



Town of Poetry

Sales and Use Tax Revenue

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

Texas Comptroller Allocation

Expenditures

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

GL 6010 YE 09302024	\$0.00
GL 6100 YE 09302024	\$ 33,418.61
GL 6100 YE 09302023	\$7,530.62

Total Allocation \$141,453.31

Total Expenditures \$40,949.23

Road Fund Balance	\$100,504.08
General Fund Balance	\$54,694.05
Bank Bal 09/30/2024	<u>\$155,198.13</u>

## Town of Poetry Account QuickReport October 2023 through September 2024

Type	Date	Num	Name	Memo	Split	Amount
<b>6100 Pothole Signage &amp; Road Rel</b>						
Bill	11/07/2023	59.94	Amazon Online	Safety Vests	Accounts Paya...	
Bill	11/09/2023		Amazon Online	safety vest	Accounts Paya...	19.99
Bill	11/21/2023	H-08 ...	Hunt County	H-08 Project	Accounts Paya...	4,250.00
Bill	02/07/2024	Roads...	The Home Depot		Accounts Paya...	29.92
Bill	02/07/2024		The Home Depot	road repair	Accounts Paya...	8.98
Bill	02/19/2024	H-11	Hunt County	H-11 Project s...	Accounts Paya...	6,000.00
Bill	02/23/2024		Texas Materials Gro...	Road Refurbi...	Accounts Paya...	1,293.80
Bill	03/07/2024		Poetry Tack & Ag, L...	marking wand	Accounts Paya...	35.63
Bill	03/07/2024		Poetry Tack & Ag, L...	gatorade for w...	Accounts Paya...	8.08
Bill	03/14/2024		Texas Materials Gro...		Accounts Paya...	1,299.00
General Journal	03/15/2024	09302...		CR Texas Bit	American Nati...	-99.00
Bill	04/01/2024		Poetry Tack & Ag, L...	For roads	Accounts Paya...	35.63
Bill	04/01/2024		Poetry Tack & Ag, L...	For road team	Accounts Paya...	8.08
Bill	05/30/2024	H-12 ...	Hunt County	H-12 Project: ...	Accounts Paya...	4,000.00
Bill	05/30/2024	H-13	Hunt County	4 trees appro...	Accounts Paya...	3,200.00
Bill	06/13/2024	Poetry...	TML Intergovermme...	Mobile Equip...	Accounts Paya...	245.00
Bill	06/14/2024		Poetry Tack & Ag, L...	4 Post Road ...	Accounts Paya...	74.40
Bill	07/02/2024	271379	Texas Materials Gro...	Volunteer Cre...	Accounts Paya...	1,296.10
Check	07/08/2024	1543	Poetry Tack & Ag, L...	9 BAGS OF A...	American Nati...	83.70
Bill	07/16/2024	Tree r...	Waldo Enriquez	Two large dea...	Accounts Paya...	2,500.00
Bill	07/18/2024	20135...	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	674.70
Bill	07/19/2024	H-14 ...	Hunt County	Drainage ditc...	Accounts Paya...	1,500.00
Bill	07/19/2024	H-15 ...	Hunt County	H-15 Project ...	Accounts Paya...	4,000.00
Bill	07/25/2024	27137...	Texas Materials Gro...	ASPPM Grade	Accounts Paya...	591.50
Bill	08/01/2024	271379	Texas Materials Gro...	ASPPM Grad...	Accounts Paya...	670.80
Bill	08/15/2024	20136...	Texas Materials Gro...	ASPP, Grade 4	Accounts Paya...	726.70
Bill	09/19/2024	20138...	Texas Materials Gro...	ASPPMGrade...	Accounts Paya...	665.60
Bill	09/19/2024	H-16 ...	Hunt County	H-16 Tree Tri...	Accounts Paya...	300.00
Total 6100 Pothole Signage & Road Rel						33,418.61
<b>TOTAL</b>						<b>33,418.61</b>



**Town of  
Poetry**

**September 2024**

<b>Beginning Bank Balance o</b>	09/03/24				\$144,419.98
<b>Deposits</b>					
	9/5/2024	ETJ Petition to Release	RVSL Foundation		\$125.00
	9/12/2024	Public Information Request Invoice	PIR		\$183.90
	9/13/2024	Sales and Use Tax Revenue	Texas State Comptroller		\$9,517.29
	9/27/2024	Oncor 3rd Qtr Franchise Fee	Franchise Fee		\$4,203.98
			<b>Total</b>		<u>\$14,030.17</u>
<b>Withdrawals and debits</b>					
	9/3/2024	Go Daddy Annual Fee			\$23.17
	9/4/2024	Gusto Payroll Tax Liability			\$267.66
	9/4/2024	Gusto Payroll Expense			\$1,209.74
	9/5/2024	Gusto Payroll Processing Fee			\$55.22
	9/16/2024	Town Hall Parking Lot	RailRoad Ties		\$377.86
	9/16/2024	Wix	Website		\$24.89
	9/24/2024	Kaufman County	Budget		\$2.34
	9/24/2024	Kaufman County	Budget		\$102.00
			<b>Total</b>		<u>\$2,062.88</u>
<b>Checks Paid</b>					
	9/9/2024	Vicars Septic Service			\$100.00
	9/12/2024	Charter Communication	Town Hall Phones & Internet		\$135.47
	9/12/2024	Reliant	Town Hall Electric Utilites		\$149.47
	9/13/2024	Kevin A. Senkevech	Refund Over Charge PIR Invoice		\$0.30
	9/17/2024	Waldo Enrique	Lawn Mowing and Weed Eating		\$130.00
	9/18/2024	PWSC	Town Hall Water Utilites		\$43.90
	9/20/2024	Jason Johnson	Town Hall Meeting Security Service		\$200.00
	9/25/2024	Waldo Enrique	Lawn Mowing and Weed Eating		\$130.00
	9/26/2024	Hunt County	H-16 Project Sheet		\$300.00
			<b>Total</b>		<u>\$1,189.14</u>
<b>Ending Balance 09/30/2024</b>					<u>\$155,198.13</u>

**10 FEC checks outstanding**

**\$ 377.98**

1124	169.28	replaced need to void/delete
1193	\$109.97	FEC CK 09302022
1127	\$100.70	FEC CK 09302022
1126	\$62.63	FEC CK 09302022
1233	\$41.48	FEC CK 09302022
1216	\$29.44	FEC CK 09302022
1161	\$13.68	FEC CK 09302022
1219	\$10.21	FEC CK 09302022
1183	\$9.07	FEC CK 09302022
1262	\$0.75	FEC CK 09302022
1173	\$0.05	FEC CK 09302022
<b>Total</b>	<b>\$377.98</b>	

IN THE COMMISSIONERS COURT OF  
HUNT COUNTY, TEXAS

SEPARATE WRITTEN APPROVAL OF INTERLOCAL  
COOPERATION CONTRACT WITH:  
TOWN OF POETRY

The Commissioners' Court of HUNT County, Texas, in compliance with §791.015 of the Texas Government Code, otherwise known as the Interlocal Cooperation Act, and before the commencement of any work to construct, improve, or repair the subject matter of an Interlocal Contact with Town of Poetry, hereby authorizes, and approves this separate specific written approval for the proposed project described below. In this regard, the following provisions apply to such proposed Interlocal Cooperation Contract:

1. This approval is separate and distinct from the Interlocal Cooperation Contract itself.
2. The proposed project is for Hunt County R&B Precinct #2 to:

A. Description of Project: 6 roads for repair

**New asphalt cold or hot mix applied to potholes and sides of roads as needed**

Exact Project Location: **CR 2458, CR 2434, CR 2432, CR 2426, CR 2326, CR 2400**

B. Material, equipment, labor hours, etc. to be used on this project:

Labor & Equipment for completion

Approximate Start Date: \_\_\_\_\_ Approximate Completion Date: \_\_\_\_\_

Cost of Project: \$

\*(to be paid into an escrow account with the County before the start date of the above-described project)

It is mutually understood that no additional projects will be performed for any entities that owe outstanding project costs to Hunt County.

