

**For the Meeting of Mayor and Council
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, January 13, 2026, 6:30 P.M.**

A. CALL TO ORDER

Mayor McDavid called the meeting to order at 6:31 p.m., on Tuesday, January 13, 2025, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Councilman Councilwoman Landry

Pledge of Allegiance by Chief of Training, Gordon Lipscomb

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

D. READING OF THE MINUTES

1. Approval of Minutes of December 09, 2025, regular meeting, and approval of Minutes of December 23, 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 December 09, 2025, regular meeting, and approval of Minutes of December 23, 2025, regular meeting and approve them 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

- a. Award Bids received for Crosswalk – Mt. Pleasant Blvd. Walkways and Cross Walks, Project No. 11681.06-1 (Mayor McDavid)

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approved Bids received for Crosswalk – Mt. Pleasant Blvd. Walkways and Cross Walks, Project No. 11681.06-1 – awarded the bid to Honore Companies, LLC. In the amount of \$341,320.00.

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. Request to Speak

- a. Receive report & presentation by Jacob Waguespack, CPA of independent auditors, Faulk & Winkler-CPAs, relating to 2024-2025 audit process & document.
- b. Harry Langford, 6950 Woodland Dr. Zachary, LA has a complaint about the ditch and pipe located on his property.
- c. Denis Bary, Knights of Columbus, spoke about a free throw contest, Saturday, January 31, 2026, at St. John the Baptist Catholic Church.

2. Hardship Waivers

3. Other Variances

4. Exceptions of Regulations

H. ACTION MANDATED BY HOME RULE CHARTER

1. Election of Mayor Pro Tempore

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve Councilwoman Westmoreland as the 2026 Mayor Pro Tempore.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

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**

- a. Discussion and approval of appointment, Mr. Kevin Williams, District 3 resident, to fill expired terms of the District 3 Planning and Zoning Commission.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the appointment, Mr. Kevin Williams, District 3 resident, to fill expired terms of the District 3 Planning and Zoning Commission.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves

NAYS: Landry

ABSENT: None

ABSTAINED: None

J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE

1. Receive the balance sheet and income statement as of December 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 the balance sheet and income statement as of December 2025 and the natural gas bill when it is received.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

2. Receive accounts payable report for December 2025.

The motion was made by Councilman DeVirgilio

The motion was seconded by Councilman Westmoreland

To Receive accounts payable report for December 2025.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

K. BUDGET AND FINANCIAL MATTERS

L. OLD BUSINESS PENDING FOR FINAL ACTION

M. OLD BUSINESS PENDING

N. NEW BUSINESS

1. **Public Hearing and Adoption of Ordinance 2025-25** - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO REVOKE THE DEDICATION OF THE PUBLIC RIGHT OF WAY KNOWN AS YOUNG STREET AT THE REQUEST OF THE ADJOINING LANDOWNER BEGINNING FROM THE

INTERSECTION OF YOUNG STREET AND LOUDON STREET TO THE INTERSECTION OF YOUNG STREET AND W CENTRAL AVENUE.

The PUBLIC HEARING was opened at 7:04 p.m. There being no one to speak in favor or against, the PUBLIC HEARING was closed at 7:04 p.m.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve and adopt **Ordinance 2025-25** - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO REVOKE THE DEDICATION OF THE PUBLIC RIGHT OF WAY KNOWN AS YOUNG STREET AT THE REQUEST OF THE ADJOINING LANDOWNER BEGINNING FROM THE INTERSECTION OF YOUNG STREET AND LOUDON STREET TO THE INTERSECTION OF YOUNG STREET AND W CENTRAL AVENUE.

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

2. Utilities Department to discuss public awareness program letter for the natural gas.

The motion was made by Councilman Graves

The motion was seconded by Councilwoman DeVirgilio

To table Utilities Department to discuss public awareness program letter for the natural gas.

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

3. Appointment of the Hearing Officer.

The motion was made by Councilman LeBlanc

The motion was seconded by Councilwoman DeVirgilio

To approve Attorney LT Dupre for the Appointment of the Hearing Officer..

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

4. Council Clerk approval for new Council laptop.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilman LeBlanc

To approve Council Clerk a Council laptop.

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

5. Request to go into Executive Session of the Council and Mayor pursuant to La. R.S. 42:17(A)(2) with regard to specific litigation matters – Dianne Fletcher et al v. City of Zachary et al, 19th JDC, No. 771581 and Daniel Fisher et al v. City of Zachary et al, 19th JDC, No 771806.

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve to recess the regular meeting and enter into an executive session at 7:12 p.m.
A two thirds vote was met to recess the regular meeting.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve to reconvene the regular meeting at 7:30 p.m.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

6. Request for authorization for Mayor to enter into Special Counsel Contract for Shows Cali & Walsh LLP in the matter of Daniel Fisher et al v. City of Zachary et al, 19th JDC, No 771806.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilman LeBlanc

To approve the authorization for Mayor to enter into Special Counsel Contract for Shows Cali & Walsh LLP in the matter of Daniel Fisher et al v. City of Zachary et al, 19th JDC, No 771806.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

O. CODE ENFORCEMENT

1. 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.

2. 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.

Mr. Stephens commented that there was nothing to report. He noted that the Council approved the appointment of Attorney L.T. Dupré as Code Enforcement Officer at tonight's meeting. He further stated that the former Police Chief's office will be used as the office location.

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

Attorney Wilson commented that the next Condemnation meeting is scheduled on January 22, 2026.

Q. REPORTS FROM DEPARTMENT HEADS

1. Receive the December Monthly Inspection Report.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve to Receive the December Monthly Inspection Report.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Graves, Landry

NAYS: None

ABSENT: None

ABSTAINED: None

R. DISCUSSION OF BUSINESS NOT ON AGENDA

(No Action May Be Taken Unless Declared an Emergency)

Mr. Ellis Whitehead, 21921 WJ Wicker Rd., stated there is a canal holding water and not draining. He would like it to be investigated. The Mayor will send Public Works to check it out.

Mr. Bryan Capone, 9152 Angus Ave., wants to know where the flooding will go with the east side of the Diversion Canal and make sure it goes to the Comite River, not anywhere else. The Mayor will reach out to EBR Councilman Brandon Noel.

The Mayor stated the City of Zachary has a new CFO, new Accounts Payable and Receivable Personnel. He requested that the Council develop a plan for Council members to come in and sign checks.

S. ADJOURNMENT

The meeting was adjourned at 7:45 P.M.

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

CERTIFICATION

Karen Burdette
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 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, January 13, 2026, a proper quorum being there and then present.

Karen Burdette, Clerk of the City Council