of Prior Year Excess	0.00	68,914.11	-68,914.11	0.0%
4000 Franchise Fees Electric				
4010 Oncor Franchise Fees	11,204.34	47,000.00	-35,795.66	23.8%
4020 FEC Franchise Fees	38,130.57	0.00	38,130.57	100.0%
4000 Franchise Fees Electric - Other	0.00	0.00	0.00	0.0%
Total 4000 Franchise Fees Electric	49,334.91	47,000.00	2,334.91	105.0%
4100 Franchise Fees Solid Waste				
4110 AWT Solid Waste Franch Fee	0.00	0.00	0.00	0.0%
4120 CRS Solid Waste Franch Fee	0.00	0.00	0.00	0.0%
4130 CARDS Solid Waste Franch	0.00	0.00	0.00	0.0%
4140 Titan Solid Waste Franch	0.00	0.00	0.00	0.0%
4150 Tx Contractor Roll Off	0.00	0.00	0.00	0.0%
4160 Blackjack Disposal Franchi	46,067.50	44,000.00	2,067.50	104.7%
4100 Franchise Fees Solid Waste - Other	0.00	0.00	0.00	0.0%
Total 4100 Franchise Fees Solid Waste	46,067.50	44,000.00	2,067.50	104.7%
4200 Franchise Fees Communicati				
4210 Charter Communications	188.00	1,200.00	-1,012.00	15.7%
4200 Franchise Fees Communicati - Other	0.00	0.00	0.00	0.0%
Total 4200 Franchise Fees Communicati	188.00	1,200.00	-1,012.00	15.7%
4300 Public Information Req	51.70	0.00	51.70	100.0%
4400 Sales Tax Revenue	92,756.18	107,000.00	-14,243.82	86.7%
4450 Encumbered Road Fund Prior	0.00	76,839.71	-76,839.71	0.0%
4500 Donations				
4510 Donations FEC Reimb	0.00	0.00	0.00	0.0%
4520 Donations Christma	23.73	0.00	23.73	100.0%
4530 Donations Work Comp Ins	0.00	0.00	0.00	0.0%
4540 Donations Septic Town Hall	0.00	0.00	0.00	0.0%
4550 Donations ADA Ramp Town Ha	0.00	0.00	0.00	0.0%
4560 Donations ADA Bathroom	0.00	0.00	0.00	0.0%
4570 Donations Misc Town Hall	0.30	0.00	0.30	100.0%
4580 Donations Scholarship	0.00	1,000.00	-1,000.00	0.0%
4500 Donations - Other	0.00	500.00	-500.00	0.0%
Total 4500 Donations	24.03	1,500.00	-1,475.97	1.6%
4505 Contributed Captial Assets	0.00	0.00	0.00	0.0%
4600 PID Permit Application	100.00	0.00	100.00	100.0%
4800 Appl Fee ETJ Petitions	125.00	0.00	125.00	100.0%
Total Income	188,647.32	346,453.82	-157,806.50	54.5%
Cost of Goods Sold				
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	188,647.32	346,453.82	-157,806.50	54.5%
Expense				
5000 Salary Secretarys				
5005 Wage Exp Secretary	1,728.01			
5040 Quickbooks Software	24.83			
5050 Payroll Exp SS Company	0.00	0.00	0.00	0.0%
5055 Secretarial Wages	2,447.05	0.00	2,447.05	100.0%
5056 Payroll taxes -Employer	3,513.25	0.00	3,513.25	100.0%
5057 Payroll-Employee	373.69	0.00	373.69	100.0%
5000 Salary Secretaries - Other	12,503.88	24,480.00	-11,976.12	51.1%
Total 5000 Salary Secretarys	20,590.71	24,480.00	-3,889.29	84.1%
5100 Office Supplies	2,905.21	5,000.00	-2,094.79	58.1%
5110 Office Equipment, Printers	461.98	0.00	461.98	100.0%
5130 Dues/Membership Admin				
5135 Steering Committee Members	94.80			
5130 Dues/Membership Admin - Other	0.00	0.00	0.00	0.0%
Total 5130 Dues/Membership Admin	94.80	0.00	94.80	100.0%
5200 Shipping and Postage	0.00	0.00	0.00	0.0%
5300 Newspaper Publications	1,349.00	1,000.00	349.00	134.9%
5393 Repair & Maint - Admin	0.00	0.00	0.00	0.0%
5398 Town Maint & Clean Up	0.00	0.00	0.00	0.0%
5400 Prof. Mbrship	310.86	900.00	-589.14	34.5%
5450 Poetry Scholarship Donated	0.00	0.00	0.00	0.0%
5500 Education & Mtg Exp	640.52	1,500.00	-859.48	42.7%
5550 Travel Meeting Exp	0.00	0.00	0.00	0.0%
5600 Professional Services				
5065 Bank and Misc Fees	0.00	0.00	0.00	0.0%
5600 Professional Services - Other	22,945.14	35,000.00	-12,054.86	65.6%
Total 5600 Professional Services	22,945.14	35,000.00	-12,054.86	65.6%
5610 Security Town Hall Mtgs	300.00	2,400.00	-2,100.00	12.5%
5700 Tech Support & Serv				
5705 Town Public Forum	179.95	179.95	0.00	100.0%

11:06 AM

08/05/25

Accrual Basis

Town of Poetry
Profit & Loss Budget vs. Actual
October 2024 through September 2025

	Oct '24 - Sep 25	Budget	\$ Over Budget	% of Budget
5710 Website	253.26	233.76	19.50	108.3%
5720 Info Tech Internet	0.00	0.00	0.00	0.0%
5730 Misc Tech Equipment	0.00	0.00	0.00	0.0%
5740 Internet Phone Services	1,184.02	1,625.64	-441.62	72.8%
5750 IT Maintenance/Flex	283.28	900.00	-616.72	31.5%
5760 Alarm Security	0.00	419.88	-419.88	0.0%
5770 Upgrade Calendar	0.00	143.88	-143.88	0.0%
5780 Windows Subscriptions	860.26	850.00	10.26	101.2%
5785 Public Forum Annual Fee	0.00	14.04	-14.04	0.0%
5790 Domain Renewal	0.00	0.00	0.00	0.0%
5795 Device Backup	0.00	0.00	0.00	0.0%
5700 Tech Support & Serv - Other	0.00	0.00	0.00	0.0%
Total 5700 Tech Support & Serv	2,760.77	4,367.15	-1,606.38	63.2%
5800 Legal Services				
5810 Legal Services Meetings	591.25			
5820 Legal Lawsuit Fees	15,503.50	11,000.00	4,503.50	140.9%
5830 Legal Documents	0.75			
5800 Legal Services - Other	3,232.02	5,000.00	-1,767.98	64.6%
Total 5800 Legal Services	19,327.52	16,000.00	3,327.52	120.8%
5900 Town Insurance				
5910 Cyber Ins Policy	0.00	1,250.00	-1,250.00	0.0%
5920 Bldg Ins. *Craig & Leig	0.00	682.02	-682.02	0.0%
5930 TML Town Ins	4,858.84	4,994.56	-135.72	97.3%
5900 Town Insurance - Other	681.79	0.00	681.79	100.0%
Total 5900 Town Insurance	5,540.63	6,926.58	-1,385.95	80.0%
6000 Capital Expenditure				
6010 Cap Exp Road Refurbishment	64,859.68	148,839.71	-83,980.03	43.6%
6020 Cap Exp Signage	4,847.48	0.00	4,847.48	100.0%
6030 Cap Exp Bldg Improvement				
6033 Cap Exp Town Hall Septic	0.00	0.00	0.00	0.0%
6034 Capital Town Hall Improvem	0.00	0.00	0.00	0.0%
6035 ADA Ramp Town Hall	0.00	0.00	0.00	0.0%
6036 ADA Bathroom	0.00	0.00	0.00	0.0%
6037 Cap Exp Town Hall Parking	0.00	0.00	0.00	0.0%
6040 Cap Exp Parking Lot Improv	2,540.87	2,190.00	350.87	116.0%
6075 Cap Bldg Skirt & Foam Spr	0.00	0.00	0.00	0.0%
6085 Cap Exp Roofing	0.00	0.00	0.00	0.0%
6090 Cap Exp Landscaping	176.61	4,520.87	-4,344.26	3.9%
6091 Cap Misc Overage	0.00	0.00	0.00	0.0%
6095 Cap Exp HVAC	0.00	0.00	0.00	0.0%
6030 Cap Exp Bldg Improvement - Other	0.00	0.00	0.00	0.0%
Total 6030 Cap Exp Bldg Improvement	2,717.48	6,710.87	-3,993.39	40.5%
6050 Cap Exp Pre-Lit Christmas	0.00	0.00	0.00	0.0%
6060 Cap Exp Office Equipment	0.00	0.00	0.00	0.0%
6070 Cap Exp Office Furniture	215.44	0.00	215.44	100.0%
6080 Cap Exp Sound & Audio	0.00	0.00	0.00	0.0%
Cap Expense Security	0.00	0.00	0.00	0.0%
6000 Capital Expenditure - Other	0.00	0.00	0.00	0.0%
Total 6000 Capital Expenditure	72,640.08	155,550.58	-82,910.50	46.7%
6100 Pothole Signage & Road Rel	24,727.45	35,000.00	-10,272.55	70.6%
6200 TownHall Grounds Maint	2,816.60	4,700.00	-1,883.40	59.9%
6300 Election Expense	4,962.96	7,500.00	-2,537.04	66.2%
6350 Town Hall Building Repairs	0.00	0.00	0.00	0.0%
6400 Bldg Utilities Exp				
6410 Reimburse Church/Utilities	0.00	0.00	0.00	0.0%
6420 Town Hall Electricity	1,904.49	1,860.08	44.41	102.4%
6430 Water Utilities	482.79	939.92	-457.13	51.4%
6450 Town Hall Internet & Phone	0.00	0.00	0.00	0.0%
6460 Town Hall Trash Service	0.00	0.00	0.00	0.0%
6400 Bldg Utilities Exp - Other	0.00	0.00	0.00	0.0%
Total 6400 Bldg Utilities Exp	2,387.28	2,800.00	-412.72	85.3%
6440 Internet & Phone Utility	0.00	0.00	0.00	0.0%
6500 Audit Expense	4,950.00	4,750.00	200.00	104.2%
6550 Depreciation	0.00	38,579.51	-38,579.51	0.0%
6600 Rainy Day Fund Exp 23-24	0.00	0.00	0.00	0.0%
6601 Rainy Day Prior Yr 21-22	0.00	0.00	0.00	0.0%
6700 Miscellaneous	0.00	0.00	0.00	0.0%
Total Expense	189,711.51	346,453.82	-156,742.31	54.8%
Net Ordinary Income	-1,064.19	0.00	-1,064.19	100.0%
Net Income	-1,064.19	0.00	-1,064.19	100.0%