Approved by Commissioners' Court:

\_\_\_\_\_  
Hunt County Commissioner

\_\_\_\_\_  
Date:

Approved by: Town of Poetry

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Authorized Signature for Other Entity

**Copy of said agreement will be provided to the County Auditor and an accounts receivable will be recorded for said agreement. The Commissioners Office will report the date of completion to the County Auditor within seven (7) days of completion of above-described project. The fund deposited in the escrow account will then be paid to the County.**

# FLETCHER LAWN AND LANDSCAPING

**BID 5204**  
OCTOBER 11 2024

REMIT PAYMENT TO: HERBERT FLETCHER 1041 GATE LN TERRELL TX 75160  
 QUESTIONS CALL :1-214-536-3124 HERBERT FLETCHER  
 TO: TOWN HALL

ITEM #	DESCRIPTION	TOTAL SALE
1	MOW, WEEDEAT, EDGE AND BLOW BI WEELY EACH MO	80.00
2		-
3		-
4		-
5		-
6		-
7		-
8		-
9		-
10		-
11		-
12		-
13		-
14		-
15		-
16		-
17		-
18		-
19		-
20		-
21		-
22		-
23		-
<b>SUB TOTAL</b>		80.00
<b>TAX 3.25%</b>		N/A
<b>TOTAL</b>		\$80.00

Nichols, Jackson, Dillard, Hager & Smith L.L.P.  
 500 N Akard St.  
 Suite 1800  
 Dallas, TX 75201 USA  
 214-965-9900      Tax ID: 75-0861592

**TOWN OF POETRY  
 TX USA**

**Date:                    09/30/2024  
 Ref.:                    3089.000  
 Bill #:                   54708**

**RE:**    General Legal Services

**Attention:            Mayor Tara Senkevech**

Date	Init	Description of Service	Hours	Amount
09/13/2024	DMB	Preparation of ordinance adopting survey; preparation of ordinance ratifying adoption of zoning ordinance, telephone call with mayor.	0.75	146.25
09/18/2024	DMB	Email to L Andrews, opposing counsel, re West v. Town.	0.25	48.75
09/20/2024	DMB	Emails to L Andrews, opposing attorney, re discovery issues.	0.25	48.75
	KS	Reviewed of responsive documents; drafted letter to OAG; filed ruling request with OAG; updated client and requestor regarding PIR (Emard).	1.50	292.50
09/23/2024	DMB	Preparation and filing of response to motion for expedited discovery, proffer of evidence re West v. Poetry.	1.75	341.25
09/24/2024	DMB	Telephone call with mayor, email to mayor, preparation and filing supplemental response to emergency motion.	0.75	146.25
		Our Fee	5.25	1,023.75

**Time Summary**

Lawyer Initials	Rate	Hrs	Amount
DMB	195.00	3.75	731.25
KS	195.00	1.50	292.50

**Disbursements**

Photocopies @ \$.25	24.50
Attorney General Fees	7.50
<b>Total Disbursements</b>	<b>32.00</b>
<b>Total Fees and Disbursements</b>	<b>1,055.75</b>

**TOTAL** 1,055.75

**Net Amount Owing on This Bill** 1,055.75

**Statement of Account**

Prior Balance 2,002.18

Payments & Adjustments -2,002.18

Current Fees 1,023.75

Current Disbursements \$32.00

**Amount Due and Owing to Date** **\$1,055.75**

Nichols, Jackson, Dillard, Hager & Smith L.L.P.  
Attorneys & Counselors at Law  
500 N Akard St.  
Suite 1800  
Dallas, TX 75201 USA  
214-965-9900  
Fax (214) 965-0010  
E-mail NJDHS@NJDHS.com

Sep 30, 2024

Client: 3089

TOWN OF POETRY  
TX USA

MATTER STATUS

		Prior Balance	Payments Adjustments	Current Charges	Total
3089.000	General Legal Services	2,002.18	-2,002.18	1,055.75	1,055.75
	<b>Total</b>	<b>2,002.18</b>	<b>-2,002.18</b>	<b>1,055.75</b>	<b>1,055.75</b>



**BIRKHOFF, HENDRICKS & CARTER, L.L.P.**  
**PROFESSIONAL ENGINEERS**

11910 Greenville Ave., Suite 600

Dallas, Texas 75243

Phone (214) 361-7900

www.bhcllp.com

JOHN W. BIRKHOFF, P.E.  
GARY C. HENDRICKS, P.E., R.P.L.S.  
JOE R. CARTER, P.E.  
ANDREW MATA, JR., P.E.

DEREK B. CHANEY, P.E., R.P.L.S.  
CRAIG M. KERKHOFF, P.E.  
JUSTIN R. IVY, P.E.  
COOPER E. REINBOLD, P.E.

September 18, 2024

Honorable Tara Senkevech  
Mayor  
Town of Poetry, Texas  
5671 C.R. 323  
Poetry, Texas 75160

**TRANSMITTED VIA EMAIL**

Re: General Services Agreement  
Task 104 – Updated Articles of Incorporation Map

Dear Mayor Senkevech:

In accordance with your request and our existing general engineering services agreement, we are pleased to submit this General Services Task Authorization letter for services related to the Town's updated Articles of Incorporation Map and Description. For billing purposes, we will style this project "Task 104- Updated Articles of Incorporation Map.

**General Project Description and Expected Scope of Services**

Our expected scope of services will include:

104. Preparation of updated Articles of Incorporation Map & Description with the assistance of shapefiles provided by the Town of Poetry. Town of Poetry shall also provide a corrections list to resolve discrepancies found on the Original Articles of Incorporation Map & POB/POE Table.

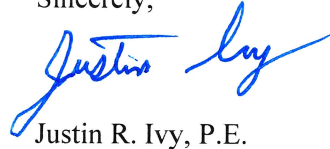
**Fee Not to Exceed Amount**

Based on the General Project Description, our expected Scope of Engineering Services, and the Town's directive, the total time expended on scope of services Item Number 104 above on the Town of Poetry's updated Articles of Incorporation Map & Description preparation shall not exceed \$25,000. In the event the total not to exceed budget is reached, Council approval will be required to increase the not to exceed budget.

Honorable Tara Senkevech  
Task 104 – Updated Articles of Incorporation Map  
September 18, 2024  
Page 2 of 2

If you agree with this Task Authorization, please sign and return one set to our office. We are available to discuss this project further at your convenience.

Sincerely,



Justin R. Ivy, P.E.

**APPROVED FOR TOWN OF POETRY, TEXAS**

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Mayor Tara Senkevech

Date



## Memo from the Town Deputy Secretary

**To:** Town Council

**Date:** October 17, 2024 Meeting

**From:** Anne Hamilton, Secretary and Theresa Scholander, Deputy Secretary

**CC:** Citizens of Town of Poetry, TX

Grab your family and a trash bag and let's Clean UP Poetry in the Community-wide FALL Clean up. THIS Friday and Saturday we will have FREE dumpsters provided to the Town by Blackjack Disposal LLC. located here at the Town Hall parking lot. We will focus on CR 2426 by the Events Center and FM 1565. See Flier for list of items allowed and not allowed.

A big focus this month went to updating the Poetry website with the outstanding Town Ordinances and Resolutions. This of course will be an ongoing effort to maintain and keep current.

Secretary Teresa is recovering from some rather painful surgery and we will her well and pray for a speedy recovery.

The skirting around our Town Hall has been completed. Now that the weather is beginning to get cooler, we should be able to work on the final exterior painting of our building.

Mailing address: 5671 CR 323 Poetry, TX 75160 Phone Number (469) 902-7001  
email: [secretary@poetrytexas.org](mailto:secretary@poetrytexas.org)





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

**BE IT REMEMBERED THAT ON THIS DAY OF THE 19<sup>th</sup>** of September 2024 at 6:30 pm, the Town Council of Poetry, Texas, held a Budget Public Hearing and Regular Town Council Meeting at Poetry Town Hall, 5671 CR 323 Poetry, Texas 75160 with the following present:

Mayor Tara Senkevech  
Councilmember Terry Fowler  
Mayor Pro Tem Jonathan Blake

Councilmember Tom Anderson  
Councilmember Mike Jaffe  
Councilmember Simeon White

**A. Mayor Senkevech** called the meeting to order at 6:30 p.m. At this time, the mayor reminded the public that disruption of the meeting may be considered a criminal offense under Texas Penal Code 3813 and may be escorted out by a peace officer and issued a citation.

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. Anne Hamilton, Town Secretary**, took roll call. All council members were present. **Mayor Senkevech** announced the presence of a quorum.

**C.- D. Pledge of Allegiance and Invocation:** Minister Jack Mullins led the Pledge of Allegiance and the invocation.

**E. Citizen Comments: Mayor Senkevech** announced the opportunity of citizens to speak on any posted agenda item, limited to three (3) minutes each, as long as they had signed up prior to the meeting either by emailing [contact@poetrytexas.org](mailto:contact@poetrytexas.org) or by signing up in person at the meeting location prior to the start of the meeting at 6:30 pm. She reminded all present of the Offenses Against Public Order and Decency as outlined in Texas Penal Code §§ 38.13, 42.05.

