

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, November 12, 2024, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:30 p.m., on Tuesday November 12, 2024, at the Zachary City Hall located at 4700 Main Street, Zachary, LA

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Councilwoman Westmoreland
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

ABSENT

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 the October 22, 2024, regular meeting, and the minutes of the Special meeting of October 29, 2024, 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 October 22, 2024, regular meeting, and the minutes of the Special meeting of October 29, 2024, and approve them as written.

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

E. HONORS, RECOGNITIONS, AND INTRODUCTIONS

1. Recognition of a heroic action by Mike Gennaro
Josh Prejean recognized his co-worker, Mike Gennaro, for saving a woman who was choking at a local restaurant. Mayor McDavid and council members presented Mr. Gennaro with a Life Saving award.

2. Recognition of Family Court Awareness Month
Mayor McDavid read a proclamation a loud for the recognition of Family Court Awareness Month.

F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS

1. Street/Road Projects

a. Change Order #1 (final) Contract No. 2 – deduction - for the Concrete Crack Sealing Road Project.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a Change Order #1 (final) Contract No. 2 – deduction - for the Concrete Crack Sealing Road Project.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves

NAYS: None

ABSENT: Boyd

ABSTAINED: None

b. Pay Request #5 Contract No. 2 - Concrete Crack Sealing Road Project to Gulf States Services, LLC.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve a Pay Request #5 Contract No. 2 - Concrete Crack Sealing Road Project to Gulf States Services, LLC.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves

NAYS: None

ABSENT: Boyd

ABSTAINED: None

c. Substantial Completion Certificate – Contract No. 2 - Concrete Crack Sealing Road Project.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Westmoreland

To approve a Substantial Completion Certificate – Contract No. 2 - Concrete Crack Sealing Road Project.

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

- d. 2024 Road Rehab Project Pay Request #1 to M-Trak, Inc.
The motion was made by Councilwoman DeVirgilio
The motion was seconded by Councilman LeBlanc

To approve a 2024 Road Rehab Project Pay Request #1 to M-Trak, Inc.

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

2. Sewer

3. Subdivision Inspections

4. Water and Gas Projects

- a. Pay Request #8 LCDBG Water System Improvements Contract #2 – New Water Well.

The motion was made by Councilman LeBlanc
The motion was seconded by Councilwoman DeVirgilio

To approve a Pay Request #8 LCDBG Water System Improvements Contract #2 – New Water Well.

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

5. Other Projects

- a. Pay Request #21 for the ZPD New Police Station to Stuart & Company, LLC
The motion was made by Councilwoman Westmoreland
The motion was seconded by Councilman LeBlanc

To approve a Pay Request #21 for the ZPD New Police Station to Stuart & Company, LLC.

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

- b. Pay Application #007 to Strickland & Porter Construction - Zachary Youth Park Restrooms.

The motion was made by Councilwoman DeVirgilio
The motion was seconded by Councilman LeBlanc

To table a Pay Application #007 to Strickland & Porter Construction - Zachary Youth Park Restrooms.

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

G. PRESENTATION OF DELEGATIONS

1. Requests to Speak

a. Presentation of the Gas Public Awareness Program
The presentation will be given at the November 26, 2024, meeting.

b. Chairwoman of the Zachary Planning and Zoning commission
No one present 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 _____, 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

J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

1. Receive accounts payable for October 2024 and the natural gas bill when it is received.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Graves

To Receive accounts payable for October 2024 and the natural gas bill when it is received.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves

NAYS: None

ABSENT: Boyd

ABSTAINED: None

K. BUDGET AND FINANCIAL MATTERS

L. OLD BUSINESS PENDING FOR FINAL ACTION

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. Update on UDC code enforcement procedures, and update on economic and development issues given by Ashleigh McHugh.

City of Zachary employee, Ashleigh McHugh, Economic Development Director, gave a brief update regarding potential businesses coming to the City.

City of Zachary Attorney, John Hopewell, gave a brief update regarding the UDC code enforcement procedures and progress of the process.

2. **Public Hearing** for the FY2020 Community Development Block Grant for the Water System Improvement Project.

Mayor McDavid opened the PUBLIC HEARING at 7:17 p.m. There being no one to speak in favor or against the grant Mayor McDavid closed the PUBLIC HEARING at 7:18 p.m.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve the FY2020 Community Development Block Grant for the Water System Improvement Project.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves

NAYS: None

ABSENT: Boyd

ABSTAINED: None

3. Discussion of the December 2024 council meeting dates.

No action taken on this item.

4. Discussion and approval of the 2025 Council meeting dates.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the 2025 Council meeting dates.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves

NAYS: None

ABSENT: Boyd

ABSTAINED: None

5. **PUBLIC HEARING AND ADOPTION** of Ordinance 2024-15 ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND TABLE 5.202 OF THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF ZACHARY IN FURTHERANCE OF THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF ZACHARY.

Mayor McDavid opened the PUBLIC HEARING at 7:27 p.m. There being no one to speak in favor or against the adoption Mayor McDavid closed the PUBLIC HEARING at 7:28 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the **ADOPTION** of Ordinance 2024-15 ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND TABLE 5.202 OF THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF ZACHARY IN FURTHERANCE OF THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF ZACHARY as amended.

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

6. **PUBLIC HEARING AND ADOPTION** of ORDINANCE 2024-16 AUTHORIZING THE CITY OF ZACHARY TO AMEND TABLE 2.303 OF THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF ZACHARY IN FURTHERANCE OF THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF ZACHARY.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To table the **ADOPTION** of ORDINANCE 2024-16 AUTHORIZING THE CITY OF ZACHARY TO AMEND TABLE 2.303 OF THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF ZACHARY IN FURTHERANCE OF THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF ZACHARY.

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

7. Discussion of Shellmire Road

Several residents that live on Shellmire Road were present to speak to Mayor McDavid and council members and asked them to clarify who owned Shellmire Road. The residents also asked for help in repairing the road.

8. Discussion of possible amendment to the Construction Design Standards

Discussion between the council members was had regarding the possible amendment to the Construction Design Standards. No action was taken on this item.

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

P. REPORTS FROM DEPARTMENT HEADS

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

Councilman LeBlanc spoke regarding the Veteran's Day parade. There was discussion regarding damage from the contractors laying the fiber optic lines.

R. ADJOURNMENT

The meeting was adjourned at 8:32 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 Thursday, November 12, 2024, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council