

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, June 11, 2024, 6:30 P.M.**

**A. CALL TO ORDER**

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday June 11, 2024, 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 Councilman Graves

**C. OPENING PROCEDURES**

1. ROLL CALL

MAYOR  
David McDavid  
COUNCIL MEMBERS  
Brandy 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 Councilwoman DeVirgilio  
The motion was seconded by Councilman LeBlanc  
To approve to alter the agenda to move item N5 to F1 and to move item F5a up on the agenda.

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

**D. READING OF THE MINUTES**

1. Approval of Minutes of the May 28, 2024, regular meeting and approve them as written.

The motion was made by Councilwoman Westmoreland  
The motion was seconded by Councilwoman DeVirgilio  
To approve the Minutes of the May 28, 2024, regular meeting and approve them as written.

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

**ALTER AGENDA**

**F5. Other Projects**

- a. Pay Request – Payment No.004 – Strickland and Porter Construction – Zachary Youth Park restrooms.

The motion was made by Councilwoman Westmoreland  
The motion was seconded by Councilman LeBlanc  
To approve to Pay Request – Payment No.004 – Strickland and Porter Construction Zachary Youth Park restrooms in the amount of \$27,091.95.

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

**G. PRESENTATION OF DELEGATIONS**

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

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

**I. PLANNING & ZONING MATTERS**

- 1. Receive Minutes of the Regular meeting of June 03, 2024, of the Planning Commission and the Minutes of the Regular meeting of June 03, 2024, 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 June 03, 2024, the Planning Commission and the Minutes of the Regular meeting of June 03, 2024, of the Zoning Commission.**

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

- 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**
  - a. **ZOI – CS-6-24 (54781-SS Lake Jolie Vue Subdivision)** – Proposed flag lot subdivision of Lot 1 into Lots 1-A & 1-B of the Lake Jolie Vue Subdivision, on property located south of Sandy Springs Lane, west of Bickham Road, and east of Samuels Road at 300 Talmadge Drive.  
The motion was made by Councilwoman DeVirgilio  
The motion was seconded by Councilwoman Westmoreland  
To approve a recommendation of objection **ZOI – CS-6-24 (54781-SS Lake Jolie Vue Subdivision)** – Proposed flag lot subdivision of Lot 1 into Lots 1-A & 1-B of the Lake Jolie Vue Subdivision, on property located south of Sandy Springs Lane, west of Bickham Road, and east of Samuels Road at 300 Talmadge Drive.  
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd  
NAYS: None  
ABSENT: None  
ABSTAINED: None

**6. Other Matters**

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

- 1. Receive accounts payable for May 2024 and the natural gas bill when it is received.  
The motion was made by Councilwoman Westmoreland  
The motion was seconded by Councilman LeBlanc  
To Receive accounts payable for May 2024 and the natural gas bill when it is received.  
YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd  
NAYS: None  
ABSENT: None  
ABSTAINED: None

**K. BUDGET AND FINANCIAL MATTERS**

- 1. **PUBLIC HEARING AND ADOPTION OF ORDINANCE 2024-09**  
ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND AND CORRECT CERTAIN DEPARTMENTAL BUDGETS IN THE GENERAL FUND UTILITY FUND AND SPECIAL REVENUE FUND FOR THE FISCAL YEAR COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
Mayor McDavid opened the PUBLIC HEARING at 6:38 p.m. There being no one to speak in favor or against the adoption Mayor McDavid closed the PUBLIC HEARING at 6:38 p.m.  
The motion was made by Councilman LeBlanc  
The motion was seconded by Councilwoman DeVirgilio  
To approve the **ADOPTION OF ORDINANCE 2024-09** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND AND CORRECT CERTAIN DEPARTMENTAL BUDGETS IN THE GENERAL FUND UTILITY FUND AND SPECIAL REVENUE FUND FOR THE FISCAL YEAR COMMENCING JULY 1,

2023, AND ENDING JUNE 30, 2024.

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

2. **PUBLIC HEARING AND ADOPTION OF ORDINANCE 2024-10**  
ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO IMPLEMENT  
THE GENERAL FUND, UTILITY FUND, SPECIAL REVENUE FUND AND  
CAPITAL IMPROVEMENT FUND BUDGETS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025.