**F. Items of Community Interest:**

- 1. Thanks to the Volunteer Roads team:** On Saturday, September 7<sup>th</sup>, volunteers Darrell Watson, Louis Cernoch, Sheri & Brian Vinson, Trevor Kroeger, Josh Senkevech and Kevin Senkevech laid 10,000 lbs. of asphalt on Green Meadow Lane.
- 2. Special thanks to Brian Vinson:** for using his tractor to assist with preparing the debris in the free dumpster at the Town Hall provided by Blackjack, so they can pick it up.
- 3. Special thanks to Bob Boles:** thanks for reconfiguring the sound board to accommodate the use of more microphones for council meetings.

**G. Reports:**

**1. Financial Reports August End 2024**

**a. Beginning balance** of \$144,531.88. Ending balance of \$144,419.98

- Deposits \$8,881.13
- Withdrawals and debits \$4,143.27
- Checks paid \$4,849.76

**b. Sales and Use Tax Receipts Report:**

- The town's sales and use tax revenue total allocation for the year, from July 2023 to July 2024 is 100% going to the road fund.
- Total expenditures of \$39,983.63
- Sales and Use Tax income: \$8,616.47

- Road Fund Balance: \$91,952.39
- General Fund: \$52,467.59

## 2. Secretary's Report:

- Town Secretary and Deputy Secretary reports read by Town Secretary, Anne Hamilton.

## H. Consent Agenda:

1. **Approve Minutes from August 15<sup>th</sup>, 2024:** Motion made to move to regular meeting by **Councilmember Fowler**, second by **Mayor Pro Tem Blake**. **Motion Approved**
2. **Minutes from September 5<sup>th</sup>, 2024:** Motion to approve by Mayor Pro Tem Blake, second by Councilmember Anderson. **Motion Approved**
3. **Approve August legal bill of \$2002.18:** This includes \$1758.43 for lawsuit expenses brought by Poetry citizens, Chad West, Patrick Smith and Lon Akin. Motion to approve by **Mayor Pro Tem Blake**, second by **Councilman Jaffe**. **Motion passed 5:0.**

## I. Regular Agenda:

- A. **Approve Minutes from August 15<sup>th</sup>, 2024:** Councilman Fowler had two corrections. Under Section G, number 6 - strike the line that outlines monetary relief sought. Under "Regular Agenda," number 3 - would like to change the wording that says "Microsoft provides the ability" as this action is not performed by Microsoft but by human interaction.
1. **New contractor quote for Town Hall skirting:** Motion to approve with a completion date of October 31<sup>st</sup>, 2024, by **Councilmember Anderson**, second by **Mayor Pro Tem Blake**. **Motion Approved 5:0**
  2. **Budget Amendment Ordinance with Exhibit A for Oct 23-Sept 24 fiscal year:** This amendment ordinance addresses changes in the current fiscal year budget.
    - Key changes highlighted in red included:
      - Increased sales tax revenue.
      - Higher miscellaneous revenues due to ETJ petition releases
      - Slightly higher donations
      - Minimal increase in utilities reimbursement
      - Insurance costs increased by \$2762.
      - Road repair and maintenance expenses exceeded the budget, partly due to unexpected dead tree removal costs.
    - Legal fees were discussed:
      - \$4,000 budgeted for lawsuit-related legal fees through the end of the month
      - Clarification provided on the difference between legal fees for different firms in the current and previous fiscal years.
    - Election costs included an unexpected annual fee of \$751.
    - The Rainy-Day Fund was adjusted to \$6,189.82  
Council discussed potentially using under-budget funds for parking lot improvements. Concerns were raised about the uncertainty of future legal fees related to an ongoing lawsuit, with potential outcomes ranging from zero to a significant increase. It was clarified that the current budget amendment pertains to the end of the current fiscal year, with future legal fee uncertainties to be addressed in the next budget. Motion to approve by **Mayor Pro Tem Blake**, second by **Councilmember Anderson**. **Motion Approved 5:0**
  3. **Caperton Auditor Quote approval for the new fiscal year:** There was a \$200 increase from the previous year, representing a 4% cost of living adjustment. The new total is \$4,950, which needs to be added to the budget as it was not previously included. Caperton Auditor remains significantly more cost-effective than alternatives, with the next lowest quote being around \$10,000. Motion to approve by **Councilmember White**, second by **Councilmember Anderson**. **Motion Approved 5:0.**
  4. **CareFlite proposal for the new fiscal year:** Discussion on the CareFlite proposal, highlighting the potential financial burden on uninsured residents. Support and concerns expressed about the town's role in such matters. Citing budget constraints and an unexpectedly high proposal from the engineer, **Mayor Senkevech** suggested removing the CareFlite item from the draft budget, keeping

the option open for future consideration. Alternative ways to support the service were also discussed as well as posting the service in The Poetry Post. **No Vote Needed**

- **Citizen Tracie Hibbs: Likes** the CareFlite idea when town is better prepared for this service.
- **Doug Kendrick: Likes** the idea but is concerned about potential issues it could raise.

#### J. PUBLIC FORUM:

- **Discuss and take action on Proposed Budget Ordinance with Exhibit A for October 1, 2024-Sept 30<sup>th</sup>, 2025, fiscal year:** A significant update from the engineering firm was received at the last minute, necessitating changes to the budget draft. A new draft (Draft 3) was presented, with changes highlighted in orange.
  - Key changes in Draft 3:
    - Engineering costs increased from \$12,000 to \$35,000 due to additional work required for the incorporation map and ETJ petition releases. Reasons for this increase were discussed by the council and included:
      - Potential underestimation of work required in initial assessment and discovery assessment costs for West, Smith and Akin lawsuit .
      - Changes in personnel at the engineering firm.
      - Need for a registered surveyor to review and stamp the work.

The council considered the possibility of seeking new bids from other engineering firms.

- Law enforcement services and CareFlite for the town were removed from the budget to accommodate the increased engineering costs.
- Additional budget items discussed:
  - Increase in secretary hours to 84 hours per month. Current budget allows for total secretary hours at approx.60 hours per month.
    - The workload and hours of the town secretary and deputy secretary was discussed, with current workload of town secretary at 40 hours per month, and deputy secretary around 20 hours, with some months going over.
    - Considerable time spent on meeting minutes (10-11 hours for longer meetings)
    - Considered ways to reduce time spent on minutes, such as simplifying meeting minutes format.
    - Discussion about potentially keeping Town Hall open for an additional two hours on Thursday evening (5:00 pm to 7:00 pm) to better serve citizens. Current Town Hall hours are 12:00 pm to 5:00 pm on Thursdays.
  - Removal of care flight services and security services for roads owing to quote received from Engineering company which was more than double expected cost.
  - Debate on security services for meetings:
    - Council debated the necessity of security services. Clarified that security service during council meetings is at a rate of \$50 per hour with a maximum of \$200 per meeting. This item was left in the budget emphasizing the positive impact of having security present and noting fewer interruptions.
- Discussion on legal fees:
  - Proposal to change wording in the budget from “different firm” to “present firm” or “different firm in 22-23”.
  - Considered whether \$5,000 budgeted for West, Smith and Akin lawsuit legal fees would be sufficient.
  - Discussed options for funding additional legal fees if needed, including using the rainy-day fund or reallocating from other budget areas.
- Engineering services:
  - Discussed the possibility of seeking new bids from other engineering firms. Noting that canceling the existing contract might be necessary to switch firms. It was decided to address this issue at a later date.
- Other budget items:
  - An increase in town insurance costs.
  - Landscaping expenses for the Town Hall, including the addition of railroad ties for parking area completion.

- Final budget figure:
  - The total budget amount was stated as \$346,453.82
- Citizen comments on proposed budget:
  - **Citizen Tracie Hibbs: Concerned** that she could not locate the public hearing notice in the Terrell Tribune newspaper's online website. (A follow-up email was sent to Ms. Hibbs with a copy of the newspaper ad attached explaining that these notices are published in the classified section of the Tribune and only the most current version of the classifieds are posted online).
  - **Citizen Doug Kenderick:** Offered suggestion for the council to consider if multiple positions need to be filled instead of trying to fill needs with existing staff. Perhaps opening more positions within the community.
  - **Citizen Dale Bryant:** Express his thoughts that the engineers raised rates when discovering project would be more work than originally thought.
- Final budget review and approval process:
  - Council reviewed Draft III of the budget.
  - Confirmed that the only substantive change to Draft III was the formatting of legal fees line item to read "different firm" to "present firm" or "different firm in 2022-23".
  - No other changes were made to the draft presented at the meeting.