11:14 AM

08/05/25

Town of Poetry
Reconciliation Summary
American National Bank of Texas, Period Ending 07/31/2025

	<u>Jul 31, 25</u>
Beginning Balance	117,227.78
Cleared Transactions	
Checks and Payments - 20 Items	-21,886.68
Deposits and Credits - 4 Items	40,387.98
	<u>18,501.30</u>
Total Cleared Transactions	18,501.30
Cleared Balance	<u><u>135,729.08</u></u>
Uncleared Transactions	
Checks and Payments - 17 items	-1,795.45
	<u>-1,795.45</u>
Total Uncleared Transactions	-1,795.45
Register Balance as of 07/31/2025	<u><u>133,933.63</u></u>
Ending Balance	133,933.63

Town of Poetry
Reconciliation Detail
American National Bank of Texas, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						117,227.78
Cleared Transactions						
Checks and Payments - 20 Items						
Bill Pmt -Check	06/26/2025	1684	Hunt County Voter ...	X	-3,035.50	-3,035.50
Bill Pmt -Check	06/26/2025	1683	Birkhoff, Hendricks ...	X	-2,125.02	-5,160.52
Bill Pmt -Check	06/26/2025	1685	Nichols, Jackson, Di...	X	-967.50	-6,128.02
Bill Pmt -Check	06/26/2025	1687	Poetry Tack & Ag, L...	X	-4.98	-6,133.00
Bill Pmt -Check	07/01/2025	1694	Kaufman County Au...	X	-5,000.00	-11,133.00
Bill Pmt -Check	07/01/2025	1692	Hunt County Attn Bri...	X	-5,000.00	-16,133.00
General Journal	07/01/2025	09302...	Gusto	X	-1,662.98	-17,795.98
Bill Pmt -Check	07/01/2025	1697	Comptroller of Publi...	X	-377.98	-18,173.96
General Journal	07/01/2025	09302...	Gusto	X	-352.19	-18,526.15
Bill Pmt -Check	07/01/2025	1699	Reliant	X	-274.89	-18,801.04
Bill Pmt -Check	07/01/2025	1698	Herbert Fletcher	X	-160.00	-18,961.04
General Journal	07/01/2025	09302...	Gusto	X	-65.03	-19,026.07
Bill Pmt -Check	07/01/2025		Vista Print	X	-10.83	-19,036.90
Bill Pmt -Check	07/03/2025	1695	Texas Materials Gro...	X	-1,475.60	-20,512.50
Bill Pmt -Check	07/10/2025	1696	PWSC	X	-34.95	-20,547.45
Bill Pmt -Check	07/11/2025		Vista Print	X	-142.80	-20,690.25
Bill Pmt -Check	07/14/2025		Reliant	X	-123.62	-20,813.87
Bill Pmt -Check	07/14/2025		Wix.com	X	-25.98	-20,839.85
Bill Pmt -Check	07/22/2025		Intuit	X	-24.83	-20,864.68
Bill Pmt -Check	07/24/2025	1701	Nichols, Jackson, Di...	X	-1,022.00	-21,886.68
Total Checks and Payments					-21,886.68	-21,886.68
Deposits and Credits - 4 Items						
Deposit	07/08/2025		TEXAS STATE CO...	X	9,281.90	9,281.90
Deposit	07/10/2025		Guest and Gray AKIN	X	27.90	9,309.80
Deposit	07/10/2025		Blackjack Disposal	X	11,901.50	21,211.30
Deposit	07/25/2025		FEC	X	19,176.68	40,387.98
Total Deposits and Credits					40,387.98	40,387.98
Total Cleared Transactions					18,501.30	18,501.30
Cleared Balance					18,501.30	135,729.08
Uncleared Transactions						
Checks and Payments - 17 Items						
Bill Pmt -Check	09/30/2022	1193	Joel F. Watts		-109.97	-109.97
Bill Pmt -Check	09/30/2022	1127	Bruce Wigley		-100.70	-210.67
Bill Pmt -Check	09/30/2022	1126	Brian Dalton		-62.63	-273.30
Bill Pmt -Check	09/30/2022	1233	McKenna Ortega		-41.48	-314.78
Bill Pmt -Check	09/30/2022	1216	Larry Faulhaber		-29.44	-344.22
Bill Pmt -Check	09/30/2022	1161	Dillian A. Slayton		-13.68	-357.90
Bill Pmt -Check	09/30/2022	1219	Lauren Ruiz		-10.21	-368.11
Bill Pmt -Check	09/30/2022	1183	James A. Scott		-9.07	-377.18
Bill Pmt -Check	09/30/2022	1262	Samantha N. LLoyd		-0.75	-377.93
Bill Pmt -Check	09/30/2022	1173	Filomena Langlois		-0.05	-377.98
Bill Pmt -Check	08/01/2024	1566	Haley Anderton-Den...		-6.00	-383.98
Bill Pmt -Check	08/01/2024	1564	Mrs. Shelley Smith		-3.05	-387.03
Bill Pmt -Check	06/26/2025	1689	Texas A&M University		-1,000.00	-1,387.03
Bill Pmt -Check	06/26/2025	ACH	Reliant		-123.62	-1,510.65
Bill Pmt -Check	07/24/2025	1700	Herbert Fletcher		-110.00	-1,620.65
Bill Pmt -Check	07/31/2025	1703	Steering Committee ...		-94.80	-1,715.45
Bill Pmt -Check	07/31/2025	1702	Herbert Fletcher		-80.00	-1,795.45
Total Checks and Payments					-1,795.45	-1,795.45
Total Uncleared Transactions					-1,795.45	-1,795.45
Register Balance as of 07/31/2025					16,705.85	133,933.63
Ending Balance					16,705.85	133,933.63



Town of
Poetry

July 2025

GL Account 6010
Capital Road
Refurbishment &
6100 Pothole
Signage, Road
Repair

Sales and Use Tax Revenue

Texas Comptroller Allocation

May-23	\$392.28
Jun-23	\$6,432.63
July-23	\$8,529.55
August-23	\$7,633.36
September-23	\$9,172.77
October-23	\$8,169.48
November-23	\$10,285.29
December-2023	\$8,982.72
January-2024	\$9,297.01
February-2024	\$11,177.13
March-2024	\$8,313.79
April-2024	\$8,767.73
May-2024	\$9,379.24
June-2024	\$8,025.35
July-2024	\$8,761.22
August-2024	\$8,616.47
September-2024	\$9,517.29
October-2024	\$8,149.79
November-2024	\$8,692.26
December-2024	\$8,333.01
January-2025	\$9,549.48
February-2025	\$12,200.67
March-2025	\$8,778.05
April-2025	\$7,790.71
May-2025	\$10,381.66
June-2025	\$9,598.68
July-2025	\$9,281.90

Total Allocation **\$234,209.52**

Expenditures

GL 6010 YE 09302022	\$ 7,477.00
GL 6010 YE 09302023	\$ 20,826.16
GL 6010 YE 09302025	\$64,859.68
6010 TOTAL	\$93,162.84
GL 6100 YE 09302024	\$ 33,300.50
GL 6100 YE 09302025	\$ 24,727.45
6100 TOTAL	\$ 58,027.95

10/01 - 07/31/2025

	12/1/24	
Kaufman CO	3280	5042023
Uline	421.75	5152023
Hunt CO	3000	6202023
Hunt CO	500	7232023
Road Traffic Signage	101.93	8052023
Amazon	15.99	8212023
SmartSign	7.9	8312023
SmartSign	203.05	9052023
	7530.62	

