



Agenda

Workshop & Regular Town Council Meeting

Thursday October 16, 2025

Poetry Town Hall

5671 County Road 323, Poetry, TX 75160

6:30 pm

A. Call to Order

Roll Call for Quorum

Pledge of Allegiance

Invocation

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

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

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

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

C. Items of Community Interest

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

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

D. Reports

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

3. Mayor and Councilmember Activity Updates

E. Consent Agenda

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

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

F. Regular Agenda (item sponsor)

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

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

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

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

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

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

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

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

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

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

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

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

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

G. General Public Comments

Comments are limited to three (3) minutes. If a translator is needed, the speaker may be given up to four (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your request/comments to speak@poetrytexas.org at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.

H. Adjournment

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

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

I certify that the above Notice of the Meeting and Agenda was posted at 5671 CR 323 Poetry, Texas on Thursday, October 9th, 2025 by 6:30 pm and online at poetrytexas.org.



Mike Jaffe, Mayor

Company name: Town of Poetry
 Budget name: FY_2025_2026
 Budget type: Profit and loss
 Period: FY 2026 (Oct 2025 - Sep 2026)

Consolidated

Accounts	Budget totals	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026
Income													
3000 Use of Prior Year Excess	\$50366.81	0	0	0	0	0	0	0	0	0	0	0	50366.81
4000 Franchise Fees Electric													
4010 Oncor Franchise Fees	\$14480.00	0	0	0	0	0	0	0	0	0	0	0	14480
4020 FEC Franchise Fees	\$36000.00	0	0	0	0	0	0	0	0	0	0	0	36000
Total 4000 Franchise Fees Electric	\$50480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50480.00
4100 Franchise Fees Solid Waste													
4150 Tx Contractor Roll Off													
4160 Blackjack Disposal Franchi	\$46000.00	0	0	0	0	0	0	0	0	0	0	0	46000
Total 4100 Franchise Fees Solid Waste	\$46000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46000.00
4200 Franchise Fees Communicati													
4210 Charter Communications	\$300.00	0	0	0	0	0	0	0	0	0	0	0	300
Total 4200 Franchise Fees Communicati	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
4300 Public Information Req													
4400 Sales Tax Revenue	\$108000.00	0	0	0	0	0	0	0	0	0	0	0	108000
4450 Encumbered Road Fund Prior	\$103209.63	0	0	0	0	0	0	0	0	0	0	0	103209.63
4500 Donations													
4580 Donations Scholarship	\$2000.00	0	0	0	0	0	0	0	0	0	0	0	2000
Total 4500 Donations	\$2000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2000.00
4505 Contributed Capital Assets													
4600 PID Permit Application													
4800 Appl Fee ETJ Petitions													
Billable Expense Income													
Markup													
Sales													
Services													
TDA GO! Grant	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0
Unapplied Cash Payment													

Accounts	Budget totals	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026
Income													
Uncategorized Income													
Total Income	\$360356.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360356.44
Cost of Goods Sold													
Cost of Goods Sold													
Total Cost of Goods Sold													
Expense													
5000 Salary Secretarys													
5005 Wage Exp Secretary	\$31668.00	0	0	0	0	0	0	0	0	0	0	0	31668
5040 Quickbooks Software	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0
5056 Payroll taxes -Employer	\$3533.00	0	0	0	0	0	0	0	0	0	0	0	3533
5057 Payroll Tax Employee													
Total 5000 Salary Secretarys	\$35201.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35201.00
5100 Office Supplies	\$1000.00	0	0	0	0	0	0	0	0	0	0	0	1000
5110 Office Equipment, Printers	\$1500.00	0	0	0	0	0	0	0	0	0	0	0	1500
5130 Dues/Membership Admin													
5135 Steering Committee Members	\$500.00	0	0	0	0	0	0	0	0	0	0	0	500
5140 TML Lobbying (Membership)	\$812.00	0	0	0	0	0	0	0	0	0	0	0	812
5150 General Dues/Mbrship Admin	\$900.00	0	0	0	0	0	0	0	0	0	0	0	900
Total 5130 Dues/Membership Admin	\$2212.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2212.00
5200 Shipping and Postage	\$500.00	0	0	0	0	0	0	0	0	0	0	0	500
5300 Newspaper Publications	\$3000.00	0	0	0	0	0	0	0	0	0	0	0	3000
5400 Prof. Mbrship													
5450 Poetry Scholarship Donated	\$2000.00	0	0	0	0	0	0	0	0	0	0	0	2000
5500 Education & Mtg Exp	\$1000.00	0	0	0	0	0	0	0	0	0	0	0	1000
5600 Professional Services													
5610 Engineering Services													
5620 Engineering Consultants													
5630 Engineering Finance													
5640 Engineering Survey	\$17966.88	0	0	0	0	0	0	0	0	0	0	0	17966.88
5650 ETJ Removal	\$10000.00	0	0	0	0	0	0	0	0	0	0	0	10000
5660 Zoning Map Update Prof Services	\$5000.00	0	0	0	0	0	0	0	0	0	0	0	5000
5670 Dis Annexation Map Update	\$5000.00	0	0	0	0	0	0	0	0	0	0	0	5000

Accounts	Budget totals	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026
Total 5600 Professional Services	\$37966.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37966.88
5700 Tech Support & Serv													
5705 Town Public Forum	\$180.00	0	0	0	0	0	0	0	0	0	0	0	180
5710 Website	\$312.00	0	0	0	0	0	0	0	0	0	0	0	312
5715 Tech Services - Other	\$1200.00	0	0	0	0	0	0	0	0	0	0	0	1200
5740 Internet Phone Services	\$2100.00	0	0	0	0	0	0	0	0	0	0	0	2100
5780 Software Subscriptions	\$3036.00	0	0	0	0	0	0	0	0	0	0	0	3036
5790 Domain Renewal	\$23.17	0	0	0	0	0	0	0	0	0	0	0	23.17
Total 5700 Tech Support & Ser	\$6851.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6851.17
5800 Legal Services													
5810 Legal Services Meetings	\$1500.00	0	0	0	0	0	0	0	0	0	0	0	1500
5820 Legal Lawsuit Fees	\$15000.00	0	0	0	0	0	0	0	0	0	0	0	15000
5830 Legal Documents	\$3000.00	0	0	0	0	0	0	0	0	0	0	0	3000
5840 Legal - Other	\$500.00	0	0	0	0	0	0	0	0	0	0	0	500
5850 Legal Zoning Map Update													
5860 Legal Zoning Ordinance	\$1500.00	0	0	0	0	0	0	0	0	0	0	0	1500
Total 5800 Legal Services	\$21500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21500.00
5900 Town Insurance													
5910 Cyber Ins Policy	\$1850.00	0	0	0	0	0	0	0	0	0	0	0	1850
5920 Bldg Ins. *Craig & Leig	\$700.00	0	0	0	0	0	0	0	0	0	0	0	700
5930 TML Town Ins	\$6526.00	0	0	0	0	0	0	0	0	0	0	0	6526
Total 5900 Town Insurance	\$9076.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9076.00
6000 Capital Expenditure													
6010 Cap Exp Road Refurbishment													
6011 Cap Exp HC Road Refurbishm	\$65000.00	0	0	0	0	0	0	0	0	0	0	0	65000
6012 Cap Exp KC Road Refurbishm	\$35000.00	0	0	0	0	0	0	0	0	0	0	0	35000
Total 6010 Cap Exp Road Refurbishment	\$100000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100000.00
6020 Cap Exp Signage	\$5000.00	0	0	0	0	0	0	0	0	0	0	0	5000
6030 Cap Exp Bldg Improvement													
6033 Cap Exp Town Hall Sept													
6034 Capital Town Hall Improvem													
6035 ADA Ramp Town Hall													
6036 ADA Bathroom													
6040 Cap Exp Parking Lot													

