

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, June 25, 2024, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday June 25, 2024, 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 DeVirgilio

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 Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve to amend the agenda to add the addendum.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

D. READING OF THE MINUTES

1. Approval of Minutes of June 11, 2024, regular meeting and approve them as written.

The motion was made by Councilwoman Boyd

The motion was seconded by Councilman LeBlanc

To approve the minutes of June 11, 2024, regular meeting and approve them with corrections as noted.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

E. HONORS, RECOGNITIONS, AND INTRODUCTIONS

1. Recognition of employee years of service (Councilwoman Westmoreland)
Councilwoman Westmoreland, Council members, and Mayor McDavid recognized employees for their years of service.

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. Pay Request #17 – Zachary Police Station – Stuart & Company, LLC

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve to Pay Request #17 – Zachary Police Station – Stuart & Company, LLC in the amount of \$560,115.45.

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/Waivers

a. Waiver Request – Victor Troullier – 9950 Munson Road – a waiver to connect electricity to an existing structure on property.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve a Waiver Request – Victor Troullier – 9950 Munson Road – a waiver to connect electricity to an existing structure on property.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

4. Exceptions to Regulations

H. ACTION MANDATED BY HOME RULE CHARTER

I. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

J. 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
 - a. CUPMV-2-24 (Vee's Delightful Foods and More) – Proposed mobile vendor for Vee's Delightful Foods and More, on property located at 20810 Plank Road, Zachary, LA 70791.

The PUBLIC HEARING was opened at 6:42 p.m. Lovenia Cummings, Zachary, was present to speak in favor of the condition use permit. Jerry Cummings was also in attendance. There being no one else to speak in favor or against the conditional use permit, Mayor McDavid closed the PUBLIC HEARING at 6:44 p.m.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Westmoreland

To approve a CUPMV-2-24 (Vee's Delightful Foods and More) – Proposed mobile vendor for Vee's Delightful Foods and More, on property located at 20810 Plank Road, Zachary, LA 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

5. Zoning Matters NOT Requiring Public Hearing

6. Other Matters

- a. Discussion regarding the Zachary UDC – RE vs. RR

There was discussion regarding the difference between the two zonings. Bryant Dixon announced that a workshop will be held on July 10, 2024, to discuss the Master Plan updates, UDC updates, and downtown revitalization at the council chambers from 4:00 p.m. until 6:00 p.m. Mr. Hopewell spoke and explained the rolls between planning and zoning members and council members.

K. BUDGET AND FINANCIAL MATTERS

- 1. Receive the Balance Sheet and Income statement as of May 2024.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To receive the Balance Sheet and Income statement as of May 2024.

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, 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. Discussion of Juneteenth Holiday.

There was discussion regarding when and how the holiday will be observed. The discussion will take place again when the holiday calendar is presented to the council for the 2025 year. No action was taken on this item.

2. Request of the Council to authorize the Mayor to negotiate with specialized debt collection law firms for the purpose of contracting with outside counsel to address the collection of delinquent utilities accounts and to grant the Mayor the authority to enter into such contracts in which compensation may be based on a contingent fee basis.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the Mayor to negotiate with specialized debt collection law firms for the purpose of contracting with outside counsel to address the collection of delinquent utilities accounts and to grant the Mayor the authority to enter into such contracts in which compensation may be based on a contingent fee basis.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

3. Required notice to Council and Mayor regarding proposed & assorted changes to selected MCSB Classification plan descriptions, titles and specifics required by § 10 of Act 557 establishing the City of Zachary Municipal Civil Service System.

Mr. Hopewell explained the changes being made to the Municipal Civil Service Board Class plan descriptions. No action was needed on this item.

4. Discussion and approval of the 2024-2025 Crossing Guard and SRO agreement. There was discussion regarding the cost of the crossing guards. There was a motion made by Councilman Graves and seconded by Councilman Leblanc with a vote of approval to allow Mayor McDavid to enter into an agreement with the Zachary Community School District. Councilman Graves rescinded his motion, and the vote went as follows:

The motion was made by Councilman Graves

The motion was seconded by Councilman LeBlanc

To table the 2024-2025 Crossing Guard and SRO CEA agreement with the

Zachary Community School District.

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

ALTER AGENDA

ADDENDUM TO THE AGENDA

- Request for approval to allow the Mayor to execute of the Second Amendment To Declaration Of Covenants, Conditions And Restrictions of Zachary Commercial Park on behalf of Afton Oaks Zachary, LLC , Barragon Properties, LLC, and the City of Zachary as requisite contiguous associated property owners.

Mr. Stephen McCollister, Mr. Art Lancaster, and Mr. Brett Sides were present to speak to council members regarding the Restrictions of the Zachary Commercial Park.

Councilwoman Westmoreland requested to recess the meeting at 7:42 p.m.

The motion was made by Councilman Graves

The motion was seconded by Councilman LeBlanc

To recess the regular council meeting for 20 minutes.

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

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To reconvene the regular council meeting at 8:07 p.m.

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 deny the Request for approval to allow the Mayor to execute of the Second Amendment To Declaration Of Covenants, Conditions And Restrictions of Zachary Commercial Park on behalf of Afton Oaks Zachary, LLC , Barragon Properties, LLC, and the City of Zachary as requisite contiguous associated property owners.

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

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

Councilman Graves gave a brief update on the upcoming meeting to be held on June 27, 2024.

P. REPORTS FROM DEPARTMENT HEADS

1. Monthly Building Report for May 2024.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To receive the monthly building report for May 2024.

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)

Councilman LeBlanc asked for a brief update regarding the junk vehicle ordinance. Mt. Hopewell Spoke an explained that the ordinance was back on track as far as regulating the ordinance. Councilman Graves asked for discussion regarding the addendum to the agenda.

R. ADJOURNMENT

The meeting was adjourned at 8:18 p.m.

CERTIFICATION

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

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 Tuesday, June 25, 2024, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council