Road GL 6010 & 6100

Total Expenditures

\$151,190.79

Road Fund Balance	\$83,018.73
General Fund Balance	\$52,710.35
Bank Bal 07/31/2025	<u>\$135,729.08</u>

Town of Poetry

Account QuickReport

October 2024 through September 2025

Type	Date	Num	Name	Memo	Split	Amount
6000 Capital Expenditure						
6010 Cap Exp Road Refurbishment						
Bill	12/23/2024		U Rent It	Per Mayor	Accounts Paya...	500.00
Bill	12/23/2024		U Rent It	per Mayor	Accounts Paya...	7.68
Bill	01/02/2025	20143...	Texas Materials Gro...	201434765	Accounts Paya...	8,879.00
Bill	01/02/2025	TOPT-...	LBJ Diversified, LLC	TOPT-12-24-7L	Accounts Paya...	893.00
Bill	01/20/2025	H-19	Hunt County	H-19 Patch R...	Accounts Paya...	54,580.00
Total 6010 Cap Exp Road Refurbishment						64,859.68
Total 6000 Capital Expenditure						64,859.68
TOTAL						64,859.68

11:19 AM

08/05/25

Accrual Basis

Town of Poetry

Account QuickReport

October 2024 through July 2025

Type	Date	Num	Name	Memo	Split	Amount
6100 Pothole Signage & Road Rel						
Bill	10/21/2024	H-17 p...	Hunt County	CR 2458, CR ...	Accounts Paya...	4,500.00
Bill	10/31/2024		Texas Materials Gro...		Accounts Paya...	1,375.40
Bill	11/04/2024		Centerline	Signs Roads	Accounts Paya...	450.00
Bill	11/12/2024		Amazon Online	slow down sig...	Accounts Paya...	39.96
Bill	11/12/2024		Amazon Online	slow down sig...	Accounts Paya...	35.98
Bill	11/12/2024		Amazon Online	workers ahea...	Accounts Paya...	31.18
Bill	11/12/2024		Amazon Online	SLOW TRAF...	Accounts Paya...	41.00
Bill	11/14/2024		Poetry Tack & Ag, L...	Road Worker...	Accounts Paya...	3.00
Bill	11/21/2024	271379	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	1,476.80
Bill	12/05/2024	20142...	Texas Materials Gro...	ASPPM GRA...	Accounts Paya...	657.80
Bill	12/05/2024		Poetry Tack & Ag, L...	roads	Accounts Paya...	46.50
Bill	01/06/2025		Amazon Online	Rust Oleum ...	Accounts Paya...	82.44
Bill	01/16/2025	01-00...	Poetry Tack & Ag, L...	VOID:	Accounts Paya...	0.00
Bill	01/20/2025	H-18	Hunt County	H-18 10 roa...	Accounts Paya...	5,500.00
Bill	01/30/2025		Poetry Tack & Ag, L...		Accounts Paya...	23.95
Bill	02/13/2025	271379	Texas Materials Gro...	04283 Asphalt	Accounts Paya...	1,446.20
Bill	02/20/2025	20145...	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	681.80
Bill	02/21/2025	Hunt ...	Hunt County		Accounts Paya...	2,200.00
Bill	03/13/2025	271379	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	701.40
Bill	03/13/2025	20146...	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	754.60
Bill	03/20/2025	271379	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	777.00
Bill	03/21/2025	3089....	Nichols, Jackson, Di...	Roads Related	Accounts Paya...	215.00
Bill	03/21/2025	Tree T...	Hunt County		Accounts Paya...	100.00
Bill	04/01/2025	271379	Texas Materials Gro...	Inv 20146985...	Accounts Paya...	693.00
Bill	04/09/2025		Texas Materials Gro...	Inv 20148435...	Accounts Paya...	721.00
Bill	04/10/2025	20148...	Texas Materials Gro...	Inv 20148549...	Accounts Paya...	728.00
Bill	06/26/2025	Volunt...	Walmart	Volunteer Cre...	Accounts Paya...	9.84
General Journal	06/26/2025	09302...		05252021 Ca...	American Nati...	-40.00
Bill	07/03/2025	271379	Texas Materials Gro...	Volunteer Ro...	Accounts Paya...	1,475.60
Total 6100 Pothole Signage & Road Rel						24,727.45
TOTAL						24,727.45



**STATE OF TEXAS
COUNTIES OF KAUFMAN AND HUNT
CITY OF POETRY, TEXAS**

BE IT REMEMBERED THAT ON THIS DAY OF THE 19th of June 2025 at 5:30 pm, the Town Council of Poetry, Texas, held a Regular Town Council Meeting at Poetry Community Christian School, 18688 FM 986 Poetry, Texas 75160 with the following present:

- A. Mayor Jaffe** called the public meeting to order at 5:30 p.m. Roll call was taken by Mayor Jaffe. Present were Councilmembers Terry Fowler, Tom Anderson, Doug Kendrick, Tracie Hibbs and Dale Bryant.

Section 38.13 - Hindering Proceedings By Disorderly Conduct

(a) A person commits an offense if he intentionally hinders an official proceeding by noise or violent or tumultuous behavior or disturbance

(b) A person commits an offense if he recklessly hinders an official proceeding by noise or violent or tumultuous behavior or disturbance and continues after explicit official request to desist.

(c) An offense under this section is a Class A misdemeanor.

Tex. Pen. Code § 38.13

- B. Pledge of Allegiance and Invocation:** Councilmember Terry Fowler

- C. Executive Session—** At 5:35 pm Mayor Jaffe closed session in chambers to discuss legal matters according to Texas Government Code, Chapter 551, including Sec. 551.071 (private consultation with the town attorney) to provide new member training, updates on pending litigation, West, Smith, Akin vs. Town of Poetry and Town Council and discussion regarding the town map.

EXECUTIVE SESSION: 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.*

- Executive session began at 5:35 pm
- Executive session adjourned at 6:49 pm
- Mayor Jaffe reconvened the public meeting at 6:49 pm and provided a brief overview of items discussed during the closed session:
 - **Training for New Mayor and Council:** Covered legal responsibilities including open meetings compliance, conflicts of interest, and parliamentary procedures. This is standard training provided at the start of each new council term.
 - **Lawsuit Against the Town:** Council received a brief update on the status of the ongoing court case involving the Town.
 - **Town Map Concerns:** Some council members raised general questions regarding the Town map; no specific issues or decisions were addressed.

No decisions or actions were taken during the session, in accordance with legal requirements.

D. Items of Community Interests:

Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report of the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders of upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.

1. Thank you to all who contributed to our 3rd Annual Poetry Agricultural Scholarship.
2. Thank you to CM Kendrick and CM Bryant for clearing tree debris from the roadway after a recent storm.
3. Thank you to CM Anderson, the Kirby Family and Bill Carter for clearing tree debris from CR 2434 roadway after a recent storm.
4. Thank you to our Hunt and Kaufman County Commissioners and their teams for their willingness to help us with our road repairs.

E. Reports:

1. Financial
 - a. May End 2025
 - b. May Sales & Use Report

F. Consent Agenda:

1. Approve minutes from May 22, 2025 Special Meeting: CM Anderson made a motion to approve, with a second by CM Fowler. ***Motion passed unanimously 5:0***
2. Approve Minutes from May 29, 2025 Town Hall Meeting: CM Anderson made a motion to approve, with a second by CM Fowler. ***Motion passed unanimously 5:0***
3. Approve Hunt County Election Total Election Cost invoice 5/29/25 - \$2,283.00: CM Anderson made a motion to approve, with a second by CM Fowler. ***Motion passed unanimously 5:0***
4. Approve Hunt County Elections Annual License & Support Fee 5/15/25 - \$752.50: CM Anderson made a motion to approve, with a second by CM Fowler. ***Motion passed unanimously 5:0***
5. **Approve Nichols Jackson 5/31/25 legal bill (\$215.00 lawsuit, \$752.50 other) - \$967.50:** Request by CM Kendrick to move to the regular agenda. Motion by CM Hibbs to move to the regular agenda, with a second by CM Anderson. ***Motion passed unanimously 5:0***
6. **Approve BHC Engineering 6/3/25 invoice - \$2,125.02:** Request by CM Kendrick to move to the regular agenda. Motion by CM Hibbs to move to the regular agenda, with a second by CM Anderson. ***Motion passed unanimously 5:0***

F. Regular Agenda:

- 0-5 (Moved from consent agenda) Approve Nichols Jackson 5/31/25 legal bill (\$215.00 lawsuit, \$752.20 other) - \$967.50:** Mayor Jaffe cleared up invoice totals confusion for new council members. Motion by CM Hibbs to pay invoice in the amount of \$967.50, with a second by CM Anderson. ***Motion passed unanimously 5:0***
- 0-6 (Moved from consent agenda) Approve BHC Engineering 6/3/25 invoice - \$2,125.02:** Questions were asked/answered about this invoice amount and how it may pertain/affect the upcoming 2025-2026 Town budget. Motion by CM Anderson to pay invoice in the amount of \$2,125.02, with a second by CM Kendrick. ***Motion passed unanimously 5:0***

