

## **Village of Elizabeth**

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### **PUBLIC MEETING**

Public Council meeting was held 10/13/25 at 6:30pm at the Elizabeth Village Hall, 230 Poplar Street, Elizabeth, LA. The notice of Meeting having been duly posted in accordance with requirements, the meeting was called to order by Mayor Mandy Green at 6:30pm. Opening prayer led by Ken Kelly, then Pledge of Allegiance and roll call by Mayor Green.

#### **Mayor, Council and Staff Present**

Mandy Green, Mayor  
Ken Kelly, Council  
Stacy Weldon, Council  
Mea Dillehay, Council  
Denise Lee, Clerk  
Heather Sutton, Attorney

#### **Council and Staff Absent**

Shane Ware, Police Chief  
Steven Self, Fire Dept Asst Chief  
Brandon Sweat, Fire Chief

1. No Comments from the public on any agenda item.
2. Ken Kelly made a motion to approve minutes for the regular council meeting of 9/8/25. Stacy Weldon seconded. All in favor.
3. Stacy Weldon made a motion to approve the agenda. Mea Dillehay seconded. All in favor.
4. **ENGINEERS REPORT**
  - A. Noone present yet.
5. **CODE COMPLIANCE**
  - A. Mayor Green reported on 304 West Main Street progress. The owners filed to appeal the condemnation. Mayor Green, Heather Sutton-Attorney and Crystal Hunt-Code Compliance went to 33<sup>rd</sup> Judicial Court on behalf of the Village for this appeal. The Judge granted in favor of the village and assessed all court costs to the plaintiff(owners). The owners are in process of tearing down the condemned building. They have been given 60 days to demolish and clean the property. The Mayor stated they will be granted 30 more days upon request.
6. **POLICE CHIEF**
  - A. Chief Shane Ware not present. Monthly report given by Officer LaCaze. He stated they had several dog calls this month. Some of the dogs have been placed in shelters or given to new homes.
  - B. Animal Control Officer - place on agenda for next month or until Police Chief present.
  - C. Status of Part time Officer Jeb Moore- Officer LaCaze stated that Jeb Moore has not been taking calls for the village because he does not have a unit to respond to calls.
7. **FIRE CHIEF**
  - A. Monthly report given by Leanne Sweat due to Chief Sweat or Lorrie Odom, Treasurer, unable to attend.
  - B. Chief Sweat spoke with Mayor Green and made a recommendation to unappoint Assistant Fire Chief Steven Self. Stacy Weldon made a motion to unappoint him effective immediately. Ken Kelly seconded. All in favor.
  - C. Chief Sweat spoke with Mayor Green and made a recommendation to appoint a new Assistant Fire Chief- Jeb Moore effective 10/14/25. Ken Kelly made a motion to appoint Jeb Moore as Assistant Fire Chief. Stacy Weldon seconded. All in favor.
8. **MAYOR'S REPORT**
  - \*Old Business**
  - A. Sealed bid opened for Surplus 2012 F250 Silver Pickup. Minimum bid set at \$8,500.00. Council to award the highest bidder. The Village reserves the right to remove from sale. Only one bid was received. It was from JJ Merchant and it was not at least the minimum bid. Ken Kelly made a motion to reject the bid. Mea Dillehay seconded. All in favor.
  - B. Sealed bid opened for Surplus 1997 John Deere tractor. Minimum bid set at \$8,000.00. Council to award to highest bidder. The Village reserves the right to remove from sale. Only one bid was received. It was from JJ Merchant and it was not at least the minimum bid. Ken Kelly made a motion to reject the bid. Mea Dillehay seconded. All in favor.
  - C. Sealed bid opened for Surplus 6' Brave Bushhog. Minimum bid set at \$800.00. Council to award to highest bidder. The Village reserves the right to remove from sale. Only one bid was received. It was from JJ

Merchant and it was not at least the minimum bid. Ken Kelly made a motion to reject the bid. Mea Dillehay seconded. All in favor.

