

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, August 08, 2023, 6:30 P.M.**

**A. CALL TO ORDER**

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday August 08, 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 Westmoreland

**C. OPENING PROCEDURES**

**1. ROLL CALL**

MAYOR

David McDavid

COUNCIL MEMBERS

Brandy Westmoreland – District 1

John LeBlanc– District 2

Ambre DeVirgilio – District 3

Jennifer Boyd – District 5

ABSENT

James Graves – District 4

**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**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Boyd

To approve to amend the agenda to revise the wording for item N10.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Boyd

NAYS: None

ABSENT: Graves

ABSTAINED: None

**D. READING OF THE MINUTES**

1. Approval of Minutes of the July 25, 2023, regular meeting, and approve them as written.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To approve the Minutes of the July 25, 2023, regular meeting, and approve them as written.

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

**E. HONORS, RECOGNITIONS, AND INTRODUCTIONS**

**F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS**

1. **Street/Road Projects**
2. **Sewer**
3. **Subdivision Inspections**
4. **Water and Gas Projects**
5. **Other Projects**

- a. Change Order Request - RFC 006 – Added Transoms at Exterior Openings E101, M101, & M103.

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman DeVirgilio

To approve a Change Order Request - RFC 006 – Added Transoms at Exterior Openings E101, M101, & M103.

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

- b. Change Order Request - RFC 007 – Extension of Time for May weather days.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve a Change Order Request - RFC 007 – Extension of Time for May weather days.

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

- c. Change Order Request - RFC 009 – Provide & install irrigation sleeves at site.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve a Change Order Request - RFC 009 – Provide & install irrigation sleeves at site.

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

- d. Change Order Request 010 – Time extension for June weather days – Stuart & Company General Contractors.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Westmoreland

To approve a Change Order Request 010 – Time extension for June weather days – Stuart & Company General Contractors.

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

**G. PRESENTATION OF DELEGATIONS**

- 1. Requests to Speak
- 2. Hardship Waivers
- 3. Exceptions to Regulations

**H. ACTION MANDATED BY HOME RULE CHARTER**

**I. 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. Planning Matters REQUIRING a Public Hearing
- 3. Planning Matters NOT requiring a Public Meeting
- 4. Zoning Matters REQUIRING a Public Hearing
- 5. Zoning Matters NOT Requiring Public Hearing
- 6. Other Matters

- a. Waiver request for water for a storage shed (portable building) placed in backyard (6321 Honey Locust Blvd) (Tabled at the July 25, 2023 meeting)

The motion was made by Councilwoman Boyd

The motion was seconded by Councilman LeBlanc

To approve a Waiver request for water for a storage shed (portable building) placed in backyard (6321 Honey Locust Blvd).

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

**7. Consent Agenda**

**J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE**

1. Receive accounts payable for July 2023 and the natural gas bill when it is received.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To Receive accounts payable for July 2023 and the natural gas bill when it is received.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Boyd

NAYS: None

ABSENT: Graves

ABSTAINED: None

**K. BUDGET AND FINANCIAL MATTERS**

**L. OLD BUSINESS PENDING FOR FINAL ACTION**

**M. OLD BUSINESS PENDING**

1. Update Hearing of issuance of a City Council ordered subpoena to Lou Bertha Gayden 4763 Ford Street, Baton Rouge, La 70811; Enforcement action on refusal to adhere to local ordinances relating to 4839 Old Slaughter Rd. Zachary, La 70791; Lot 4 Block 62 Bond S/D; East Baton Rouge Parish, State Of Louisiana.

No action was taken on this item. The item will remain open.

2. Update of issuance of subpoena request – 5738 Avenue K – Junk Vehicles violations.

No action was taken on this item. The item will remain open.

3. Update of issuance of subpoena to 3708 Little Farms Drive Zachary, La 70791, 5100-5200 lower Zachary Rd Zachary, la 70791, MICHAEL MAY, Cease and Desist for illegal business and performing dirt work in a flood way without a No Rise certificate.

No action was taken on this item. The item will remain open.

**N. NEW BUSINESS**

1. Update of issuance of subpoena to 4322 Cherry Court Zachary, La 70791, MICHAEL LEE SMITH, Junk vehicles/storage container

No action was taken on this item. The item will remain open.

2. Update of issuance of subpoena to 5236 E Mae Street Zachary, La 70791, CEDRIC BROUSSARD, Junk property/illegal second residence.

Ty Stephens, Code Enforcement Officer, reported that Broussard was still in the hospital. Stacey Watts, 5250 East Main Street, Zachary, spoke to Mayor McDavid and council members regarding property value, neighbors, and animals located at 5236 E Mar Street. Mr. Charlet, Americana, Zachary, spoke to council members saying that they are the only resource for enforcement and subpoenas should come with consequences.

