

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, June 24, 2025, 6:30 P.M.**

A. CALL TO ORDER

Councilwoman Westmoreland called the meeting to order at 6:30 p.m., on Tuesday June 24, 2025, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by City of Zachary CFO, Deanna Mankins

Pledge of Allegiance by City of Zachary Assistant City Attorney, LT Dupre'

C. OPENING PROCEDURES

1. ROLL CALL

COUNCIL MEMBERS

Brandy Westmoreland – District 1

John LeBlanc– District 2

Ambre DeVirgilio – District 3

ABSENT

Mayor David McDavid

James Graves – District 4

Jennifer Landry – 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 Westmoreland

The motion was seconded by Councilman LeBlanc

To approve to appoint Councilwoman Westmoreland as the meetings Mayor Pro Temp.

YEAS: Westmoreland, LeBlanc, DeVirgilio

NAYS: None

ABSENT: Graves, Landry

ABSTAINED: None

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve to amend the agenda to add Debra Bellingham to G1, request to speak.

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

D. READING OF THE MINUTES

1. Approval of Minutes of June 10, 2025, regular meeting, and approve them as written.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the Minutes of June 10, 2025, regular meeting, and approve them with corrections as noted.

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

E. HONORS, RECOGNITIONS, AND INTRODUCTIONS

1. Recognition of the Zachary Church of Christ for their community service
No one was present at the meeting.

F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS

1. Street/Road Projects

- a. Church Street Improvements Project - Pay Request #1

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the Church Street Improvements Project - Pay Request #1 in the amount of \$38,911.53 to M-Trak, Inc.

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

- b. Award 2025 Road Rehabilitation Project to MTrack, LLC in the amount of \$1,301,075.00.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve and Award the 2025 Road Rehabilitation Project to MTrack, LLC in the amount of \$1,301,075.00.

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

2. Sewer

3. Subdivision Inspections

4. **Water and Gas Projects**
5. **Other Projects**

G. PRESENTATION OF DELEGATIONS

1. Requests to Speak

Debra Bellingham was present to speak to council members regarding administration and transparency.

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 _____, of the Planning Commission and the Minutes of the Regular meeting of _____, of the Zoning Commission.**

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

- a. **WAIVER – THE GUILDED ARTICHOKE (4846 Highway 19) – New addition from the existing building.**

Councilwoman Westmoreland opened the PUBLIC HEARING at 6:47 p.m. Bryant Dixon spoke in favor for Lisa LeCoq, 4846 Hwy 19, Zachary. There being no one else to speak in favor or against the waiver Councilwoman Westmoreland closed the PUBLIC HEARING at 6:51 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve a WAIVER – THE GUILDED ARTICHOKE (4846 Highway 19) – New addition from the existing building.

YEAS: Westmoreland, LeBlanc, DeVirgilio

NAYS: None

ABSENT: Graves, Landry

ABSTAINED: None

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**

K. BUDGET AND FINANCIAL MATTERS

1. **Receive the Balance Sheet and Income statement as of May 2025.**

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 2025.

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

L. OLD BUSINESS PENDING FOR FINAL ACTION

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. **Public Hearing and Adoption of Ordinance 2025-10** Ordinance To Establish Contract authority And Require Legislative Approval For Certain City Agreements, And Otherwise To Provide With Respect Thereto (**Tabled until the July 8th, 2025, meeting**)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve to table the item until the August 8, 2025, meeting.

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

2. **Public Hearing and Adoption of Ordinance 2025-11** Authorizing The City Of Zachary To Amend Chapter 58 Of The City's Code Of Ordinances To Allow The City To Adopt Regulations Designed To Improve Public Safety By Regulating The Parking Of Wreckers, Buses, Trucks And Semitrailers On Public Streets And To Be Designated At §58-41 To Be Regulated Within The City Limits And For Any And All Related Matters In Furtherance (Tabled at the June 10th, 2025 meeting.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To table the **Adoption of Ordinance 2025-11** Authorizing The City Of Zachary To Amend Chapter 58 Of The City's Code Of Ordinances To Allow The City To Adopt Regulations Designed To Improve Public Safety By Regulating The Parking Of Wreckers, Buses, Trucks And Semitrailers On Public Streets And To Be Designated At §58-41 To Be Regulated Within The City Limits And For Any And All Related Matters In Furtherance until the July 8, 2025, meeting.

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

3. **Introduction of Ordinance 2025-12** Pertaining to the increase of and manner of calculation of rates and charges for City of Zachary utility system services provided by the City of Zachary to users of utility system services.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the **Introduction of Ordinance 2025-12** Pertaining to the increase of and

manner of calculation of rates and charges for City of Zachary utility system services provided by the City of Zachary to users of utility system services.

YEAS: Westmoreland, LeBlanc, DeVirgilio

NAYS: None

ABSENT: Graves, Landry

ABSTAINED: None

4. **Discussion and approval** of issuance of a City Council ordered subpoena for enforcement action to adhere to local ordinances regarding the following

- Junk properties

- Junk vehicles

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the issuance of a City Council ordered subpoena for enforcement action to adhere to local ordinances regarding the following:

- Junk properties

- Junk vehicles

YEAS: Westmoreland, LeBlanc, DeVirgilio

NAYS: None

ABSENT: Graves, Landry

ABSTAINED: None

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

P. REPORTS FROM DEPARTMENT HEADS

1. Receive the Inspection Report for the month of May 2025.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To Receive Inspection Report for May 2025.

YEAS: Westmoreland, LeBlanc, DeVirgilio

NAYS: None

ABSENT: Graves, Landry

ABSTAINED: None

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

R. ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

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

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 24, 2025, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council