



# Town of Poetry, Texas

## Agenda

### Workshop & Regular Town Council Meeting

Thursday, January 15, 2026

Poetry Town Hall

5671 County Road 323, Poetry TX 75160

5:30 pm



#### A. Call to Order

Roll Call for Quorum

Pledge of Allegiance

Invocation

*Persons wishing to speak on any posted Workshop or Regular Agenda item may do so when the individual item is opened for consideration by the Council. Speakers will be limited to (3) minutes. If a translator is needed, the speaker may be given up to (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your request/comments to [speak@poetrytexas.org](mailto:speak@poetrytexas.org) at least 24 hours prior to the start of the meeting.*

#### B. Executive Session (approx. 30 minutes – public and staff must leave the building)

The Town Council will convene in Executive Session pursuant to Section 551.074, Texas Government Code (Personnel) to discuss and deliberate on the employment, evaluation, duties, and pay of town secretaries. (Hibbs)

#### 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 our Hunt and Kaufman County Commissioners and their teams.
2. Poetry Bingo Night at Poetry Community Christian School, Feb. 6, 2026. More info. and tickets available at [poetrychristian.org](http://poetrychristian.org).
3. Important election coming up March 3, 2025. Hunt County Judge and Commissioner positions are on the ballot and are important to the Town of Poetry.
4. Court of Appeals will hear oral arguments in the lawsuit against the Town of Poetry, Feb. 3, 2026 at 10AM, 2nd floor George Allen Courts Bldg., 600 Commerce St., Dallas, TX. Open to public but only attorneys are allowed to talk.

#### D. Reports

1. Financial
  - a. P&L Budget vs Actual Dec 2025
  - b. Account Quick Reports 6010 & 6100 - Dec 2025
  - c. Bank Reconciliation Summary & Detail - Dec 2025

- d. Bank Reconciliation Petty Cash – Dec 2025
- e. Sales & Use Tax Report - Dec 2025
- f. Hunt & Kaufman County Roads Escrow Reports - Dec 2025
- 2. Roads & Traffic update
- 3. Mayor and Councilmember Activity Updates

#### **E. Consent Agenda**

*Items on the Consent Agenda are considered routine, not likely to require discussion or deliberation and may be approved in a single motion. If discussion is desired, items may be removed from the Consent Agenda for individual discussion by any Councilmember prior to the motion and vote.*

- 1. Approve Minutes – December 18, 2025 Workshop & Regular Meeting
- 2. Approve Nichols Jackson 12/31/25 legal bill - \$54.49
- 3. Ratify Payment of auditor's invoice dated 11/21/25 - \$5,450 (budgeted \$6,000)

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

- 1. Discuss current status of effort to create a draft of an updated Zoning Ordinance. (Bryant/Anderson)  
*We are continuing to work on developing proposed updates to our Zoning Ordinance. This will be a check-in to see where we're at with that effort. No vote will be taken.*
- 2. Discuss and take action on creation of a Citizen Zoning Advisory Committee. (Bryant)  
*Last month we discussed involving a small number of Poetry citizens in the effort to develop a draft of proposed changes/updates to our Zoning Ordinance. This is a follow up to that conversation.*
- 3. Discuss and take action on possible creation of a second Town bank account to hold all Sales Tax revenue funds. (Mayor)  
*One of our auditors suggested we open a second bank account to hold all funds derived from Sales Tax revenue which are restricted use (road maintenance). We currently hold those funds in our single account and track them in our accounting system. To do this we would need minutes authorizing creation, authorized signatories, purpose of the account and opening balance.*
- 4. Discuss and take action on TX DOT bridge inspection update. (Mayor)  
*At the moment there are at least 2 bridges in the Town of Poetry that are regularly safety inspected by TX DOT. They are CR2326 & Dry Creek and CR2434 & Simmons Branch. Recently we were sent the 12/2/25 preliminary report for CR2326 & Dry Creek bridge which according to the report requires maintenance. Hunt County has offered to assist with that maintenance under our interlocal agreement (ILA).*
- 5. Discuss and take action on Kaufman County 911 map updates. (Fowler)  
*Recently we were asked by Kaufman County 911 to verify our Kaufman County town and ETJ boundaries. The last updated map was provided to them 4/16/25. It is slightly different to the currently approved map dated 5/9/25. They need an updated map with geofiles (shapefiles or .gdb) along with any annex or de-annex or ETJ removal documentation.*
- 6. Discuss and take action on renewal of our Federal System for Award Management (SAM) subscription which expires 2/3/26. (Kendrick)

*We originally subscribed back in 2024. For us to be eligible for any Federal grants, including the Dept. of Agriculture grant we applied for a while back, we must be subscribed to SAM.*

**7. Discuss and take action on road/traffic safety concerns for the intersection of FM986 and FM3486/CR249. (Mayor/Hibbs/Fowler)**

*This intersection has drawn the attention of a number of citizens and councilmembers lately as there have been multiple motor vehicle accidents there recently. Most of the intersection is under the jurisdiction of TX DOT for signage and pavement maintenance. We will discuss possible options for improving the safety of the intersection working in partnership with TX DOT and law enforcement.*

**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](mailto:speak@poetrytexas.org) at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.*

**H. Adjournment**

*Note: The Town Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including Sec. 551.071 (private consultation with the attorney for the Town); Sec. 551.072 (purchase, exchange, lease, or value of real property); Sec. 551.074 (personnel or to hear complaints against personnel); Sec. 551.076 (deployment, or specific occasions for implementation of security personnel or devices); and Sec. 551.087 (economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.*

***Note: Disabled persons requiring special assistance are requested to notify the Town of Poetry 24 hours in advance of the meeting by calling the Mayor at 214-704-1593.***

***I certify that the above Notice of the Meeting and Agenda was posted at 5671 CR 323 Poetry, Texas on Thursday, January 8th, 2025 by 5:30 pm and online at poetrytexas.org.***



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**Mike Jaffe, Mayor**