1. **Nominate and elect a Mayor Pro-Tem (Mayor):** Nominations were presented for both CM Fowler and CM Kendrick for Mayor Pro Tem by council. A motion was made by CM Bryant with a second by CM Hibbs to nominate CM Fowler as the Mayor Pro Tem. ***Motion passed unanimously 5:0***
 - **Citizen Robin Followell:** Voiced her support for CM Fowler attributing to his council experience.
2. **Announce and Award Poetry 3rd Annual Agricultural Scholarship finalist (Anderson/Fowler):** Shaylee Reed is the recipient of the 2025 Agricultural Scholarship.
Discussion Item – no vote needed
3. **Update on Town of Poetry signage project (Bryant):** CM Bryant provided progress on the Town signage project approved last year. New and missing road signs have been purchased and are ready to install. CM Bryant reached out to TXDOT to discover that they will step in to assist with installation—potentially at no cost—sometime in the fall, after the mowing season is complete. This item will be brought back as a formal agenda item when a commitment is needed to move forward with TXDOT. **Discussion Item – no vote needed**
 - **Citizen Tara Senkevich:** thanked Dale Bryant and noted that TxDOT has been great to work with. She added that, after consulting with the town's attorney, she confirmed that signs for some private roads within town boundaries were permissible and have already been included in the existing sign inventory.
4. **Discuss and take action as necessary on updated Town of Poetry Decorum and Procedures Policy (Mayor):** Council discussed updates to the Town of Poetry's Decorum and Procedures Policy, sponsored by Mayor Jaffe. Revisions focused on clarifying language, aligning with state law and Robert's Rules of Order, and improving transparency.
Key changes included:
 - Clarification between public comments on agenda items and general public comments at the end of meetings.
 - Standardizing terminology to "general public comments."
 - Noting that some items may require a supermajority vote, as determined by law.
 - In compliance with new state law, the policy was amended to require:
 - Council members receive agenda packets five (5) business days prior to meetings.
 - Public posting of agendas no later than three (3) business days before meetings.CM Bryant made a motion to approve the Town of Poetry Decorum and Procedures Policy as amended with a second by CM Hibbs. ***Motion passed with a vote of 4:1 with CM Anderson opposed.***
 - **Citizen Jonathan Blake:** commented that the October 17, 2024, update to the Town's Decorum and Procedures Policy is not currently reflected on the website and requested it be added to the official resolutions for transparency and historical record. He also raised concern about language in the policy that appears to shift the council's authority to determine meeting locations to the mayor, suggesting the council consider whether they intend to delegate that power. Additionally, he recommended adjusting the council's

internal review timeline to align with the new state requirement of three business days for public notice, ensuring members have sufficient time to review materials before posting.

- **Citizen Tara Senkevich:** expressed appreciation for Mayor Jaffe's professionalism and supported the addition of a certified agenda. She raised concerns about the mayor unilaterally changing the public comment policy before a council vote, arguing that such changes should be made only with council approval. She advocated for public comments at the beginning of meetings to allow broader participation, noted disappointment over the removal of language encouraging community service by council members, and emphasized the importance of maintaining such standards to promote volunteerism and servant leadership.
- **Citizen Robin Followell:** clarified that the issue with the outdated policy not being on the website was not the council's fault, acknowledging that it hadn't been updated since October. She emphasized that the council members are committed to volunteering and serving the town, even if that commitment wasn't explicitly listed in the current document.

5. **Discuss and take action as necessary on placing \$3,000 in escrow with Hunt County for road repair work, Project Agreement H25 (Mayor):** The Mayor presented a proposal to establish escrow accounts with Hunt County and Kaufman County to expedite road repair work. The current process requires council approval followed by commissioner's court approval, creating approximately 60-day delays during which road conditions deteriorate significantly.

Current Road Conditions

Multiple roads are in critical condition requiring immediate attention:

- CR 2326: Falling apart
- CR 2434: Deteriorating and becoming dangerous, especially at night
- FM 249: Has dangerous potholes and is becoming unsafe
- FM 2458: Contains large potholes

Proposed Solution

- The Mayor requested authority to place funds in escrow with both counties, allowing for:
- Immediate work orders between council meetings
- Shortened repair cycle times
- Better utilization of seasonal repair opportunities (hot asphalt weather)
- Accountability through monthly reporting to council

Financial Discussion

- **Initial Proposal:** Council Member Hibbs suggested \$33,000 total (\$11,000 per county plus \$11,000 in interest-bearing account)

Concerns Raised:

- Need for accountability beyond just the Mayor's discretion
- Different cost structures between counties:
- Hunt County ILA: Charges only for fuel and materials
- Kaufman County ILA: Charges for fuel, asphalt, labor, and equipment

- Current road fund balance: \$65,583 (as of May 25th)
- Monthly sales tax revenue: Approximately \$8,600

Revised Proposal: Council Member Anderson motioned for \$5,000 discretionary spending subject to Mayor Pro Tem review and approval, with a resolution to be drafted for next month's discussion.

County Agreements

- **Hunt County:** Commissioner David Monroe willing to provide favorable rates, charging only for materials on some projects.
- **Kaufman County:** Commissioner Kelly Lane has discretion to contribute labor and equipment, with judge approval. Specific example cited: 3.67-mile stretch of FM 249 repair for \$2,100 (asphalt only).

Public Input

- **Jonathan Blake:** Supported \$5,000 amount and recommended Council Member Anderson co-approve expenditures due to his experience.
- **Tara Senkevich:** Supported concept with two council member approval requirement. Suggested limiting discretionary spending to pothole/shoulder repair only, not major refurbishments. Noted volunteer road crew still has approximately \$600 remaining in approved funds.
- **Obie Rooker:** Raised concern about buried culverts on FM 249 causing flooding and accelerated road deterioration. Mayor agreed to coordinate site visit to identify problem areas.
- **Robin Followell:** Supported the district concept where each council member would be responsible for specific roads, similar to larger cities. Raised concerns about road marking procedures and who would be responsible for spray painting sections needing repair. Reported that her section of CR 2400 was the only one not repaired during previous work - approximately 3.5-4 feet of shoulder missing. Noted that Hunt County acknowledged this was the only section not spray painted and therefore not fixed, but promised follow-up never occurred. Recommended Terry Fowler and Dale Bryant as the two-person approval team for road expenditures, citing Bryant's extensive construction and road experience and the existing working relationship with Kaufman County Commissioner Kelly Lane.

Council Action Taken

- **Motion Approved (Unanimous):** Council Member Anderson motioned to approve Agenda Item 5 with the following modifications:
 - A. Increase escrow amount from \$3,000 to \$5,000 for Hunt County
 - B. Require approval from Mayor AND Council Member Fowler AND Council Member Anderson (three-person approval process)
 - C. Restrict expenditures to edge/shoulder repair, pothole repair, and culvert repair only
- Council Member Hibbs seconded the motion

Key Clarifications Made:

- This authorization is strictly for road repairs, NOT road rebuilding or major reconstruction

- All three designated council members must agree before issuing work orders
- Monthly reporting back to full council required
- Emergency repairs only during summer construction season

Budget Discussion

Council Member Bryant noted upcoming budget process and suggested:

- Creating separate capital line item for major road projects
- Operational expense category for routine pothole repairs
- Better tracking and transparency of road expenditures
- No budget changes made during this meeting - all budget modifications will go through proper public hearing process

Outstanding Issues

- Need to identify and address buried culverts contributing to road damage (coordinate with Obie Rooker)
- Resolve Robin Followell's unrepaired road section on CR 2400
- Implement objective road prioritization system
- Address Agenda Item 6 (Kaufman County escrow account)

Next Steps

- Begin coordinating road repairs with Hunt County using new \$5,000 escrow account
- Schedule site visits to identify problem culverts and unrepaired sections
- Report back to council next month on escrow account usage and effectiveness
- Consider similar escrow arrangement with Kaufman County (Agenda Item 6)

6. Discuss and take action as necessary on placing \$3,000 in escrow with Kaufman County for road repair work, Project Agreement (Mayor): Council discussed establishing identical escrow arrangement with Kaufman County as approved for Hunt County. Key points:

- **Commissioner Kelly Lane** willing to charge only for materials on some projects, similar to Hunt County arrangement
- **Road conditions** in Kaufman County also deteriorating but fewer total miles than Hunt County roads
- **Equipment testing opportunity** - Commissioner Lane has new equipment to test on 3.6-mile stretch for \$2,100
- **Seasonal urgency** emphasized - need to complete repairs before winter weather causes further damage

Public Input on Item 6

- **Jonathan Blake:** Supported identical escrow arrangement for Kaufman County. Noted that escrow account doesn't prevent additional work orders for specific projects or tree trimming as needed.
- **Tara Senkevech:** Suggested adding debris and tree trimming to allowable expenditures beyond culvert, pothole, and edge/shoulder repair.
- **Robin Followell:** Recommended increasing Kaufman County amount to \$7,000 instead of \$5,000, citing additional time between quotes and actual work completion, plus accelerated road deterioration in summer heat.

Council Action Taken

- **Motion Approved (Unanimous):** Council Member Anderson motioned to approve Agenda Item 6 with identical terms as Item 5:
 - \$5,000 escrow account with Kaufman County
 - Same three-person approval process (Mayor + Fowler + Anderson)
 - Limited to edge/shoulder repair, pothole repair, and culvert repair
 - Council Member Bryant seconded the motion

Note: Tree trimming and debris removal noted for future consideration but not included in current motion.

