

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, October 24, 2023, 6:30 P.M.**

**A. CALL TO ORDER**

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday, October 24, 2023, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation by Councilman LeBlanc

Pledge of Allegiance by Councilwoman Boyd

**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

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve to amend the agenda to move item K1 to presentations and delegation.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve to amend the agenda to add an item to M2 as update regarding Michael May, 3708 Little Farms Drive.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None  
ABSENT: None  
ABSTAINED: None

**D. READING OF THE MINUTES**

1. Approval of Minutes of the October 10, 2023, regular meeting, October 10, 2023, Crime Prevention meeting, and approve them as written.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Boyd

To approve Minutes of the October 10, 2023, regular meeting, October 10, 2023, Crime Prevention meeting and approve them as written.

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

**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**

a. Pay Request #1 – FY2020-21 LCDBG Water System Improvements

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve a Pay Request #1 – FY2020-21 LCDBG Water System Improvements

In the amount of \$467,677.40 to Grady Crawford Construction Company, Inc. of Baton Rouge.

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

**5. Other Projects**

a. Change Order – GHC Project No:561988 – Zachary Police Department & Training Center.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman Boyd

To approve a Change Order – GHC Project No:561988 – Zachary Police Department & Training Center In the amount of \$40,951.43 to Grace Hebert Curtis Architects, LLC.

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

- b. Pay Request #9 – GHC Project No: 561988 - Zachary Police Department & Training Center.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve Pay Request #9 – GHC Project No: 561988 - Zachary Police Department & Training Center In the amount of \$207,452.51 to Stuart & Company, LLC.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

## **ALTER AGENDA**

### **G. PRESENTATION OF DELEGATIONS**

- 1. **Requests to Speak**

### **K. BUDGET AND FINANCIAL MATTERS**

- 1. Approval of Insurance renewal effective November 1, 2023.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the insurance renewals for the 2024 year.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

## **RETURN TO REGULAR ORDER**

- 2. **Hardship Waivers**
- 3. **Other Variances**
- 4. **Exceptions to Regulations**

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

#### **I. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE**

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

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman Westmoreland

To Receive the Balance Sheet and Income statement as of September 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 October 16, 2023, of the Planning Commission and the Minutes of the Regular meeting of October 16, 2023, of the Zoning Commission.**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

**To Receive Minutes of the Regular meeting of October 16, 2023, of the Planning Commission and the Minutes of the Regular meeting of October 16, 2023, of the Zoning Commission.**

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

**2. Consent Agenda**

- a. CUPMH-5-23 (3520 McHugh Road)** - Proposed manufactured home to be placed on Lot 15 of the Pace Properties Subdivision, on property located at 3520 McHugh Road, Zachary, La 70791.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilman Graves

To approve a **CUPMH-5-23 (3520 McHugh Road)** - Proposed manufactured home to be placed on Lot 15 of the Pace Properties Subdivision, on property located at 3520 McHugh Road, Zachary, La 70791.

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

- b. SP-4-23 (Americana Commercial Phase I)** - Proposed roads and infrastructure for future commercial development on RW-1, RW-2, RW-3 and RW-4 of the M.L. Harvey Tract, on property located at 1200-1500 Mount Pleasant-Zachary Road, Zachary, La 70791.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve a **SP-4-23 (Americana Commercial Phase I)** - Proposed roads and infrastructure for future commercial development on RW-1, RW-2, RW-3 and RW-4 of the M.L. Harvey Tract, on property located at 1200-1500 Mount Pleasant-Zachary Road, Zachary, La 70791.

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

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

- a. SP-3-23 (Americana Apartments)** - Proposed multi-family apartments to be placed on Tract 7 of the M.L. Harvey Tract, on property located at 1200-1500 Mount Pleasant-Zachary Road, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 7:03 p.m. Jonathan Bradley, M & R Engineering was present to speak in favor of the development as well as a representative

of Enquist Development. There being no one else to speak in favor or against the site plan Mayor closed the PUBLIC HEARING at 7:13 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Graves

To approve a **SP-3-23 (Americana Apartments)** - Proposed multi-family apartments to be placed on Tract 7 of the M.L. Harvey Tract, on property located at 1200-1500 Mount Pleasant-Zachary Road, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

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**

At this time Mayor McDavid gave council members a brief update regarding the ICSC@Southeast Conference in Atlanta, GA that he and the City of Zachary Marketing team attended.

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

**M. OLD BUSINESS PENDING**

1. 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.

Mr. Carpenter, 2715 March Street, was present to speak to Mayor McDavid and council members regarding the status of removing junk vehicles. Ty Stephens, code compliance officer spoke and explained that some improvements had been made.

2. Michael May, 3708 Little Farms Drive

Mr. May was present to speak to council members and explained that he had stopped work and that he understood that he did not have to obtain a no-rise certificate. City officials explained to Mr. May that he still needs a no-rise certificate because of the work that was already performed, or he will have to return the affected area back to the original status.

**N. NEW BUSINESS**

1. Receive the preliminary minutes of the October 17, 2023, Home Rule Charter Commission meeting and receive update with regard to review and revisions.

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman Westmoreland  
To Receive the preliminary minutes of the October 17, 2023, Home Rule Charter  
Commission meeting and receive update with regard to review and revisions.

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

2. Approval to create the Police job classification of Police Supervisor of  
Records.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve to create the Police job classification of Police Supervisor of Records Clerk.

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

3. Approval of a Cooperative Endeavor Agreement with East Baton Rouge Parish  
regarding repairs to WJ Wicker Road.

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman DeVirgilio

To approve a Cooperative Endeavor Agreement with East Baton Rouge Parish regarding  
repairs to WJ Wicker Road.

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

4. Approval to enter into an Intergovernmental Agreement for the Fire Protection  
and Emergency Services City of Zachary.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve to enter into an Intergovernmental Agreement for the Fire Protection and  
Emergency Services City of Zachary.

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

5. **Public Hearing and Adoption 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.

Mayor McDavid opened the PUBLIC HEARING at 8:01 p.m. There being no one to speak in favor or against the adoption of the ordinance Mayor McDavid closed the PUBLIC HEARING at 8:03 p.m.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To table the **Adoption 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, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

6. **Introduction of Ordinance 2023-14** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND REQUIRED RATES & CHARGES FOR THE PROVISION OF GARBAGE COLLECTION SERVICES AND FOR ALL RELATED MATTERS IN FURTHERANCE.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the **Introduction of Ordinance 2023-14** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND REQUIRED RATES & CHARGES FOR THE PROVISION OF GARBAGE COLLECTION SERVICES AND FOR ALL RELATED MATTERS IN FURTHERANCE.

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**

**P. REPORTS FROM DEPARTMENT HEADS**

1. Receive Inspections Report of September 2023.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To Receive Inspections Report of September 2023.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

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

John Hopewell spoke to council members regarding the second meeting in December. Councilwoman Boyd recognized the Zachary Rotary Club for their recognition of World Polio Day. Ty Stephens updated council members regarding the next process for Michael May.

**R. ADJOURNMENT**

The meeting was adjourned at 8:26 p.m.

**CERTIFICATION**

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**Dana LeJeune, LMMC  
Clerk of 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 24, 2023, a proper quorum being there and then present.

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