A motion by **Councilman Tom Anderson** was made to approve the ordinance, Budget Draft III with Exhibit A (the budget). The motion included the amendment to change the wording of the legal fees line item. A second was made by **Mayor Pro Tem Blake**. **Motion approved 5:0.**

#### **COUNCIL BREAK at 7:55 pm – resumed at 8:00 pm**

#### **K. Resume Regular Agenda:**

##### **5. Fall Clean-up Day for Friday, October 18<sup>th</sup> and Saturday, October 19<sup>th</sup>:**

- **Citizen Tracie Hibbs: Suggested** that to make council meetings go faster, perhaps items such as this could be addressed on the public forum.

Motion to approve by **Mayor Pro Tem Blake**, second by **Councilmember Jaffe**. **Motion Approved 5:0**

##### **6. RVSL Foundation ETJ Petition Release: Mayor Pro Tem Blake** pointed out that this petition was brought by an entity and the law does not allow for entities to sign off this document as entities do not vote and they do not have a birthdate. Councilmembers engaged in discussion regarding the issue of entities signing off on documents, particularly in relation to nonprofit organizations, and whether proof of ownership was sufficient for approval. Comparisons were drawn to previous cases, specifically Bishop Field and Lev 365. The relevance of nonprofit status and the distinction between proof of ownership for organizations versus individuals, as well as consistency in decision-making, based on precedent, was emphasized. and considered. Majority felt that denying the current request would maintain consistency with previous decisions, such as Bishop Field. Going forward the need to set a clear precedent for handling similar cases involving corporate entities in the future, was stressed.

- **Citizen Dale Bryant:** Believes that council misunderstands the distinct types of petitions.

Motion to deny by **Mayor Pro Tem Blake**, second by **Councilmember Anderson**. **Motion Passed 3:2 (Fowler/Jaffe dissenting.)**

##### **7. Update on prospective Bishop Airfield LLC. MUD and the efforts of State Representative Jill Dutton, Judge Rankin, and community members in the ongoing M.U.D. Fight:** An update regarding the Bishop Airfield LLC mud (Municipal Utility District) application. On September 5th, there was a motion to deny the application. Following this, on September 6th, at least six citizens who had received direct letters from TCEQ (Texas Commission on Environmental Quality) expressed concerns to the mayor. In response to these concerns, state representative Jill Dutton and Judge Rankin were brought in to address the situation. While Judge Rankin had to leave due to an urgent situation, his wife Stephanie was present. **Mayor Senkevech** then invited Mrs. Rankin to approach the podium and provide the citizens of Poetry with any information that she could share.



- **Citizen Stephanie Rankin:** Mrs. Rankin provided an update on efforts to organize and raise awareness about proposed Municipal Utility District (MUD) development. The development plans to build approximately 1,700-1,800 houses on 440 acres, including a wastewater treatment facility that would discharge up to 1.1 million gallons of treated water daily into Renfro Creek. Concerns were raised about potential flooding impacts, as the area is already prone to flooding. Mrs. Rankin noted that the development could significantly change local demographics and strain existing infrastructure and emergency services. She mentioned that Judge Stovall had previously stated the area lacks sufficient emergency services for such development. Residents of Poetry are encouraged to file complaints with the TCEQ regarding the project. Additionally, yard signs are being distributed to inform the public about the proposed development. Concern was expressed about the project's environmental impact, its effect on the local aquifer, and the adequacy of the treated water quality. The Commissioner's Court has voted and agreed to write a letter to TCEQ stating that they disagree with this proposed community. State Representative Jill Dutton has asked for a case hearing, no date set yet. More community meetings are needed and a website (BishopAirfieldMUDfight.org) where people can get more information will be up and running soon. There is a Facebook site as well, Bishop Airfield MUD Fight.
  - **Citizen Tracie Hibbs:** Stressed the need to watch for people setting up residency in the MUD district just to vote, then moving on. Also suggest writing to legislators to get this law changed as well as involving TXDOT due to the potential flooding of roads that will be caused by this MUD.
  - **Citizen Doug Kendrick:** Also sees the potential for worse flooding and would like to see everyone get involved in stopping the MUD.
  - **Citizen Dale Bryant:** Feels that a fight on the technical side of the argument would achieve better results.
  - **Citizen Shelley Smith:** Stated she thought that the Incorporation group of Poetry said they would be able to stop MUDS.
  - **Citizen Ryan Lutes:** Encourages everyone in Poetry to get involved to stop the MUD from entering the town.

#### **No Vote Needed**

8. **Use of Town Hall building for meetings. [CM Fowler]: Discussion** regarding the use of town hall property. Concerns were raised about proper notification to council members and potential misuse of the building. **Mayor Senkevech** explained her authority to call special meetings for the public good. She stated that meetings for political rallies or personal meetings are not allowed. Council agreed on the need for clear procedures regarding use of town property, deciding that future meetings held by the mayor should be communicated to all council members in advance. The discussion touched on the ongoing issue of a proposed Municipal Utility District (MUD) and how to involve citizens while maintaining proper separation between official town business and citizen-led efforts. The importance of inclusiveness in addressing major town issues like the MUD proposal, was agree upon.
  - **Citizen Tracie Hibbs:** Expressed her opinion on use of Town Hall
  - **Citizen Doug Kendrick:** Suggested an ordinance on Town Hall usage to avoid future issues.
  - **Citizen Dale Bryant:** Expressed his opinion on the optics of building usage.

Potential venues for larger community meetings on this topic were also considered. This concluded with an agreement to improve communication and transparency regarding the use of town facilities for public meetings. **No Vote Needed**

9. **Poetry Ordinance (2024-0903) Adopting Official Survey with Exhibit A. [CM Anderson]: Mayor Pro Tem Anderson** alongside **Town Attorney Berman**, emphasized the need to provide clear instructions to the engineering team, specifically focusing on "Exhibit A," the corrections page from the town's engineering firm. Discrepancies arose regarding dates on incorporation documents, with confusion over whether the official survey dates from May 2021 or November 2020 were correct. Council debated the accuracy of the boundary coordinates and the legality of the stamped incorporation date, seeking clarification from engineers. Further debate occurred with how to define

and apply the term "survey," with opinions by some, that only certified surveyors—not GIS data—can conduct an official survey. There were ongoing concerns about discrepancies between maps and boundary coordinates, with discussions about whether to adhere to the original incorporation data points or modify the current boundaries based on past errors. Some members feared changing the map could exclude or disenfranchise current residents, while others felt correcting mistakes was crucial for legal compliance. Disagreements continued over boundary corrections, including concerns that past errors had resulted in portions of roads being mistakenly included in town limits, affecting voter jurisdiction, and the importance of making corrections before the upcoming election. It was opined by some that further clarification from engineers and legal advisors was needed, with some of council emphasizing the urgency of resolving boundary issues to ensure residents are properly informed of their eligibility to vote or run for office. In a subsequent discussion, the council debated adding arcs and radii to the town boundary map. Though there was some uncertainty about how to describe or calculate these features, there was general discussion that the engineers should handle the technical details. Council stressed that all corrections should adhere to state law, which limits the town's total area to four square miles. This conversation builds on previous discussions about how to balance legal and logistical concerns while finalizing the town's map and ordinances, with an emphasis on ensuring accuracy before upcoming elections.

- **Citizen Dale Bryant:** Expressed his viewpoint on the town mapping vs a town survey.

Motion to approve the Ordinance and Exhibit A with the modifications discussed was made by **Councilmember Anderson**, second by **Mayor Pro Tem Blake**. **Motion Passed 3:2 (Fowler/Jaffe dissenting.)**

**10. TXDOT installation of safety lights at intersection of FM1565 and 986. [CM Fowler]:**

Councilman Fowler added this to the agenda as he was fielding multiple phone calls regarding new streetlights installed at the intersections of FM1565 and FM986 and was inquiring who ordered/authorized these streetlights. Mayor Senkevech explained that these were installed by TXDOT with no request from the Town of Poetry as well as no prior notice to the Town of Poetry that these lights would be installed, as is their prerogative. **No Vote Needed**

**11. Poetry Ordinance Ratifying Adoption of Comprehensive Zoning Ordinance (2024-0904):**

**Discussion** regarding the adoption of a comprehensive zoning ordinance (referred to as the "Poetry Ordinance") and debated whether to move into an executive session for further discussion. **Council members Fowler and Jaffe** wanted to enter executive session, but remaining council preferred to follow the attorney's advice and move forward. After a vote, the council decided against the executive session. The ordinance's ratification was discussed, particularly changes in section four related to penalties for non-compliance. Concerns were raised by some of Council about transparency, urgency, and a possible Open Meetings Act violation in a prior vote. Motion to approve by **Councilmember Anderson**, second by **Mayor Pro Tem Blake**. **Motion Passed 3:2 (Fowler/Jaffe dissenting.)**

**12. Texas Materials quote for Oil Emulsion treatment for roads as prevention of deterioration before winter ice storms:**

The council reviewed a quote from Texas Materials for the application of oil emulsion on roads as a preventive measure against deterioration from winter ice storms. The conversation emphasized that roads showing "spider cracks" are particularly vulnerable to rain and freezing, which could lead to further degradation. The quote for oil emulsion treatment came to approximately \$18,480 per mile, with significant cost factors attributed to current petroleum prices, equipment, and labor. Specific roads identified for potential treatment include CR 2434 and CR 2426, which are heavily trafficked and show signs of "spider cracking". It was noted, the need to consider the longevity of the treatment (2-4 years depending on road conditions) and agreed this would require ongoing investment. Discussion included the necessity for a method to objectively prioritize road projects. A draft questionnaire ranking system based on urgency and road usage was introduced by **CM Anderson**, but further refinement and additional quotes from other companies were suggested for future consideration. The council opted to revisit the topic at a later meeting.