Next Steps

- Begin coordinating road repairs with Kaufman County using new \$5,000 escrow account
- Schedule site visits to identify problem culverts and unrepaired sections
- Report back to council next month on escrow account usage and effectiveness

7. **Discuss and take action as necessary on Texas Municipal League (TML) Cyber Liability Insurance lapse (Mayor):** Mayor Jaffe informed Council that the Town of Poetry is currently not covered under cyber liability insurance due to a recent change in Texas Municipal League (TML) policy, which now separates cyber liability into its own risk pool with a separate premium. While coverage was previously bundled and cost \$175, the new standalone premium is approximately \$1,000 annually, with prorated coverage available for the remainder of the current year.

- Council discussed the importance of protection against cyber threats such as ransomware. Although current town systems are considered low risk, members agreed that potential future costs justify coverage.
- Council authorized the Mayor to sign the required interlocal agreement (ILA) to request a quote and initiate coverage for the remainder of the year. Full-year coverage will be reconsidered during the upcoming budget cycle.

CM Kendrick made a motion to allow the Mayor to sign the ILA with TML and pay the prorated amount for liability cyber insurance for the balance of the year, with a second by CM Anderson.

Motion passed unanimously with a vote of 5:0.

8. **Update on Town Emergency Management Preparedness (Kendrick):** CM Kendrick provided an update on the Town's emergency management planning. Because Town Hall is located in Kaufman County, Kaufman County serves as Poetry's primary emergency management partner, though Hunt County also remains a willing and cooperative resource. Emergency Management Coordinator, CM Kendrick, reported on efforts to strengthen emergency preparedness, including:

- Coordination with both Kaufman and Hunt Counties, who are open to mutual aid.
- Plans to implement Kaufman County's emergency notification system, allowing residents to receive alerts about weather events, road closures, and other hazards.
- Outreach to East Texas Regional CERT (Citizens Emergency Response Team) to explore local CERT training for interested residents, which would allow citizens to assist during emergencies or events.

- Emphasis on NIMS (National Incident Management System) training compliance for town officials, with certificates to be retained by the Town.

The Council emphasized the importance of proactive planning, community involvement, and inter-county collaboration to ensure a prepared and responsive emergency framework for Poetry.

Discussion item – no vote needed

Council broke for short recess at 8:51 pm. Council resumed at 8:55 pm

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.

- **Citizen Chad McFarlan:** shared his experience serving on the Terrell Chamber of Commerce Board, noting his recent appointment as Chairman for 2025. Highlighting the valuable networking opportunities offered by the Chamber, he mentioned inviting Mayor Jaffe to recent luncheon meetings, which have already yielded positive results for the Town. To support continued engagement, Mr. McFarlan donated a \$300 check to cover a one-year Chamber membership for the Town of Poetry, along with the application and contact information for the Chamber's membership coordinator.
- **Jonathan Blake:** asked if the town newsletter was going to continue.
- **Stella Walker:** raised concerns about drainage and road conditions near County Roads 2454–2456, noting that damaged culverts and unmaintained bar ditches are causing water to overflow onto roads, leading to potholes. She emphasized that without addressing drainage issues, pothole repairs will be ineffective. On behalf of Carol Lee (CR 2458), she also asked about the status of the *Poetry Post* newsletter, approved by council in prior years, which provided updates on town events, finances, and other news.
- **Shelley Smith:** thanked the council for returning to earlier practices and made three suggestions: establish a reimbursement process for councilmembers' expenses; consider a "dark sky" ordinance to reduce light pollution; and add a "New Business" section to agendas so councilmembers can share ideas for future discussion in advance.
- **Rose Ingram:** suggested the council consider adding language to clarify that members serve as volunteers, noting that many new or less-engaged residents may not be aware. She also expressed support for reinstating the *Poetry Post*, the town's official newsletter approved in 2021, highlighting its value for residents who lack reliable internet access and prefer printed communication.
- **Kevin Senkevech:** supported the additional funding for pothole repairs, noting the town is now dealing with significantly larger ones. He mentioned that the county's road crews must work through a queue, but the town may receive quicker service due to urgent road conditions. He also shared helpful information from Hunt County: if a culvert originally purchased by a citizen collapses, the county is responsible for replacing it at no cost. He pointed out several collapsed

culverts on Lon Akins drive and offered to send photos to assist with repairs. He reminded the council that funding for asphalt has already been approved in previous motions and at least one trailer of asphalt remains unused. He also recommended the council take advantage of Hunt County's low-cost services for bar ditch maintenance and tree trimming, which only require fuel reimbursement.

- **Tara Senkevech:** noted that while reimbursing council members for expenses is a valid idea, donated supplies like paper and ink have been helpful in the past. She recalled only being reimbursed once, for gas during a trip to Austin. She again emphasized the value of the *Poetry Post* as the town's official newsletter—approved in 2021—and encouraged its continuation, especially for residents without reliable internet access. The paper newsletter not only informs citizens but also serves as a historical record of town activity. Additionally, she pointed out a misspelling of Representative Brent Money's name in the May 29th meeting minutes and asked for a correction to a prior statement regarding zoning. Specifically, she clarified that in the event of a home loss on a non-conforming lot, the current ordinance allows homeowners to rebuild up to 150% of the previous home's value.
- **Dennis Jenkins:** presented a petition from 16 neighbors on County Road 249, raising urgent safety concerns about excessive speeding and heavy truck traffic. Despite the posted 35 mph speed limit, vehicles are regularly clocked going 50–84 mph, creating a dangerous situation for children, pets, and pedestrians. He reported speaking with DPS and county law enforcement and shared that even commercial trucks like Bud Light semis use the road as a GPS shortcut between major highways, worsening the issue. He requested additional signage—such as weight limits, no through trucks, and no passing signs—and emphasized the need for actual enforcement with real monetary consequences, not just symbolic signs. He also urged council members to visit the area firsthand to witness the traffic patterns. Mayor Jaffe responded that the issue is a priority and could present a revenue opportunity for the town by fining violators.
- **Robin Followell:** praised CM Bryant's efforts to implement real-time notifications, such as alerts for road closures like FM 1565, stating that timely updates are more helpful than a once-a-month letter. While supportive of the *Poetry Post* newsletter, she emphasized the importance of having both forms of communication. She shared past issues with not receiving town mail but believe it's now resolved. She closed by thanking the council for the smooth, respectful tone of the meeting, expressing appreciation for the open dialogue and a renewed interest in attending future meetings and volunteering.
- **Robin Bowles:** expressed appreciation for both the new and previous councils, acknowledging their efforts despite past struggles. She urged the council to prioritize fixing a badly damaged road that's affecting their vehicle. She also emphasized a desire to stay positive and supportive rather than critical and offered prayers for the council's success moving forward. She asked to be included in any safety-related volunteer efforts.

H. Adjournment

The Town Council meeting was adjourned at 9:29 pm

**PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF POETRY,
TEXAS ON THIS 17TH DAY OF JULY 2025**

Mike Jaffe, Mayor

Anne E. Hamilton, Town Secretary



**STATE OF TEXAS
COUNTIES OF KAUFMAN AND HUNT
TOWN OF POETRY, TEXAS**

BE IT REMEMBERED THAT ON THIS DAY OF THE 17th of July 2025 at 5:33 pm, the Town Council of Poetry, Texas, held a Workshop & Regular Town Council Meeting at Poetry Community Christian School, 18688 FM 986 Poetry, Texas 75160 with the following present:

A. Mayor Jaffe called the public meeting to order at 5:30 p.m. Roll call was taken by Mayor Jaffe. Present were Mayor Pro Tem Terry Fowler, Councilmembers Tom Anderson, Doug Kendrick, Tracie Hibbs and Dale Bryant.

Pledge of Allegiance and Invocation: Councilmember Terry Fowler

B. Workshop Agenda:

1. 2025-2026 Budget Preparation Discussion (Secretary Theresa Scholander in attendance during workshop)
 - Preparation of the FY2025–2026 budget, which must be finalized and filed with the county by September 30. Preliminary revenue projections were reviewed, including historical data, and current outstanding obligations. Secretary Teresa provided updated income figures and estimates, as well as a projected carryover of approximately \$61,785 from the current fiscal year.
Revenues were detailed, including franchise fees, sales tax, and solid waste fees. A 3% increase is anticipated in solid waste income. The projected total income stands at approximately \$344,800.
Transparency in financial reporting was emphasized, and specific budget categories were suggested to improve clarity, including a distinction between capital and operational expenses for roads, and detailed professional services accounts (engineering, legal, consulting). Challenges in monthly budgeting due to timing and variability in project execution were addressed, as the town uses a modified cash basis for accounting. Potential future costs, such as impact fee studies, cybersecurity insurance (recommended increase from \$1,250 to \$1,850), and projected road improvement funding, remain the town's top infrastructure priority. Council has agreed to gather and submit specific funding needs for their areas of responsibility to Teresa for inclusion in the next budget draft. Additional workshops are planned to finalize allocations and goals prior to approval.

Council recess at 6:40 pm – resumed at 6:45 pm

C. Items of Community Interests:

Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report of the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders of upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.

