

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, August 26, 2025, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:53 p.m., on Tuesday August 26, 2025, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation and Pledge of Allegiance was carried over from the previous meeting.

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 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

D. READING OF THE MINUTES

1. Approval of Minutes of August 12, 2025, 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 August 12, 2025, regular meeting, and approve them with corrections as noted.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

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 # 5 - 2024 Road Rehabilitation – Retainage

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve a Pay Request # 5 - 2024 Road Rehabilitation – Retainage to M-Trak, Inc. in the amount of \$115,946.40.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

2. Sewer

3. Subdivision Inspections

4. Water and Gas Projects

5. Other Projects

G. PRESENTATION OF DELEGATIONS

1. Requests to Speak

Vicky Jones, candidate for District Court Judge, East Baton Rouge Parish, was present to introduce herself and ask for voter support in the upcoming election.

Janet Simmons, Interim BREC Superintendent, was present to speak to Mayor McDavid and council members regarding future projects for the Zachary BREC parks and future goals of the organization.

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. CUPAB-4-25 (Genevieve Sushi) — Proposed restaurant to serve liquor/alcoholic beverages on Tract B-4 of the Otey M. Hughes Tract, on property located at 20377 Old Scenic Highway, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 7:05 p.m. There being no one to speak in favor or against the conditional use permit Mayor McDavid closed the PUBLIC HEARING at 7:05 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Graves

To approve the **CUPAB-4-25 (Genevieve Sushi)** — Proposed restaurant to serve liquor/alcoholic beverages on Tract B-4 of the Otey M. Hughes Tract, on property located at 20377 Old Scenic Highway, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

b. CUPAB-5-25 (Top Shelf Bartending LLC) — Proposed commercial space for the sale of liquor/alcoholic beverages on Tract 17-A-1 of the Robert Flanders Tract, on property located at 5145 Main Street, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 7:07 p.m. Andrea Moore, 5145 Main Street, was present to speak in favor of the conditional use permit. There being no one else to speak in favor or against the conditional use permit Mayor McDavid closed the PUBLIC HEARING at 7:08 p.m.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman Landry

To approve a **CUPAB-5-25 (Top Shelf Bartending LLC)** — Proposed commercial space for the sale of liquor/alcoholic beverages on Tract 17-A-1 of the Robert Flanders Tract, on property located at 5145 Main Street, Zachary, La 70791.

YEAS: LeBlanc, DeVirgilio, Graves, Landry

NAYS: Westmoreland

ABSENT: None

ABSTAINED: None

3. Planning Matters NOT requiring a Public Meeting

4. Zoning Matters REQUIRING a Public Hearing

a. RZ-7-25 (3850 Old Baker Road) — To rezone Lot Sec 3 of the 5.02 acres subdivision from Neighborhood Commercial (CN) to Urban Residential (RS), on property located at 3850 Old Baker Road, Zachary, La 70791.

Mayor McDavid opened the PUBLIC HEARING at 7:16 p.m. Court Bradford, a representative for the applicant, was present to speak in favor of the rezone. Tim Alexander, 4448 Cherry Court, was present to speak against the rezone. There being no one else to speak in favor or against the rezone Mayor McDavid closed the PUBLIC HEARING at 7:21 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman Graves

To approve a **RZ-7-25 (3850 Old Baker Road)** — To rezone Lot Sec 3 of the 5.02 acres subdivision from Neighborhood Commercial (CN) to Urban Residential (RS), on property located at 3850 Old Baker Road, Zachary, La 70791.

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

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 July 2025.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To receive the Balance Sheet and Income statement as of July 2025.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

L. OLD BUSINESS PENDING FOR FINAL ACTION

1. **Public Hearing and Adoption of Ordinance 2025-10** AN ORDINANCE TO ESTABLISH CONTRACT AUTHORITY AND REQUIRE LEGISLATIVE APPROVAL FOR CERTAIN CITY AGREEMENTS, AND OTHERWISE TO PROVIDE WITH RESPECT THERETO (Tabled until the September 23, 2025 meeting)(Councilwoman DeVirgilio)

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. Approval of a special event permit to distribute alcohol at the Lane Foundation golf tournament to be held on October 24, 2025 at Copper Mill.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve a special event permit to distribute alcohol at the Lane Foundation golf tournament to be held on October 24, 2025 at Copper Mill.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

2. **Approval of Resolution 2025-04** RESOLUTION OF THE CITY OF ZACHARY, LOUISIANA AUTHORIZING THE EXECUTION OF AN AMENDMENT TO ITS GAS SUPPLY AGREEMENT WITH CLARKE-MOBILE COUNTIES (ALABAMA) GAS DISTRICT; AUTHORIZING THE CONTINUATION OF SALES OF GAS TO GEORGIA-PACIFIC CONSUMER OPERATIONS LLC; APPROVING THE EXECUTION AND DELIVERY OF

AN AMENDED AND RESTATED NAESB BASE CONTRACT AND TRANSACTION CONFIRMATION THERETO FOR THE SALE AND PURCHASE OF NATURAL GAS; AUTHORIZING THE MAYOR TO TAKE ALL NECESSARY AND APPROPRIATE ACTION IN CONNECTION WITH THE RESET OF THE AVAILABLE DISCOUNT IN THE LOWER ALABAMA GAS DISTRICT'S GAS PREPAYMENT PROJECT; AND ADDRESSING RELATED MATTERS.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Landry