Accounts	Budget totals	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026
Improv													
6075 Cap Bldg Skirt & Foam Spr													
6085 Cap Exp Roofing													
6090 Cap Exp Landscaping													
6091 Cap Misc Overage													
6095 Cap Exp HVAC													
Total 6030 Cap Exp Bldg Improvement	\$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 6000 Capital Expenditure	\$105000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105000.00
6100 Pothole Signage & Road Rel													
6111 HC Project Sheets	\$50000.00	0	0	0	0	0	0	0	0	0	0	0	50000
6112 KC Project Sheets	\$23500.00	0	0	0	0	0	0	0	0	0	0	0	23500
6125 Volunteer Pothole Repair	\$7000.00	0	0	0	0	0	0	0	0	0	0	0	7000
6150 Volunteer Road Supplies	\$500.00	0	0	0	0	0	0	0	0	0	0	0	500
6175 Volunteer Road Equip. Rent	\$1000.00	0	0	0	0	0	0	0	0	0	0	0	1000
Total 6100 Pothole Signage & Road Rel	\$82000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82000.00
6200 TownHall Grounds Maint Services	\$3500.00	0	0	0	0	0	0	0	0	0	0	0	3500
6300 Election Expense													
6350 Town Hall Building Repairs	\$1300.00	0	0	0	0	0	0	0	0	0	0	0	1300
6400 Bldg Utilities Exp													
6410 Reimburse Church/Utilities	\$600.00	0	0	0	0	0	0	0	0	0	0	0	600
6420 Town Hall Electricity	\$1500.00	0	0	0	0	0	0	0	0	0	0	0	1500
6430 Water Utilities	\$600.00	0	0	0	0	0	0	0	0	0	0	0	600
Total 6400 Bldg Utilities Exp	\$2700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2700.00
6500 Audit Expense	\$6000.00	0	0	0	0	0	0	0	0	0	0	0	6000
6550 Depreciation													
6575 TDA GO! Grant	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0
6600 Emergency Management	\$5000.00	0	0	0	0	0	0	0	0	0	0	0	5000
6650 Rainy Day Fund 25-26	\$30549.39	0	0	0	0	0	0	0	0	0	0	0	30549.39
6655 Rainy Day Severe Weather C	\$2500.00	0	0	0	0	0	0	0	0	0	0	0	2500
7000 Closing Entry Corrections													
Payroll Expenses													
Taxes													
Wages													

Accounts	Budget totals	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026
Total Payroll Expenses	\$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
Reimbursements													
Unapplied Cash Bill Payment Expense													
Uncategorized Expense													
Total Expense	\$360356.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360356.44
Other Income													
8000 Reconciliation Item													
Total Other Income													
Other Expense													
Reconciliation Discrepancies													
Total Other Expense													
Total Net Income	\$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

Town of Poetry

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3000 Use of Prior Year Excess		68,914.11	-68,914.11	
4000 Franchise Fees Electric				
4010 Oncor Franchise Fees	15,230.91	47,000.00	-31,769.09	32.41 %
4020 FEC Franchise Fees	38,508.55	0.00	38,508.55	
Total 4000 Franchise Fees Electric	53,739.46	47,000.00	6,739.46	114.34 %
4100 Franchise Fees Solid Waste		0.00	0.00	
4110 AWT Solid Waste Franch Fee (deleted)		0.00	0.00	
4120 CRS Solid Waste Franch Fee (deleted)		0.00	0.00	
4130 CARDS Solid Waste Franch (deleted)		0.00	0.00	
4140 Titan Solid Waste Franch (deleted)		0.00	0.00	
4150 Tx Contractor Roll Off		0.00	0.00	
4160 Blackjack Disposal Franchi	46,067.50	44,000.00	2,067.50	104.70 %
Total 4100 Franchise Fees Solid Waste	46,067.50	44,000.00	2,067.50	104.70 %
4200 Franchise Fees Communicati	10.17		10.17	
4210 Charter Communications	238.88	1,200.00	-961.12	19.91 %
Total 4200 Franchise Fees Communicati	249.05	1,200.00	-950.95	20.75 %
4300 Public Information Req	51.70	0.00	51.70	
4400 Sales Tax Revenue	115,199.10	107,000.00	8,199.10	107.66 %
4450 Encumbered Road Fund Prior		76,839.71	-76,839.71	
4500 Donations	-300.00	500.00	-800.00	-60.00 %
4510 Donations FEC Reimb (deleted)		0.00	0.00	
4520 Donations Christma (deleted)	23.73	0.00	23.73	
4530 Donations Work Comp Ins (deleted)		0.00	0.00	
4540 Donations Septic Town Hall (deleted)		0.00	0.00	
4550 Donations ADA Ramp Town Ha (deleted)		0.00	0.00	
4560 Donations ADA Bathroom (deleted)		0.00	0.00	
4570 Donations Misc Town Hall (deleted)	0.30	0.00	0.30	
4580 Donations Scholarship	0.00	1,000.00	-1,000.00	0.00 %
Total 4500 Donations	-275.97	1,500.00	-1,775.97	-18.40 %
4505 Contributed Captial Assets		0.00	0.00	
4600 PID Permit Application	100.00	0.00	100.00	
4800 Appl Fee ETJ Petitions	125.00	0.00	125.00	
Total Income	\$215,255.84	\$346,453.82	\$ -131,197.98	62.13 %
Cost of Goods Sold				
Cost of Goods Sold		0.00	0.00	
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	0.00%
GROSS PROFIT	\$215,255.84	\$346,453.82	\$ -131,197.98	62.13 %
Expenses				
5000 Salary Secretarys	12,568.91	24,480.00	-11,911.09	51.34 %
5005 Wage Exp Secretary	3,856.63		3,856.63	
5040 Quickbooks Software	125.53		125.53	

