

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, October 28, 2025, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:40 p.m., on Tuesday, October 28, 2025, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation and the 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 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/ADDITIONS TO AGENDA

The motion was made by Councilwoman Landry

The motion was seconded by Councilwoman DeVirgilio

To approve amending to the agenda items O1 CODE ENFORCEMENT

1. Subpoenas for Junk Vehicles and Junk Properties and O2 CODE ENFORCEMENT

2. Subpoena Issuance Follow up, to item G5.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

D. READING OF THE MINUTES

1. Approval of Minutes of October 14, 2025, regular meeting, and approve them as written.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve the Minutes of October 14, 2025, regular meeting, as written.

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**

2. **Sewer**

3. **Subdivision Inspections**

4. **Water and Gas Projects**

5. **Other Projects**

G. PRESENTATION OF DELEGATIONS

1. **Requests to Speak**

a. Carmel Breaux – Presentation of Insurance.

The motion was made by Councilwoman Landry

The motion was seconded by Councilman LeBlanc

To approve the various liability insurance coverages and premiums for the City of Zachary.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

The motion was made by Councilwoman Landry

The motion was seconded by Councilman LeBlanc

To reject the uninsured motorist coverage and give the Mayor authority to sign such rejection.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

b. Aubrey Roberts spoke to address government shutdown and growing food insecurity in Zachary due to an upcoming SNAP crisis. She proposed starting a pilot food assistance program at Northwestern Elementary, and asked for the city's support to ensure no child in the community goes hungry.

2. **Hardship Waivers**

3. **Other Variances**

4. **Exceptions to Regulations**

5. **CODE ENFORCEMENT**

a. **Subpoenas for Junk Vehicles and Junk Properties**

Hearing on, discussion and consideration of items and individuals currently under subpoena, and authorization to issue new subpoenas related to junk vehicles and junk properties in violation of City's Code of Ordinances.

Mr. Stephens noted that four (4) needed to be served, and he was not able to make service on them, they will be on the next list.

b. Subpoena Issuance Follow up

Review of properties and vehicles subject to subpoena for code violations; and consideration of authorization to issue subpoenas 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 DeVirgilio

To table 5516 Rush Drive to the November 25, 2025 regular meeting giving owner extension. Owner Delores Lopez was present at meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

Mr. Stephens added the following addresses have been removed and are in completed status: 4637 Ave G, 4719 Ave G, 4215 Marshal, 4716 Ave Z, 4251 Marshal, 4210 Marshal, 3745 Cherry St.

H. ACTION MANDATED BY HOME RULE CHARTER

1. Discuss Council Clerk position.

The motion was made by Councilwoman Landry

The motion was seconded by Councilwoman DeVirgilio

To approve the post of Council Clerk job description by Councilwoman DeVirgilio with the starting salary range at \$18,000 per year, with the post being open for fourteen (14) days.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

The motion was made by Councilwoman Landry

The motion was seconded by Councilman LeBlanc

To approve receiving Council Clerk applications from the posting, as they come in and the applications being sent via email to the City Council, and to set a workshop for November 25, 2025, at 6:00 p.m., 30 minutes prior to the regular November 25, 2025, Council meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

I. PLANNING & ZONING MATTERS

1. Receive Minutes of the Regular meeting of October 06, 2025, of the Planning Commission and the Minutes of the Regular meeting of

October 06, 2025, of the Zoning Commission.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman DeVirgilio

To receive Minutes of the Regular meeting of October 06, 2025, of the Planning Commission and the Minutes of the Regular meeting of October 06, 2025, of the Zoning Commission.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

2. Planning matters REQUIRING a Public Hearing

- a. **FP-2-25 (Brook Hollow, 2nd Filing)** — Rehearing (council en banc) regarding the request for the Acceptance of Final Plat for Lots 83-93, 99-117, 138-145, 168-173 & 33, Tracts CA-6, CA-7, P-3, P-4, & Lot 7-A-1 of the Brook Hollow, 2nd Filing, as developed & built on property located at 3600-3700 Rollins Road, Zachary, La 70791.

The PUBLIC HEARING was opened at 7:23 p.m. Christopher Maestri, 9345 Interline Ave. Baton Rouge, LA 70809 (MR Engineering & Surveying), was present to speak in favor of the final plat. There being no one else to speak in favor or against the final plat the PUBLIC HEARING was closed at 7:25 p.m.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve **FP-2-25 (Brook Hollow, 2nd Filing)** — Regarding the request for the Acceptance of Final Plat for Lots 83-93, 99-117, 138-145, 168-173 & 33, Tracts CA-6, CA-7, P-3, P-4, & Lot 7-A-1 of the Brook Hollow, 2nd Filing, as developed & built on property located at 3600-3700 Rollins Road, Zachary, La 70791.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

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

J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

1. Receive accounts payable for September 2025 and the natural gas bill when it is received.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To receive accounts payable for September 2025 and the natural gas bill when it is received.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

K. BUDGET AND FINANCIAL MATTERS

L. OLD BUSINESS PENDING FOR FINAL ACTION

1. Public Hearing and Adoption of Ordinance 2025-18 ORDINANCE

AUTHORIZING THE CITY OF ZACHARY TO AMEND §§2-199, 2-200 AND 2-201 OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY TO PROVIDE FOR THE SETTING AND ADMINISTRATION OF SALARIES FOR ELECTED OFFICIALS WITHIN THE CITY OF ZACHARY AND FOR OTHER MATTERS IN FURTHERANCE OF THIS PROVISION.