The motion was made by Councilwoman Boyd  
The motion was seconded by Councilwoman Westmoreland  
To approve to subpoena Debbie Dours or any sub-leasee on the property.  
YEAS: Westmoreland, LeBlanc, DeVirgilio, Boyd  
NAYS: None  
ABSENT: Graves  
ABSTAINED: None

3. Approval of issuance of subpoena to 5566 Newell Street – Kayla Williams – improper storage of a commercial vehicle.  
The motion was made by Councilwoman DeVirgilio  
The motion was seconded by Councilwoman Boyd  
To approve to subpoena 5566 Newell Street – Kayla Williams – improper storage of a commercial vehicle.  
YEAS: Westmoreland, LeBlanc, DeVirgilio, Boyd  
NAYS: None  
ABSENT: Graves  
ABSTAINED: None

Bruce Thornton commented on item #7 reporting that Alice Elsey was deceased, and the agenda needed to be corrected.

4. Approval of issuance of subpoena to 2301 Munson Drive – Joshua O’neal – Cease & Desist for illegal business.  
No action was taken on this item. The item will remain open.
5. Approval of issuance of subpoena to 2715 March Street – Daryl Carpenter – Junk vehicle/junk property.  
No action was taken on this item. The item will remain open.
6. Approval of issuance of subpoena to 6630 Woodland Drive – Veronica Carber - Junk vehicle/junk property.  
No action was taken on this item. The item will remain open.
7. Approval of issuance of subpoena to 4817 Old Slaughter Road - Alice Elsey - Junk property.  
No action was taken on this item. The item will remain open.
8. Approval of issuance of subpoena to 4618 Highway 19 - Jeffrey Moore - Cease & Desist for illegal business operating without an occupational license  
No action was taken on this item. The item will remain open.
9. **Adoption of Ordinance 2023-10** ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO BE SURPLUS AND ALLOWING FOR THE DISPOSAL OR ABANDONMENT IN PLACE

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Boyd

To approve the **Adoption of Ordinance 2023-10** ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO BE SURPLUS AND ALLOWING FOR THE DISPOSAL OR ABANDONMENT IN PLACE.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Boyd

NAYS: None

ABSENT: Graves

ABSTAINED: None

10. Request for a resolution in support of ZPD application of LSA-RS 13:4711 et seq related to nuisance abatement of properties that fall under such act & for the request for cooperation with EBR District Attorney's Office for prosecution of the same matters.

Earlier in the meeting this item was voted to be amended to read:

Discussion of the application of LA RS 13:4711, LA RS 13:4712, LA RS 13:4713, LA RS 13:4714, LA RS 13:4715 and LA RS 4716 relative to subject properties with repeated criminal activity as defined in LA RS 13:4711.

Councilwoman DeVirgilio read LA RS 13:4711 out loud to the citizens of Zachary. Police Chief Lawrance spoke and said his office will work with the owner of the property located on Lee Street and New Weis Road regarding criminal activity. Mr. Hopewell spoke and said there was no need to request a resolution to enforce LA RS 13:4711. Councilwoman Boyd spoke regarding a community safety meeting that was held and also referenced the statutes. Bruce Thornton spoke to council members and asked about regulations for condemnation of the property on Lee Street and New Weis Road. Lael Montgomery, 5948 Central Avenue, Zachary, spoke regarding concerns of the violence at that location, the community of elderly in the area, and the elderly that live on the property in the home. Mr. Johnson, 4758 New Weis Road, Zachary, also voiced his concerns regarding the house on Lee Street and New Weis Road. Mayor McDavid spoke to everyone and expressed his concerns regarding the neighborhood and the violence in the city. Mr. Fred West III, 4658 New Weis Road, Zachary, spoke and expressed his concerns for the neighborhood and asked council members to do what should be done for the safety of the city.

11. Discussion of creation by the City Council of a Crime Prevention Bureau/Commission to assist and advise the City Council on matters pertaining to the reduction of crime in the City and to assist the police department and other law enforcement agencies in successfully reducing crime in the City through the generation of citizen support and participation in effective community crime prevention programs.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the creation by the City Council of a Crime Prevention Bureau/Commission to assist and advise the City Council on matters pertaining to the reduction of crime in the City and to assist the police department and other

law enforcement agencies in successfully reducing crime in the City through the generation of citizen support and participation in effective community crime prevention programs.

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

12. Discussion and request to speak regarding crime and violence in the City of Zachary by Mr. Lael Montgomery and Ms. Sharon McKnight  
Lael Montgomery 5948 East Central Avenue, Zachary, Sharon McKnight, 4809 New Weis Road, Zachary, and Tammy Lee, New Weis Road, Zachary, spoke to Mayor McDavid and council members and expressed their concerns regarding crime in the City of Zachary.

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

1. Review/Reports relative to Proposed/Active Condemnations  
Councilwoman Boyd gave a very brief update on condemnations and said the next meeting would be held on August 24, 2023.

**P. REPORTS FROM DEPARTMENT HEADS**

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

Councilwoman DeVirgilio reminded everyone of the time and location of the Really Hot Air Balloon. Councilwoman DeVirgilio asked Mr. Dixon to clarify the Zone of Influence to council members. Mayor McDavid gave an update regarding the occupational license tax collections and announced that a process for collecting unpaid garbage fees in Redwood Lakes and The Oaks subdivision would be put in place to collect those fees. Councilman LeBlanc asked Councilwoman to give a plan of action for the crime committee.

**R. ADJOURNMENT**

The meeting was adjourned at 8:02 p.m.

**CERTIFICATION**

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

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**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, August 08, 2023, a proper quorum being there and then present.

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