- **Citizen Kevin Senkevech:** shared concerns about the condition of CR 2326, which was constructed over 20 years ago with asphalt. Recent rain and weather have caused the asphalt to crack and deteriorate, with some areas showing signs of "shattering" and "pulverizing." He emphasized the urgency of addressing these cracks, particularly on heavily

trafficked roads like CR 2326, which now accommodate large trucks. Without intervention, the freezing and thawing process could worsen the damage, turning the road into dust. He further advocated for immediate action, including temporary crack-filling and improved drainage, while acknowledging that long-term road rebuilding may eventually be necessary.

**No Vote Needed**

**13. Hunt County Project Sheet H-16 for tree trimming. [MPT Blake]:** Discussion regarding the Hunt County project for tree trimming, confirming that the cost for fuel associated with the work is approximately \$300. This cost covers the fuel for labor and equipment. The importance of tree trimming on specific roads, particularly CR 2326 and CR 2426, as well as other areas that may require attention due to overgrown trees impacting visibility and safety, was outlined. There was consensus that with the growing season nearing its end, it would be an opportune time to proceed with the trimming to maximize value. The project is expected to be added to the court docket for approval, and concerns were raised about the potential damage to vehicle mirrors from overhanging branches during the trimming process. Motion to approve by **Councilmember Anderson**, second by **Mayor Pro Tem Blake**. **Motion Approved 5:0.**

**K. 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 **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.)*

- **Citizen Nancy Harkreader:** Disappointed about Council's decision to postpone the repairs of Four Post Lane and reiterated the damage on that road. Mayor Senkevech requested that she stay until after the meeting for further discussion on this issue.
- **Citizen Ryan Lutes:** Praised Councilman Anderson's evaluation of roads plan.

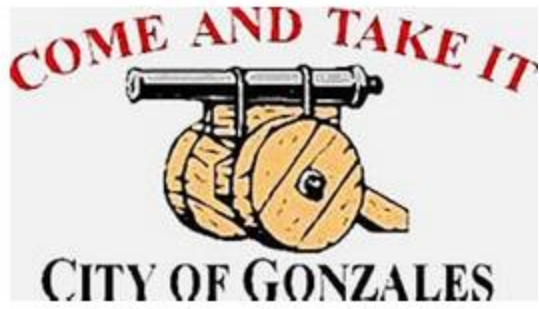
**Meeting Adjournment at 10:19 pm.**

**Minutes prepared by Town Secretary Anne Hamilton.**









Sunnyvale\*



**RESOLUTION NO. 2021-10-01R**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS ADOPTING A TOWN COUNCIL DECORUM AND PROCEDURES POLICY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Poetry, Texas (“Town Council”) desires to adopt rules of decorum and procedures for the conduct of meetings of the Town Council; and

**WHEREAS**, the Town Council desires to adopt such rules of decorum and procedures that are consistent with the laws of the State of Texas and articulate rights, obligations and standards to be upheld by councilpersons and members of the public appearing before the Town Council at a public meeting and establish clear procedures for having items considered for being placed on the agenda of an upcoming Town Council meeting.

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

**Section 1. Adoption.** That the Town Council of the Town of Poetry, hereby adopts and approves the Town Council Decorum and Procedures Policy as herein after set forth:

**TOWN OF POETRY, TEXAS  
TOWN COUNCIL DECORUM AND PROCEDURES POLICY**

These Rules of Decorum and Procedures of the Town Council of the Town of Poetry, Texas shall be effective immediately and shall remain in effect until such time as they are subsequently amended, suspended or new rules are adopted:

The purposes of the Rules of Decorum and Procedure are : (i) to ensure that the Town Council meetings are conducted in a way that allow the business of the Town to be effectively administered; (ii) to ensure that the members of the public who attend Town Council meetings can be heard in a fair, impartial and respectful manner; (iii) to ensure that Town Council meetings are conducted in a way that is open to all viewpoints, yet free from abusive, distracting or intimidating behavior; and (iv) to ensure that the rules governing decorum at Town Council meetings are understood by persons attending the meetings.

**TOWN COUNCIL MEETINGS**

The deliberations and proceedings of the Town Council shall be open to the public, except as state law provides otherwise - (e.g., executive sessions) and shall comply with the Texas Government Code’s Open Meetings Act, as amended (“the “Act”).

## **Regular Meetings**

Regular meetings of the Town Council will be held on the **third (3rd) Thursday of each month beginning at 6:30 PM at the Poetry Town Hall located at 5671 CR 323 in Poetry, TX 75160** or at Faith Temple Church located at 11214 FM 1565, Poetry, Texas, or at any place that the Town Council may direct. The date and/or time of any regularly scheduled meeting may be adjusted, if necessary, so long as proper public notification is provided.

## **Special Meetings**

Special meetings shall be set at such times as are necessary or appropriate and may be called by the Mayor or via a memorandum requesting a special meeting signed by any two (2) members of the Town Council and submitted to the Town Secretary. Upon receipt of a request for special Town Council meeting by the Town Secretary, the Town Secretary shall call such meeting at the earliest available opportunity at which such participants and facilities are available. Notice of a special meeting shall be given to each member of the Town Council at least 72 hours in advance of the meeting or one (1) hour in advance in case of an emergency meeting. Notice may be given unilaterally in writing, in person, by telephone or by electronic communication.

## **Executive Session**

An executive session (a meeting closed to the public) may be held in accordance with the Act. The Mayor or presiding officer may call any regular, special, or emergency meeting into executive session by citing the specific provision of Texas Government Code Chapter 551.

## **Work Shop**

Work shop meetings are informal meetings to review upcoming issues, receive special reports, conduct goal setting sessions and for special training purposes.

## **TOWN COUNCIL AGENDA**

The Town Council Agenda is the official order of business at Town Council meetings. Items on the Agenda are prepared and submitted to the Town Council by members of the Town Council and staff.

The Agenda lists the items coming before the Town Council for consideration. An Agenda Memo for each item gives background and analysis, as well as staff recommendations, on the specific agenda item.

Prior to the public posting of Town Council Agendas, a proposed agenda shall be submitted to the Mayor (or Mayor Pro Tempore if the Mayor is not available) for review and approval. The Town Council may take action on any matter noticed in the agenda, in any manner deemed appropriate by the Council. The Town Council's consideration of the noticed matters is not limited by the recommendations indicated in the Agenda Memos.

A certified Town Council Agenda will be posted at the Town Hall and on the Town's official

The Mayor/Presiding Officer shall be authorized to ask any Council member to cease or to limit discussion, or to call the question when it appears further discussion or opinions offered will not be meaningful. If a Council member disagrees with the Mayor's call to order, the Town Council may take a vote to continue the discussion.

### **Preservation of Order**

**The Mayor/Presiding Officer shall preserve order and decorum, discourage attacks on personalities or the impugning of a Council member's motive, and confine Council member debate to the question under discussion. Persons in attendance at the meeting who become disorderly, abusive, or disruptive may be removed from the meeting.**

### **Consideration of Agenda Items**

The recommended Town Council procedure for the consideration of an agenda item is as follows:

- A. Mayor reads the agenda item or staff presents its report and recommendation,
- B. The Mayor, representative/applicant can present information/presentation if needed.
- C. Council members may ask questions or discuss the item and deliberate.
- D. During deliberation, Council members may ask anyone present a specific question for clarification.
- E. Council members may ask questions of appropriate experts.
- F. ~~Members of the public are provided with the opportunity to make comments for three minutes. [Or six minutes if an interpreter is needed].~~
- G. A Council member makes a motion.
- H. Another Council member seconds the motion. (If there is no second the motion will not be considered.)
- I. Once the motion has been properly made and seconded, the Mayor/Presiding Officer may open the matter for any final discussion among Council members.
- J. Once the matter has been fully discussed, the Mayor/Presiding Officer calls for a vote, no further discussion will be allowed, provided, however, Council members may be allowed to explain their vote.
- K. ~~Mayor/Presiding Officer may ask for any final General comments from the public after all the Agenda items are voted on at the end of the Session under General comments section.~~



website no later than 72 hours prior to a regularly scheduled meeting.