1. Thank you to the volunteer road crew for helping pothole repairs on CR249 and CR2458 on July 3rd, CM Fowler, Josh Knight, Debbie Emard, Trevor Kroeger, Jimmy and DJ Johnson, David Potts, CM Kendrick, JT West, Mike Griffin, CM Bryant, Kenny Hibbs, and Sue Jaffe
2. Thank you to Hunt County Precinct 2 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.
5. Thank you to PCCS for hosting us.
- **Update on Poetry shooting incident from January 2025** – Tom Anderson provided an update on the trial and sentencing for shooting incidents on CR 2440 where Jesus Cruz Monje had been recklessly shooting towards houses. He was subsequently arrested and convicted on the charge of “Deadly conduct discharge of a firearm”, a third-degree felony. He was sentenced to 4 years in prison, and it is anticipated that he will subsequently be deported as he is here in the country illegally.

D. Reports:

1. Financial
 - a. P&L Budget vs Actual Jun '25
 - b. Bank Reconciliation Summary Jun '25
 - c. Bank Reconciliation Detail Jun '25
 - d. Sales & Use Tax Report Jun '25
2. Roads update
 - Volunteer crews worked on Roads 249 and 3458. Hunt County repaired Roads 2426, 2326, and the intersection at 2400, with plans to continue along 2400 and roads near Grande Verde. Green Meadow and Four Post Lane are beyond pothole repair. Council is working with the respective counties to explore options. Full resurfacing is not currently affordable. Past patching methods have not held well, and new potholes often form nearby. Going forward, council will work to rely more on county crews, who have the equipment and resources to handle roadwork more effectively.

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 of June 19, 2025 Executive Session & Regular Meeting
 - Moved to Regular Agenda for further discussion. Motion to move to made by Councilmember Hibbs with a second by Councilmember Kendrick. Vote not taken
2. Approve Nichols Jackson 6/30/25 legal bill (\$430.00 lawsuit, \$592.00 other) = \$1,022.00
 - Motion to approve made by Councilmember Anderson with a second by Councilmember Fowler. Motion passed unanimously.

6. Regular Agenda (item sponsor)

0. Approve Minutes of June 19, 2025 Executive Session & Regular Meeting (moved from Consent Agenda)

- Corrections needed addressed by Councilmember Anderson. Motion to approve June 19th minutes with the added corrections made by Councilmember Hibbs with a second made by Councilmember Anderson. Motion passed unanimously.

1. Discuss and take action as necessary on Quickbooks upgrade (Mayor)

Our current desktop version of Quickbooks 2021 is out of date. This proposal will move us to Quickbooks "Plus" Online along with their "Core" payroll module. Our auditors have approved using Quickbooks online.

- Council discussed upgrading from the outdated QuickBooks Desktop 2021 to QuickBooks Online, which is now the only supported version. The upgrade would include adding the payroll module to streamline processes and improve accuracy. The transition offers benefits such as role-based access, integration with budgeting tools, live support, and better financial tracking. The total estimated cost is \$1,690.50 for the first year and \$2,136 annually thereafter.
 - Citizen Tara Senkevech
Expressed concern with accounting software price increases, noting a jump from \$300 to \$3,500 with Sage Peachtree. She suggested QuickBooks may follow a similar pricing model. She raised questions about whether QuickBooks' payroll module fully handles tax filings like Gusto does or if manual input would still be required.

Motion to move the accounting software from the desktop version to online made by Councilmember Kendrick with a second made by Councilmember Anderson. Motion passed unanimously.

2. Discuss and take action as necessary on next steps for P&Z implementation (Mayor)

Prior Council passed "Zoning Ordinance 2024-03-01" on 3/21/24. We need to begin laying out our P&Z plan including next steps.

- Discussion on next steps for implementing the zoning ordinance passed in March 2024. The goal is to explore how to activate and enforce the ordinance, which is currently in place but not fully operational. Mayor Jaffe emphasized that this is not a discussion about removing or changing zoning, but about making it functional, developing processes, permits, and communication for residents. Citizen Robin Followell was asked to share her experience with zoning in municipalities. Discussion item – no vote needed.
 - Citizen Tara Senkevech
Expressed concern about adding permits and regulations in rural areas, noting that many locals prefer minimal oversight. She referred to other small towns, like Talty, where limited zoning enforcement has worked effectively, citing low violation rates. While preferring county oversight, she acknowledged that, due to legal obligations stemming from the previously adopted zoning ordinance, some regulatory steps must move forward—even if unpopular.
 - Citizen Ryan Lutes

Voiced caution about moving too quickly with zoning enforcement, emphasizing the need to understand the scope and scale of implementation. He expressed concern about expanding government unnecessarily and suggested evaluating when zoning becomes essential based on population or development trends, to avoid investing time and resources in a problem that may not yet exist.

3. Discuss and take action as necessary on Code of Conduct/Ethics resolution for Council. (Mayor)
2 ½ years ago Council considered implementing a Code of Ethics resolution that would establish standards for Council, Town Employees and Committee Members. This is a continuation of that effort. We'll look at and consider our draft as well as some from other Texas towns.

- Discussion around the need for a Code of Conduct and Ethics for council members, employees, and committee volunteers. A previous draft was deemed overly complicated. Council agreed the new version should be short, simple, and focused on setting clear expectations rather than enforcing strict penalties.

Councilmember Anderson and Mayor Pro Tem Fowler volunteered to draft a revised version, ideally under 500 words, using examples from other towns as inspiration. No formal action was taken beyond assigning the task.

- Citizen Ryan Lutes

Mr. Lutes urged the council to keep the Code of Conduct simple but not overly narrow, that policies are necessary to address behavior from those who may not follow common-sense expectations. He emphasized the importance of having clear rules to ensure accountability.

4. Discuss and take action as necessary on \$615.33 shortfall in Volunteer Road Crew funding (Mayor)
In reconciling our volunteer road crew funding for this fiscal year we determined that there was an overspend of \$615.33, based on approved funding. In the past, this approval and spending was tracked and documented outside of our accounting system. Going forward it will be integrated into it allowing greater accountability.

- Secretary Teresa reviewed the past year's minutes and compiled all council-approved expenditures for the volunteer road crew. After reconciling approved funds and actual expenses, it was found the town is short by \$615.33, largely due to a missed entry from July 2024 for coal patch material. To reconcile the budget and bring the road crew account to zero, council is requested to approve an additional \$615.33. The funds would come from the general fund. Moving forward, all expenditures will be tracked in QuickBooks using a purchase order (PO)-style system to prevent discrepancies. Council also expressed interest in tracking spending by road for better citizen transparency.

Councilman Anderson made a motion to approve the \$615.33, seconded by Councilman Fowler. The motion passed unanimously.

F. 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.

- Citizen Tara Senkevech

Praised the volunteer road crew for their recent work, noting the road looks much better and acknowledging the effort involved. She said that residents are still contacting her and saying that they found the bank reconciliation reports confusing and suggested the format of the month-end reports for greater transparency and detail. She expressed her thoughts on the importance of clarity in the financial reports and the audit expenses. She wondered why the pending grant was not addressed in the budget discussion and urged the council to plan for a grant administrator and engineer, noting the process could take up to three months.

Mayor Jaffe responded by explaining that going forward, all financial reports will be generated directly from QuickBooks to ensure accuracy and consistency. Manually typed reports or separate formats will no longer be used, as they increase the risk of errors. Any future month-end or detailed financial reporting will also originate from QuickBooks, the town's official accounting system.

- Citizen Shelley Smith

Shared concerns about the town's limited revenue and the likely need for a future property tax. Using her own property and those of two neighbors as examples, she highlighted disparities in potential tax burdens, ranging from \$4 to \$1,812 annually, based on property size, exemptions, and boundary lines. She feels that many residents may not be aware of how a flat rate tax would impact them and suggested more public awareness.

- Citizen Robin Followell

Expressed gratitude for the road work on CR 2326 and appreciation for upcoming plans for CR 2400. She thanked town staff for their support and praised the new public comment signup sheet for its ease of use. She is excited for potential committees and workshops and offered to volunteer. She is concerned about the costs of grant administration and engineering and feels that it should be considered in budget planning.

She disagrees with the public remarks made by the former mayor, expressing that it is disrespectful to the newly elected council. She said that voters chose the current leadership and feels there should be greater respect and support for the new mayor and council.

- Dennis Jenkins

As resident of CR 249, he requested an update on a petition submitted last month and asked the council to support it alongside DPS and the sheriff's office. He recommended replacing "No Through Trucks with Weight Limit" signs with simpler "No Through Trucks" signs, making enforcement easier and helping preserve roads. He also suggested notifying Google Maps to reroute truck traffic.

Mayor Jaffe explained clarified that enforcement of truck restrictions does not require scales, as it is based on a vehicle's Gross Vehicle Weight Rating (GVWR), which is listed on the truck itself. The mayor also confirmed that the petition is being actively reviewed in coordination with officials from all three counties.

- Ryan Lutes

Questioned the need for an additional on-the-ground survey, noting that a legal survey has already been completed. They pointed out that most towns only conduct such surveys when

necessary, particularly in cases involving property rights, and urged the council to carefully consider all spending decisions.

