

**TOWN OF JACKSON
TOWN MEETING
Jackson Volunteer Fire Department
1631 Charter Street
Jackson, Louisiana 70748**

A PUBLIC HEARING WAS HAD REGARDING DISCUSSION OF AN AMENDMENT TO CODE OF ORDINANCES FOR THE TOWN OF JACKSON TO CHAPTER 10 TO ADD “ARTICLE V FALSE ALARMS”.

**MEETING MINUTES
June 1, 2026
6:00 p.m.**

PRESENT:

MR. DANE BROWN, MAYOR
MR. DAVID GUILLORY, BOARD MEMBER
MR. WILLIAM FREE, BOARD MEMBER
MRS. DEBRA ALLEN NORSWORTHY, BOARD MEMBER
MR. JAMES “BUBBA” MCCRORY, BOARD MEMBER
MR. MICHAEL HARRELL, BOARD MEMBER
MRS. ANNISSA WOODARD, TOWN CLERK
HALEY MAJOR GREEN, TOWN ATTORNEY (TAKING MINUTES)

ABSENT: all present.

CALL TO ORDER:

The town meeting was called to order by Mayor, Mr. Dane Brown, at 6:00 pm., pursuant to the prepared agenda following a public hearing.

ROLL CALL:

The roll was called by Town of Jackson Clerk, Mrs. Annissa Woodard, with all Board members present, no members absent.

PRAYER/PLEDGE

Opening prayer and the Pledge of Allegiance were led by Mr. William Free.

APPROVAL OF AGENDA-

A discussion of the Agenda was had;

A motion was made by Mr. James “Bubba” McCrory Motion to amend the agenda to add the following items, second by Michael Harrell. There was no opposition; the agenda was amended to add the following item.

1. Add discussion and approval of co-op agreement between Clinton Police Department and Jackson Marshall's Office to old business.
2. Delete number 7, Audubon library.

Motion to approve the agenda as amended with the additions and deletions by Mr. Guillory; there was a second by Mr. Michael Harrell. There was no opposition. The agenda was approved as amended.

MEETING MINUTES-

Mr. Guillory made a motion to approve the minutes from the May 11, 2026, meeting. Mrs. Norsworthy gave a second; there was no opposition. The minutes of the May 11, 2026, meeting were approved as written.

BILLS

Mr. Free reported that he did not examine all the bills as they cannot proceed without the Budget v actuals report. As the meeting is a week early, the Budget v. Actuals report is not ready. Mr. Harrell made a motion to approve the bills and authorize Mayor Brown and Town Clerk, Annissa Woodard, to process the bills, once examined and deemed appropriate. Mr. Free offered a second. There was no opposition. The bills were authorized to be paid upon examination and becoming due.

BUDGET V. ACTUALS same. The issue is premature. The budget vs. actuals report will be ready in next week and will have available the Budget vs. Actuals available for both months at next meeting.

OLD BUSINESS

Co-op agreement between Jackson Marshall's Office and the Clinton Police Department. Mayor Brown researched whether there are any restrictions or exclusions in our insurance policy. There are no restrictions and no exclusions in the policy. Mr. Free made a Motion to authorize the mayor to sign the cooperative agreement and Mr. Guillory gave a second. There was no opposition. The cooperative agreement between the Clinton Police Department and the Jackson Marshall's Office was approved and the Mayor was authorized to sign the same.

NEW BUSINESS-

1. **ADOPT THE FALSE ALARM ORDINANCE.** Discussion was had regarding false alarms in the Town of Jackson. There was a discussion of the fine schedule. Mr. Harrell moved to adopt the Resolution to Amend the Code of Ordinances, Chapter 10 to add Article V as proposed, with the exception of the changed fee schedule. Mr. McCrory gave a second and it was resolved, that the Town of Jackson, Code of Ordinances,

Chapter 10, to add Article V was adopted and the fee schedule shall be as follows schedule \$25, \$50, \$200

2. Hire Part-time deputy marshal, Davonte Kagler. Marshal, Mitch Harrell requests approval to hire a part-time officer. Effective date of hiring is June 1, 2026. At \$14.06 per hour. A Motion was made by approving the hiring of part-time officer, Davonte Kagler to be effective. Mr. Michael Harrell made a motion to authorize the hiring of part-time deputy, Davonte Kagler, Mr. Guillory gave a second. No opposition. And Deputy Marshall Davonte Kagler was approved for hire as a part-time officer with the Jackson Marshal's Office, effective June 1, 2026, at a rate of \$14.06 per hour.
3. Officer Recognition by Marshal, Mitch Harrell. He is proud of our officers and what they are doing for this community. When we have a shooting like in Villa Real – in order to work these, you have to be certified to work these. We are trying to get all of these certifications so that the Jackson Marshall's Office can handle our cases on our own and only ask for assistance we absolutely need. Many awards were handed out to officers for their achievement of certifications, POST Academy, training, instructor training. By gaining these certifications, such as CPR and other training certifications, these leaders can train the other officers on the force without paying for training from another instructor. Several merit and leadership awards were also given to officers.

