

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

**MEETING MINUTES
SEPTEMBER 14, 2026**

A PUBLIC HEARING WAS HAD 5:45 P.M.

Mayor Dane Brown opened the public hearing at 5:45 pm for a public discussion regarding AMENDING THE 2025-2026 BUDGET. Discussion was offered by Holli Gilmore. The amendment and information have been made public and advertised as required. The public hearing was also opened up to discuss ADOPTING THE 2026-2027 BUDGET – No comments. Raph Stewart asks if there are funds available to approve the budget. Mayor answered in the affirmative. Hearing no further discussion or questions, the public hearing was closed.

**TOWN MEETING
6:00 p.m.**

PRESENT:

MR. DANE BROWN, MAYOR
MR. DAVID GUILLORY, BOARD MEMBER
MR. WILLIAM FREE, 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: MRS. DEBRA ALLEN NORSWORTHY

CALL TO ORDER:

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

ROLL CALL:

The roll was called by Town of Jackson Clerk, Mrs. Annissa Woodard, Mrs. Debra all board members present except Mrs. Norsworthy, who was absent.

PRAYER/PLEDGE

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

APPROVAL OF AGENDA-

A discussion of the Agenda was had;

There was a Motion to approve the agenda with the addition of under one matter after Old business. Mr. Jim Parker would like to be added to discuss Political Signs at the Intersection of Highway 10 and Highway 68. There was a Motion by Mr. Free to amend the Agenda to add Mr. Parker to Old Business, Mr. Harrell gave a second; there was no opposition. The matter was added to the agenda.

There was a Motion by Mr. Guillory to approve the Agenda as amended above. Mr. Harrell gave a second. There was no opposition. The Agenda was adopted as amended.

MEETING MINUTES-

Mr. McCrory – made a motion to Amend the August Meeting Minutes to reflect the proper start time of 6:02. Mr. Harrell made a motion to approve the minutes from the August town meeting as amended. Mr. Guillory gave a second; there was no opposition. The minutes of the August 2026 Town meeting were approved as amended.

BILLS

Mr. Free reported that he and Mr. Guillory reviewed the bills and everything appears to be in order. Mr. Free made a motion to approve the bills and authorize Mayor Brown and Town Clerk, Annissa Woodard, to process the bills. Mr. Guillory offered a second. There was no opposition. The bills were authorized to be paid.

BUDGET V. ACTUALS The budget vs. actuals report. Copies of the budget were provided. No questions or comments. Mr. Free made a motion to accept the Budget versus Actuals report, a second was offered by Mr. McCrory. There was no opposition. The budget versus actuals report was accepted.

OLD BUSINESS

There was no old business.

Jim Parker – voting signs at the intersection Highway 10 and Highway 68 with all of the political signs. He suggests that is a piece of private property. He said that back when he met with Mayor Jimmy Norsworthy and the mayor agreed that there should not be political signs there.

One person asked for permission to put the signs out. Mr. Parker said that there was an agreement that unless a person went to an owner and asked permission. Raph was on the board when that happened and talked about the political sign placement. Norsworthy said he did not mind them as they were temporary and would come and go, as Mr. Raph recalled. Mr. Parker said that is what Norsworthy told the Tourist Commission. Mr. Havard reports that there are two owners – Scotty Dawson and Goody Goodnight, along with the easement. The property owners can allow who they choose. If it is in the easement – cannot have signs in the easement.

Raph believes that Norsworthy had a problem with business owners putting signs and no interference with the Town of Jackson signs.

Mr. Smith – if the signs are not blocking our signs and not in the way, has no problem with it.

Quiet says that it was never voted on. We can revisit the meeting minutes and see what it says, and if the property owner complains, then they can remove, per Mayor Brown. Mr. Parker is asking if anything has changed. Harrell says if it is in the easement, they can be placed, but also removed.

Comment – Board needs to take no action.

NEW BUSINESS-

1. AMEND 2025-2026 BUDGET – Holli Gilmore can answer questions regarding the specifics of amending the budget. The amendments are highlighted in the report. Changes are in bold or highlight and asking to amend the budget to the extent in the report. A Motion to Amend the budget as to report was made by Mr. Harrell, Mr. Guillory gave a second. There was no opposition. The 2025-2026 budget was amended as reflected.
2. ADOPT 2026-2027 BUDGET. The budget has been put in place, finance committee has approved and advertised, Harrell moved to accept the 2026-2027 budget if the finance committee approved. Mr. McCrory gave a second. There was no opposition. The 2026-2027 budget was adopted subject to the approval of the finance committee.
3. ADOPT 2026 MILLAGE RATES – millage rates are not increasing. They have been at a rate of 6.19 for the last six years. The town is required to readopt every year. Motion by Mr. Fee to adopt the 2026 Millage Rates; second by Mr. Harrell. There was no opposition. The 2026 Millage Rate of 6.19 was adopted.
4. APPROVE POLICY AND PROCEDURES, ACCOUNTING – by Mrs. Annissa Woodard, Town Clerk. A copy of the accounting practices that the town has been written up for the last years has been provided. Per the auditor, the Town needs to adopt these policy and procedures affecting accounting, hiring, payroll, paying bills, taking payments. The Town needs to accept these in order to be in compliance with current best practices standards. These policies came directly from the legislative auditor's web site. These items have been suggested to us by the auditor to become part of our policy and procedures. The question was posed as to why this has not been changed before if it has been happening for 5-6 years? Mrs. Woodard suggest that policies and procedures best practices are always changing. It is important for us to follow the suggestions of the auditor in order to be in compliance.
Motion by Mr. Harrell was made to accept these policies and procedures as suggested by the auditor. Mr. Free gave a second. There was no opposition. The policies and procedures suggested by the auditor were adopted by the Board.
5. POLICE DEPARTMENT PART-TIME HIRE. There were two resignations – Dalton Corbin and Roger Witty. One new part-timer is Parker Nettles. He is POST certified.

