

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, February 28, 2023, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, February 28, 2023, at the Zachary City Hall located at 4700 Main Street, Zachary, LA

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Councilwoman Boyd

Pledge of Allegiance by Councilwoman DeVirgilio

C. OPENING PROCEDURES

1. ROLL CALL

MAYOR

David McDavid

COUNCIL MEMBERS

Westmoreland – District 1

John LeBlanc– District 2

Ambre DeVirgilio – District 3

James Graves – District 4

Jennifer Boyd – District 5

2. READING OF CITY POLICY RELATIVE TO OPEN MEETINGS

Before proceeding with the meeting, Mayor McDavid read a statement into the record regarding the Open Meetings Law, and citizens' right to participate in public meetings. The statement set forth general rules of conduct of the public meeting and outlined the process through which a citizen can have items placed on the Council agenda. A copy of the rules is available at City Hall, Mayor's Office or by calling the Clerk of the City Council. The rules will also be available at every Council meeting.

3. CHANGES/ADDITIONS TO AGENDA

D. READING OF THE MINUTES

1. Approval of Minutes of the February 14, 2023, regular meeting and approve them as written.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve the Minutes of the February 14, 2023, regular meeting and approve them as written.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

E. HONORS, RECOGNITIONS, AND INTRODUCTIONS

Police Chief, Darryl Lawrence was present to announce that the Zachary Police Department received the FBI-Law Enforcement Executive Development Association (LEEDA) Trilogy Agency Award.

F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS

1. Street/Road Projects

2. Sewer

3. Subdivision Inspections

4. Water and Gas Projects

- a. Request Authorization to Advertise for Bids LCDBG Water Grant Project Contract 1 (Water Line Upgrades) and Contract 2 (New Carpenter Road Water Well)

The motion was made by Councilman LeBlanc

The motion was seconded by Councilman Graves

To approve to Advertise for Bids LCDBG Water Grant Project Contract 1 (Water Line Upgrades) and Contract 2 (New Carpenter Road Water Well)

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

5. Other Projects

G. PRESENTATION OF DELEGATIONS

1. Requests to Speak

2. Hardship Waivers

3. Other Variances

- a. Sign Waiver – 4249 Shaffett Lane – Union Antioch Baptist Church

The motion was made by Councilwoman Westmoreland
The motion was seconded by Councilwoman DeVirgilio
To defer the Sign Waiver – 4249 Shaffett Lane – United Antioch Baptist Church
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

4. Exceptions to Regulations

H. ACTION MANDATED BY HOME RULE CHARTER

1. Council approval of District 4 appointment to the ABC board
The motion was made by Councilwoman Westmoreland
The motion was seconded by Councilwoman DeVirgilio
To approve Jason Broussard, District 4 appointment to the ABC board.
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

2. Council approval of District 2 appointment to the Historical Board
The motion was made by Councilman LeBlanc
The motion was seconded by Councilwoman DeVirgilio
To approve Ed Wagner, District 2 appointment to the Historical Board.
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

3. Council approval of appointments of the Municipal Civil Service Board
The motion was made by Councilwoman Westmoreland
The motion was seconded by Councilman LeBlanc
To approve the existing appointments and the college list of appointments, when received, of the Municipal Civil Service Board.
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

4. Council approval of Department Heads
The motion was made by Councilman Graves
The motion was seconded by Councilwoman DeVirgilio
To approve the appointments of Department Heads and to defer the City Attorney and Assistant City Attorney positions until further notice.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

I. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

1. Receive the Balance Sheet and Income statement as of January 2023.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To Receive the Balance Sheet and Income statement as of January 2023.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd
NAYS: None
ABSENT: None
ABSTAINED: None

J. PLANNING & ZONING MATTERS

1. **Receive Minutes of the Regular meeting of ___ of the Planning Commission and the Minutes of the Regular meeting of ___ of the Zoning Commission.**

2. **Consent Agenda**

3. **Planning Matters REQUIRING a Public Hearing**

4. **Planning Matters NOT requiring a Public Meeting**

5. **Zoning Matters REQUIRING a Public Hearing**

6. **Zoning Matters NOT Requiring Public Hearing**

7. **Other Matters**

K. BUDGET AND FINANCIAL MATTERS

L. OLD BUSINESS PENDING FOR FINAL ACTION

M. OLD BUSINESS PENDING

1. Update of Hearing of subpoena to Michael May 3700 Little Farms Dr. regarding non-compliance with requests regarding Flood Plain/Control Ordinances at 5100-5200 Lower Zachary Rd (Deferred until the March 28, 2023 meeting)

Councilman Graves gave a brief update on the progress being made on the property. Councilman Graves expressed that the ground looked dry, and work could be done. Bryant Dixon, Planning and Zoning Director gave an update on the progress also. Mr. Dixon explained that a study still

has to be done and signed off for approval by an engineer stating that the work done is not a negative impact to the flood plain.

N. NEW BUSINESS

1. Discussion and council approval of hiring a Community Liaison part time employee (Chief Lawrence)(Tabled at the February 14, 2023 meeting)

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman DeVirgilio

To approve hiring a Community Liaison part time employee.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

O. CONDEMNED BUILDINGS - PUBLIC HEARINGS OR OTHER ACTION REGARDING BUILDINGS BEING CONSIDERED FOR CONDEMNATION

1. **Review/Reports relative to Proposed/Active Condemnations**

2. Approval of the Condemnation Board Minutes of the February 23, 2023 regular meeting and approve them as written.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve the Condemnation Board Minutes of the February 23, 2023 regular meeting and approve them as written.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

P. REPORTS FROM DEPARTMENT HEADS

**Q. DISCUSSION OF BUSINESS NOT ON AGENDA
(No Action May Be Taken Unless Declared an Emergency)**

John Hopewell spoke to the council members regarding the timeline for the renewal of the millage. Mayor McDavid spoke to council members regarding two items that will be on the next council agenda regarding the Annison House and the equipment at Maverick's.

R. ADJOURNMENT

The meeting was adjourned at 7:36 p.m.

CERTIFICATION

Dana LeJeune, Clerk of City Council
CITY OF ZACHARY
PARISH OF EAST BATON ROUGE
STATE OF LOUISIANA

David McDavid, Mayor

I, Dana LeJeune, do hereby certify that I am the duly appointed and acting Clerk of the City Council for the City of Zachary, Parish of East Baton Rouge, Louisiana.

I further certify that the above and foregoing is a true and correct copy of the minutes of the regular meeting of the Mayor and Council of the City of Zachary, Louisiana, held on Thursday, February 28, 2023, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council