Town of Poetry

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5050 Payroll Exp SS Company (deleted)		0.00	0.00	
5055 Secretarial Wages (deleted)	2,447.05	0.00	2,447.05	
5056 Payroll taxes -Employer	3,711.14	0.00	3,711.14	
5057 Payroll Tax Employee	100.87		100.87	
5057 Payroll-Employee (deleted)	373.69	0.00	373.69	
Total 5000 Salary Secretarys	23,183.82	24,480.00	-1,296.18	94.71 %
5100 Office Supplies	3,239.20	5,000.00	-1,760.80	64.78 %
5110 Office Equipment, Printers	461.98		461.98	
5130 Dues/Membership Admin		0.00	0.00	
5135 Steering Committee Members	94.80		94.80	
5140 TML Lobbying (Membership)	-300.00		-300.00	
5150 General Dues/Mbrship Admin	200.00		200.00	
Total 5130 Dues/Membership Admin	-5.20	0.00	-5.20	
5200 Shipping and Postage		0.00	0.00	
5300 Newspaper Publications	1,434.50	1,000.00	434.50	143.45 %
5393 Repair & Maint - Admin (deleted)		0.00	0.00	
5398 Town Maint & Clean Up (deleted)		0.00	0.00	
5400 Prof. Mbrship	310.86	900.00	-589.14	34.54 %
5450 Poetry Scholarship Donated		0.00	0.00	
5500 Education & Mtg Exp	685.52	1,500.00	-814.48	45.70 %
5550 Travel Meeting Exp (deleted)		0.00	0.00	
5600 Professional Services	22,945.14	35,000.00	-12,054.86	65.56 %
5065 Bank and Misc Fees (deleted)		0.00	0.00	
Total 5600 Professional Services	22,945.14	35,000.00	-12,054.86	65.56 %
5610 Security Town Hall Mtgs (deleted)	300.00	2,400.00	-2,100.00	12.50 %
5700 Tech Support & Serv		0.00	0.00	
5705 Town Public Forum	179.95	179.95	0.00	100.00 %
5710 Website	305.22	233.76	71.46	130.57 %
5720 Info Tech Internet (deleted)		0.00	0.00	
5730 Misc Tech Equipment (deleted)		0.00	0.00	
5740 Internet Phone Services	1,819.99	1,625.64	194.35	111.96 %
5750 IT Maintenance/Flex (deleted)	283.28	900.00	-616.72	31.48 %
5760 Alarm Security (deleted)		419.88	-419.88	
5770 Upgrade Calendar (deleted)		143.88	-143.88	
5780 Software Subscriptions	860.26	850.00	10.26	101.21 %
5785 Public Forum Annual Fee (deleted)		14.04	-14.04	
5790 Domain Renewal	69.57		69.57	
Total 5700 Tech Support & Serv	3,518.27	4,367.15	-848.88	80.56 %
5800 Legal Services	3,232.02	5,000.00	-1,767.98	64.64 %
5810 Legal Services Meetings	591.25		591.25	
5820 Legal Lawsuit Fees	15,503.50	11,000.00	4,503.50	140.94 %
5830 Legal Documents	54.50		54.50	
5850 Legal Zoning Map Update	53.75		53.75	

Town of Poetry

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5800 Legal Services	19,435.02	16,000.00	3,435.02	121.47 %
5900 Town Insurance	681.79	0.00	681.79	
5910 Cyber Ins Policy		1,250.00	-1,250.00	
5920 Bldg Ins. *Craig & Leig		682.02	-682.02	
5930 TML Town Ins	5,207.88	4,994.56	213.32	104.27 %
Total 5900 Town Insurance	5,889.67	6,926.58	-1,036.91	85.03 %
6000 Capital Expenditure		0.00	0.00	
6010 Cap Exp Road Refurbishment	63,839.90	148,839.71	-84,999.81	42.89 %
6020 Cap Exp Signage	4,847.48	0.00	4,847.48	
6030 Cap Exp Bldg Improvement		0.00	0.00	
6033 Cap Exp Town Hall Septic		0.00	0.00	
6034 Capital Town Hall Improvem		0.00	0.00	
6036 ADA Bathroom		0.00	0.00	
6037 Cap Exp Town Hall Parking (deleted)		0.00	0.00	
6040 Cap Exp Parking Lot Improv	2,540.87	2,190.00	350.87	116.02 %
6090 Cap Exp Landscaping	176.61	4,520.87	-4,344.26	3.91 %
Total 6030 Cap Exp Bldg Improvement	2,717.48	6,710.87	-3,993.39	40.49 %
6050 Cap Exp Pre-Lit Christmas (deleted)		0.00	0.00	
6060 Cap Exp Office Equipment (deleted)		0.00	0.00	
6070 Cap Exp Office Furniture (deleted)	215.44	0.00	215.44	
6080 Cap Exp Sound & Audio (deleted)	0.00	0.00	0.00	
Cap Expense Security (deleted)		0.00	0.00	
Total 6000 Capital Expenditure	71,620.30	155,550.58	-83,930.28	46.04 %
6100 Pothole Signage & Road Rel	26,827.45	35,000.00	-8,172.55	76.65 %
6111 HC Project Sheets	-1,828.20		-1,828.20	
Total 6100 Pothole Signage & Road Rel	24,999.25	35,000.00	-10,000.75	71.43 %
6200 TownHall Grounds Maint Services	3,358.99	4,700.00	-1,341.01	71.47 %
6300 Election Expense	4,962.96	7,500.00	-2,537.04	66.17 %
6350 Town Hall Building Repairs		0.00	0.00	
6400 Bldg Utilities Exp		0.00	0.00	
6420 Town Hall Electricity	1,904.49	1,860.08	44.41	102.39 %
6430 Water Utilities	562.92	939.92	-377.00	59.89 %
6450 Town Hall Internet & Phone (deleted)		0.00	0.00	
Total 6400 Bldg Utilities Exp	2,467.41	2,800.00	-332.59	88.12 %
6440 Internet & Phone Utility (deleted)		0.00	0.00	
6500 Audit Expense	4,950.00	4,750.00	200.00	104.21 %
6550 Depreciation		38,579.51	-38,579.51	
6601 Rainy Day Prior Yr 21-22 (deleted)		0.00	0.00	
6700 Miscellaneous (deleted)		0.00	0.00	
7000 Closing Entry Corrections	1,019.78		1,019.78	
Payroll Expenses				
Taxes	164.29		164.29	