G. 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.

The Town Council meeting was adjourned at 8:50 pm

Mike Jaffe, Mayor

Anne E. Hamilton, Town Secretary



**STATE OF TEXAS
COUNTIES OF KAUFMAN AND HUNT
TOWN OF POETRY, TEXAS**

BE IT REMEMBERED THAT ON THIS DAY OF THE 29th of July 2025 at 6:30 pm, the Town Council of Poetry, Texas, held a Special Town Council Meeting at Poetry Town Hall, 5671 CR 323 Poetry, Texas 75160 with the following present:

A. Mayor Jaffe called the public meeting to order at 6:30 p.m. Roll call was taken by Mayor Jaffe. Present were Mayor Pro Tem Terry Fowler, Councilmembers Tom Anderson, Doug Kendrick, Tracie Hibbs and Dale Bryant.

Pledge of Allegiance and Invocation: Councilmember Tracie Hibbs

B. Items of Community Interests:

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 of upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.

C. Regular Agenda (item sponsor)

1. Consider approval of a resolution suspending Oncor Electric Delivery Company LLC's application to change rates within the Town of Poetry. (Mayor)

On June 26, 2025, Oncor released a Petition and Statement of Intent to Change Rates. The deadline for affected Towns like us to respond is July 31, 2025.

- Vote needed by July 31st to address Oncor Delivery's proposed rate increase, which would automatically take effect without action. A formal response by the council is needed. The proposed increase could raise local electricity bills by \$8-\$10 per month or more, depending on usage. Farmers Electric Co-op does purchase power from Oncor so Hunt County residents would still be affected. Mayor Jaffe's recommended approach is to suspend the rate increase to allow time for negotiation through a coalition known as the Steering Committee of Cities Served by Oncor, which represents 170 Texas cities and works to challenge or reduce utility rate increases on behalf of member cities. Poetry legal counsel, David Berman, advised that suspending the increase preserves the city's jurisdiction and allows for negotiations, while denying the increase outright, would trigger an automatic appeal.

A motion to approve the resolution to suspend the rate increase was made by Councilmember Hibbs, seconded by Councilmember Anderson. **Motion passed unanimously.**

2. Consider approval of a resolution approving cooperation with the Steering Committee of Cities Served by Oncor to negotiate with Oncor on the City's behalf and take any action necessary. (Mayor)

This group is known also known as OCSC and according to their website, have 170 Texas cities as members. This resolution would add the Town of Poetry to that list and provide greater representation in this discussion with Oncor.

- Consideration of a resolution to join the Steering Committee of Cities Served by Oncor (OCSC) to allow the group to represent the Town of Poetry in negotiations over Oncore Electric Delivery's proposed rate increase. The membership cost, prorated for the remainder of the calendar year, is \$94.80, based on 11 cents per resident as estimated by TML (2,069 residents). OCSC works on behalf of member cities to review, and challenge proposed increases, including questionable charges such as fees for LED lighting not yet installed. It was noted that some of Oncor's requested increases relate to infrastructure upgrades and storm recovery but emphasized the importance of oversight and accountability. Poetry legal counsel, David Berman, recommended participation as the most effective and cost-efficient strategy.
The proposed resolution authorizes OCSC to act on behalf of Poetry in related matters at a prorated price of \$94.80, 11 cents per citizen, for the remainder of the 2025 calendar year. If Poetry continues the membership, the cost for 2026 is expected to be a little more than \$200. Councilmember Anderson made the motion to approve the resolution, seconded by Councilmember Hibbs. **The motion passed unanimously.**

D. 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.

- There were no public comments at this time.

E. 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.

The Town Council meeting was adjourned at 6:50 pm

Mike Jaffe, Mayor

Anne E. Hamilton, Town Secretary



About the Terrell Chamber of Commerce

OUR MISSION

The Terrell Chamber of Commerce is committed to promoting the prosperity of our local businesses and industries by fostering economic growth. We bring the business community together through regular events that help our members connect and thrive.

VALUE STATEMENT

Collaboration: We believe in the power of working together to achieve common goals, fostering a supportive and interconnected business community.

Innovation: We embrace new ideas and creative solutions to drive economic growth and enhance the prosperity of our local businesses and industries.

Integrity: We uphold the highest standards of honesty, transparency, and ethical behavior in all our actions and interactions.

Excellence: We are committed to delivering exceptional services and programs that meet the diverse needs of our members and contribute to their success.

Inclusivity: We value diversity and strive to create an inclusive environment where all businesses, regardless of size or industry, can thrive.

Sustainability: We are dedicated to promoting sustainable business practices that support long-term economic growth and community well-being.

Advocacy: We actively represent and advocate for the interests of our members, ensuring their voices are heard at the local, state, and national levels.

Our in-office **staff** is led by a President & CEO and includes directors and support staff to facilitate our **programs of work**: Advocacy / Community Development, Economic Development, Internal Operations, and Tourism. We are governed by a **board of directors** consisting of a Chairman and vice-chairmen who oversee each program of work.

There are many **chamber membership benefits**, from networking events, monthly board luncheons, promotions and advocacy to name a few. We'd love to talk with you about how we can help you grow your business if you join the Chamber. Give us a call or stop by and visit today. We'd love to hear from you!

Terrell Chamber of Commerce and Convention & Visitors Bureau

Privacy & Data Protection Policy



972-563-5703

1314 W Moore Ave, Terrell, TX 75160



P.O. Box 97, Terrell, TX 75160



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**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS
MEMBER GOVERNMENTS (235)**

Counties (16)

Collin
Dallas
Denton
Ellis
Erath
Hood

Hunt
Johnson
Kaufman
Navarro
Palo Pinto
Parker

Rockwall
Somervell
Tarrant
Wise

Cities (170)

Addison
Aledo
Allen
Alvarado
Alvord
Angus
Anna
Annetta
Argyle
Arlington
Aubrey
Aurora
Azle
Balch Springs
Bartonville
Bedford
Benbrook
Blooming Grove
Blue Mound
Blue Ridge
Bridgeport
Burleson
Caddo Mills
Carrollton
Cedar Hill
Celeste
Celina
Chico
Cleburne
Colleyville
Combine
Commerce
Coppell
Copper Canyon
Corinth
Corsicana
Crandall
Cross Timber
Crowley
Dallas
Dalworthington Gardens
Decatur
Denton
DeSoto
Dish

Double Oak
Dublin
Duncanville
Edgecliff Village
Ennis
Euless
Everman
Fairview (Collin)
Farmers Branch
Farmersville
Ferris
Flower Mound
Forest Hill
Forney
Fort Worth
Frisco
Garland
Glenn Heights
Glen Rose
Gordon
Graford
Granbury
Grand Prairie
Grandview
Grapevine
Greenville
Hackberry
Haltom City
Haslet
Heath
Hickory Creek
Highland Park
Highland Village
Hudson Oaks
Hurst
Hutchins
Irving
Italy
Josephine
Joshua
Justin
Kaufman
Keene
Keller
Kemp

Kennedale
Kerens
Krugerville
Krum
Lake Bridgeport
Lake Dallas
Lake Worth
Lakewood Village
Lancaster
Lavon
Lewisville
Little Elm
Lowry Crossing
Lucas
Mabank
Mansfield
McKinney
McLendon-Chisholm
Melissa
Mesquite
Midlothian
Milford
Millsap
Mineral Wells
Murphy
New Fairview
New Hope
Newark
North Richland Hills
Northlake
Oak Point
Ovilla
Pantego
Paradise
Parker
Pecan Hill
Pilot Point
Plano
Ponder
Princeton
Prosper
Quinlan
Red Oak
Reno
Rhome

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS
MEMBER GOVERNMENTS (235)**

Cities (170) - continued

Richardson
Richland Hills
Rio Vista
River Oaks
Roanoke
Rockwall
Rowlett
Royse City
Runaway Bay
Sachse
Saginaw
Sanger

Sansom Park
Scurry
Seagoville
Southlake
Springtown
Stephenville
Sunnyvale
Talty
Terrell
The Colony
Trophy Club
University Park

Venus
Watauga
Waxahachie
Weatherford
West Tawakoni
Westworth Village
White Settlement
Willow Park
Wilmer
Wolfe City
Wylie

School Districts (20)

Arlington ISD
Birdville ISD
Cedar Hill ISD
Denton ISD
Duncanville ISD
Farmersville ISD
Garland ISD

Grand Prairie ISD
Greenville ISD
Hurst-Euless-Bedford ISD
Kaufman ISD
Lewisville ISD
Mansfield ISD
Mesquite ISD

Midlothian ISD
Northwest ISD
Plano ISD
Rockwall ISD
Terrell ISD
Weatherford ISD

Special Districts (29)

Acton Municipal Utility District
Benbrook Water and Sewer
Authority
Central Appraisal District of
Johnson County
Collin Central Appraisal
District
Collin College
Dallas Area Rapid Transit
Dallas College
Dallas County Flood Control
District #1
Dallas County Park Cities
Municipal Utility District
Dallas County Utility &
Reclamation District

Denton County Fresh Water
Supply District #1A
Denton County Fresh Water
Supply District #6/7
Denton County Transportation
Authority
Hunt Memorial Hospital
District
Johnson County Special Utility
District
Lake Cities Municipal Utility
Authority
Metropolitan Area EMS
Authority
Navarro College
North Central Texas College

North Texas Municipal Water
District
North Texas Tollway Authority
Tarrant County College
Tarrant County Regional Water
District
Trinity Metro
Trinity River Authority
Trinity Valley Community
College
Trophy Club Municipal Utility
District #1
Weatherford College
Wise County Water Control &
Improvement District #1



Membership in NCTCOG

NCTCOG is a political subdivision of the State of Texas, but has no regulatory power or other authority possessed by cities, counties or other local governments. NCTCOG's decisions are not binding on member governments, but are considered and adopted as members' needs require. As a political subdivision, NCTCOG is subject to state laws governing open meetings, access to public records and conduct of public officials.