The PUBLIC HEARING was opened at 7:29 p.m. Donald Charlet, 1161 Memorial Square, Zachary, LA 70791, was present to speak in favor of amending the ordinance. There being no one else to speak in favor or against the Ordinance, the PUBLIC HEARING was closed at 7:33 p.m.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman Landry

To revise **The Adoption of Ordinance 2025-18 ORDINANCE** AUTHORIZING THE CITY OF ZACHARY TO AMEND §§2-199, 2-200 AND 2-201 OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY TO PROVIDE FOR THE SETTING AND ADMINISTRATION OF SALARIES FOR ELECTED OFFICIALS WITHIN THE CITY OF ZACHARY AND FOR OTHER MATTERS IN FURTHERANCE OF THIS PROVISION. To keep the Mayor's salary the same and same language and to raise the Chief of Police salary from \$93,000 to \$95,000 starting annual salary, and to raise the City Council salary to \$17,000 annually starting with a \$19,000 cap and City Council the ability to participate in the City of Zachary insurance plan.

YEAS: Graves, Landry

NAYS: Westmoreland, LeBlanc, DeVirgilio

ABSENT: None

ABSTAINED: None

(Motion failed)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To table **The Adoption of Ordinance 2025-18 ORDINANCE** AUTHORIZING THE CITY OF ZACHARY TO AMEND §§2-199, 2-200 AND 2-201 OF THE CODE OF ORDINANCES FOR THE CITY OF ZACHARY TO PROVIDE FOR THE SETTING AND ADMINISTRATION OF SALARIES FOR ELECTED OFFICIALS WITHIN THE CITY OF ZACHARY AND FOR OTHER MATTERS IN FURTHERANCE OF THIS PROVISION to the November 10, 2025 regular Council meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves

NAYS: Landry

ABSENT: None

ABSTAINED: None

M. OLD BUSINESS PENDING

N. NEW BUSINESS

- 1. Discussion and Council Approval of digital file access of City Council Resolutions and Ordinances for Introduction & Adoption on City of Zachary website-based City Council Agendas.**

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve digital file access of City Council Resolutions and Ordinances for Introduction & Adoption on City of Zachary website-based City Council Agendas.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Landry

NAYS: Graves

ABSENT: None

ABSTAINED: None

- 2. Proposed Text Amendments to add and revise the definitions of family, national brand/chain and single-family attached.**

The motion was made by Councilwoman Landry

The motion was seconded by Councilwoman DeVirgilio

To approve Proposed Text Amendments to add and revise the definitions of family, national brand/chain and single-family attached.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

P. CONDEMNED BUILDINGS – PUBLIC HEARINGS OR OTHER ACTION REGARDING BUILDINGS BEING CONSIDERED FOR CONDEMNATION

The City Attorney Mrs. Wilson reported that the condemnation board recently addressed about 10 properties and issued seven new orders to condemn houses. Many cases involve absentee or deceased owners, requiring curator appointments. The city is now working with Mr. Masterson to clear a backlog of properties awaiting demolition, with one house already being demolished in late September.

Q. REPORTS FROM DEPARTMENT HEADS

R. DISCUSSION OF BUSINESS NOT ON AGENDA

(No Action May Be Taken Unless Declared an Emergency)

Councilwoman Westmoreland discussed with City Council recycle bins being issued to everyone in their districts.

Councilwoman Landry said next Tuesday, November 4, 2025, at 6:00 p.m. will be Retail Strategies meeting and District #5 quarterly meeting will be that same day at 5:00 p.m.

Chief of Police, Darryl Lawrence spoke about the “Connect Zachary” Zachary residents and businesses will soon be able to share security camera footage with the Zachary Police Department as part of its new Connect Zachary program. The program will be tested on city buildings before it is rolled out to the public.

Ms. Anna Clara Gayle, 1211 Olde Oaks Dr. spoke regarding ADA compliance (Blind/Visually impaired) for the Council agenda hyperlinks adding a descriptive line

link.

S. LITIGATION

1. Request to go into Executive Session of the Council and the Mayor pursuant to La. R.S. 42:17(A)(2) with regard to specific civil litigation matter - Marlon Jackson v. City of Zachary, U.S. Middle District of Louisiana, No. 25-899-JWD-SDJ.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve request to go into Executive Session of the Council and the Mayor pursuant to La. R.S. 42:17(A)(2) with regard to specific civil litigation matter - Marlon Jackson v. City of Zachary, U.S. Middle District of Louisiana, No. 25-899-JWD-SDJ.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

(Vote was unanimous)

Request to come out of Executive Session of the Council and the Mayor pursuant to La. R.S. 42:17(A)(2) with regard to specific civil litigation matter - Marlon Jackson v. City of Zachary, U.S. Middle District of Louisiana, No. 25-899-JWD-SDJ.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve request to come out of Executive Session of the Council and the Mayor pursuant to La. R.S. 42:17(A)(2) with regard to specific civil litigation matter - Marlon Jackson v. City of Zachary, U.S. Middle District of Louisiana, No. 25-899-JWD-SDJ.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

(Vote was unanimous)

2. Request for authorization for Mayor to enter into Special Counsel Contract for counsel in the matter - Marlon Jackson v. City of Zachary, U.S. Middle District of Louisiana, No. 25-899-JWD-SDJ.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve request for authorization for Mayor to enter into Special Counsel Contract for counsel in the matter - Marlon Jackson v. City of Zachary, U.S. Middle District of Louisiana, No. 25-899-JWD-SDJ.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

T. ADJURNMENT

The meeting was adjourned at 9:05.

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

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, October 28, 2025, a proper quorum being there and then present.

Karen Burdette, Acting Clerk of the City Council