

## **Village of Elizabeth**

P.O. Box 457, Elizabeth, LA 70638  
PH: 318-634-5100; Fax: 318-634-7881

### **PUBLIC MEETING**

Public Council meeting was held 12/8/25 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  
Mea Dillehay, Council  
Denise Lee, Clerk  
Heather Sutton, Attorney

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

Shane Ware, Police Chief  
Jeb Moore, Fire Dept Asst Chief  
Brandon Sweat, Fire Chief  
Stacy Weldon, Council

1. No comments from the public on any agenda items.
2. Ken Kelly made a motion to approve minutes for the regular council meeting of 11/10/25. Mea Dillehay seconded. All in favor.
3. Ken Kelly made a motion to approve the agenda. Mea Dillehay seconded. All in favor.
4. **CODE COMPLIANCE-** Mayor reported the 304 West Main Street progress. There has been a lot of debris removed within the structure and outside. The deadline for completion of the demolition has been extended to December 31, 2025. If not complete, the Village will proceed forth with completion. The owner will be responsible for all expenses.
5. **POLICE CHIEF- not present.**
  - A. Officer Zach LaCaze present. He reported incidents for the month.
  - B. Discussion of Animal Control Officer delayed until next meeting, if Chief present.
6. **FIRE CHIEF-not present.**
  - A. Lorrie Odom-Fire Dept. Treasurer gave monthly report.
  - B. She stated that all volunteer firefighters have been enrolled on the State Fire Marshal's website. She stated that there are 4 new members added. She will get updated Drivers License to the Clerk.
  - C. Mayor Green presented the council with an invoice for supplies ordered by the Fire Chief. There was not a Purchase Order requested to ensure funds available. Mayor Green had requested these supplies to be returned, but they were not and could not be returned after 30 days. The Mayor said the fire department had requested to purchase an AED machine, but since this was purchased instead, the village would not purchase at this time. The council reviewed the invoice and made note that all these supplies did not need to be ordered at this time, maybe just some. Since they are unable to be returned, the council signed the invoice approving to pay, but requested for the proper procedure, according to the handbook, to be followed for the future. Also, future Purchase Orders will be sent to the Clerk to verify funds and the budget.
  - D. She reported on Christmas in the Country Fundraiser and stated they are discussing doing a gun raffle.
7. **ENGINEER'S REPORT**
  - A. Brad Rachel gave update on CWSRF-DEQ Sewer Improvement Grant project. The crew is almost complete with the work. He previously discussed with the Mayor about lining the manholes with the remaining funds from the grant. He will give a proposed calculation to the Mayor.
  - B. Update on PHMSA Gas Grant project- Brad stated they are still waiting for the Environmental Review before proceeding forward.

## **8. MAYOR'S REPORT**

### **\*Old Business**

- A. Mayor Green stated that the Village had to hire someone to pump some more sludge. This is costing the Village quite a bit of out of pocket money. There is still some more that needs to be pumped out.
- B. The Village hired an electrician to look at Water Well Project and rotation issues. A switch was changed out and some parts cleaned and the wells have been rotating properly the last couple of weeks.

### **\*New Business**

- A. Mayor Green spoke with IT about the Information Security Policy and adding to Handbook. IT suggests going over the policy and removing some unnecessary items prior to adopting. Mayor Green will look more detailed at the policy.

## **11. VILLAGE ATTORNEY-none.**

## **12. COUNCIL**

- A. Ken Kelly made a motion to approve expenses for November 2025 and comparison of actual expenses to budget. Mea Dillehay seconded. All in favor.
- B. Mea Dillehay made a motion to adjourn. Ken Kelly seconded. All in favor.

Approved:/S/Mandy L Green, Mayor 12.11.25

Attest by:/S/Denise Lee, LCMClerk 12.9.25