Mayor McDavid opened the PUBLIC HEARING at 6:39 p.m. There being no one to speak in favor or against the adoption Mayor McDavid closed the PUBLIC HEARING at 6:40 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the **ADOPTION OF ORDINANCE 2024-10** ORDINANCE  
AUTHORIZING THE CITY OF ZACHARY TO IMPLEMENT THE  
GENERAL FUND, UTILITY FUND, SPECIAL REVENUE FUND AND CAPITAL  
IMPROVEMENT FUND BUDGETS FOR THE FISCAL YEAR COMMENCING  
JULY 1, 2024, AND ENDING JUNE 30, 2025.

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

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

Zachary Fire Chief Danny Kimble recognized Caleb Harrell and Dylan Granger of Entergy for their selfless actions on May 2, 2024, for their assistance in a vehicle accident.

5. Approval of issuance of Public Declaration Letter to FAA regarding drone flight operations by the City of Zachary Fire Department and/or ratification of same.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve the issuance of Public Declaration Letter to FAA regarding drone flight operations by the City of Zachary Fire Department and/or ratification of same.

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

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

**1. Street/Road Projects**

a. Request Authorization to advertise 2024 Road Project for Bids

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To approve a Request for Authorization to advertise 2024 Road Project for Bids.

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

b. Pay Request #1 for Concrete Road Crack Sealing & Joint Sealing Project

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve Pay Request #1 for Concrete Road Crack Sealing & Joint Sealing Project in the amount of \$84,607.29 to Gulf States Services, LLC.

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

c. 2023 Road Rehabilitation Project – Retainage Payment Request #7 in the amount of \$152,362.25.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a 2023 Road Rehabilitation Project – Retainage Payment Request #7 in the amount of \$152,362.25 to M-Trak, LLC.

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

**2. Sewer**

**3. Subdivision Inspections**

**4. Water and Gas Projects**

a. Pay Request # 7 for Carpenter Road Water Well Project

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve a Pay Request # 7 for Carpenter Road Water Well Project in the amount of \$47,500.00 to Griner Drilling Services, INC.

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

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

**M. OLD BUSINESS PENDING**

**1. Discussion and approval of issuance of a City Council ordered subpoena for enforcement action to adhere to local ordinances regarding the following:  
(Deferred until the July 23, 2024, council meeting)**

- Illegal sign at property located at **4524 Virginia Street**
- Junk property located at **4735 Avenue G**
- Junk property located at **4633 Avenue C**
- Junk property located at **5236 E Mae Street**

**N. NEW BUSINESS**

1. Approval of Official Journal for the City of Zachary (LSA - R.S. 43 §140 et seq.) which must be done at the 1<sup>st</sup> meeting in June of each year for a term of one year.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve The Advocate, as the Official Journal for the City of Zachary (LSA - R.S. 43 §140 et seq.) which must be done at the 1<sup>st</sup> meeting in June of each year for a term of one year.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

2. Request for approval of council to accept proposal generated by RFP and to engage CPA firm - Faulk and Winkler, LLC to conduct the required audit for fiscal years ended 6/30/2024, 6/30/2025 and 6/30/2026.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve to accept proposal generated by RFP and to engage CPA firm - Faulk and Winkler, LLC to conduct the required audit for fiscal years ended 6/30/2024, 6/30/2025 and 6/30/2026.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

3. Council approval regarding sublease to Posh Pop Gourmet Popcorn.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Boyd

To approve the sublease to Posh Pop Gourmet Popcorn.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

4. Approval to rescind Resolution 2023-02.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve to rescind Resolution 2023-02.

YEAS: Westmoreland, LeBlanc, DeVirgilio,  
NAYS: Graves, Boyd  
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. Minutes of the May 30, 2024, Condemnation Meeting.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To receive the Minutes of the May 30, 2024, Condemnation Meeting.

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)**

Lael Montgomery, Zachary, La, was present to speak regarding the Juneteenth holiday. Anne Watkins, 4001 McHugh, Zachary, La was present to speak regarding the proclamation by the governor. Mayor McDavid commented on the letter that was addressed to him from the NAACP Political Action Committee. Councilwoman Boyd announced her quarterly workshop was to be held on Tuesday, June 18<sup>th</sup>, 2024.

**R. ADJOURNMENT**

The meeting was adjourned at 7:17 p.m.

**CERTIFICATION**

\_\_\_\_\_  
**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, May 14, 2024, a proper quorum being there and then present.

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