**Agenda packets will be available at Town Hall for public review no later than 72 hours prior to a regularly scheduled meeting and should be available to council 120 hours before the meeting.**

### **Who May Place Items on the Agenda**

Items may be placed on the Agenda by the Mayor or Town Council. All requests for Agenda items should be submitted to the Town Secretary in order for proper processing and accumulation of supporting material.

Any individual Town Council member may propose an agenda topic for consideration by the Town Council at the next regular Town Council meeting by delivering to the Town Secretary and Mayor a written proposed agenda topic for discussion at least one (1) week prior to the date of the next regular Town Council meeting; or, if an action item, at least two (2) weeks prior to the date of the next regular Town Council meeting at which the agenda topic is to be considered.

## **TOWN COUNCIL MEETING PROCEDURES**

### **Role of Council**

The Town Council's role is to establish policies and priorities within the terms of the Town and applicable State and Federal Statutes. Town Council members are public officials. Public officials are agents of the public and hold office for the benefit of the public. Each member of the Town Council is bound to uphold the Constitution of the United States and of the State of Texas, to carry out applicable laws and the provisions of the Town and Ordinances of the Town of Poetry on an impartial basis.

### **Presiding Officer and Duties**

The Mayor, or in the absence of the Mayor, the Mayor Pro-Tem, shall be the Presiding Officer at all meetings of the Town Council. If both the Mayor and Mayor Pro-Tem are absent, an acting Mayor Pro-Tem may be elected by the Town Council members present to preside. The Mayor may call a recess at any time during a meeting.

### **Quorum Requirements**

The Mayor/Presiding Officer shall call the meeting to order at the time designated for a scheduled meeting. Except to adjourn, a quorum is necessary to conduct business at any meeting of the Town Council. Quorum is defined as a majority of the Town Council members.

### **Right of Member to be Heard**

Council members desiring to speak shall gain the attention of the Mayor/Presiding Officer and, upon recognition by the Mayor/Presiding Officer, shall confine their remarks to the question under debate.

## Vote of Council

Unless otherwise provided by law, a majority of the Town Council is required for approval of an issue. The Town Council is made up of five (5) council members, making a majority three (3) votes. The Mayor is not given a vote, except in case of a tie.

## Appearance before Town Council

Agenda item "Citizen Comments" provides the opportunity for any member of the public to speak ~~or ask questions~~ on any topic that is on the agenda. During the "General Public Comments" agenda item Citizens may also make comments on any items not on the posted meeting agenda, but Town Council members will be unable to deliberate, but may provide factual responses. There will be an opportunity to speak on public hearing items as those items are announced.

There are several ways for citizens to be heard by the Town Council during regular Council meetings. Citizens may submit written comments to the Town Secretary prior to the meeting. Copies will be made and distributed to Council Members for review before the meeting. Citizens may sign a sheet available in the Council Chambers which will be available as early as thirty (30) minutes prior to the meeting and may be heard on citizen comment period and any scheduled public hearing items. Citizens wishing to be heard during citizen comment and public hearings should sign the appropriate sign-up sheet prior to the commencement of the meeting. The Mayor/Presiding Officer may ask for any final comments from the audience. After final comments are made, individuals who did not sign up, but spoke, will be asked to sign the sign-up sheet for the record.

No person may speak without being recognized by the Mayor/Presiding Officer. Any citizen desiring to address the Town Council should come to the podium or designated location to address the Council and be recognized by the Mayor/Presiding Officer.

After being recognized by the Mayor/Presiding Officer, the person shall approach the podium and state his/her name and shall give town of residence for the record before making their remarks. Their physical address shall be written on the sign in sheet. **Audience members shall address their comments to the Mayor/Presiding Officer, avoid personalizing, or directing comments to any one or more individuals, and avoid lengthy commentary.** State law prohibits the Town Council from taking any action on any item unless it appears on the posted meeting agenda. Inquiries from speakers about matters not listed on the agenda will either be directed to the Secretary or placed on a future agenda for Council to consider.

In order to conduct a timely meeting, each individual's comments may be limited to three (3) minutes unless the Mayor/Presiding Officer grants an extension of time. No person may be allowed to yield their time to another person.

Members of the audience may not engage in disorderly conduct, including the utterance of loud, threatening, or abusive language, clapping, whistling, and stamping of feet or other acts, which disturb, disrupt, impede, or otherwise render the orderly conduct of the Town Council meeting impractical. A member of the audience engaging in any such conduct may, at the discretion of the Mayor/Presiding Officer or a majority of the Town Council, be subject to ejection from that

meeting.

The Mayor/Presiding Officer shall have the discretion to take any measures necessary to maintain control of a public meeting in order to ensure the fair and impartial conduct of business and the timely completion of that business. The Mayor/Presiding Officer may, at his/her discretion, shorten the time for speaking.

No disruptive audible electronic device use is allowed in the Council Chambers.

### **Appointment of Board/Committee Members**

The Council shall have the discretion to appoint various members of the public to any boards and/or committees.

### **Ordinances**

An ordinance is the most authoritative form of action the Council can take. An adopted Ordinance becomes an established rule of law of the Town and remains in effect until otherwise rescinded or amended by the Council.

All proposed ordinances must be either drafted or approved by the Town Attorney.

### **Resolutions**

Resolutions are acts of a relatively permanent nature and remain in effect until rescinded or amended by the Town Council. Generally, resolutions implement or carry out the terms of an Ordinance, provide a statement of policy, or express the Council's opinion on a public matter. Resolutions shall be in written form but need not be published.

### **Motions**

A motion refers to a formal proposal by a Council member that the Town Council may take action upon. Motions are generally introduced by voice.

## **COUNCIL MEMBER CONDUCT STANDARDS**

Each elected official of the Town of Poetry, Texas is bound to observe in his/her official acts the highest standards of morality and to discharge faithfully the duties of the office regardless of personal considerations, recognizing that the public interest must be their primary concern. **Council members should be independent, impartial and responsible to the citizens, and such public office shall not be used for personal gain. The conduct of each member in both their official and private affairs should be above reproach. Council members must represent unconflicted loyalty to the interest of the citizens of the entire Town. This accountability supersedes any conflicting loyalty, advocacy or special interest group, or any individual, or membership of (or affiliation with) any company or other private or public organization.**

## Duty to Perform/Conflict of Interest

It is considered that by seeking and accepting public office, each Council member is bound to perform the inherent duties of his/her office, one of the foremost of which is to vote on every issue that is brought before the Council for a vote. An exception to the duty to vote would be in the case of a conflict of interest. In such case, the abstaining Council member shall have the right to explain for the record the nature of the conflict of interest. **Abstentions from voting without declaring a conflict of interest are unacceptable.** Each Council member shall maintain a current statement regarding actual and potential conflicts of interests, as required by law, with the Town Secretary. **Council members shall disclose orally prior to the discussion and action of any agenda item any actual conflicts of interest that exist with that item. Council members shall not participate in the discussion or vote on any agenda item in which the Council member has any conflict of interest. These provisions should be followed unless state law dictates otherwise.**

## Violations of this Policy

Whenever the Mayor or another member of the Council perceives that this policy is being violated, a point of order may be called. **The Mayor shall rule on whether a violation has occurred and shall take whatever steps that he/she deems appropriate to remedy any such violation.**

## Standards of Community Service

Each Mayor and Council member shall be an example of community service. In a town where property taxes are non-existent, volunteerism is essential. Therefore, the council should lead by example. Over each fiscal year, each member of council should volunteer hours in service to the town *outside* of the duties of the council i.e., time preparing or in town council meetings and ensure that the community service hours are written in the Volunteer Log Book. These service hours might be helping with the Clean-up days, repairing items at Town Hall, preparing for a Town special event, or the like.


**Section 2. Effective Date.** This Resolution shall be effective immediately upon its passage and approval. PASSED AND ADOPTED this 21st day of September 2021.

Updated October 19<sup>th</sup>, 2023.