- D. Stacy Weldon made a motion to lower the minimum bid for the Surplus 2012 F250 Silver pickup to \$5,500.00 and readvertise for sealed bids to be opened at the November 10, 2025, council meeting.
- E. After discussion that the General Maintenance still used the John Deere tractor for cleaning properties, Ken Kelly made a motion to remove the John Deere tractor from surplus and keep it. Stacy Weldon seconded. All in favor.
- F. Stacy Weldon made a motion to lower the minimum bid for the 6' Brave Bushhog to \$550.00 and readvertise for sealed bids to be opened at the next council meeting. Ken Kelly seconded. All in favor.

## **9. ENGINEER'S REPORT**

- A. At this point, Mayor Green asked Glenn Turner, MMLH Engineer, to give updates on the grants.
- B. Glenn stated that Brad had made rounds today looking at the CWSRF sewer project. He said the manhole tops looked good. He went to Piney Park and the valve box sticking out of the ground was not according to the plans. Brad told Glenn this will be rejected. Also, there is something wrong with height of the slab and wet well at the school lift station and this will be rejected as well. The contractor is waiting for subcontractors to come work on some of the projects. Mayor Green stated that the contractor worked on some of the manholes that was not on the list to repair. They found a missing manhole in Eastern Heights and repaired on it. Mayor Green stated that the work at Piney Park didn't look correct. Someone will have to inspect. She said the pumps for the lift stations were supposed to be delivered on October 7, 2025, but no one has been out yet and installed them. There is still a bypass pump on the lift station by the school. Mayor Green stated there has not been any problems at the 503 Mimosa Street property since they cleaned the manhole out but the next time it overflows or it rains and overflows, the resident has stated he will call KPLC on this matter, so something needs to be done with this and the water/sewer department is doing all they can do with this problem.
- C. Stacy Weldon brought up that a resident was complaining that a line is leaking sewage in her driveway and cannot use her driveway. It is running in her yard, and she cannot mow. The resident stated that the neighbor's cleanout cap is open so the sewage will not back up in the neighbor's house. Mayor Green stated it is manhole 47. Dirt and mud keeps washing in there. She said there is a blockage between manhole 46 and 47 and it is on the repair list for the contractors. The Water department has gone into the manhole and cleaned it out, but it keeps getting blocked. Mayor Green will update Stacy about the situation and when the contractors will be repairing it.
- D. Glenn stated that all the landowners were contacted, and surveyors completed the topographic survey for the PHMSA gas grant. He said that plans should be completed, bid and go to construction by the late summer of 2026.
- E. Update on LCDBG sewer project -sludge. Mayor Green stated that the Village Sewer Department has been cleaning out the sludge from the sewer plant. They rented an excavator and dumpsters. Mayor Green presented photos of the racetrac being cleaned out along with photos of the drying beds. She said so far they have filled 5 dumpsters. She said 2 dumpsters are already at about \$1700. Glenn said that he sent an email to the contractors concerning the sludge and waiting for a response. He said that the erosion taking place at the sewer treatment plant is a warranty item and the contractor will be notified. Mayor Green thought that a walkway was supposed to be there but Glenn said no it won't be one. Mayor Green showed pictures of the cement cracking. Glenn said some of this is normal shrinkage but the one that has a big crack would be a warranty item also. Mayor Green requested a copy of the punchlist that was issued to the contractor.
- F. Mayor Green said we much appreciated the air valve. Glenn stated that the air valve was purchased by MMLH and installed on the sewer system, but it is dripping, probably just a little piece of trash grit needs to be cleaned out, so he will call the manufacturer and see what the issue could be.
- G. The flow meter doesn't seem to be working. It will be a warranty item. Glenn said they will check the settings.
- H. Glenn also said that he noticed that the village had no violations with the DMRs.
- I. Glenn stated that the Office of Community Development would like to close this particular LCDBG Sewer project out by December 8, 2025.