Two awards by the Police Department – Keno Guillory Award service award and the Jimmy Norsworthy leadership award. Awarded for their wives. Two other awards – Jimmy Norsworthy leadership award for Mitch and for Justin. These are the first annual awards of their kind given out by the Police Department. There were also lifesaving awards given to Lakentra Davis and Derrick Poirrier for their heroic efforts in saving the life of a citizen.

Dr. Ewell Bickham also received a lifesaving award wherein a 15 year old shot himself in the chest. He showed up and assisted. Child survived. An award for Dr. Ewell Bickham.

Mr. McCrory thanks everyone in the Police Department as well as the Maintenance Department and in the office.

4. MISS. Marshals Initiative for Special Needs Safety by Marshal Mitch Harrell.
5. SAGE.(Senior Assistance and Guardian Engagement) by Marshal Mitch Harrell.

Covered these two together. There are so many special needs individuals – autistic, mentally ill, other issues. If we know that there is a person who suffers with these things from this it makes it easier to deal with this situation.

Seniors – if they have special needs or their children are away. But we can get them placed on a list and we can check on their wellbeing. We are not supplementing medical – and we can call medical if we see a need, but we will wellness check. Marshal will

go and meet with the Council on Aging – board meeting at 1:00 pm on Thursday. He is asking families who have these special needs citizens in their family to notify the Marshals office so that they will be equipped to handle the situation.

6. MWPP RESOLUTION, By Chris Farris Municipal Water Pollution Prevention Resolution. He is asking for a Resolution from the Board Report we have to do every year which requires reporting data on our sewer treatment – what we use and the limits and data of our oxidation pond. This report/information is required for DEQ to have on hand. Mr. Free made a motion to adopt the Resolution, Mr. Guillory gave a second. There was no opposition. The Municipal Water Pollution Prevention Resolution. Mayor Brown acknowledged the hard work that goes into the gathering of information for the reports.
7. Audubon Library, by Kaylynn Sanders - Removed
8. Pay Increase for Maintenance Workers by Matt Leggett, Maintenance Matt Leggett is up for Wastewater Operator of the year Award with Louisiana Wastewater Association. The winner will be announced at the conference. Town of Jackson is also up for an award for its wastewater treatment. Matt Leggett also comments on the amount of time it takes to gather the information and put them in the report. Also included in this report is the complaint log. Our water grade is 94 A. These guys in Maintenance Department work very hard for this community. There are 5 guys who take care of 90 percent of the paperwork. We had a man down that resigned. Between his salary, insurance and benefits and uniforms – we are budgeted for 7 full time employees and one part-time. He would like to go from 7 full and 1 part time down to 6 full time and one part-time. He is asking for a dollar raise for each man in the Maintenance Department. We have been handling it without the extra employee and the money is still in the budget. Matt Leggett is proposing something that will save \$54K. He only wants to put that in for the next months in the fiscal year. Then it will be easier to put it in the budget. Matt Leggett is retiring in December. The best thing to do is move everyone up. He wants to ask for a dollar an hour for these 5 guys. He is not asking for himself but for the guys in the maintenance dept.

Next thing is the part-timer and adjusting down from 7 to 6.

Mrs. Debra Norsworthy moves to give all employees a \$1.00/hour raise except for supervisors. She inquires as to whether Chris Farris is a supervisor. There is no second and no action taken on the motion. To Mr. Michael Harrell made a motion to give the 5 guys under the Maintenance Superintendent (Under Matt Leggett) a \$1/hour raise. Effective July 1, 2026. Mr. Free gave a second. Mr. McCrory abstained from the vote. There was no opposition. There will be a \$1/hour raise for each employee working under the Maintenance Superintendent,(Matt Leggett), effective July 1, 2026.