APPROVED:

Tara Senkevech, Mayor

ATTEST:

  
Deputy City Secretary, Theresa Scholander



# BILLING STATEMENT

Questions? Please contact  
Carol Platt at cplatt@tmlirp.org  
or extension 2415

**Texas Municipal League  
Intergovernmental Risk Pool**  
www.tmlirp.org • 512-491-2300  
Billing Payment Address:  
P.O. Box 388  
San Antonio, Texas 78292-0388

*Tara S*

Town of Poetry  
Attn: Tara Senkevech  
5671 CR323  
Poetry, Texas 75160

RECEIVED OCT 10 2024

Statement Date 10/01/2024  
Due Date **DUE UPON RECEIPT**  
Contract Number 3317

## New Charges Detail

10/01/2024	Automobile Liability	\$545.00
10/01/2024	Law Enforcement Liability	\$764.00
10/01/2024	General Liability	\$549.00
10/01/2024	Errors & Omissions Liability	\$759.00
10/01/2024	Workers' Comp	\$1,050.00
10/01/2024	Mobile Equipment	\$275.00
10/01/2024	Real & Personal Property	\$1,180.00
<b>Subtotal - Contribution Installment</b>		<b>\$5,122.00</b>
<b>Subtotal - Contribution Changes</b>		<b>\$0.00</b>
10/01/2024	Pre-Payment Discount - Automobile Liability	(\$10.90)
10/01/2024	Pre-Payment Discount - Mobile Equipment	(\$5.50)
10/01/2024	Pre-Payment Discount - Real and Personal Property	(\$23.60)
10/01/2024	Pre-Payment Discount - Law Enforcement Liability	(\$15.28)
10/01/2024	Pre-Payment Discount - General Liability	(\$10.98)
10/01/2024	Pre-Payment Discount - Errors and Omissions Liability	(\$15.18)
10/01/2024	Pre-Payment Discount - Workers' Comp	(\$21.00)
<b>Subtotal - Other Charges / (Credits)</b>		<b>(\$102.44)</b>
<b>Grand Total - New Charges / (Credits)</b>		<b>\$5,019.56</b>

## Account Recap

<b>Balance from Previous Statement:</b>	(\$160.72)
<b>Total Payments Received:</b>	\$0.00
<b>Total New Charges / (Credits):</b>	\$5,019.56
<b>Balance:</b>	<b>\$4,858.84</b>

RECEIVED OCT 10 2024

CONTINUED ON NEXT PAGE...

LBJ Diversified, LLC  
“Construction Work At Its Best”  
☞ All Your Construction & Preventative Maintenance Needs ☞  
10511 County Road 2462, Terrell, Texas 75160  
Phone: (214) 450-6794  
E-mail: [leland@barnettenterprizes.com](mailto:leland@barnettenterprizes.com)

## **PROPOSAL**

To: Town of Poetry Texas    ATTN: Tara Senkevech  
Project: TOPT-07-24-5L2 – Fire Lane Extension (Concrete Work)  
Phone: 214-317-8128    Email: [mayor.tara@poetrytexas.org](mailto:mayor.tara@poetrytexas.org) and [cm.fowler@poetrytexas.org](mailto:cm.fowler@poetrytexas.org)  
Address: 5671 County Road 323, Poetry, Texas 75160  
Date: July 29<sup>th</sup>, 2024 revision 8-12-2024

### **PART I – SCOPE OF WORK**

Proposal    TOPT-07-24-5L2 – Fire Lane Extension (Concrete Work)

We propose to furnish material, labor, equipment and haul all work-related debris and clean work area in the construction of the following;

*Project Details: Fire Lane Extension 406 square feet (sq ft)*

*We will extend the existing concrete fire lane area. We will set up, place and finish a New Concrete Fire Lane extension Extension. We will extend the existing concrete area an additional 14' x 29'. We will place 1/2" rebar at 18" on center each way in the parking area. We will place 7" concrete in the Parking area. We will place a broom finish.*

**Exclusions. Permits and Fees, Material Testing, Traffic Control, Sod,**



Proposal. (continued) TOPT-07-24-5L2 – TOPT-07-24-5L – Fire Lane Extension (Concrete Work)

# LBJ Diversified, LLC

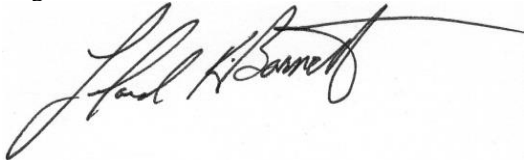
## PART II – COMPENSATION

### 2.1 Breakdown.

<i>Project Details: Fire Lane Extension 406 square feet (sq ft)</i>	\$ 3,874.00
Barnett Enterprizes Concrete Construction Donation to the Town of Poetry	\$ -1,684.00
Permit Fee and Taxes not included.	
Estimated Total Cost	\$ 2,190.00

### 2.2 Payment Schedule. Will be determined.

Regards,



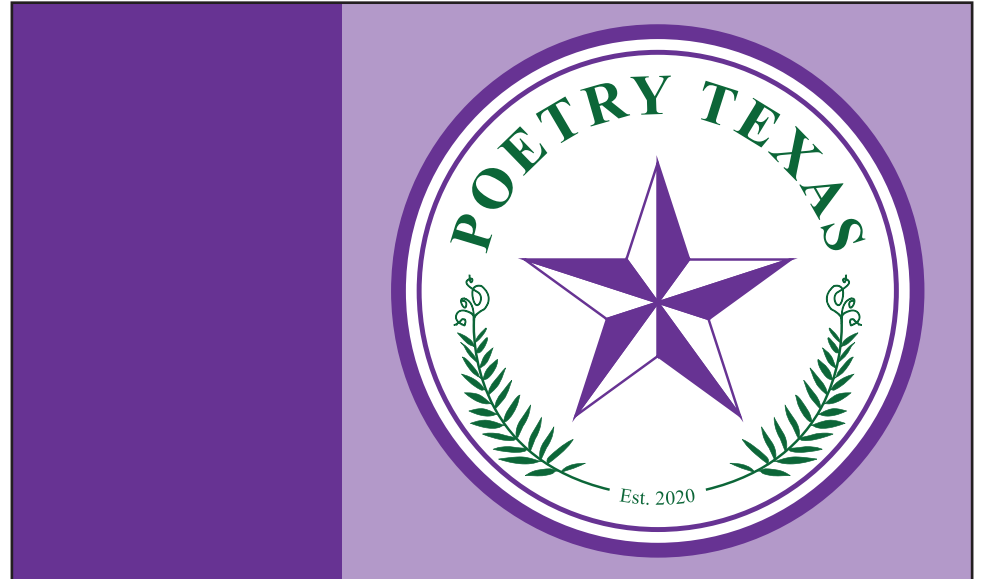
Leland K. Barnett  
[barnettenterprizes@yahoo.com](mailto:barnettenterprizes@yahoo.com)  
Ph: 214-450-6794

This proposal is accepted and Barnett Enterprizes is authorized to proceed with performing the work entailed in this proposal. Payments will be made as agreed.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



