

**MINUTES  
CITY COUNCIL  
REGULAR MEETING  
MONDAY JANUARY 12, 2026**

**ALDERMEN PRESENT**

Mayor Alton Morris  
Alderman Place 1 Libby Gonzales  
Alderman Place 2 Vacant  
Alderman Place 3 Greg Robinson  
Alderman Place 4 Joel Hood,  
    Mayor Pro Tem  
Alderman Place 5 Tyler Harmonson

**ALDERMEN ABSENT**

**CITY ATTORNEYS PRESENT**

**CITY STAFF PRESENT**

Michael Smith, City Manager  
Jeremy Jennings, Assistant City  
    Manager/Fire Chief  
Jerry Penny, Police Chief  
Shalyn Burritt, Assistant City Manager/City  
    Secretary  
Hanna Atkinson, Finance Officer  
Leslie Jackson, Human Resources  
Lt. Alvin Bilby, Police Department  
Officer James Henry, Police Department  
Officer Jarred Gonzales, Police  
    Department

Officer Joey Highfill, Police Department  
Tedra Bilby, Police Department  
    Administrator  
Jack Mathis, Fire Fighter  
Johnny Burritt, Code Enforcement/Building  
    Inspector  
Les Guthrie, Water Department Supervisor  
Jesse Maxwell, Parks and Recreation  
    Supervisor  
Noah Rose, Parks and Recreation  
  
**JACKSBORO ECONOMIC  
DEVELOPMENT CORPORATION**  
Brenda Tarpley, Director

**1. CALL TO ORDER**

Mayor Morris called the meeting to order at 5:30p.m.

**2. INVOCATION**

The invocation was given by Michael Smith, City Manager.

**3. PLEDGES TO THE FLAGS**

The pledges were led by Mayor Morris.

**4. PUBLIC COMMENTS**

Ms. Shawnea' Smith addressed the Council, staff and citizens. She announced her resignation due to moving out of Jacksboro and no longer being eligible to serve. She advised that the Council keep moving forward toward progress in the City and thanked everyone for allowing her to serve.

Mr. Rod Heltzel addressed the Council about the importance of the Oath of Office that he and everyone on the Council had taken. He stated that there are additional powers and duties assigned to the Mayor that shall always be carried out, including ensuring the laws and ordinances of the municipality are carried out and to inspect the conduct of each subordinate municipal officer. He reiterated the importance of the Oath of Office, and that it demanded justice and accountability. He stated that a violation of the Council and Mayor's oaths is a breach of trust and respect, which is an important part of public service. He stated again that the law demands that Council obey their oath without fail.

Ms. Lanora Joslin addressed the Council concerning Agenda Item 12 and stated she felt that citizens were in more danger now with Fourth Street as a one-way street than before. She also stated that she would like the library sign to be replaced by the City on College and Seventh Street, once the State replaces the other signs on Highway 281 and Belknap.

**5. SWEARING-IN OF OFFICER JAMES KIRBY "DOC" WIGINGTON.**

The City Secretary, Shalyn Burritt, swore-in the newest officer to the Jacksboro Police Department, Officer Doc Wigington. Officer Wigington expressed his gratitude working for the City, and felt he was in the right place to advocate for those without a voice.

**6. CONSENT AGENDA:**

All matters listed under Item 6, CONSENT AGENDA, are to be considered routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- A. EXCUSED ABSENCES.
- B. MEETING MINUTES.

- i. DECEMBER 8, 2025, REGULAR MEETING MINUTES.
- ii. DECEMBER 22, 2025, SPECIAL CALLED MEETING MINUTES.

Alderman Hood made a motion to accept the consent agenda as presented.

Alderman Harmonson seconded the motion.

Motion carried with unanimous consent.

## 7. RESOLUTIONS.

A. **R-01-2026: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS PROVIDING THE ANNUAL DESIGNATION OF THE JACKSBORO HERALD-GAZETTE NEWSPAPER AS THE OFFICIAL NEWSPAPER FOR THE CITY OF JACKSBORO.**

City Manager Michael Smith discussed the annual designation mandated by the Local Government Code.

Alderman Robinson made a motion to approve Resolution R-01-2026 as presented.

Alderman Gonzales seconded the motion.

Motion carried with unanimous consent.

B. **R-02-2026: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS AUTHORIZING AN AGREEMENT WITH THE STATE OF TEXAS, ACTING BY AND THROUGH THE DEPARTMENT OF TRANSPORTATION, FOR THE PURPOSE OF TEMPORARY STREET CLOSURES; AUTHORIZING THE CITY MANAGER AS SIGNER OF THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

City Manager Michael Smith discussed the annual resolution to designate the City Manager to communicate with TxDOT about the closure of streets for City events.

