



# Town of Poetry, Texas

## Minutes

### Workshop & Regular Town Council Meeting

Thursday, December 18, 2025

Poetry Town Hall

5671 County Road 323, Poetry TX 75160

5:30 pm



STATE OF TEXAS

COUNTIES OF KAUFMAN AND HUNT

TOWN OF POETRY, TEXAS

**BE IT REMEMBERED THAT ON THIS DAY OF THE 18<sup>th</sup>** of December 2025 at 5:30 pm, the Town Council of Poetry, Texas, held a Workshop and Regular Town Council Meeting at Poetry Town Hall, 5671 County Road 323, Poetry, Texas 75160.

#### A. Call to Order

1. Mayor Mike 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, Council Members: Tom Anderson, Dale Bryant, Tracie Hibbs, and Doug Kendrick. No Council Members were absent. Mayor Jaffe announced a quorum was present.

Invocation: Councilmember Doug Kendrick

Pledge of Allegiance: Councilmember Doug Kendrick

#### B. Workshop Agenda

1. Discuss possible future changes to current Zoning Ordinance.

This discussion was about possible corrections, updates, and changes to our current Zoning Ordinance which was passed March 21, 2024. The process to implement these changes is involved and will take significant time. Workshop Agenda regarding the Zoning Ordinance began at 5:32pm and concluded at 6:31pm. **No action was taken and no changes were made; this item was discussion only.**

**Council recessed at 6:31pm.**

**Council reconvened and began the Regular Council Meeting at 6:36pm.**

#### 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. The Christmas in Poetry celebration and parade was Saturday, December 13 from 4:30-6:30p at Poetry Town Hall. Mayor Jaffe thanked all who were involved with planning and organizing the parade and celebration. He also thanked those in the community who participated as well as those at Poetry Community Christian School. Mayor Jaffe also commented on the success of the Poetry Farmers Market event.

## D. Reports

1. Financial
  - a. P&L Budget vs Actual Nov 2025
  - b. Account Quick Reports 6010, 6011, 6012 - Nov 2025
  - c. Account Quick Report 6100, 6111 – Nov 2025
  - d. Bank Reconciliation Summary & Detail - Nov 2025
  - e. Bank Reconciliation Petty Cash – Nov 2025
  - f. Sales & Use Tax Report - Nov 2025
  - g. Hunt County Roads Escrow – Nov 2025
2. Roads & Traffic update
3. Mayor and Councilmember Activity Updates
  - Mayor Jaffe reported on his meeting with State Representative Brent Money regarding MUDs.
  - Councilmember Anderson reported on current information regarding Bishop Field.
  - Councilmember Kendrick reported on current information regarding emergency management.
  - Councilmember Bryant reported on status of signage project.

## 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 – November 20, 2025 Executive Session, Workshop & Regular Meeting
2. Approve Nichols Jackson 11/30/25 legal bill - \$107.50
3. Ratify payment of General Liability Policy (due before 12/16/25, received after Nov. packet) \$681.79
4. Ratify acceptance of Town Secretary's resignation.

Motion made by Councilmember Anderson to approve all Consent Agenda items

Motion seconded by: Councilmember Hibbs

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

## F. Regular Agenda

1. Discuss and take action as necessary on Fiscal Year 2024-2025 Annual Audit Report. A member of our audit firm presented their Final Audit Report of the Town's finances for fiscal year 2024-2025. The Town passed the annual audit.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Anderson to accept the Annual Audit Report

Motion seconded by: Councilmember Kendrick

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0



2. Discuss and take action as necessary on Blackjack Disposal CPI based rate increase request for residential solid waste services. On each anniversary date of their contract, Blackjack has the right to request a rate increase based on the Consumer Price Index (CPI). This year's requested increase is 1.86% and would take effect January 1, 2026. A representative from Blackjack Disposal provided detailed information on how pricing is calculated and on the current rate increase.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Anderson to accept the 1.86% CPI adjustment.

Motion seconded by: Mayor Pro Tem Fowler

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

3. Discuss and take action as necessary to move the Deputy Secretary over into the Secretary role and adjust her pay. The Town Secretary position was recently vacated by resignation. This item would fill the role of Town Secretary with the current Deputy Secretary, creating an opening for a backfill of the Deputy Secretary position. Council and Mayor discussed this title change and confirmed that there are sufficient funds currently allocated in the budget for a pay increase. After previously consulting the Town Attorney regarding employment of the Secretaries, Mayor Jaffe indicated that moving forward, decisions concerning their employment would be independently managed by the Mayor with input from Councilmembers if issues arise. This indicates a change in how employment was handled in previous years.

Citizens Speaking on this topic:

- Kenny Hibbs, Poetry

Motion made by Councilmember Anderson to retitle Secretary Theresa who is currently Deputy Secretary to Secretary.

Motion seconded by: Councilmember Hibbs

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

Motion made by Councilmember Anderson to increase Secretary Thereas's pay to \$25 per hour.

Motion seconded by: Councilmember Kendrick

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

4. Discuss and take action as necessary to hire a Deputy Secretary. This item is to fill a recently vacated Town Secretary position. Three possible candidates were discussed and considered for the position.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Anderson to extend and offer to Lora Lehew as Deputy Secretary at \$20 per hour.

Motion seconded by: Councilmember Kendrick

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

### 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.*


Citizens Speaking-General Public Comments:

- None

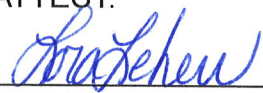
### H. Adjournment

The Town Council meeting was adjourned at 7:52pm

*I certify that the minutes of December 18, 2025 were voted and approved by the Council of the Town of Poetry on this 15<sup>th</sup> day of January, 2026.*

  
Mike Jaffe, Mayor  
Town of Poetry, Texas

ATTEST:

  
Lora Lehew, Deputy Secretary  
Town of Poetry, Texas