## **10. MAYOR'S REPORT**

### **\*New Business**

- A. Ken Kelly made a motion to table the update of Information Security Policy and add to Handbook until next meeting due to IT has not completed proofing the policy.
- B. Ken Kelly made a motion to remove in handbook the phrase –“that any outside employee must leave 30minutes early that day”. Handbook states- “Any outside employee that does not take a lunch break due to

work that cannot be stopped at that time, must document on a time sheet the reason and must also leave 30 minutes early that day.” Stacy Weldon seconded. All in favor.

- C. Stacy Weldon made a motion to change in the handbook that the Clerk and AR Clerk is responsible for securing credit cards under lock, not the Mayor.
- D. Heather at this time, thanked Glenn for the photographs taken for the condemnation property spoken about earlier. She stated they were very good, and the judge noted this in the case.

#### 11. VILLAGE ATTORNEY

- A. Discussion of Ordinance 26C Zoning concerning zoning and permits- Heather noted the changes and those changes were highlighted in yellow on the council copies for easy reference. She noted that tiny houses was added to the ordinance along with a definition. She cleaned up some of the language in some sections. The section concerning Enforcement would be changed to have a Code Compliance employee working under the mayor, not a Code Enforcement Officer. Mayor Green stated that a \$200 penalty would be allowed per the Town Hall office to charge for those failing to get the proper permits- not including the non-forming permit, Section 12- Enforcement.

#### 12. COUNCIL

- A. Stacy Weldon introduced an amendment to the Village of Elizabeth Zoning Ordinance to consolidate and clarify Ordinances 26, 26A, 26B, 26B.1, and 26C; to reaffirm the requirements governing non-conforming uses; to clarify and reaffirm the process by which to obtain a Non-Conforming Use Permit; to add definitions for “Grandfathered (Lawful Non-Conforming Use)” and “Tiny House (Small Residential Structure)” ; to reaffirm the prohibition of Mobile Homes in all zoning districts other than A-2 and A-3; to prohibit the placement and occupancy of Tiny Houses within the Village limits; to remove the requirement for permit fees in instances not involving non-conforming use; and to increase the penalty for violations of this Ordinance from One Hundred Dollars (\$100.00) to Two Hundred Dollars (\$200.00). Public hearing to be held November 10, 2025 prior to adoption.
- B. Stacy Weldon introduced an amendment to **Ordinance 03-17** changing speed limit on Poplar Street to 15mph on both sides of the road. Public hearing to be held at council meeting on November 10, 2025 prior to adoption.
- C. Council discussed unpaid Occupational License in the Village (**Ordinance 9-99.1**). Denise Lee, Clerk will send out another notice requesting payment of license fee, penalties and interest. The fees were due January 31, 2025. Heather stated she could send a demand letter if needed.
- D. Ken Kelly made a motion to adopt **Resolution 145-2025 Support Application** for 2025-2026 US Dept of Transportation’s PROTECT Discretionary Grant for drainage in the village. Stacy Weldon seconded. All in favor.
- E. Public hearing on an amendment to **Ordinance 15-19A3 Police Chief’s salary**. Mayor Green noted that it would be lowered from \$1600/month to \$800/month for the next term (2027-2030). No further comments. Closed hearing.
- F. Mea Dillehay made a motion to adopt amendment to **Ordinance 15-19A3 Police Chief’s salary** lowered to \$800/month for the next term to become **Ordinance 15-19A4**. Stacy Weldon seconded. All in favor. Mea Dillehay-yea, Ken Kelly-yea, Stacy Weldon-yea
- G. Mayor Green noted that she applied for a grant for trash can receptacles for the ballpark and AB Finke Park.
- H. Mayor Green noted that Halloween trick or treating will be October 31, 2025 6:30pm-8:30pm with a movie at the Community Center.
- I. Ken Kelly made a motion to approve expenses for September 2025 and comparison of actual expenses to budget. Mea Dillehay seconded. All in favor.
- J. Stacy Weldon made a motion to adjourn. Ken Kelly seconded. All in favor.

Approved by:/S/Mandy L Green, Mayor

Attest by:/S/Denise Lee, LCMClerk