\$15.25 per hour rate of pay, effective date: September 1, 2026 retroactive to today's meeting. A motion was made by Mr. Guillory; Second by Mr. McCrory. There was no opposition. The new part-time hire, Parker Nettles, retroactive to September 1, 2026 at a rate of \$15.25 per hour was approved.

6. CROSSWALK, BY MAYOR DANE BROWN –Citizens has suggested a need for a crosswalk at Hwy 10 on Main Street. The first step is to present at a town meeting – to get approval (it is up to the state to actual approve the crosswalk) The town must fill out an application. The State DOTD will conduct a traffic study and they will make the decisions. We just need approval from the Board to approve the application. Mr. Free made a motion to submit , Harrell gave a second. No opposition. The application to DOTD to start the process was approved. There was a comment that cars will have the right of way unless it is between two lights. We may need some other things. The state will mandate what we will have to do and what we can do. We will follow their mandates.
7. SALARY ADJUSTMENT CLERICAL/CLERK ANNISSA WOODARD – asked to have this added. Cassie Callendar has worked for 3 years. Mrs. Woodard would like to have her get \$1.50 per hour raise.. She currently makes \$17.39 per hour. She is very dedicated employee. She is committed. It is in the budget especially in light of the part-time status of Holli Gilmore. She is taking steps to educate herself further. Mrs. Woodard would like to make this raise effective October 1, 2026. Mr. Free made a motion to raise the pay of Cassie Callendar \$1.50 per hour. Mr. Harrell second the motion; there was no opposition. The raise for Cassie Callendar for \$1.50 per hour, effective October 1, 2026 was approved.
8. EAST FELICIANA FUTURE NOW GROUP – Dawn Davis retired from Exxon Mobil. Raised in East Feliciana. She saw an add for a master plan for East Feliciana. She isited with West Feliciana – talked to Kenny Havard – talked about the Home Rule charter. Also talked to Major Thibaut – talked to them about the positives of Home Rule Charter. Spoke to many leaders about the positives of Home Rule Charter. Invites these leaders to speak about transformation to Home Rule Charter. Currently, they are at the education stage. Jim Moss, CPA of the group – accountant for the Audubon regional library reported that the group has had many meetings – still in the process of getting our message out – non-profit group – East Feliciana Future Now – working on Venmo to get donations, etc. The process is that once they think they have reached enough people in Parish, to see what they want, they will approach the EF Police Jury to assign a commission for the charter. If the Police Jury rejects, they will get a petition, if enough signatures – then they will start a commission to vote on the charter. It all comes down to the peoples' choice. People do not know a lot about the home rule charter. They are going to ask people who are interested in helping to come together, educate them and find people who want to be commissioners. They have handouts and questionnaires. The response has been positive. They think people are ready for a change. Current system is ancient. Primary difference is you have a parish president who is elected by all the people. Major Thibaut did a really good job of explaining this difference. They have handouts, and Facebook and can send information. They are going to start having

meetings and all can attend. They asked for questions. The question was asked whether they have petition yet? It started last month. If anyone already knows enough that they want to sign the petition, we can do that. Pointe Coupee is most like East Feliciana that we have visited. They have increased 100 percent. The representatives are elected per district. His participation in some of the police jury meetings – he rates it poorly and does not think the people are really represented anymore. He is not running for anything. He is just dissatisfied with this form of government. They want to attract some industry, people and revenue.

Mr. Harrell agrees that he is not satisfied with the Police jury model. However, we do not have the same tax base as Pointe Coupee or West Feliciana. The property is being broken up into little properties that are not suited for the industry. Moss reported one more comment on the tax base – we are close to where they were at the time. Encouraged everyone to do his or her own research.