Alderman Gonzales made a motion to approve Resolution R-02-2026 as presented.

Alderman Harmonson seconded the motion.

Motion carried with unanimous consent.

C. **R-03-2026: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS AUTHORIZING THE SUBMISSION OF A GRANT TO THE OFFICE OF THE GOVERNOR FOR HAND-HELD AND IN CAR RADIO UPGRADES FOR THE FISCAL YEAR 2026-2027; PROVIDING FOR RADIO UPGRADES FOR COMMUNICATIONS DURING EMERGENCY EVENTS TO BE USED BY THE JACKSBORO POLICE DEPARTMENT IN RESPONSE TO CRITICAL INCIDENTS; AND SETTING THE EFFECTIVE DATE.**

City Manager Michael Smith and Police Chief Jerry Penny described the resolution as an acknowledgment of Council to approve City Staff moving forward and applying for a grant to upgrade the in-car and hand-held radios currently being used by the Jacksboro Police Department. Chief Penny expressed a desire to stay ahead of the curve, making sure that as the Jack County Sheriff's Department upgrades their equipment, the Police Department will continue to be able to communicate with the County's department.

Alderman Hood made a motion to approve Resolution R-03-2026 as presented.

Alderman Gonzales seconded the motion.

Motion carried with unanimous consent.

## 8. ORDINANCES.

A. **O-01-2026: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS, DISANNEXING THE HEREINAFTER DESCRIBED PROPERTY FROM BEING WITHIN THE PRESENT MUNICIPAL LIMITS AS A PART OF THE CITY OF JACKSBORO, JACK COUNTY, TEXAS.**

City Manager Michael Smith explained to the Council that Ordinance O-01-2026 and the following Ordinance O-02-2026, are part of a petition for land on the east side of the "New Lake" to be disannexed. Alderman Hood inquired if there would be any stipulations as a part of this agreement, and Mr. Smith stated that there were stipulations drawn up and presented to the Council at the last meeting, but the Council had decided not to accept the stipulations and to simply move forward with the disannexation Ordinances.

Alderman Hood made a motion to approve Ordinance O-01-2026 as presented.

Alderman Robinson seconded the motion.

Motion carried with unanimous consent.

B. **O-02-2026: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS, DISANNEXING THE HEREINAFTER DESCRIBED PROPERTY FROM BEING WITHIN THE PRESENT MUNICIPAL LIMITS AS A PART OF THE CITY OF JACKSBORO, JACK COUNTY, TEXAS.**

Alderman Hood made a motion to approve Ordinance O-02-2026 as presented.

Alderman Harmonson seconded the motion.

Motion carried with unanimous consent.

C. **O-03-2026: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS, AMENDING CHAPTER 6 FIRE PREVENTION AND PROTECTION; ARTICLE 6.02 VOLUNTEER FIRE DEPARTMENT; BY ADDING SECTION 6.02.009 FALSE FIRE ALARMS IN COMMERCIAL BUSINESSES; PROVIDING FOR ENFORCEMENT OF PENALTIES AND FEES FOR EXCESSIVE FALSE ALARMS, APPEALS AND EXEMPTIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITHE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

City Manager Michael Smith reminded the Council that discussion was held previously to establish this new fee and penalty for false fire alarms. Alderman Harmonson asked if our fees were in line with neighboring communities and if it was too lenient. Fire Chief Jeremy Jennings responded that the fees were in line with those for Mineral Wells, and that we were held to these fees by the International Fire Code.

Alderman Gonzales made a motion to accept Ordinance O-03-2026 as presented.

Alderman Robinson seconded the motion.

Motion carried with unanimous consent.

**D. O-04-2026: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS AMENDING THE ANNUAL PROGRAM OF SERVICES (BUDGET) FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026, AND MAKING FUND APPROPRIATIONS (ATTACHED EXHIBIT A) FOR SAID YEAR IN ACCORDANCE WITH THE ORDINANCES FOR THE CITY OF JACKSBORO, TEXAS AND THE LAWS OF THE STATE OF TEXAS IN THE AMOUNT OF \$50,000.00; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

City Manager Michael Smith explained the budget amendment stemmed from receiving an extra \$150,000 from the recent Royalty Fee Agreement for the landfill, and placing \$50,000 into the Police Department for salary increases, an expenditure. Alderman Hood made a motion to accept Ordinance O-04-2026 as presented.

Alderman Gonzales seconded the motion.

Motion carried with unanimous consent.

