

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, October 10, 2023, 6:30 P.M.**

**A. CALL TO ORDER**

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, October 10, 2023, at the Zachary City Hall located at 4700 Main Street, Zachary, LA

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation by Mayor McDavid  
Pledge of Allegiance by Councilman Graves

**C. OPENING PROCEDURES**

1. ROLL CALL

MAYOR

David McDavid

COUNCIL MEMBERS

Brandy Westmoreland – District 1

John LeBlanc– District 2

James Graves – District 4

Jennifer Boyd – District 5

ABSENT

Ambre DeVirgilio – District 3

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 September 26, 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 September 26, 2023, regular meeting, and approve them as written.

YEAS: Westmoreland, LeBlanc, Graves, Boyd

NAYS: None

ABSENT: DeVirgilio

ABSTAINED: None

ALTER AGENDA

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

**1. Street/Road Projects**

- a. Pay Request - 2023 Road Rehabilitation Project Pay Request No. 2

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To approve a Pay Request - 2023 Road Rehabilitation Project Pay Request No. 2

In the amount of \$865,440.78.

YEAS: Westmoreland, LeBlanc, Graves, Boyd

NAYS: None

ABSENT: DeVirgilio

ABSTAINED: None

RETURN TO REGULAR ORDER

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

1. Recognition of White Cane Awareness Day

Mayor McDavid proclaimed October 15, 2023, as White Cane Awareness Day. Sa'Lynn Woodside was present to accept the proclamation.

- 2. Sewer
- 3. Subdivision Inspections
- 4. Water and Gas Projects
- 5. Other Projects

**G. PRESENTATION OF DELEGATIONS**

**1. Requests to Speak**

- a. Metastatic Breast Cancer Awareness

Nita Edwards was present to announce that October 13, 2023, was Metastatic Breast Cancer Day. Michelle Stevens, Grace Hebert Architects, was present to explain the upcoming change order request regarding the new Police Department and Training Center. Chris Lemoine, candidate for State Representative District 63, was present to introduce himself.

- 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 – Willie Johnson, Jr – 22730 Ligon Road, Zachary, La – to add a secondary water meter.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Boyd

To approve a Waiver Request – Willie Johnson, Jr – 22730 Ligon Road, Zachary, La –to add a secondary water meter.

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

**7. Consent Agenda**

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

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

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Boyd

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

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

**K. BUDGET AND FINANCIAL MATTERS**

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

**M. OLD BUSINESS PENDING**

- 1. Update of issuance of citation 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.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Westmoreland

To remove this item from the agenda.

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

2. Update of Hearing on Rule via Subpoena Request (8/4/23) to Daryl Carpenter – RE: 2715 March St. – Junk, wrecked, non-operating or discarded vehicles or parts on site.

No action was taken on this item.

**N. NEW BUSINESS**

1. Resolution 2023-04 acknowledging and approving the proposed 3<sup>rd</sup> Amendment to the Cooperative Endeavor Agreement (“CEA”) between the Americana Economic Development District (“AEDD”) and the City of Zachary.

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman Westmoreland

To approve a Resolution 2023-04 acknowledging and approving the proposed 3<sup>rd</sup> Amendment to the Cooperative Endeavor Agreement (“CEA”) between the Americana Economic Development District (“AEDD”) and the City of Zachary.

YEAS: Westmoreland, LeBlanc, Graves, Boyd

NAYS: None

ABSENT: DeVirgilio

ABSTAINED: None

2. **Introduction of Ordinance 2023-13** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND PORTIONS OF CHAPTER 2 – ADMINISTRATION - FOR THE PURPOSE OF UPDATING TRAVEL POLICY AND PROCEDURES FOR THE VARIOUS EMPLOYEES AND ELECTED OFFICIALS OF THE CITY OF ZACHARY AND FOR OTHER RELATED MATTERS.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve the **Introduction of Ordinance 2023-13** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND PORTIONS OF CHAPTER 2 ADMINISTRATION - FOR THE PURPOSE OF UPDATING TRAVEL POLICY AND PROCEDURES FOR THE VARIOUS EMPLOYEES AND ELECTED OFFICIALS OF THE CITY OF ZACHARY AND FOR OTHER RELATED MATTERS.

YEAS: Westmoreland, LeBlanc, Graves, Boyd

NAYS: None

ABSENT: DeVirgilio

ABSTAINED: None

3. Discussion and Request of Adoption of Council Resolution 2023-02 regarding Health Insurance Benefits for All Elected City Officials.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Boyd

To approve the Adoption of Council Resolution 2023-02 regarding Health Insurance Benefits for All Elected City Officials.

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

4. Discussion and update regarding the lease between City of Zachary and TMC Maverick Enterprises, LLC.

John Hopewell, City Attorney, was present to speak and explain the current lease that is in place.

5. Executive Session of the Council and of the Mayor pursuant to LSA- R.S. 42:17 (A)(2) with regard to status of civil litigation & outcome of most recent actions- *Sassano, LLC & Grand Lake LLC et al, vs. CoZ- 19<sup>th</sup> JDC EBR #588378*.

The motion was made by Councilwoman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To approve to recess the regular meeting and enter into an executive Session at 7:30 p.m.

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

Note: A super majority was met to enter into executive session.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Westmoreland

To reconvene the regular meeting at 7:39 p.m. p.m.

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

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

1. Receive the preliminary minutes of the September 28, 2023, meeting of the Zachary Condemnation Board.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To Receive the preliminary minutes of the September 28, 2023, meeting of the Zachary Condemnation Board.

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

**P. REPORTS FROM DEPARTMENT HEADS**

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

Councilman LeBlanc spoke and asked if Planning and Zoning Commissioners can be added to all meeting notice emails.

**R. ADJOURNMENT**

The meeting was adjourned at 7:44 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, October 10, 2023, a proper quorum being there and then present.

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