

Agenda
Town of Poetry
Workshop and Regular Town Council Meeting

February 15th, 2022

6:30 pm

Faith Temple Baptist Church
11214 FM 1565 Poetry, 75160

- a) Call Town Council to order and convene into Workshop Meeting. Secretary Karoline Chapman to confirm quorum.
- b) Pledge of allegiance.
- c) Invocation.
- d) **This is a Workshop Meeting of the Town Council. No Town Council action will be taken at this Workshop Meeting. Discussion will be limited to members of the Town Council only. At such time an item is placed on the Town Council agenda, an opportunity for public comment will be provided.**

e) Workshop Agenda:

- 1. Discuss implementation of emergency management services and NIMS courses.
- 2. Discuss obtaining storm sirens for the Town, including pursuing public grants.
- 3. Discuss Mayor's and Council members' assessment of Town roads for forage trimming and tree limb removal.
- 4. Discuss establishing an informal bid threshold for recurring Town expenses and managing Town expenses.
- 5. Discuss spring clean-up for the Town.
- 6. Discuss documenting and publishing the criteria for being considered "within the Town of Poetry" for the purposes of voting, trash collection, sales tax, property taxes and other matters that will affect citizens.
- 7. Discuss developing a plan to create and publish a comprehensive map, using the incorporation survey, to show all property parcels within the Town of Poetry and its ETJ, including a list of parcels, owners and whether the property is within the Town limits.
- 8. Discuss developing a plan to audit and enforce the Town's solid waste ordinance including a template "cease and desist" letter to send to violators.
- 9. Discuss designating certain Town roads as "no thru trucks over 33,000lb GVWR" routes, penalties for such on residential roads, and the need to purchase road signs. *GVWR =Gross Vehicle Weight Rating
- 10. Discuss Secretary Karoline's notice of impending resignation owing to taking full time job with current employer and potential secretarial candidates.

- f) Adjourn Workshop Meeting.

g) Convene into Regular Town Council Meeting.

Regular Agenda:

h) CITIZEN COMMENTS: Persons wishing to speak on any posted agenda item may do so when the individual item is opened for consideration by the Council. Speakers will be limited to 3 minutes unless a longer period of time is allowed by law for use of a translator. Persons wishing to speak must sign up at least 24 hours in advance of the meeting by emailing contact@poetrytexas.org or by signing up in person at the meeting location from 6:00-6:30 pm with name, address, and an agenda item on which there is a desire to speak. You must be signed up to speak during the meeting. Comments should be respectful with no personal attacks. To preserve the order and decorum of the meeting of the Town Council, any person who makes, profane, slanderous, or threatening remarks or who becomes disruptive during the meeting will be asked to leave the Council Chambers. (Texas Penal Code §§ 38.13, 42.05)

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

--Community Work Day Saturday, February 19th 9-5 am Carpenter needed!

j) Reports:

- 1) Financial Report – January 2022
- 2) Planning and Zoning Committee Report -Katherine Hartwicke, chairwoman

k) Consent Agenda:

Items listed on the consent agenda allow the Council to approve all items together without discussion or individual motions.

- 1) Minutes for the January 18th, 2022 Regular Town Council Meeting.

l) Regular Agenda:

1. Discuss and consider the Town Hall Annex inspection report of January 22, 2022, by East Texas Home Inspection.
2. Discuss and consider adding a \$202 per year amendment to the Town's TML risk insurance to cover the Town Hall/church annex under the Town's current policy to put into the lease agreement currently being written.
3. Discuss and consider taking action on committee assignments.
4. Discuss and consider a budget expenditure for a laptop, which will allow the Town Secretary to type and film during Council meetings, not to exceed \$800.00.

5. Discuss and consider a budget expenditure for a desktop, not to exceed \$700.00 (a citizen donated a \$700.00 cashier's check to the Town with a request for this specific expenditure).
6. Discuss and consider purchasing a printer with color, legal and scanning capabilities not to exceed \$599.00
7. Discuss and consider Road Maintenance ILA Project Sheet No.1, amount of initial escrow and how to determine areas of priority for forage trimming and/or tree limb removal.
8. Discuss and consider documenting and publishing the criteria for being considered "in the Town of Poetry" for the purposes of voting, trash collection, sales tax, property taxes and other matters that will affect citizens.
9. Discuss and consider posting a list of registered voters in Hunt and Kaufman Counties that reside within the Town limits on the Town website.
10. Discuss and consider developing a plan to create and publish a comprehensive map, using the incorporation survey, to show all property parcels within the Town of Poetry and its ETJ, including a list of parcels, owners and whether the property is within the Town limits.
13. Discuss and consider developing a plan to audit and enforce the Town's solid waste ordinance including a template "cease and desist" letter to send to violators.
14. Discuss and consider designating certain Town roads as non-hazardous waste routes.

m) General Public Comments: Comments are limited to three (3) minutes. If a translator is needed, the speaker may be granted up to four (4) minutes. *Sign-up is required BEFORE the Meeting is called to order. Be aware that the Town Council can only respond with **factual information only. The Town Council may consider putting citizen concerns on a future agenda.***

n) Adjournment

The Town Council may go into closed session at any time when permitted by Chapters 418 or 551, Texas Government Code, or Section 321.3022 of the Texas Tax Code. Before going into closed session, a quorum of the Council must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551 or 418, Texas Government Code, or Section 321.3022 of the Texas Tax Code authorizing the closed 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's office at 214-317-8128.

I certify that the above notice of the meeting was posted at 20425 FM 986 Poetry, Texas on this 12 th day of February, by 6:30 pm and online at poetrytexas.org.

Tara Senkevech, Mayor