Town of Poetry

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Wages	1,823.40		1,823.40	
Total Payroll Expenses	1,987.69		1,987.69	
Total Expenses	\$196,765.16	\$346,453.82	\$ -149,688.66	56.79 %
NET OPERATING INCOME	\$18,490.68	\$0.00	\$18,490.68	0.00%
NET INCOME	\$18,490.68	\$0.00	\$18,490.68	0.00%

Account QuickReport

Town of Poetry

October 1, 2024-September 30, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6000 Capital Expenditure									
6010 Cap Exp Road Refurbishment									
6010 Cap Exp Road Refurbishment	12/23/2024	Bill		U Rent It	Per Mayor	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		500.00	500.00
6010 Cap Exp Road Refurbishment	12/23/2024	Bill		U Rent It	per Mayor	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		7.68	507.68
6010 Cap Exp Road Refurbishment	01/02/2025	Bill	201434765	Texas Materials Group, Inc.	201434765	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		8,879.00	9,386.68
6010 Cap Exp Road Refurbishment	01/02/2025	Bill	TOPT-12-24-7L	LBJ Diversified, LLC	TOPT-12-24-7L	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		893.00	10,279.68
6010 Cap Exp Road Refurbishment	01/20/2025	Bill	H-19	Hunt County	H-19 Patch Refurbishment of 6 roads 2326, 2426, 2400, 2432, 2434, 2458	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		54,580.00	64,859.68
6010 Cap Exp Road Refurbishment	09/30/2025	Journal Entry	09302048		Correcting Closing Entry 09302023 23826.16 vs entry 24845.94	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		-1,019.78	63,839.90
Total for 6010 Cap Exp Road Refurbishment								\$63,839.90	
Total for 6000 Capital Expenditure with sub-accounts								\$63,839.90	
TOTAL								\$63,839.90	

Account QuickReport

Town of Poetry

October 1, 2024-September 30, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6100 Pothole Signage & Road Rel									
6100 Pothole Signage & Road Rel	10/21/2024	Bill	H-17 project sheet	Hunt County	CR 2458, CR 2434, CR 2432, CR 2426, CR 2326, Cr 2400	6100 Pothole Signage & Road Rel		4,500.00	4,500.00
6100 Pothole Signage & Road Rel	10/31/2024	Bill		Texas Materials Group, Inc.		6100 Pothole Signage & Road Rel		1,375.40	5,875.40
6100 Pothole Signage & Road Rel	11/04/2024	Bill		Centerline	Signs Roads	6100 Pothole Signage & Road Rel		450.00	6,325.40
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	slow down signage	6100 Pothole Signage & Road Rel		39.96	6,365.36
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	slow down signage	6100 Pothole Signage & Road Rel		35.98	6,401.34
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	workers ahead signage	6100 Pothole Signage & Road Rel		31.18	6,432.52
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	SLOW TRAFFIC signage	6100 Pothole Signage & Road Rel		41.00	6,473.52
6100 Pothole Signage & Road Rel	11/14/2024	Bill		Poetry Tack & Ag, LLC	Road Workers Bagged Ice	6100 Pothole Signage & Road Rel		3.00	6,476.52
6100 Pothole Signage & Road Rel	11/21/2024	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel		1,476.80	7,953.32
6100 Pothole Signage & Road Rel	12/05/2024	Bill	201421125	Texas Materials Group, Inc.	ASPPM GRADE 4 Inv 11222024	6100 Pothole Signage & Road Rel		657.80	8,611.12
6100 Pothole Signage & Road Rel	12/05/2024	Bill		Poetry Tack & Ag, LLC	roads	6100 Pothole Signage & Road Rel		46.50	8,657.62
6100 Pothole Signage & Road Rel	01/06/2025	Bill		Amazon Online	Rust Oleum Roads Repair	6100 Pothole Signage & Road Rel		82.44	8,740.06
6100 Pothole Signage & Road Rel	01/16/2025	Bill	01-002493	Poetry Tack & Ag, LLC		6100 Pothole Signage & Road Rel		0.00	8,740.06
6100 Pothole Signage & Road Rel	01/20/2025	Bill	H-18	Hunt County	H-18 10 roads pothole & soft spot repair	6100 Pothole Signage & Road Rel		5,500.00	14,240.06
6100 Pothole Signage & Road Rel	01/30/2025	Bill		Poetry Tack & Ag, LLC		6100 Pothole Signage & Road Rel		23.95	14,264.01
6100 Pothole Signage & Road Rel	02/13/2025	Bill	271379	Texas Materials Group, Inc.	04283 Asphalt	6100 Pothole Signage & Road Rel		1,446.20	15,710.21
6100 Pothole Signage & Road Rel	02/20/2025	Bill	201454723	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel		681.80	16,392.01
6100 Pothole Signage & Road Rel	02/21/2025	Bill	Hunt Cty Roads	Hunt County		6100 Pothole Signage & Road Rel		2,200.00	18,592.01
6100 Pothole Signage & Road Rel	03/13/2025	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade 4 02282025 Inv	6100 Pothole Signage & Road Rel		701.40	19,293.41
6100 Pothole Signage & Road Rel	03/13/2025	Bill	201467079	Texas Materials Group, Inc.	ASPPM Grade 4 031125 Inv	6100 Pothole Signage & Road Rel		754.60	20,048.01
6100 Pothole Signage & Road Rel	03/20/2025	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel		777.00	20,825.01
6100 Pothole Signage & Road Rel	03/21/2025	Bill	3089.000 58407	Nichols, Jackson, Dillard, Hager & Smith, Hunt County	Roads Related	6100 Pothole Signage & Road Rel		215.00	21,040.01
6100 Pothole Signage & Road Rel	03/21/2025	Bill	Tree Trim/Pot Hole			6100 Pothole Signage & Road Rel		100.00	21,140.01
6100 Pothole Signage & Road Rel	04/01/2025	Bill	271379	Texas Materials Group, Inc.	Inv 201469856 271379 03172025	6100 Pothole Signage & Road Rel		693.00	21,833.01
6100 Pothole Signage & Road Rel	04/09/2025	Bill		Texas Materials Group, Inc.	Inv 201484359 271379 04092025	6100 Pothole Signage & Road Rel		721.00	22,554.01
6100 Pothole Signage & Road Rel	04/10/2025	Bill	201485498	Texas Materials Group, Inc.	Inv 201485498 271379 04/10/2025 Road Repair Materials	6100 Pothole Signage & Road Rel		728.00	23,282.01
6100 Pothole Signage & Road Rel	06/26/2025	Bill	Volunteer Water Drin	Walmart	Volunteer Crew Water	6100 Pothole Signage & Road Rel		9.84	23,291.85
6100 Pothole Signage & Road Rel	06/26/2025	Journal Entry	09302046		05252021 Cashiers Check written to KC never cashed - bank returned funding	6100 Pothole Signage & Road Rel		-40.00	23,251.85
6100 Pothole Signage & Road Rel	07/03/2025	Bill	271379	Texas Materials Group, Inc.	Volunteer Roads Inv 271379 061925 Appr 484069853 484069825	6100 Pothole Signage & Road Rel		1,475.60	24,727.45
6100 Pothole Signage & Road Rel	08/18/2025	Journal Entry	5		CR 249 Project Sheet Pot Holes/Side of Road ASPPM Cold Mix	6100 Pothole Signage & Road Rel		2,100.00	26,827.45
Total for 6100 Pothole Signage & Road Rel								\$26,827.45	
6111 HC Project Sheets									
6111 HC Project Sheets	08/04/2025	Journal Entry	3		Refund Reimbursement HC Missed Work CR 2400	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		-4,300.00	-4,300.00
6111 HC Project Sheets	08/04/2025	Journal Entry	4		Pothole Repairs HC	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		2,471.80	-1,828.20
Total for 6111 HC Project Sheets								-\$1,828.20	
Total for 6100 Pothole Signage & Road Rel with sub-accounts								\$24,999.25	
TOTAL								\$24,999.25	

