

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, September 09, 2025, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:35 p.m., on Tuesday September 9, 2025, at the Zachary City Hall located at 4700 Main Street, Zachary, LA

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Councilwoman Landry
Invocation by Mr. Ty Stephens

C. OPENING PROCEDURES

1. ROLL CALL

MAYOR

David McDavid

COUNCIL MEMBERS

Brandy Westmoreland – District 1

Ambre DeVirgilio – District 3

Jennifer Landry – District 5

ABSENT

John LeBlanc– District 2

James Graves – District 4

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 sets 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/ADDTITIONS TO AGENDA

D. READING OF THE MINUTES

1. Approval of Minutes of August 26, 2025, regular meeting, and approve them as written.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the Minutes of August 26, 2025, regular meeting, and approve them with correction as noted on item N6 – Councilwoman DeVirgilio voting NAY.

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED: None

E. HONORS, RECOGNITIONS, AND INTRODUCTIONS

1. Recognition of Life Saving Emergencies – Zachary Fire Department B Shift – Captain Chase Lord, Firefighter Brandon Roy, Firefighter Montana Fairburn, and Firefighter Noah Rittell.

F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS

1. Street/Road Projects

- a. Approval of the Change Order #1 – Final Project #11773 Church Street Improvements

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Landry

To approve the Change Order #1 – Final Project #11773 Church Street Improvements in the amount of \$34,926.97

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

- b. Approval of Pay Request #4 – Project #11773 Church Street Improvements

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the Pay Request #4 – Project #11773 Church Street Improvements in the amount of \$64,167.75

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

- c. Approval of the Substantial Completion Certificate – Project #11773 Church Street Improvements

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve the Substantial Completion Certificate – Project #11773 Church Street Improvements

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

- d. Approval of the Change Order #1 – Final 11774 Main Street Improvements (Turning Lane at Hwy 964 and Plank Road)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the Change Order #1 – Final 11774 Main Street Improvements

(Turning Lane at Hwy 964 and Plank Road) in the amount of \$8,525.00

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

- e. Approval of Pay Request #1 - 11774 Main Street Improvements (Turning Lane at Hwy 964 and Plank Road)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the Pay Request #1 - 11774 Main Street Improvements (Turning Lane at Hwy 964 and Plank Road) in the amount of \$95,872.50

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

- f. Approval of the Substantial Completion Certificate - 11774 Main Street Improvements (Turning Lane at Hwy 964 and Plank Road)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the Substantial Completion Certificate - 11774 Main Street Improvements (Turning Lane at Hwy 964 and Plank Road)

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

- g. Approval of Pay Request #1 - 11807 Road Rehabilitation Project (2025)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve the Pay Request #1 - 11807 Road Rehabilitation Project (2025) in the amount of \$84,821.58

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

2. **Sewer**
3. **Subdivision Inspections**
4. **Water and Gas Projects**
5. **Other Projects**

G. PRESENTATION OF DELEGATIONS

1. **Request to Speak**

- a. Ben Necaise – Presentation - 15-minute presentation regarding

“Zachary Forward” Reallocation of Existing Millage proposition, which will appear on the November 15, 2025 election ballot. He explained that if approved, homeowner millage rates will remain the same as 2026 for the next 20 years.

- b. Mike Denicola (retired EBR EMS Director) – against EMS merger – requesting resolution to oppose dismantling of EMS merger.
- c. Lon Vicknair (EBR Chief of Staff) – in favor of EMS merger – states merger would be beneficial to current EMS employees.

- 2. **Hardship Waivers**
- 3. **Other Variances**
- 4. **Exceptions of Regulations**

H. ACTION MANDATED BY HOME RULE CHARTER

- 1. Approval of appointment of the new City Attorney

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To table the appointment of the new City Attorney to the September 23, 2025 meeting.

YEAS: Westmoreland, DeVirgilio

NAYS: Landry

ABSENT: LeBlanc, Graves

ABSTAINED:None

Following the failure of the motion to table, the Mayor (as the original item sponsor) removed the item in its entirety and instructed that it be placed on September 23, 2025 meeting.

- 2. Approval of temporary Clerk of Council

The motion was made by Councilwoman Landry

The motion was seconded by Councilwoman DeVirgilio

To approve the appointment of temporary Clerk of Council, Karen Burdette and to hold a workshop for proceedings to fill role permanently.

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

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 August 2025 and the natural gas bill when it is received.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To Receive accounts payable for August 2025 and the natural gas bill when it is received

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

K.BUDGET AND FINANCIAL MATTERS

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.

Ordinance was removed by Councilwoman DeVirgilio with expectations she will bring back and reintroduce after modifications.

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. **PUBLIC HEARING AND ADOPTION 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.