9. PUBLIC COMMENT MICHAEL LAMONICA – right now the public is only allowed to comment on items on the agenda. He says there is nothing that prevents public comment from being opened up. He encourages opening up public comment – not asking to vote on anything on public comment, just a suggestion.
10. PUBLIC HEARING; INTRODUCE ORDINANCE JACKSON MARSHAL OFFICE/JACKSON POLICE DEPARTMENT 5:45 PM OCTOBER 12, 2026; JACKSON FIRE DEPARTMENT. In light of recent legislation that seriously prohibits the duties of a Marshals Office, strictly to that of a Peace Officer, the ordinance would give the Marshals Office the authority to act as peace officers along with the police powers of a Police Department.
11. UTILITY RATE INCREASE – Every year the town must visit these rates in order to keep our sustainability up on our ratings. The numbers have to be at a certain level for grants and loans. If the Town does not keep the numbers up, we will not be eligible for anything that we may need. We increase the rates in very small increments. Matt Leggitt shows the rates -\$2.00 residential; \$3.00 for industrial. We leave the flat rates alone. The gas rates are our mark up numbers. We go from 155 and 175. This is a very small increase. The CVI is 3.4% (26 cents increase and we are proposing 20 cent increase). Are we at sustainability? Going into this budget – we are just under (water especially). We are trying to increase slightly every year. The ordinance was put in to do this every year. We sell a gallon of water for less than a penny. We do not want to increase it every year. We cannot budget by ordinance.
Comments – Raph – does not think we have a choice. We put it in the ordinance so that we can go up every year. David Guillory wants to table it until next month. Mr. Harrell makes a motion to table this issue until next month, Guillory gave a second to determine what is sustainability.
12. HARDSHIP EXTENSION, Mrs. Shuff renovating residence while battling cancer. Already got permission to live in the camper until home is renovated. She would like an extension. Mayor has visited the property and they are making progress. Motion to

extend by Mr. Free for three months; Guillory gave a second. No opposition. The issue was tabled.

13. AUDIT ENGAGEMENT LETTER. Letter received from Minda Rayburn, auditor. Every year, we have to visit this in September to send the information to the auditor. Letter specifies that we will use Minda Rayborn as auditor. Mr. Harrell made a motion, Mr. Free gave a second. No opposition. The Letter naming Ms. Minda Rayborn as auditor was authorized.
14. AUDIT ENGAGEMENT LETTER FOR AGREED UPON PROCEDURES – the letter should include the agreed upon procedures and the items she will test. The Town must agree to give full access. Mr. Free made a motion; Harrell gave a second. There was no opposition. The Audit Engagement letter for agreed upon procedures was approved.
15. AUDIT COMPLIANCE QUESTIONNAIRE. As part of the audit compliance, the town must agrees to give everything in questionnaire as requested by Mrs. Minda Rayborn. Mr. Guillory made a motion to authorize compliance questionnaire and full access; Mr. Harrell gave a second. No opposition. The motion passed.
16. SPOOKTACKULAR OCTOBER 31, 2026; 6:30 P.M. TO 8:30 P.M. – Halloween, trick or treat and spooktackular roll into one. Question – is that just marking off college street or is this whole town trick or treat? The details of the event have not been ironed out. Harrell made a motion, Free gave a second. No opposition. Spooktakular for October 31, 2026 at 6;30 pm to 8:30 pm was approved.

MAINTENANCE REPORT -

MATT LEGETT'S REPORT- the sewer line project has begun. One side of street is done, half-way through with the other side of the road. The bridge on Cherry Street – gravel and filling in the wash has been completed. The Town received the last approval for funds that will finish out the last meters and give us some spares.

POLICE REPORT;

CHIEF MARSHAL MITCH HARRELL'S REPORT – He reported that there were:

76 citations written;

70 citations were paid;

12 bench warrants issued.

There was \$18,600.00 in fines collected for August.

This year 3,224 calls have been made so far. All the calls Jackson received this year which is a major increase since 2024. FBI LITA class – Justin Nevels and Chance Davis have

finished that course. Cary did a child CPR class for the fire department and police department. Great class for children.

CODE ENFORCEMENT REPORT:

OFFICER CARY QUIET'S REPORT – updates the violations, send letters, 11 medical calls. Our fire department is aging – we need young volunteers. We need more volunteers. We are having an issue with the environmental service tearing down the houses. 32 days since they have done things. The debris has not been cleared. We have a contract with the contractor. Can we write the contractor a citation? He questions this. The contractor has met with the subcontractor – sub did not show up, hired another one. Should be starting tomorrow morning on Cottage Street.

OLD BUSINESS none

NEW BUSINESS: none

ATTORNEY REPORT: None.

MAYOR'S COMMENTS: Mayor Brown thanks everyone for coming and being interactive. He reminds everyone that the Park and Fly event is at 11:30 am. No alcohol. Air strip. Veteran's memorial park at 9:30.

Gave Whit Vidrine opportunity to introduce himself as a candidate for Board of trustees.

Mr. Harrell, made a motion to adjourn; Mr. Guillory gave a second. There was no opposition. The meeting was adjourned at 7:30 pm.

Joseph Dane Brown, Mayor

Annis Woodard, Town Clerk