**E. O-05-2026: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS AMENDING THE ANNUAL PROGRAM OF SERVICES (BUDGET) FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026, AND MAKING FUND APPROPRIATIONS (ATTACHED EXHIBIT A) FOR SAID YEAR IN ACCORDANCE WITH THE ORDINANCES FOR THE CITY OF JACKSBORO, TEXAS AND THE LAWS OF THE STATE OF TEXAS IN THE AMOUNT OF \$150,000.00; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

City Manager Michael Smith explained the budget amendment was to account for the additional, unbudgeted \$150,000 that the City received as a part of the Royalty Fee Agreement and would be an increase to the revenue account.

Alderman Gonzales made a motion to accept Ordinance O-05-2026 as presented.

Alderman Harmonson seconded the motion.

Motion carried with unanimous consent.

**9. MAY 2, 2026, GENERAL ELECTION FOR ALDERMAN.**

**A. COUNCIL TO ORDER THE GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 2, 2026, FOR THE PURPOSE OF VOTING ON ALDERMAN PLACES 1, 3 AND 5.**

City Secretary, Shalyn Burritt, presented the Order for the General Election to be held on May 2, 2026.

Alderman Robinson made a motion to order the General Election for May 2, 2026.

Alderman Gonzales seconded the motion.

Motion carried with unanimous consent.

**B. REVIEW OF DEADLINES AND IMPORTANT DATES.**

Mrs. Burritt reviewed the filing deadlines and other important dates for potential candidates. No action was necessary.

**10. COUNCIL TO DISCUSS THE NOMINATIONS AND APPOINTMENTS OF SIX (6) BOARD MEMBERS TO THE JACKSBORO COMMUNITY SERVICES GRANT PROGRAM BOARD.**

City Manager Michael Smith gave the names of the six board members willing to serve for the Council to review: Kaylynn Qualls, Greg Sanders, Therrol Dubois, Eric Waller, Tony Thomas and Megan Spear. Council members discussed the names and had no objections.

Alderman Harmonson made a motion to accept the nominations as presented.

Alderman Hood seconded the motion.

Motion carried with unanimous consent.

**11. COUNCIL TO DISCUSS AMENDING THE JACKSBORO CODE OF ORDINANCES REGARDING THE JACKSBORO FIRE DEPARTMENT ESTABLISHMENT, STRUCTURE AND PROCEDURES.**

City Manager Michael Smith and Chief Jeremy Jennings of the Jacksboro Fire Department explained the purpose behind the needed update to the code of ordinances concerning the fire department. They explained that the current code was passed in 2003, before the establishment of the full-time fire department, and the hiring of full-time firefighters to be on call 24 hours a day, 7 days a week. The ordinance also stated that it was to be updated annually, which had not been done. The new changes that are being presented would update the structure of the current fire department. Alderman Hood

inquired if the changes would affect the Volunteer Fire Department, and Chief Jennings replied that the Volunteer Department were also working to update their bylaws at this time, so the two would be cohesive. No action was necessary, but an Ordinance would be presented at the next council meeting for consideration.

**12. COUNCIL TO DISCUSS AMENDING THE JACKSBORO CODE OF ORDINANCES REGARDING THE ONE-WAY STREET DESIGNATION OF PART OF NORTH 4TH STREET AND RETURNING NORTH 4TH STREET TO TWO-WAY TRAFFIC.**

City Manager Michael Smith reviewed the prior council meeting decision to reach out to the school district for input on the one-way designation of North 4th Street. Superintendent Burnett replied to an email stating that he felt that it had improved safety, but it was not currently a bus route. Alderman Robinson stated, he did not want to change the one-way status of N 6th Street, but felt reverting N 4th Street back to two-way traffic would make citizens and specifically the library happy. Staff was given direction to prepare an Ordinance changing N 4th Street back to a two-way street but keep the no parking restrictions in place.

**13. COUNCIL TO DISCUSS AMENDING THE CITY OF JACKSBORO PERSONNEL POLICY REGARDING POLICE OFFICERS, IMPLEMENTING A POLICY FOR PURCHASING FIREARMS AND/OR THE OPTION OF PAYROLL DEDUCTIONS FOR OFFICERS TO PURCHASE FIREARMS.**