Mayor McDavid opened the PUBLIC HEARING at 7:37 p.m. There being no one to speak in favor or against the adoption, Mayor McDavid closed the PUBLIC HEARING AT 7:37 P.M.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

1. To approve the **ADOPTION 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, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

2. Approval of a special event permit to sell alcohol for Downtown Live at the Gazebo for the dates of September 19, 26, 2025 and October 03, 2025.
The motion was made by Councilwoman Westmoreland
The motion was seconded by Councilwoman DeVirgilio
To approve the special event permit to sell alcohol for Downtown Live at the Gazebo for the dates of September 19, 26, 2025 and October 03, 2025
YEAS: Westmoreland, DeVirgilio, Landry
NAYS: None
ABSENT: LeBlanc, Graves
ABSTAINED:None
3. Approval of **Resolution 2025-05** Resolution in Support for the Preparation and Submittal of an Application for Funding through the State Capital Outlay Technical Administration for New Fire Station – Planning and Construction (EBR) FP&C Project No. 5-MW3-24-01 and for all matter in furtherance thereof.
The motion was made by Councilwoman DeVirgilio
The motion was seconded by Councilwoman Westmoreland
To approve **Resolution 2025-05** Resolution in Support for the Preparation and Submittal of an Application for Funding through the State Capital Outlay Technical Administration for New Fire Station – Planning and Construction (EBR) FP&C Project No. 5-MW3-24-01 and for all matter in furtherance thereof.
YEAS: Westmoreland, DeVirgilio, Landry
NAYS: None
ABSENT: LeBlanc, Graves
ABSTAINED:None
4. Approval of an ordinance to amend and update sections of the Zachary Municipal Code of Ordinances, Chapter 14, Article 1, Section 14-6 and all related sections regarding construction permits, fees, and expiration of permits.
The motion was made by Councilwoman Westmoreland
The motion was seconded by Councilwoman DeVirgilio
To table the ordinance to amend and update sections of the Zachary Municipal Code of Ordinances, Chapter 14, Article 1, Section 14-6 and all related sections regarding construction permits, fees, and expiration of permits - table to meeting September 23, 2025.
YEAS: Westmoreland, DeVirgilio, Landry
NAYS: None
ABSENT: LeBlanc, Graves
ABSTAINED:None
5. 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

Mr. Ty Stephens spoke to Council regarding the following:

- a. To extend subpoena for code compliance violations list junk vehicles/properties located at 4565 Little Farms – Don Hankins Ross to 30 days, owner is working on getting items hauled off property.

The motion was made by Councilwoman Landry

The motion was seconded by Councilwoman Westmoreland

To approve extending subpoena for code compliance violations list junk vehicles/properties located at 4565 Little Farms – Don Hankins Ross to 30 days, owner is working on getting items hauled off property.

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED: None

- b. To remove 4615 Avenue G – Ms. Shabazz, from the code compliance violations list – Junk Vehicles/Properties - as the vehicle has been removed from the stated address.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman Landry

To remove 4615 Avenue G – Ms. Shabazz, from the code compliance violations list – Junk Vehicles - as the vehicle has been removed from the stated address.

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED: None

- c. To remove 5736 Avenue Z from the code compliance violations list – Junk Vehicles - as the vehicle has been removed from the stated address.

The motion was made by Councilwoman Landry

The motion was seconded by Councilwoman DeVirgilio

To remove 5736 Avenue Z from the code compliance violations list – Junk Vehicles - as the vehicle has been removed from the stated address.

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED: None

- d. To remove 4535 Oak Street, 2826 April Street, 4755 Avenue G, 3109 Ramey Drive, from the code compliance violations list – Junk Vehicles - as the vehicle has been removed from the stated address.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To remove 4535 Oak Street, 2826 April Street, 4755 Avenue G, 3109 Ramey Drive, from the code compliance violations list – Junk Vehicles - as the vehicle

has been removed from the stated address.

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

- e. To issue subpoena for code violations to 2715 March Street for junk vehicles and junk properties as defined under the City Code.

The motion was made by Councilwoman Landry

The motion was seconded by Councilwoman Westmoreland

To issue subpoena for code violations to 2715 March Street for junk vehicles and junk properties as defined under the City Code.

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

There was discussion made regarding 4620 New Weis – “covered vehicles” – no one lives at this residence. No motion was made, will work on finding Mr. Fisher

O.CONDEMNED BUILDINGS – PUBLIC HEARINGS OR OTHER ACTION

REGARDING BUILDINGS BEING CONSIDERED FOR CONDEMNATION

Attorney John Hopewell’s report: The Condemnations board met last Thursday, September 4th took up 13 separate properties – three were removed from the list, six were tabled for further action following condemnation and two were condemned. The Board is scheduled to meet again later this month. No new reports have been received in the last 60 days.

P. REPORTS FROM DEPARTMENT HEADS

- 1. Receive the Monthly Inspection Report

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To Receive the August 2025 Inspection Report.

YEAS: Westmoreland, DeVirgilio, Landry

NAYS: None

ABSENT: LeBlanc, Graves

ABSTAINED:None

Q.DISCUSSION OF BUSINESS NOT ON AGENDA

(No Action May Be Taken Unless Declared an Emergency)

Referred for review: Police Chief salaries. Changes would take effect January 2027, with ordinance scheduled for September 23, 2025, meeting.

Attorney Hopewell will work on an ordinance for permit for roofs.

R. ADJOURNMENT

The meeting was adjourned at 8:10 PM

CERTIFICATION

Karen Burdette
Acting Clerk of the City Council
CITY OF ZACHARY
PARISH OF EAST BATON ROUGE
STATE OF LOUISIANA

David McDavid, Mayor

I, Karen Burdette, 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, September 9, 2025, a proper quorum being there and then present.

Karen Burdette, Acting Clerk of the City Council