

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, July 23, 2024, 6:30 P.M.**

**A. CALL TO ORDER**

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday July 23, 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

**D. READING OF THE MINUTES**

1. Approval of Minutes of July 09, 2024, regular meeting, and minutes of the Crime Prevention Committee Workshop, and approve them as written.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To approve the Minutes of July 09, 2024, regular meeting, and minutes of the Crime Prevention Committee Workshop and approve them as written.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**E. HONORS, RECOGNITIONS, AND INTRODUCTIONS**  
**F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS**

**1. Street/Road Projects**

- a. Pay Request #2 – Gulf States Services, LLC - Concrete Road Crack Sealing & Joint Sealing.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve a Pay Request #2 – Gulf States Services, LLC - Concrete Road Crack Sealing & Joint Sealing in the amount of \$146,696.05

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- b. Request Authorization to award bids for the 2024 Road Rehabilitation Project.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a Request for Authorization to award bids for the 2024 Road Rehabilitation Project to M-Trak, LLC in the amount of \$2,375,000.00.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

**2. Sewer**

**3. Subdivision Inspections**

**4. Water and Gas Projects**

**5. Other Projects**

- a. Payment Request #005 – Stricklin and Porter Construction – Zachary Youth Park Restroom Project #23006.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a Payment Request #005 – Stricklin and Porter Construction – Zachary Youth Park Restroom Project #23006 in the amount of \$42,388.22.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Boyd

NAYS: None

ABSENT: None

ABSTAINED: None

- b. Change Order Request #025 – Stuart & Company – Zachary Police Department & Training Center.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve Change Order Request #025 – Stuart & Company – Zachary Police Department & Training Center.

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

c. Change Order Request #026 – Stuart & Company – Zachary Police Department & Training Center.  
**No action was taken on this item.**

**G. PRESENTATION OF DELEGATIONS**

**1. Requests to Speak**

a. Zachary Back to School Family Day.

Ms. McGhee was present to speak to council members and Mayor McDavid regarding the Zachary Back To School Family Day to be held on August 17, 2024, at the Rock Church.

- 2. Hardship Waivers**
- 3. Other Variances/Waivers**
- 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 July 01, 2024, of the Planning Commission and the Minutes of the Regular meeting of July 01, 2024 of the Zoning Commission.**

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

**To Receive Minutes of the Regular meeting of July 01, 2024, of the Planning Commission and the Minutes of the Regular meeting of July 01, 2024 of the Zoning Commission.**

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

**2. Receive Minutes of the Workshop of July 10, 2024, of the Planning and Zoning Commission.**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

**To Receive Minutes of the Workshop of July 10, 2024, of the Planning and Zoning Commission.**

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

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

**K. BUDGET AND FINANCIAL MATTERS**

1. Receive the Balance Sheet and Income statement as of June 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 June 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**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve to remove 4524 Virginia Street from the agenda and to table 4735 Ave. G, 4633 Ave. C, and 5236 E. Mae Street until the August 27, 2024, meeting.

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

**N. NEW BUSINESS**

1. **Introduction of Ordinance 2024-12 ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND § 38 OF THE CODE OF**

ORDINANCES FOR THE CITY OF ZACHARY RELATING TO JUNKED AND ABANDONED VEHICLES CONSIDERED TO BE PUBLIC NUISANCES AND PROVIDING FOR THEIR IMPOUNDMENT AND DISPOSITION AND FOR OTHER MATTER IS FURTHERANCE THEREOF.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the **Introduction of Ordinance 2024-12** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND § 38 OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY RELATING TO JUNKED AND ABANDONED VEHICLES CONSIDERED TO BE PUBLIC NUISANCES AND PROVIDING FOR THEIR IMPOUNDMENT AND DISPOSITION AND FOR OTHER MATTER IS FURTHERANCE THEREOF.

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

2. Request for approval of proposed classification of Meter Operations & Purchasing Assistant Director.

The motion was made by Councilwoman Boyd

The motion was seconded by Councilwoman DeVirgilio

To approve a proposed classification of Meter Operations & Purchasing Assistant Director.

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

3. Request for approval of proposed classification of City of Zachary Emergency Manager.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To table a proposed classification of City of Zachary Emergency Manager.

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

4. 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.

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

Councilman Graves and Mr. Hopewell gave a brief update regarding the July 25, 2024, condemnation board meeting. Ty Stephens gave an update regarding the Old Slaughter Road property.

**P. REPORTS FROM DEPARTMENT HEADS**

**Q. ADJOURNMENT**

The meeting was adjourned at 7:04 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 Tuesday, July 23, 2024, a proper quorum being there and then present.

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