Jacksboro Police Chief Jerry Penny explained the desire to implement a department wide weapon policy where all officers are using the same city issued weapon, with the same caliber of bullet. He explained that currently each officer carried their own weapon, and each carried a different type. Changing the policy would create uniformity within the department, narrow down the training to one gun, be more cost efficient for buying ammunition in bulk, and implement a more consistent look and feel across the department. He suggested the purchase of twelve handguns, including two extras if needed. He explained that if there happened to be an officer involved shooting, the officer would have to turn in their weapon to the investigating agency, and one of the extra guns could be issued to the officer, once that officer cleared the internal investigation. Chief Penny stated that his officers had all agreed on a particular gun that they liked that would fit most officers because of an interchangeable grip. Alderman Hood asked about the life expectancy of the weapons, and Chief Penny stated, depending on the frequency of shooting, ten to fifteen years. Lieutenant Alvin Bilby added that each weapon had to be inspected annually, and using four types of weapons resulted in four different schools that the officers needed to attend for certification. The City Manager Michael Smith stated that direction was needed by the Council on three different matters: 1) For all officers to carry the same type and caliber of weapon. 2) For the City to purchase the weapons to be issued, or 3) For all officers to carry the same weapon, and for the officer to buy that weapon through a payroll deduction process and then be able to own and keep the weapon. Mr. Smith stated it would be difficult to budget for the latter. Chief Penny stated that his preference would be to purchase them upfront at a bulk purchase rate. Mr. Smith stated that the City could afford an expenditure of around \$15,000 now to make the purchase this fiscal year. Alderman Hood asked if an officer already owned the weapon, if that could be used instead, and Chief Penny replied no, stating that there would be a standard of care, inspection and certification on the department issued weapons. Alderman Gonzales asked if the guns could accommodate the preference from one officer to the next, and Chief Penny stated that the different grip sizes would be available for each weapon to make them compatible for any new officer. Alderman Harmonson stated that he would like to see local businesses bid for supplying the weapons, and Chief Penny agreed. City staff was directed to move forward with a policy change to implement a universal weapon for the department to be issued by the City and to obtain bids locally if possible.

**14. COUNCIL TO DISCUSS FUTURE OPERATIONS OF THE TWIN LAKES ACTIVITY CENTER AND AMENDING THE JACKSBORO CODE OF ORDINANCES FEE SCHEDULE REGARDING TLAC.**

City Manager Michael Smith reviewed the prior action to cut off all active codes and have members call City Hall to reactivate their codes. He described that currently there are around 48 active members using the center, approximately 12 daily. He stated that Parks and Recreation Supervisor, Jesse Maxwell, and his crew, were actively trying to promote the center with ideas for movie nights, group meetings, etc. Alderman Robinson asked how much the City is losing in the activity center. Mr. Smith replied that the City had taken in \$1800 over the last three months. Mr. Smith and Hanna Atkinson, Finance Officer, explained that expenses were not separated from the overall Parks and Recreation Budget, but could be reviewed. Mr. Smith stated the Activity Center and the Swimming Pool were not for profit but were a benefit to the community. Alderman Robinson stated that he would like to see a snapshot over a month of profit and losses, and the City Manager and Finance Officer agreed that could be looked over. The City Secretary Shalyn Burritt pointed out that the current fee schedule had a \$10 administrative fee for any new membership, and City staff did not feel that this was a fair charge. They had requested that that fee be removed. Alderman Robinson agreed that perhaps that would create an incentive for people to use the center. Alderman Hood asked if we had reached out to the Concerned Citizens to hold community events, and Mr. Smith stated that we have not reached out directly to them but will keep moving forward to advertise the center. No action was necessary.

**15. UPDATES.**

**A. NEXT COUNCIL MEETING – JANUARY 26TH**

**i. REVIEW OF INVESTMENT POLICIES FOR 2026, ACTION ITEM ON JANUARY 26TH AGENDA.**

Council was given a copy of the current policy for review.

**ii. PETITION FOR REVIEW AND ORDINANCE TO ABANDON A SECTION OF NORTH JACK STREET ON JANUARY 26TH AGENDA.**

**B. REMINDER TO COUNCIL TO FILE JANUARY 2026 CANDIDATE/OFFICE HOLDER FINANCIAL REPORT BY JANUARY 15TH WITH THE CITY SECRETARY.**

**C. CITY HALL CLOSURE – JANUARY 19TH MARTIN LUTHER KING JR. DAY.**

**D. TML REGION V MEETING AT FORT RICHARDSON – JANUARY 22ND.**

Reminders and updates were given.

**16. ADJOURNMENT.**

Alderman Hood made a motion to adjourn.

Alderman Gonzales seconded the motion.

Motion passed with unanimous consent.

APPROVED BY THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS ON THE 26TH OF JANUARY, 2026.

CITY OF JACKSBORO



ALTON MORRIS  
MAYOR

ATTEST:



SHALYN L. BURRITT  
CITY SECRETARY