

Village of Elizabeth

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PUBLIC MEETING

Public Council meeting was held 5/12/26 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
Jeb Moore, Fire Dept Asst Chief
Brandon Sweat, Fire Chief
Lorrie Odom, Fire Dept Treasurer

1. Mayor Green requested to add to the agenda- Council to introduce an amendment to Ordinance 19-19, LA Judicial College, increase the special court cost from \$ 0.50 to \$2.50. Ken Kelly made a motion to add this introduction of amendment to Ordinance 19-19. Stacy Weldon seconded. Mayor Green asked if any public comments. No comments. Ken Kelly- yea, Mea Dillehay-yea, Stacy Weldon-yea. A unanimous vote to add to the agenda.
2. Mayor Green requested to add to the agenda- Council to introduce an amendment to Ordinance 22-19 increasing the fine for a person that fails to appear to court for a traffic summons from \$12.50 to \$25.00. Ken Kelly motioned to add to the agenda. Stacy Weldon seconded. Mayor Green asked if any public comments. No comments. Ken Kelly-yea, Mea Dillehay-yea, Stacy Weldon-yea. A unanimous vote to add to the agenda.
3. Mayor Green requested to correct agenda item 12.E.c. – registered mail to certified mail. Ken Kelly made a motion to make this correction. Stacy Weldon seconded. No public comments on this change. Ken Kelly-yea, Mea Dillehay-yea, Stacy Weldon-yea. Unanimous vote to make this correction.
4. No comments from the public on the agenda with the additions or correction.
5. Ken Kelly made a motion to approve the agenda with additions and correction. Mea Dillehay seconded. All in favor.
6. Stacy Weldon made a motion to approve minutes for the regular council meeting of 4/13/26. Ken Kelly seconded. All in favor.
7. **CODE COMPLIANCE**
 - A. Mayor Green reported that 15 letters had been sent out for property maintenance. Listed as follows: 518 Pine, 507 Main, 406 Live Oak, 414 Live Oak, 200 Poplar, 502 Pine, 1006 Bay, 1012 Bay, 1021 Bay, 13335 Hwy 112, 908 Magnolia, 1002 Tupelo, 427 Live Oak, 517 Pine, and 254 Pecan.
8. **POLICE CHIEF**
 - A. Moved to the end of agenda due to Police Chief not present yet. He had an emergency at work.
9. **FIRE CHIEF**
 - A. Matt Townson gave monthly fire report.
 - B. Mayor Green stated that she was making revisions to the Standard of Guidelines (SOG) for the Fire Department to make sure it was up to date with the council revisions from the last meeting. Mayor Green stated that the SOG was adopted by the council in 2021, so therefore all changes to the SOG would be voted on by the council.

10. ENGINEER'S REPORT

- A. Brad Rachel gave the update on CWSRF-DEQ Sewer Improvement Grant. There are only 22 manholes left to spray and reline. They are estimated to be done by the end of the week. The manhole adjustments have been done and rings & covers replaced.
- B. Update on PHMSA Gas Grant – Brad stated that PHMSA grant funding will not pay for the Wetlands Delineation being required as part of the PHMSA environmental clearance. The Village would be responsible for paying for this. Brad said that it would cost \$16,900 for an abbreviated wetlands delineation. Ken Kelly made a motion to approve the wetlands delineation at \$16,900 and move forward with the process. Stacy Weldon seconded. All in favor.

11. MAYOR'S REPORT

*Old Business

- A. None

*New Business

- B. Mayor Green reminded the council of LRWA Management Class- Monday, July 13, 2026, at Lake Charles Event Center.
- C. Stacy Weldon made a motion to change policy in handbook concerning **WEX gas cards** in handbook- WEX gas cards will be issued to each department and to be kept in the vehicle that the card is assigned. Department employees will only be allowed to use the card with supervisors' approval. Each employee will have their own pin number and must enter before purchasing fuel. If an employee has not been issued a pin number, they are prohibited from using the WEX card. The monthly WEX reports generate location of purchase, time, gallons, mileage and amount of purchase for each employee who has received a pin number. All employees must enter correct mileage when prompted at the gas pump. If unable to enter mileage due to pump issues, a receipt must be requested, and mileage and signature must be written on the receipt and turned into the office for Mayor approval. If employees are unable to operate the WEX policy correctly or if misuse of the card is suspected, the mayor shall have authority to enforce that all WEX cards return to the office and reinstate the policy of signing out and turning in receipts. Mea Dillehay seconded. All in favor.
- D. Stacy Weldon made a motion to change policy in handbook under **Issuance**- Change to Accounts Receivable Clerk maintains a written log of credit card "check out" and return of cards with signature of both clerk and employee at time of issuance and return, not the mayor. Mea Dillehay seconded. All in favor.
- E. Public hearing/comment period held to discuss adoption of the 2026 Millage Rate of 6.59 Mills for the Village of Elizabeth- **Resolution 147-2026**. No comments from the public. Public hearing/comment period closed.
- F. Ken Kelly made a motion to adopt the 2026 Millage Rate of 6.59 Mills- (**Resolution 147-2026**). Stacy Weldon seconded. All in favor.