1A



2A

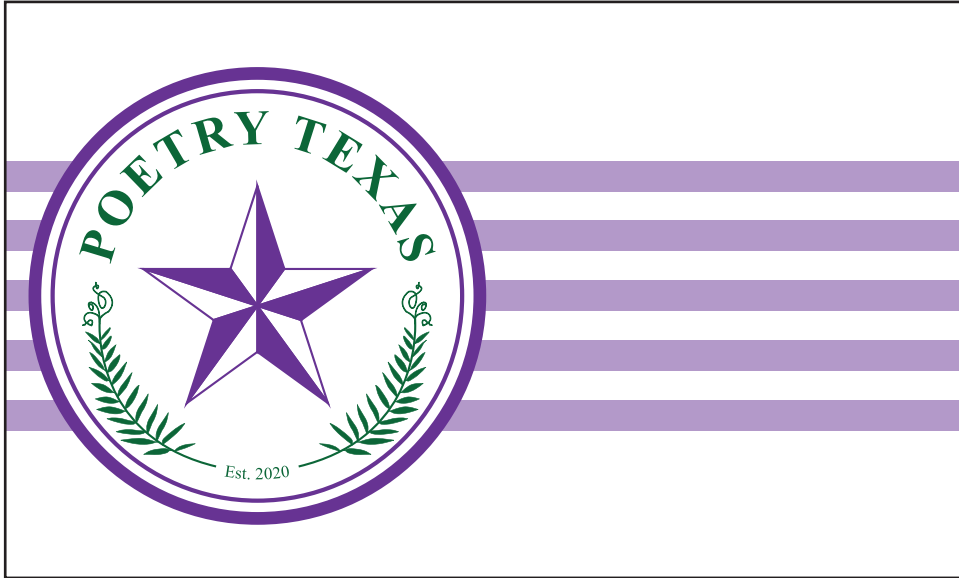


1B

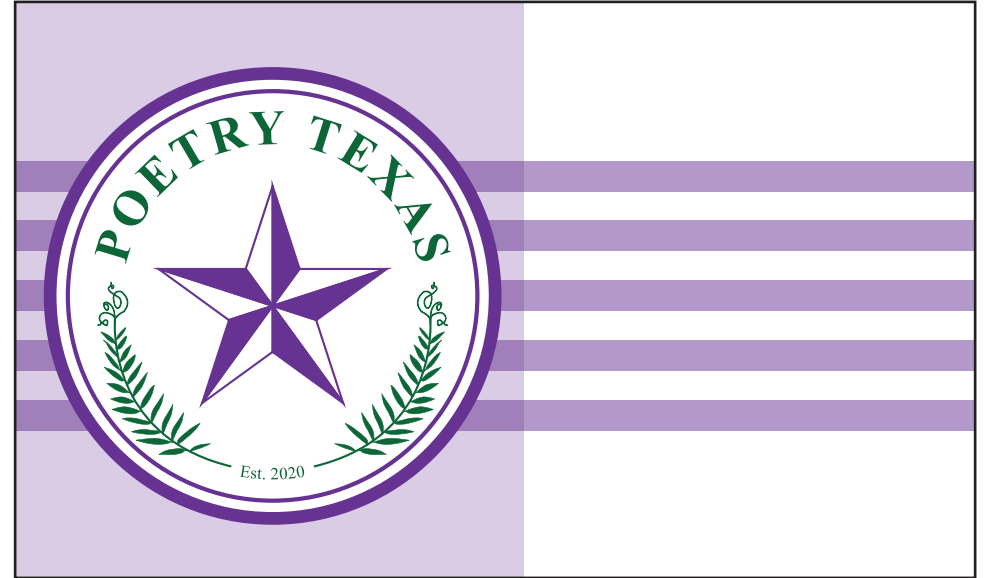


2B





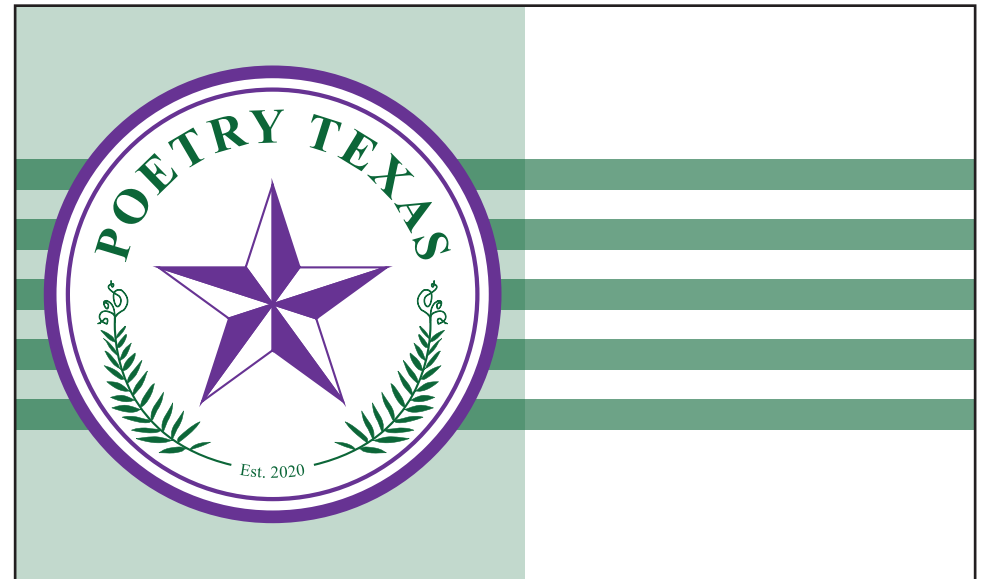
3A



4A



3B



4B



5A



6A



5B



6B

Volunteer Road Crew Projects

2024

Month	Source	Tons	\$	Roads	Volunteer Crew	
1 February 22nd	Mesquite, Texas Bit	9.96	\$ 1,293.80	cr 249, GrMeadow	HF, KP, KS, SW, JS, MG, MT, DW	paid
2 March 14th	Mesquite, Texas Bit		\$1,299.00	cr249, Four Post	HF, KP, LB, YB, BV, KS, 2 employ	paid
3 May	anonymous donor		unknown	CR 2326	KS, JS, RH	
4 June 14th	Tack & Ag	9 bags	\$83.70	Four Post Lane	KS	paid
5 June 27th	Terrell, Texas Bit	5 tons	\$ 650.00	Cr 249	KP, KS, JS, TS	paid
6 June 28th	Terrell, Texas Bit	4.97 tons	\$ 650.00	CR 249	MJ, KS, JS, TS	paid
7 July 11th	Terrell, Texas Bit	5.19 tons	\$ <b>674.70</b>	Cr 247, CR 323(part.	KP, KS, TK, DW, LB	paid
8 July 19th	Terrell, Texas Bit	4.55 tons	\$ <b>591.50</b>		KS, JS, RH	paid
8 July 29th, SAT	Terrell, Texas Bit	5.16 tons	\$ <b>670.80</b>	CR 323	MJ, KS, BV, DW, JP	paid
9 August 19th,	Terrell, Texas Bit	5.59 tons	\$ <b>726.70</b>	Gate Lane, cr249	KS,YS, KP, TS	paid
10 September 6th	Terrell, Texas Bit	5.12 tons	\$ <b>665.60</b>	Meadow Lane	LC, BV, SV, TK, JS, KS	paid
			\$ 7,305.80			

=====  
 \$ 7,500.00 total

End of fiscal YEAR

Volunteer Road Crew Projects  
2024



# Agenda

## Regular Town Council Meeting

Thursday, October 17th, 2024

5671 CR 323

Poetry, TX 75160

6:30 pm

- a) Call the Town Council to order.
- b) Roll call to confirm quorum— Town Secretary, Anne Hamilton
- c) Pledge of allegiance—Pastor Paul Jacobs, PBC
- d) Invocation—Pastor Paul Jacobs, PBC
  
- e) **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](mailto:contact@poetrytexas.org) or by signing up in person at the meeting location from 6:00-6:30 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)**
  
- f) **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.*  
**\*Reminder of Fall Cleanup THIS Friday and Saturday. Make it a family event while teaching respect for our beautiful area.**
  
- g) **Reports:**
  1. Financial
    - a. September End 2024
    - b. September Sales & Use Report
    - c. Town Hall contractor change to a local Poetry business, **Fletcher Lawn & Landscaping** for significant savings.
  
  2. Secretary's Report—read by Town Secretary, Anne Hamilton
  
- h) **Consent Agenda:**
  1. Approve Minutes from September 19<sup>th</sup>, 2024, Meeting.
  2. Approve September legal bill of \$ 1055.75 (\$877.50 is for West vs. Poetry lawsuit)
  3. LBJ Fire Lane at Town Hall quote for \$2190.00
  4. Texas Municipal League Intergovernmental Risk Pool Insurance \$4858.84 Annual Premium.

i) Regular Agenda: [Discuss and consider action on items below:]

1. Update on prospective Bishop Airfield LLC. MUD.
2. Hunt County Project Sheet H-17 pothole/side repair for 6 roads.
3. Vote on Town Hall shutter/trim paint colors: White, Black, gray or other.
4. Town of Poetry flag ideas. Consider a citizen contest for designing a town flag.
5. Update on fence that was damaged by Town Contractor during the July tree felling.
6. Owing to his change of vocation and out-of-state work, moving co-signatory and accountability on Municipal Bank account from CM White to Mayor Pro Tem Blake. [CM Anderson most often co-signs checks with the mayor, but this additional co-signatory is in case of CM Anderson's absence].
7. Set date for **Volunteer Appreciation BBQ Saturday**, November 23rd 5 pm for about 35 volunteers who have participated in the last 3 years: 6 council, 2 secretaries and town attorney. Budget set at \$650.
8. Volunteer Road team \$4500 for any pothole repairs for roads as needed this quarter.
9. Approve **4<sup>th</sup> Annual Christmas Lights Event** for Saturday, December 21<sup>st</sup> at 5 pm. Change the name to the **Evie Anderson Christmas Lights Event** in her memorial.
10. Revising the Rules of Procedure to allow citizens to speak for 3 minutes in front of the meeting for General Public Comments/Citizen Comments, so they do not need to wait through to the end of a long meeting and striking items F and K on pg. 4. [CM Blake and CM White].
11. BHC Task order 104 and engineering possibilities.
12. Discussion of permits and inspections of new and remodel construction. [CM Fowler].

j) 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 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.*

k) 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**.

**Notes: 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 5671 CR 323 Poetry Texas on Monday, October 14th, 2024, by 6:30 pm and online at poetrytexas.org.**

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**Tara Senkevech, Mayor**