Town of Poetry

American National Bank of Texas, Period Ending 09/30/2025

RECONCILIATION REPORT

Reconciled on: 10/02/2025

Reconciled by: Theresa Scholander

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	142,246.99
Checks and payments cleared (30)	-5,651.54
Deposits and other credits cleared (5)	16,980.99
Statement ending balance	153,576.44

Uncleared transactions as of 09/30/2025	-20,298.17
Register balance as of 09/30/2025	133,278.27
Cleared transactions after 09/30/2025	0.00
Uncleared transactions after 09/30/2025	-2,753.14
Register balance as of 10/02/2025	130,525.13

Details

Checks and payments cleared (30)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2022	Bill Payment	1126	Brian Dalton	-62.63
09/30/2022	Bill Payment	1127	Bruce Wigley	-100.70
09/30/2022	Bill Payment	1161	Dillian A. Slayton	-13.68
09/30/2022	Bill Payment	1173	Filomena Langlois	-0.05
09/30/2022	Bill Payment	1183	James A. Scott	-9.07
09/30/2022	Bill Payment	1193	Joel F. Watts	-109.97
09/30/2022	Bill Payment	1216	Larry Faulhaber	-29.44
09/30/2022	Bill Payment	1219	Lauren Ruiz	-10.21
09/30/2022	Bill Payment	1233	McKenna Ortega	-41.48
09/30/2022	Bill Payment	1262	Samantha N. LLoyd	-0.75
06/26/2025	Bill Payment	1689	Texas A&M University	-1,000.00
08/27/2025	Bill Payment	1705	TML Intergovernmental Risk P...	-349.04
08/28/2025	Bill Payment	1711	NTCOG Executive Director's ...	-200.00
08/28/2025	Bill Payment	1710	Herbert Fletcher	-80.00
09/02/2025	Payroll Check	DD	Anne Hamilton	-893.03
09/02/2025	Tax Payment		QuickBooks Payroll	-328.80
09/02/2025	Payroll Check	DD	Mrs. Theresa Rita Scholander	-765.88
09/02/2025	Tax Payment		QuickBooks Payroll	-810.03
09/04/2025	Bill Payment	ACH	Gusto	-65.03
09/05/2025	Bill Payment	ACH	Amazon	-47.59
09/05/2025	Bill Payment	ACH	Amazon	-11.39
09/09/2025	Bill Payment	2	Vicars Septic Service	-150.00
09/09/2025	Bill Payment	3	Nichols, Jackson, Dillard, Hag...	-107.50
09/11/2025	DebitCard		Charter Communications	-170.57
09/11/2025	DebitCard		PWSC	-40.46
09/15/2025	Bill Payment	ACH	Wix.com	-25.98
09/22/2025	Bill Payment	ACH	QuickBooks Payroll	-50.41
09/23/2025	Bill Payment	ACH	Amazon	-35.99
09/23/2025	Bill Payment	ACH	The Home Depot	-116.40
09/24/2025	Bill Payment	ACH	QuickBooks Payroll	-25.46

Total -5,651.54

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2025	Journal	6		377.98
09/11/2025	Journal	7		83.15
09/11/2025	Journal	7		77.14

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/12/2025	Deposit		Oncor Pmts	4,026.57
09/12/2025	Deposit		TEXAS STATE COMPTROLL...	12,416.15
Total				16,980.99

Additional Information

Uncleared checks and payments as of 09/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2024	Bill Payment	1566	Haley Anderton-Dennis	-6.00
08/01/2024	Bill Payment	1564	Mrs. Shelley Smith	-3.05
06/26/2025	Bill Payment	ACH	Reliant	-123.62
09/18/2025	Bill Payment	1710	Herbert Fletcher	-80.00
09/19/2025	Bill Payment	1711	Kaufman County Auditor	-20,000.00
09/30/2025	Bill Payment	Debit Card	The Terrell Tribune	-85.50
Total				-20,298.17

Uncleared checks and payments after 09/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/02/2025	Bill Payment	14	Herbert Fletcher	-80.00
10/02/2025	Payroll Check	DD	Mrs. Theresa Rita Scholander	-932.30
10/02/2025	Bill Payment	ACH	Gusto	-65.03
10/02/2025	Payroll Check	DD	Anne Hamilton	-1,244.30
10/02/2025	Tax Payment		QuickBooks Payroll	-431.51
Total				-2,753.14



Town of Poetry

Sep-25

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
Aug-2025	\$10,026.77
Sept-2025	\$12,416.15