12. VILLAGE ATTORNEY

- A. Discussion 517 Pine Street, Parcel No. 0550006540 -Adjudicated to Allen Parish. Mayor Green stated she called the property owner but received no answer or any other response. Heather Sutton-Attorney and Mayor Green will continue to reach out concerning this matter.
- B. Update on 302 Maple Street, Parcel No. 0550016700 - Request to the Police Jury to do an ACT of CASH Sale, with Allen Parish Police Jury considering the work and maintenance the Village has done since the adjudication to Allen Parish Police Jury. Heather stated that Jacob Dillehay reported that

the Police Jury voted to do the Act of Cash Sale with the Village of Elizabeth for the Village to obtain the property.

13. COUNCIL

- A. Ken Kelly made a motion to adopt **Resolution 148-2026** Authorizing the acquisition and acceptance of certain immovable property located at 302 Maple Street, from the Allen Parish Police Jury and authorizing the Mayor to execute all documents necessary to complete transfer. Stacy Weldon seconded. All in favor.
- B. Heather will research if an Ordinance is needed to do an Act of Cash Sale on 302 Maple Street property. If one is needed, Ken Kelly introduced an **Ordinance** authorizing the acquisition and acceptance of certain immovable property located at 302 Maple Street, from the Allen Parish Police Jury and authorizing the Mayor to execute all documents necessary to complete transfer.
- C. Stacy Weldon introduced an amendment to **Ordinance 21-19.1 Gas Rates** to state calendar year instead of fiscal year FOR LAUF.
- D. Council discussed an amendment to Ordinance 9-99.1 to charge occupational license fees to only businesses located within village or anyone pursuing business within the village limits.
- E. After discussion, Ken Kelly Introduced an amendment to **Ordinance 9-99 Occupational License** – to charge only local businesses pursuing business within village limits.
- F. Stacy Weldon introduced an amendment to **Ordinance 12-18B to become Ord. 12-18C.**
 - a) Change section 4.B to state - Notwithstanding the notice requirements set forth in Subsection 4(A)(1) above, the Mayor or the Mayor’s designee may undertake the work necessary to bring the property into compliance with Sections 2 of 3 on any property within the Village without issuing additional notice, provided that the property owner has been notified pursuant to Subsection 4(A)(1) at least once during the immediately preceding twelve (12) months and has failed to perform the required work having been given the opportunity to do so.
 - b) Change Section 4.B.3. – A statement that the property owner liable has within the preceding twelve (12) months, failed to do such work after notification and opportunity to do so pursuant to Subsection 4(A)(1).
 - c) Change 4.F. -State- it shall have the bill for the work delivered by certified mail.
 - d) Change 4.G.- State-Upon failure of property owner to pay the charges within 30days of receipt of certified bill, the village may file with recorder of mortgages a certificate showing the cost of such work along with fees.
- G. Mea Dillehay introduced **Ordinance 53-2026 Utility Right of Way Permitting Process.**
- H. Ken Kelly introduced **Ordinance 54-2026** which amends the **’25-’26 Proposed General/Utility Budget.**
- I. Mea Dillehay introduced **Ordinance 55-2026** which proposes the **’26-’27 General/Utility Budget and USDA Budget.**
- J. Stacy Weldon introduced **Ordinance 19-19** LA Judicial College, to increase the special court cost from \$ 0.50 to \$2.50.
- K. Ken Kelly introduced **Ordinance 22-19** to increase the fine for a person that fails to appear in court for a traffic summons from \$12.50 to \$25.00.
- L. **POLICE CHIEF**
 - A. Monthly report given by Zach LaCaze.
 - B. Mayor Green stated that the current 2017 Tahoe Police Unit was having lots of problems. Officer Zach LaCaze stated several incidents of the unit having to be brought into the shop for repairs. The A/C also does not work properly. Council asked about the 2012 Tahoe unit and Officer LaCaze said the radar in it barely works and does not have the lights and such needed to operate to patrol traffic. Mayor Green reported that Chief Ware would like to purchase a used unit in good condition that he has located. Council discussed possibly surplus a unit. Ken Kelly stated that without the Chief present for recommendation, they could not make a decision. Stacy Weldon stated that the

council could call a special meeting with the Police Chief to discuss the Police Units. Mayor Green will speak with the Chief about a special meeting.

- M.** Ken Kelly made a motion to approve expenses for April 2026 and comparison of actual expenses to budget. Mea Dillehay seconded. All in favor.
- N.** Mea Dillehay made a motion to adjourn. Stacy Weldon seconded. All in favor.

Approved by:/S/Mandy L Green, Mayor Attest by:/S/Denise Lee, LCMClerk

***Public hearing to be held Monday, June 8, 2026 at 6:30pm prior to the adoption of amendment to **Ordinance 21-19.1** Gas Rates, amendment to **Ordinance 9-99** Occupational License, amendment to **Ordinance 12-18B** Grass maintenance, adoption of **Ordinance 53-2026** Utility Right of Way, **Ordinance 54-2026** which amends the '25-'26 Proposed General/Utility Budget, adoption of **Ordinance 55-2026** Proposed '26-'27 Budget and USDA Budget, amendment to **Ordinance 19-19** LA Judicial College fee, and amendment to **Ordinance 22-19** Fine increase on court summons. To be held at Town Hall located at 230 Poplar Street, Elizabeth, LA.