We need to bring up filling that parttime position. Don't want to do it now. Wayne Watson died today. He reports that the Maintenance Department needs a part-timer. They fill in. Matt Leggett does not want to have a full-time position being paid and not being needed. A part-timer can take some days off. Mr. Harrell moved to table that

discussion until next meeting. Mr. McCrory gave a second and there was no opposition. The discussion was tabled until the next meeting.

9. Policy Change for Insurance for New Hires by Dane Brown. Insurance. Formerly, the Town of Jackson had a policy that the Town would pay 100% of insurance premiums. The policy was changed in April that the employee would be responsible for 30% of the health insurance premiums. Last month, the Board approved that the policy would be effective, immediately. Previously, there was a waiting period for the insurance to become effective. Because the policy is being partially funded by any new employees, Mayor Brown asks the boards to consider that the insurance coverage be effective immediately upon hire. Mr. Harrell suggests the Board to consider that if they do not want to have insurance, they will sign a waiver opting out of insurance coverage and that they understand that they will not be eligible again until open enrollment. Harrell made a motion to amend the policy that the insurance offered to a new employee be effective immediately upon hire and any employee opting out of insurance will sign a waiver understanding that the insurance is unavailable until a period of open enrollment. There was a second by McCrory. No opposition.

MAINTENANCE REPORT -

MATT LEGETT'S REPORT-. Copy of report provided.

Sewer liner project – waiting until we find out who gets bids to continue.

Blighted property – we are not sure when this will start, as we need some information from Officer Cary Quiet on the properties.

Arrangements Thursday 9-11 visitation, and then funeral to follow at Charlet for Maintenance Department employee, Wayne Watson.

Chris submitted new federal grant application for replacement of the steel gas lines. This is a 2 million dollar grant. There are 6.8 miles of steel gas line in the Town of Jackson that need to be replaced. If they can get this done, then they will be able to get rid of more meters,

There was a question from the public about sidewalks – Jimmy asked her about her sidewalks. She would like hers replaced. The live oak tree roots have destroyed the sidewalks. She likes to walk on the sidewalk but has to walk on the road at times. The historic brick overlay, but it was not fixed along side of my building. The maintenance department will look into it.

POLICE REPORT;

CHIEF MARSHAL MITCH HARRELL'S REPORT – He reported that there were 93 citations written. 56 citations were paid. There were 18 bench warrants issued. There was \$ 13240.00 in fines collected for the month of May.

New hire, Tretorian Tyler, was recognized as our new officer.

Chance Davis has been working on the evidence room. Lots of evidence forfeited was money forfeited to us. And firearms.

CODE ENFORCEMENT REPORT:

OFFICER CARY QUIET'S REPORT

Old business Officer Quiet gave an update on some old properties. The Robillards turned over to DEQ. Nothing has been done. Another residence has a fire damage. She has never been back to court. Table this issue to talk about it.

Stray dogs no funds to address that. Animal care and service agreement for temporary service. Asking from David Guillory for an update. Have heard nothing back. May need to look outside of the Town of Jackson and even outside of the Parish for relief.

Gave a lot of information on the condemned properties that are part of the demolition grant: 15 structures to be demolished – 7 have agreed to have these torn down and signed contracts. Ask the mayor to contact the one reluctant property owner, she thinks there is a catch to it. Let her know that there is no trick to it. The mayor will talk to her.

There are several with absentee owners. If the owner is not This is a problem. We are on a timeline. A discussion was had about the necessity of having an attorney appointed to provide service of process and notice for the absentee landowners.

Mr. Harrell made a motion that once a suitable attorney is secured, he or she will be appointed at the discretion of the mayor. There was a second by Mr. Free. No opposition. The board approved the selection of a suitable attorney for service of process and notice on the absentee landowners in accordance with town ordinances and applicable state law, in order that the Town of Jackson is able to move forward with the demolition as we are under time constraints of the grant.

ATTORNEY REPORT: Discussed this issue of appointing an attorney. She has discussed the possibility of handling these cases with a local attorney who expressed interest in being appointed to handle these matters. Haley Major Green will reach out to the attorney, Ms. Michelle Duncan, again in order to confirm whether she would accept the appointment and have Mayor Brown appoint Ms. Duncan to

MAYOR'S COMMENTS: Mayor Brown thanks Officer Cary Quiet for his hard work and also thanks the Maintenance Department.

A motion to adjourn was made by Mr. Free, second by Mr. Guillory, there was no opposition and the meeting was adjourned at 7:15 p.m.