Total Allocation **\$256,652.44**

Expenditures

GL 6010 YE 09302022	\$ 7,477.00	
GL 6010 YE 09302023	\$ 23,826.16	
GL 6010 YE 09302025	\$63,839.90	10/01 -09/30/2025
6010 TOTAL	\$95,143.06	
GL 6100 YE 09302024	\$ 33,300.50	
GL 6100 YE 09302025	\$ 24,999.25	10/01 -09/30/2025
6100 TOTAL	\$ 58,299.75	

Road GL 6010 & 6100

Total Expenditures **\$153,442.81**

Road Fund Balance	\$103,209.63
General Fund Balance	\$50,366.81
Bank Bal 09/30/2025	<u>\$153,576.44</u>

Town of Poetry

ROADS Escrow Accounts:Hunt County Roads AGREED CREDIT Escrow Acct Ending Balance: \$1,828.20

Date	Ref No.	Payee	Memo	Decrease	Increase	Stat	Balance
	Type	Account				Auto	
08/04/2025	4		Pothole Repairs HC	\$2,471.80			\$1,828.20
	Journal	-Split-					
08/04/2025	3		Refund Reimbursement HC Missed Work CR 2400		\$4,300.00		\$4,300.00
	Journal	-Split-					

Town of Poetry

ROADS Escrow Accounts:Hunt County Roads Escrow Acct Ending Balance: \$5,000.00

Date	Ref No. Type	Payee Account	Memo	Decrease	Increase	Stat	Balance
07/01/2025	Escrow Acct ROADS Bill	Hunt County Attn Brittany Gibson Accounts Payable	Escrow Acct ROADS Intital Deposit Approved Council 06192025 HUNT COUNTY		\$5,000.00	Auto	\$5,000.00

Town of Poetry

ROADS Escrow Accounts:Kaufman County Roads Escrow Acc Ending Balance: \$26,757.00

Date	Ref No. Type	Payee Account	Memo	Decrease	Increase	Stat Auto	Balance
10/07/2025	8		Beginning Balance - Per KC FY 2023 Rollover		\$3,857.00		\$26,757.00
	Journal	-Split-					
09/19/2025	ESCROW #2	Kaufman County Auditor	Escrow Check #2 Approved TH Mtg 09182025		\$20,000.00		\$22,900.00
	Bill	Accounts Payable					
08/18/2025	5		CR 249 Project Sheet Pot Holes/Side of Road ASPPM Cold Mix	\$2,100.00			\$2,900.00
	Journal	-Split-					
07/01/2025		Kaufman County Auditor	Escrow Account ROADS initial Deposit Approved Council 06192025 Kaufman Cty		\$5,000.00		\$5,000.00
	Bill	Accounts Payable					

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS, DESIGNATING THE MEMBERS OF THE TOWN COUNCIL AS MEMBERS OF THE TOWN'S BOARD OF ADJUSTMENT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, state law authorizes the governing bodies of Type A general-law municipalities to act as a board of adjustment and to exercise the duties and authority granted to boards of adjustment under state law; and

WHEREAS, the Town Council finds and determines that the duly qualified members of the Town Council should serve as a board of adjustment to hear and decide matters delegated to boards of adjustment under state law, and that this designation is in the best interest of the citizens of the Town.

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:

SECTION 1: That the Town Council of the Town of Poetry, Texas be and is hereby designated as the Board of Adjustment of the Town of Poetry, Texas, and shall have and exercise the powers, duties authority of a board of adjustment as allowed or directed by state law.

SECTION 2: That when acting as a board of adjustment, the Council may (1) hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of zoning regulations; (2) hear and decide special exceptions to the terms of a zoning ordinance when an ordinance requires the board to do so; (3) authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done; and (4) hear and decide other matters authorized by ordinance. The meeting, quorum and voting requirements applicable to boards of adjustment shall apply to the

Council when acting as a board of adjustment; provided, however, that the mayor shall not be deemed to be a member of the board and shall have no voting authority.

SECTION 3: That should any word, sentence, section, subsection, subdivision, paragraph, clause, phrase or provision of this ordinance be adjudged invalid or held unconstitutional, the same shall not affect the validity of this ordinance as a whole or any part or provision hereof, other than the part so decided to be invalid or unconstitutional.

SECTION 4: That all provisions of the ordinances of the Town of Poetry in conflict with the provisions of this ordinance be and the same are hereby repealed, and all other provisions of the ordinances of the Town of Poetry not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5: That this Ordinance shall take effect immediately from and after its passage as the law in such cases provides.

DULY PASSED by the Town Council of the Town of Poetry, Texas, on the 16th day of October, 2025.

APPROVED:

MAYOR

ATTEST:

TOWN SECRETARY

APPROVED AS TO FORM:

TOWN ATTORNEY



Please print all information legibly

Town of Poetry Application for Zoning Variance

Explanation of Variance Request (please cite hardship or difficulty as described in the *Criteria for Approval*):

Date Submitted: _____

Filing Fee: \$200

Applicant's Name: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Phone Number: _____

Owner's Name*: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Phone Number: _____

Address or General Location: _____

Property ID(s) : _____

Site Acreage: _____ Current Zoning: _____

Legal Description: _____

**** See Next Page for Site Plan Requirements and the Criteria for Approval ****

Fee:	Received by:	Date:
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***Note: The Applicant must provide a signed "Legal Authorization by Property Owner" from the owner, when submitting this application.**

Criteria for Approval

1. The variance requested arises from such condition which is unique to the property in question and which is not ordinarily shared by others in the same neighborhood or zoning district;
2. The particular physical surroundings, shape or topographical condition of the specific property involved would result in a practical difficulty or unnecessary hardship or inequity upon or for the owner or occupant, as distinguished from a mere inconvenience, if the provisions of the regulations were literally enforced;
3. The request for a variance is not based exclusively upon a desire from the owner, occupant, or applicant for increased financial gain from the property, or to reduce an existing financial hardship;
4. The granting of the variances will not be materially detrimental or injurious to, or adversely affect the rights of, owners or residents of surrounding properties;
5. The proposed variance will not impair an adequate supply of light or air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, endanger the public safety, substantially diminish or impair property values within the neighborhood, or otherwise be opposed to the general spirit and intent of this Unified Development Code.

Zoning Variance Site Plan Requirements

The following information shall be shown on each site plan (sheet size 8 ½" x 11") submitted to the Town with an application for a Zoning Variance. Drawing must be to scale with a graphic scale and North Arrow. One copy of the site plan shall be submitted initially with the application.