To approve **Resolution 2025-04** RESOLUTION OF THE CITY OF ZACHARY, LOUISIANA AUTHORIZING THE EXECUTION OF AN AMENDMENT TO ITS GAS SUPPLY AGREEMENT WITH CLARKE-MOBILE COUNTIES (ALABAMA) GAS DISTRICT; AUTHORIZING THE CONTINUATION OF SALES OF GAS TO GEORGIA-PACIFIC CONSUMER OPERATIONS LLC; APPROVING THE EXECUTION AND DELIVERY OF AN AMENDED AND RESTATED NAESB BASE CONTRACT AND TRANSACTION CONFIRMATION THERETO FOR THE SALE AND PURCHASE OF NATURAL GAS; AUTHORIZING THE MAYOR TO TAKE ALL NECESSARY AND APPROPRIATE ACTION IN CONNECTION WITH THE RESET OF THE AVAILABLE DISCOUNT IN THE LOWER ALABAMA GAS DISTRICT'S GAS PREPAYMENT PROJECT; AND ADDRESSING RELATED MATTERS.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

3. **Public Hearing and Adoption of Ordinance 2025-15** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND AND TO UPDATE CERTAIN BILLING RATES AND REMITTANCES OF FEES CHARGED CONSUMERS OF THE CITY BY WASTE MANAGEMENT FOR GARBAGE, SOLID WASTE AND RECYCLING WITH SUCH INCREASES IN ACCORDANCE WITH § 2-09 A (7) OF THE CITY'S HOME RULE CHARTER AND FOR ALL RELATED MATTERS IN FURTHERANCE IN ANTICIPATION OF POTENTIAL COUNCIL ACTION.

Mayor McDavid opened the PUBLIC HEARING at 7:40 p.m. There being no one to speak in favor or against the adoption Mayor McDavid closed the PUBLIC HEARING at 7:41 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the **Adoption of Ordinance 2025-15** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND AND TO UPDATE CERTAIN BILLING RATES AND REMITTANCES OF FEES CHARGED CONSUMERS OF THE CITY BY WASTE MANAGEMENT FOR GARBAGE, SOLID WASTE AND RECYCLING WITH SUCH INCREASES IN ACCORDANCE WITH § 2-09 A (7) OF THE CITY'S HOME RULE

CHARTER AND FOR ALL RELATED MATTERS IN FURTHERANCE IN ANTICIPATION OF POTENTIAL COUNCIL ACTION.

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

4. **Public Hearing and Adoption of Ordinance 2025-16** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND AND CORRECT DEPARTMENTAL BUDGETS IN THE GENERAL FUND FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026.

Mayor McDavid opened the PUBLIC HEARING at 7:42 p.m.. There being no one else to speak in favor or against the adoption Mayor McDavid closed the PUBLIC HEARING at 7:42 p.m.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Landry

To approve the **Adoption of Ordinance 2025-16** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND AND CORRECT DEPARTMENTAL BUDGETS IN THE GENERAL FUND FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026.

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

5. **Introduction Of Ordinance 2025-17** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND CHAPTER 66 OF THE CITY'S CODE OF ORDINANCES TO ALLOW THE CITY TO ADOPT REGULATIONS DESIGNED TO FACILITATE AND IMPROVE THE COLLECTION OF SERVICE CHARGES FOR THE PROVISION OF WASTE COLLECTION SERVICES TO RESIDENTS OF THE CITY AND FOR ANY AND ALL RELATED MATTERS IN FURTHERANCE.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman Graves

To approve the **Introduction Of Ordinance 2025-17** ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND CHAPTER 66 OF THE CITY'S CODE OF ORDINANCES TO ALLOW THE CITY TO ADOPT REGULATIONS DESIGNED TO FACILITATE AND IMPROVE THE COLLECTION OF SERVICE CHARGES FOR THE PROVISION OF WASTE COLLECTION SERVICES TO RESIDENTS OF THE CITY AND FOR ANY AND ALL RELATED MATTERS IN FURTHERANCE.

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

6. Approval of setting the date and time for the 2025 Trick or Treat.

The motion was made by Councilwoman Landry

The motion was seconded by Councilman Graves

To approve setting the date and time for the 2025 Trick or Treat as Thursday, October 30, 2025 6:00 p.m. until 8:00 p.m.

YEAS: Westmoreland, LeBlanc, Graves, Landry

NAYS: DeVirgilio

ABSENT: None

ABSTAINED: None

7. Discussion of amendments to the Code of Ordinances and UDC for the purpose of creating the Code Enforcement Office.

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)**

Councilwoman DeVirgilio spoke in regard to receiving money from the parish. Councilwoman Westmoreland asked for an update regarding the new turning lanes on Hwy 964. Mayor McDavid spoke regarding the City hosting the annual Christmas Parade.

R. ADJOURNMENT

The meeting was adjourned at 8:27.

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, August 26, 2025, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council