

**Zachary Home Rule Charter  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, July 18, 2023, 6:00 P.M.**

**A. CALL TO ORDER**

Mr. Kline called the meeting to order at 6:06 p.m., on Tuesday July 18, 2023, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Mr. Kline offered the invocation and pledge of allegiance.

**C. OPENING PROCEDURES**

**1. ROLL CALL**

Billy Kline  
Adam Kwentua  
Emily Harr  
John Hopewell  
Brandon Noel  
Ben Cavin  
ABSENT  
Darrin David

**2. READING OF CITY POLICY RELATIVE TO OPEN MEETINGS**

An opportunity for public comment shall be observed before a vote is taken on any agenda item. Once recognized by the presiding officer, the person afforded the floor, shall identify the agenda item upon which he or she wishes to provide comment and shall limit his or her comments to matters that are strictly relevant to that agenda item. Commentary shall not exceed three (3) minutes per person. No dialogue between Zachary Home Rule Charter board members and the public shall be permitted at these meetings, except to clarify the nature of questions and/or comments. The presiding officer reserves the right to limit and/or terminate any commentary when deemed necessary or outside of public decorum.

**3. CHANGES/ADDITIONS TO AGENDA**

**D. READING OF THE MINUTES**

1. Approval of minutes from the May 15, 2023, and June 20, 2023, meetings, and approve them as written.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Kwentua

To approve the minutes from the May 15, 2023, meeting, and approve with corrections as noted.

YEAS: Hopewell, Kline, Harr, Kwentua, Cavin, Noel  
NAYS: None  
ABSENT: David  
ABSTAINED: None

The motion was made by Commissioner Cavin

The motion was seconded by Commissioner Harr

To approve the minutes from the June 20, 2023, meeting, and approve them as written.

YEAS: Hopewell, Kline, Harr, Kwentua, Cavin, Noel  
NAYS: None  
ABSENT: David  
ABSTAINED: None

**E. OLD BUSINESS**

1. Completion of Review of prior sections previewed.

The Commission reviewed Article III Executive Branch Section 3-03 Qualifications.

Commissioner Kline opened the PUBLIC HEARING at 6:10 p.m. There being no one to speak in favor or against the proposed changes, Commissioner Kline closed the PUBLIC HEARING at 6:11 p.m.

The motion was made by Commissioner Noel

The motion was seconded by Commissioner Kline

To approve the change in Article III Executive Branch Section 3-03 Qualifications as follows:

A. The mayor shall be at least twenty-five (25) years of age, a qualified elector of the municipality and shall have been legally domiciled ~~and shall have actually resided~~ for at least one (1) year immediately preceding the time established by law for qualifying for office in an area which, at the time of qualification, is within the City.

B. The mayor shall continue to be legally domiciled ~~and actually reside~~ within the City during the term of office. Should the legal domicile ~~and/or actual residence~~ of the mayor change from the City, the office shall automatically become vacant, which vacancy shall be filled as set out hereinafter.

YEAS: Hopewell, Kline, Harr, Kwentua, Cavin, Noel  
NAYS: None  
ABSENT: David  
ABSTAINED: None

The Commission reviewed Article III Executive Branch Section 3-04 Forfeiture of Office.

Commissioner Kline opened the PUBLIC HEARING at 6:13 p.m. There being no one to speak in favor or against the proposed changes, Commissioner Kline closed the PUBLIC HEARING at 6:14 p.m.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Cavin

To approve the change in Article III Executive Branch Section 3-04 Forfeiture of Office as follows:

### Section 3-04. - Forfeiture of Office.

The office of mayor shall be forfeited if the officeholder during the term of office:

(1) Lacks at any time during the term of office any qualification for the office prescribed by this charter, or (2) is convicted of a state or federal felony.

~~—(2) Violates any express prohibition of this charter, or~~

~~—(3) Is disqualified by law from holding public office~~

YEAS: Hopewell, Kline, Harr, Kwentua, Cavin, Noel

NAYS: None

ABSENT: David

ABSTAINED: None

The Commission reviewed Article III Executive Branch Section 3-08 Powers and Duties of the Mayor.

Commissioner Kline opened the PUBLIC HEARING at 6:42 p.m. Don Charlet, 1161 Memorial Square, was present to speak in favor of the proposed changes. There being no one to speak in favor or against the proposed changes, Commissioner Kline closed the PUBLIC HEARING at 6:46 p.m.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Hopewell

To approve the change in Article III Executive Branch Section 3-08 Powers and Duties of the Mayor as follows:

### Section 3-08. - Powers and Duties of the Mayor.

The mayor, as chief executive officer of the City, shall have the following powers and duties:

(1) See that all laws, provisions of this charter and acts of the council, subject to enforcement by the mayor or by officers subject to the mayor's discretion and supervision, are faithfully executed; and

(2) Appoint and suspend or remove for just cause all City employees and appointive administrative officers provided for, by or under this charter, except as otherwise provided by law, this charter or civil service or other personnel rules adopted pursuant to this charter. The mayor may authorize any administrative officer who is subject to the mayor's direction and supervision to exercise these powers with respect to subordinates in the officer's department, office, or agency; and

(3) Attend ~~and preside over~~ council meetings with the right to take part in discussion but not to vote; and

(4) Direct and supervise the administration of all departments, offices, and agencies of the City, except as otherwise provided by this charter; and

(5) Prepare and submit the annual budget and five (5) year capital program to the council; and

(6) Submit to the council and make available to the public, within ninety (90) calendar days after the end of the fiscal year, a complete report on the finances and administrative activities of the City as of the end of each fiscal year; and

- (7) Make such other reports as the council may reasonably request to enable the council to conduct its councilman function; and
- (8) Keep the council fully advised as to the financial condition and future needs of the City and make such recommendations to the council concerning the affairs of the City as deemed desirable; and
- (9) Perform such other duties as are specified in this charter or may be required by the council.
  - YEAS: Hopewell, Kline, Harr, Kwentua, Cavin, Noel
  - NAYS: None
  - ABSENT: David
  - ABSTAINED: None

The Commission reviewed Article III Executive Branch Section 3-06 Mayor’s Temporary Absence.

The motion was made by Commissioner Cavin

The motion was seconded by Commissioner Noel

To table the change in Article III Executive Branch Section 3-06 Mayor’s Temporary Absence until the August 15, 2023, meeting.

- YEAS: Hopewell, Kline, Harr, Kwentua, Cavin, Noel
- NAYS: None
- ABSENT: David
- ABSTAINED: None

**F. NEW BUSINESS**

- 1. Review, Discussion, and approval of Home Rule Charter proposed changes.

The Commission reviewed Article IV – Administration Sections 4-01, 4-02, 4-03, 4-04.

The motion was made by Commissioner Kline

The motion was seconded by Commissioner Cavin

To table the change in Article IV – Administration Sections 4-01, 4-02, 4-03, 4-04 until the August 15, 2023, meeting.

- YEAS: Hopewell, Kline, Harr, Kwentua, Cavin, Noel
- NAYS: None
- ABSENT: David
- ABSTAINED: None

**G. REPORT OF THE CHAIRMAN**

**H. ADJOURNMENT**

The meeting was adjourned at 7:50 p.m.

**CERTIFICATION**

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

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**William Kline, Chairman**

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 Zachary Home Rule Charter Commission of the City of Zachary, Louisiana, held on Tuesday, July 18, 2023, a proper quorum being there and then present.

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**Dana LeJeune, Clerk of the City Council**