The general information and data listed below may not be applicable to all types of zoning variance. Please refer to the *Town of Poetry Zoning Ordinance*.

1. The location of all property lines and lot dimensions.
2. The location of all setbacks according to zoning.
3. The location of all existing structures with a solid line and proposed structures in a dashed line.
4. Include the dimensions of all structures, square footage and separation distances from the
5. structures.
6. The location and label of all adjacent streets, alleys, and access easements, to include known
7. utilities easements.
8. For signage, provide all details for signs.
9. The location of off-street parking areas.

Acknowledgement

I, being the undersigned applicant, certify that the information provided is true and correct to the best of my knowledge and belief and that I, or my authorized representative will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to public notice. Should I initiate withdrawal after public notice is given, the filing fee will be non-refundable. I also understand that all of the conditions, dimensions, building sizes, and/or parking areas depicted on the site plan shall be adhered to as amended and approved by the Board of Adjustment.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____



Town of Poetry Legal Authorization by Property Owner.

Property ID(s): _____

Property Address: _____

The *Legal Authorization by Property Owner* will be used by Town staff as the document confirming a person's authority, rank or ability to perform a specific action or delegate their power/duties. This *Legal Authorization of Property Owner* is required to be completed by both the Owner of Record and Representative as part an *Application for Zoning Variance*.

I, _____ hereby give authorization to
Owner of Record - Print Name

_____ to complete and submit an *Application for*
Representative - Print Name and Entity

Zoning Variance.

This authorization will remain in full force unless revoked by written notice. If a new representative is selected, the Owner of Record will submit a new *Legal Authorization by Property Owner* in a timely manner to notify Town staff of the change.

Owner of Record - Signature

Date

Representative – Signature

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN OF POETRY, TEXAS
FINDING THAT ONCOR ELECTRIC DELIVERY
COMPANY LLC'S APPLICATION TO CHANGE RATES
WITHIN THE TOWN SHOULD BE DENIED; FINDING
THAT THE TOWN'S REASONABLE RATE CASE
EXPENSES SHALL BE REIMBURSED BY THE COMPANY;
FINDING THAT THE MEETING AT WHICH THIS
RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS
REQUIRED BY LAW; REQUIRING NOTICE OF THIS
RESOLUTION TO THE COMPANY AND LEGAL
COUNSEL.**

WHEREAS, the Town of Poetry, Texas ("Town") is an electric utility customer of Oncor Electric Delivery Company LLC ("Oncor" or "Company"), and a regulatory authority with an interest in the rates and charges of Oncor; and

WHEREAS, the Town is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee"), a coalition of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor's service area; and

WHEREAS, on or about June 26, 2025, Oncor filed with the Town an application to increase system-wide transmission and distribution rates by about \$834 million or approximately 13% over present revenues. The Company asks the Town to approve an 12.3% increase in residential rates and a 51.0% increase in street lighting rates; and

WHEREAS, the Steering Committee is coordinating its review of Oncor's application and working with the designated attorneys and consultants to resolve issues in the Company's filing; and

WHEREAS, through review of the application, the Steering Committee's consultants determined that Oncor's proposed rates are excessive; and

WHEREAS, the Steering Committee's members and attorneys recommend that members deny the Application; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:

Section 1. That the rates proposed by Oncor to be recovered through its electric rates charged to customers located within the Town limits, are hereby found to be unreasonable and shall be denied.

Section 2. That the Company shall continue to charge its existing rates to customers within the Town.

Section 3. That the Town's reasonable rate case expenses shall be reimbursed in full by Oncor.

Section 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 5. That a copy of this Resolution shall be sent to Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202 and to Thomas Brocato, Counsel to the Steering Committee, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Ave., Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED this 16th day of October, 2025.

Mayor

ATTEST:

Town Secretary

APPROVED AS TO FORM:

Town Attorney

ORDINANCE _____

DRIVEWAY CULVERTS PROCESSING AND STANDARDS

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, CREATING "DRIVEWAY CULVERTS PROCESSING AND STANDARDS"; ESTABLISHING POLICIES AND PROCEDURES FOR THE CONSTRUCTION OF CULVERTS WITHIN TOWN LIMITS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town possesses the authority to adopt ordinances necessary to protect the interests and welfare of the Town and its residents pursuant to Section 51.012 of the Texas Local Government Code; and

WHEREAS, Chapter 311 of the Texas Transportation Code grants to a general law municipality the authority to construct and regulate the construction of a culvert within the municipality; and

WHEREAS, Chapter 217 of the Texas Local Government Code grants authority to the governing body of a municipality to prevent and abate a nuisance located within the municipality; and

WHEREAS, private driveways constructed without a culvert negatively impact the proper flow of water and drainage and lead to flooding of adjacent roadways and private property and can create a nuisance; and

WHEREAS, a property owner is best equipped to construct and perpetually maintain the driveway culvert that serves their own property; and

WHEREAS, the Town Council of the Town of Poetry ("Council") finds that requiring a culvert to be installed in each new driveway constructed within the Town limits best protects the Town's roadways and adjacent private property from flooding and is in service of the health, safety, and wellbeing of the residents of the Town of Poetry; and

WHEREAS, the Council has determined that it is in the best interests of the Town and its residents to require installation of a culvert for each new driveway constructed within the Town, and to provide for "Driveway Culverts Processing and Standards" provisions.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:

SECTION I

The Town's "Driveway Culverts Processing and Standards" provisions are hereby adopted and shall read as follows:

PART 1: PURPOSE

To protect the health, safety and general welfare of the residents of the Town by ensuring the proper flow of water and drainage and preventing flooding on the Town's streets and right-of-way and adjacent private property, by requiring installation of a culvert in each new driveway constructed in the Town.

PART 2: DEFINITIONS

For purposes of this Ordinance, when not inconsistent with the context, words used in the present tense include the future tense, words in the plural include the singular, and words in the singular include the plural, and the use of any gender shall be applicable to all genders whenever the sense requires. Words not defined in this part shall be given their common and ordinary meaning.

Town. The Town of Poetry, Texas.

Culvert. A hollow structure of approved material, which provides waterway openings to conduct water for drainage purposes.

Driveway. A roadway with a defined structure that permits vehicular access between private land use(s) and public streets and alleys.

Precinct Commissioner. A duly elected member of the Kaufman County, Texas Commissioner's Court, or their designee or Hunt County, Texas Commissioner's Court, or their designee.