Membership in the Council of Governments is voluntary and is open to the following eligible entities within **State Planning Region 4** (as determined by the Office of the Governor).

- A county
- An incorporated city, municipality, town, or village
- Any authority, district or other political subdivision of the State

When an eligible entity decides to formalize its membership with NCTCOG, it must pass a **resolution of intent** and pay the appropriate amount of annual dues.

- Dues for cities over 5,000 population and counties are calculated on a per capita basis
- Dues for cities with 2,000-5,000 population are \$200 per year
- Dues for cities under 2,000, special districts, and independent school districts are \$100 per year

The **General Assembly**, which is composed of one elected or appointed public official from each governmental member whose annual dues are current, is responsible for the election of officers and directors and may amend the bylaws. The annual membership meeting of the General Assembly is held after the municipal elections (usually in June) to elect the President, Vice President, Secretary-Treasurer, and directors that will serve a one-year term on the NCTCOG Executive Board.

[NCTCOG Executive Board](#)[Membership in NCTCOG](#)[Public Affairs](#)[General Assembly](#)[Strategic Plan 2021-2025](#)[NCTCOG Performance Reporting](#)[Municipal Fee Survey](#)[City Management Association](#)[Executive Board and Regional Award Nominations](#)[2025 NCTCOG Members](#)[NCTCOG Membership Resolution](#)[NCTCOG Bylaws](#)

Resolution for Membership in the North Central Texas Council of Governments

WHEREAS, the Governor of the State of Texas has identified the North Central Texas region (consisting of the 16 counties of Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise) as a state planning region for purposes of sub-state regional planning in accordance with enabling a legislation enacted in 1965 by the Texas State Legislature; and,

WHEREAS, counties, cities, school districts, special districts and subdivisions of the state collectively created the North Central Texas Council of Governments in 1966 to identify and collaboratively address common needs, challenges and opportunities to better ensure the sound development of the region so that it would continue to offer a high quality of life and an even stronger economic base; and

WHEREAS, the North Central Texas Council of Governments has programs and projects that focus on regional issues such as transportation system planning; the environment: air quality, stormwater water quality, etc.; economic development grants and information; workforce training and skills development along with childcare funding; emergency preparedness and 9-1-1 services; and comprehensive services for aging citizens.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

SECTION 1. That _____
(Name of Government/District/Political Subdivision)

wishes to become a participating member of the North Central Texas Council of Governments created for the purposes set out above, and hereby applies for membership in said organization by submission of this Resolution and payment of annual dues.

SECTION 2. That this Resolution shall take effect immediately on its adoption.

Passed on this _____ day of _____, _____ at a meeting of

the _____ of _____, Texas.
(Name of governing body) (Name of Government/District/Political Subdivision)

ATTEST:

(Witness)

(Judge, Mayor, or President)



Please mail Resolution to:

Executive Director's Office
NCTCOG, P. O. Box 5888, Arlington, TX 76005-5888

RESOLUTION NO. 2021-08-01R

**A RESOLUTION OF THE COUNCIL AND MAYOR OF
THE TOWN OF POETRY, TEXAS ESTABLISHING THE
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
AS THE STANDARD FOR INCIDENT MANAGEMENT IN
POETRY, TEXAS.**

WHEREAS, The President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation, and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the county's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the county, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

WHEREAS, a specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;

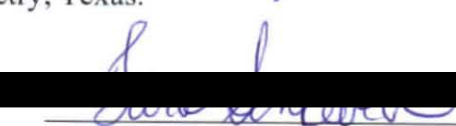
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Poetry, Texas, that the National Incident Management System (NIMS) is hereby established as the standard for incident management in Poetry, Texas.

BE IT FURTHER RESOLVED that Tara Senkevech, is hereby designated as the Local Point of Contact (LPOC).

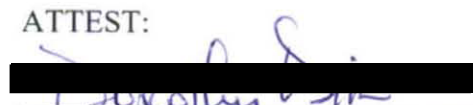
Contact Information:

Tara Senkevech
11090 CR 2400
Poetry, Texas 75160
972-551-7795

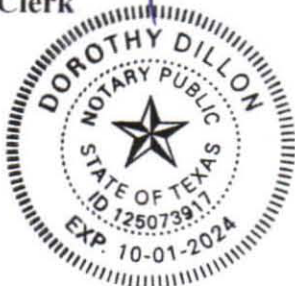
PASSED, APPROVED AND ADOPTED this 17th day of August, year 2021, by the Mayor and Town Council of the Town of Poetry, Texas.


Mayor

ATTEST:


Town Clerk

(Seal)



RESOLUTION NO. _____

**A RESOLUTION OF THE COUNCIL AND MAYOR OF THE
TOWN OF POETRY, TEXAS ESTABLISHING THE
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
AS THE STANDARD FOR INCIDENT MANAGEMENT IN
POETRY, TEXAS.**

WHEREAS, The President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation, and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the county's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the county, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

WHEREAS, a specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Poetry, Texas, that the National Incident Management System (NIMS) is hereby established as the standard for incident management in Poetry, Texas.

BE IT FURTHER RESOLVED that the **Mayor of the Town of Poetry** is hereby designated as the Local Point of Contact (LPOC).

Contact Information:

Mayor of the Town of Poetry
5671 County 323
Poetry, TX 75160
(469) 902-7001

PASSED, APPROVED AND ADOPTED this 21st day of August, 2025, by the Mayor and Town Council of the Town of Poetry, Texas.

Mayor

ATTEST:

Town Secretary

(Seal)

ORDINANCE NO: _____

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS ESTABLISHING STANDARDS OF CONDUCT FOR MEMBERS OF THE TOWN COUNCIL, EMPLOYEES, VOLUNTEERS, VENDORS AND CONTRACTORS.

WHEREAS, the Poetry Town Council desires to establish Standards of Conduct for members of the Town Council, employees, volunteers, vendors and contractors.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF POETRY, TEXAS ADOPTS THE STANDARDS OF CONDUCT ATTACHED HERETO AS EXHIBIT “A” .

PASSED AND APPROVED on the 21st day of August 2025.

MAYOR: _____

Mayor, Town of Poetry, Texas

ATTEST: _____

Secretary

Exhibit “A”

Town of Poetry, Texas - Standards of Conduct

Objectives: All individuals representing the Town of Poetry, including the Mayor, Councilmembers, Employees, Volunteers, Vendors and Contractors, are expected to act at all times with integrity, honesty, confidentiality, transparency, respect, courtesy, and obedience to all ordinances and resolutions of Poetry and laws of the State of Texas and the United States. These objectives are clarified by the following principles.

Honor: Be dedicated to the highest ideals of honor, integrity, respect and courtesy in all public and private relationships. Always be mindful of the need to earn confidence of the citizens of the Town of Poetry, the State of Texas, and the United States.

Serve with Equality: Be mindful at all times that the chief function of the government of Poetry is to serve the best interest of all the residents.

Obedience: Be diligent in obeying all Poetry resolutions, ordinances, Texas laws, and laws of the United States.

Influence: Avoid any appearance of trying to influence Poetry officials or thwart the execution of Poetry ordinances, resolutions, Texas laws, or United States laws.

Benefit: Do not use privileged information regarding the Town of Poetry for personal gain, profit, or benefit, Do not seek nor accept any gift or benefit that might appear to influence a decision or duty regarding the Town of Poetry.

Confidentiality: Safeguard confidential information of the Town of Poetry. Safeguard information discussed in closed council meetings. Avoid discussions concerning Poetry business that could constitute a quorum outside town council meetings.

Representation: Avoid the appearance or impression that any person representing Poetry could intervene or provide special influence on behalf of the Town of Poetry.

Transparency: Be committed to open, honest, transparent actions regarding Poetry business, except for matters deemed confidential, as noted above.

Acknowledgment: Anyone representing the Town of Poetry, including the Mayor, Councilmembers, Employees, Contractors and Volunteers shall sign and date the attached document acknowledging to have read, understood and agreed to uphold these Town of Poetry Standards of Conduct.

Approval: The Town of Poetry Standards of Conduct was passed and approved by the Poetry Town Council on the following date: **21st of August 2025**

Approved: Mayor, Town of Poetry: _____

Attest: Secretary, Town of Poetry: _____

Exhibit “B”

AGREEMENT TO CONFORM TO THE TOWN OF POETRY

STANDARDS OF CONDUCT

I have received, read and agree to abide by the Town of Poetry’s Standards of Conduct attached hereto.

Date: _____

Name (Print): _____

Signature: _____

Title or Position (Print): _____

Attest (by a representative of the Town of Poetry):

Name (Print): _____

Signature: _____

Title or Position (Print): _____