PART 3: DRIVEWAY CULVERTS REQUIRED

(a) Driveway Culverts Required for New Construction on Town Roads: Culverts shall be installed in the Town for each driveway crossing an open existing or proposed ditch, except when the Town determines that no culvert is required. The Property Owner shall be responsible for purchase costs of any new or replacement culvert and the cost of said installation.

(b) Permit Required for All Driveway Culverts: A permit is required for the installation of all driveway culverts. No person shall enter upon Town property or right-of-way for the purpose of laying, constructing, and/ or installing any driveway culvert that disturbs the existing soil prior to receiving a permit from the Town. In determining whether to grant a permit, the Town shall review the location, size, materials, and any other installation details regarding the proposed driveway culvert. In the event that a permit is requested to replace an existing culvert due to Town construction, whether on the road or on the ditch, the Town shall waive any applicable permit fees. *Application for Culvert Installation Permit* attached as Exhibit 1.

(c) Water to Flow at Natural Rate: Any driveway constructed on Town-Right-of- Way shall have a culvert of sufficient size to allow water to flow at its natural rate at its normal peak level, from one side of the driveway to the other, as determined by the Town.

(d) Culvert Size: The property owner shall contact the Town to receive a minimum standard on the appropriate culvert diameter size, material type and required construction standards.

(e) Existing Culverts: Existing culverts in good condition and not containing any blockages or other restrictions will be allowed to remain in "as-is" condition, as determined by the Town. The property owner is solely responsible for any necessary or routine maintenance, such as removing any obstructions of water flow, and repairs, including both the culvert and driveway. Existing culverts that are determined by the Town to be in less than good condition shall be subject to corrective measures, as outlined herein.

PART 4: AUTHORITY TO ABATE DEFECTIVE CULVERTS

- (a) **Declared a Nuisance:** It is unlawful and declared a nuisance for any person owning, claiming, occupying or having supervision or control of any real property, occupied or unoccupied, within the corporate limits of the Town, to violate any of the provisions contained herein.
- (b) **Abatement by Town:** To the greatest extent permitted by law, the Town reserves the right to prevent any nuisance within the corporate limits of the Town, and shall have each nuisance removed at the expense of the person who is responsible for the nuisance or who owns the property on which the nuisance exists.

PART 5: PENALTY PROVISION

Any person, firm, corporation or business entity violating or failing to comply with any provision or requirement of this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof shall, be fined in an amount not to exceed two thousand dollars (\$2,000.00) for any violation involving litter, fire, safety, zoning, public health, or sanitation, and in an amount not to exceed five hundred dollars (\$500.00) for all other types of violations. The Town retains all legal rights and remedies available to it pursuant to local, state and federal law.

SECTION II.

Repeal of Conflicting Ordinances: This Ordinance, upon its enactment and effective date, shall repeal all conflicting ordinances relative to conflicts of interest.

SECTION III.

Severability: Should any part, subpart, section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional, illegal or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Poetry hereby declares that it would have passed this Ordinance each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION IV.

Effective Date. This Ordinance shall take effect immediately after its passage and publication of the caption as the law in such cases provide.

DULY PASSED by the Town Council of Poetry, Texas on the 16th day of October, 2025.

ATTEST:

APPROVED:

TOWN SECRETARY

Mike Jaffe, Mayor

Please print all information legibly



Application for Culvert Installation Permit

Request Date: _____ Requester's Name: _____

Phone: _____ Mailing Address: _____

Email Address: _____

County Road Number or Name: _____ Subdivision Name: _____

Location Description: _____

Culvert Process Instructions

- 1) The Property Owner must place a stake to clearly mark the proposed location of the culvert.
- 2) A representative from the Town of Poetry will conduct an inspection of the marked location within 14 working days of notification to determine the necessary size of the culvert for installation.
- 3) It is the Property Owner's responsibility to ensure that their contractor installs the culvert correctly. Any improperly installed culvert, not adhering to the required grades, will be removed, and the applicant will be obligated to reinstall it at their own expense.
- 4) Acceptable materials for culverts are limited to galvanized corrugated metal or HDPE (High-Density Polyethylene) Double Wall Plastic only.
- 5) **For concrete driveways only**, HDPE Double Wall High-Density Polyethylene Plastic is permitted.
 - a) Concrete driveways must stop 12 inches before the county road to allow for a proper tie-in.
 - b) If ditch work or culvert replacement is needed under a concrete driveway, the Property Owner is responsible for sawing and replacing the driveway surface.
- 6) The length of any culvert must be no less than 30 feet and no more than 60 feet.
- 7) All culverts must be installed 4 inches below the ditch line, parallel to the ditch, and on the correct grade. The "ditch line" is the lowest point of a V-bottom ditch or the furthest point from the roadway of a flat-bottom ditch where the roadway slopes back to the existing ground line.
- 8) Upon completion of the installation, the culvert must be covered with a minimum of 6 inches of coverage material. Acceptable coverage materials include road base, crushed concrete (procured from a crusher), gravel, asphalt, reclaimed/recycled asphalt or pour in place concrete.

- 9) The Property Owner is required to call for inspections at the completion stage of the culvert installation process.
- 10) If the inspection fails, the property owner or applicant must correct the issues within 30 days. Failure to do so will result in the removal of the culvert, which will be placed on the backside of the ditch.

*Please email the completed permit to Secretary@poetrytexas.org.
For assistance, you may call the Town Hall Office at 469-902-7001*

To be filled out by a Town Representative

Request Date: _____ Requester's Name: _____

County Road Number or Name: _____

Size of Culvert Required: _____

Sized by: _____

Date Permit Issued: _____

Town Representative: _____

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS DESIGNATING THE *TERRELL TRIBUNE* AS THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texas Local Government Code, Section 52.004, requires the town to designate a newspaper of record every year for the publication of ordinances, notices and other matters; and

WHEREAS, the Town Council of the Town of Poetry desires to officially designate the *Terrell Tribune* as the Town's official newspaper for the current municipal year.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS, THAT:

SECTION 1: The Town Council of the Town of Poetry hereby designates the Terrell Tribune, a public newspaper in the Town of Terrell, Texas, as the official newspaper of Poetry, the same to continue as such until another is selected, and shall cause to be published therein all ordinances, notices and other matters required by law or by ordinance to be published.

SECTION 2: The Town Mayor and Town Secretary are hereby given authority to contract with the *Terrell Tribune* for said newspaper to become the official newspaper of the Town of Poetry.

SECTION 3: This resolution shall become effective immediately upon its passage.

DULY PASSED by the Town Council of Poetry, Texas on the 16th day of October, 2025.

APPROVED:

MAYOR

ATTEST:

TOWN SECRETARY