**MINUTES OF THE**
**REGULAR MEETING OF THE MAYOR AND CITY COUNCIL**
**OF THE CITY OF BROUSSARD, LA**
**on Tuesday, November 10, 2026**
**AT 6:00 P.M. AT 416 EAST MAIN STREET, COUNCIL CHAMBERS**

**Present:** Mayor Ray Bourque, Councilwoman Angel Racca (District 1), Councilman David Bonin (District 2), Councilman Jesse Regan (District 3), Councilwoman Heather Girouard (District 4), Councilman David Forbes (District 5), Councilman Kody Allen (District 6), Councilman Jeff Delahoussaye (At Large)

**Staff:** Tina Emert (City Clerk/Director of Administrative Services) Kelli Migues (Deputy City Clerk/Administrator of Utility Operations), Cristen Thibodeaux (Accounting Manager), April Aguilar (Manager to the Mayor's office), Millicent Norbert (Director of Main Street & Tourism), Mark Rigsby (Communications Coordinator), Jamison Abshire (Director of Parks and Recreation), Mel Bertrand (City Manager/Director of Public Works), Randy Lasseigne (City Attorney), Walter Comeaux (Engineer), Bryan Champagne (Fire Chief), Chief Vance Olivier (Police Chief), Tony Ashy (Assistant Police Chief)

**Absent:** Gerald deLaunay (City Attorney), Graham Beduze (Director of Economic Development) Ben Theriot (Code Enforcement Officer)

## 1. OPENING

### 1.1 Pledge of Allegiance

### 1.2 Invocation done by Pastor Gabe Smith with Our Saviors Church

## 2. MINUTES

### 2.1 Acceptance of the Minutes of October 13, 2026, Regular Meeting

Motion by Councilman Delahoussaye
Second by Councilwoman Girouard
Discussion: No public comment
Final Resolution: Motion approved.

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|---|---|---|
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| | At Large - | Jeff Delahoussaye |

## 3. FINANCIAL REPORT

### 3.1 Approval of the September 2026 Financial Report

Motion by Councilman Delahoussaye
Second by Councilman Regan
Discussion: Mayor Bourque explained that September came in 2 percent below last year and 6 percent below budget for the month. Even with that drop, the General Fund and the 92 Sales Tax Fund are still on track and in line with their year-to-date budgets. The Recreation Sales Tax Fund is slightly behind budget, currently running about 2 percent lower than expected for this year but overall, the City revenues remain steady and are generally tracking as planned.
Final Resolution: Motion approved.

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## 4. RESOLUTIONS

### 4.1 Resolution #924-26

**A resolution authorizing execution of a Cooperative Endeavor Agreement with Lafayette Parish for Firefighting services**

Motion by Councilman Delahoussaye
Second by Councilman Bonin
Discussion: Chief Bryan Champagne explained that the annual firefighting services agreement between Lafayette Parish and the City of Broussard is a standard agreement, with Lafayette Parish increasing its payment to the City by 10 percent this year. He noted that Broussard firefighters responded to approximately 111 calls in unincorporated areas outside the city limits last year. The funding provided by Lafayette Parish helps supplement firefighter payroll costs associated with those responses and also contributes to tanker insurance expenses. Overall, the City of Broussard will receive about $5,000 more under this year's agreement than it did last year, despite responding to fewer calls, resulting in a positive financial outcome for the city. Chief Champagne added that Broussard intends to continue working with the parish under this arrangement. Mayor Ray Bourque confirmed that the agreement allows Broussard firefighters to respond to and assist with firefighting incidents in the unincorporated areas of Lafayette Parish, with the parish compensating the city for those services. Chief Champagne agreed, describing the arrangement as essentially a contract for firefighting coverage. Mayor Bourque further explained that this is a standard arrangement among municipalities in Lafayette Parish

because the parish does not operate its own fire department and instead relies on municipal fire departments to provide coverage for unincorporated areas.
Final Resolution: Motion approved.

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4.2 **Resolution #925-26**
**A resolution declaring the contract for Historic Broussard Drainage Initiative Project A-1 to be substantially complete**
Motion by Councilman Delahoussaye
Second by Councilman Allen
Discussion: Mr. Robert Singleton spoke during public comment and shared three concerns about the project. First, he said a sewer line that served 109 East Roosevelt was removed and never replaced. Second, he said his neighbor's driveway only received one load of limestone and claimed his neighbor had been told more would be added. Councilwoman Girouard responded that she had spoken with the neighbor, who told her he had received the limestone and was satisfied. Mr. Singleton said that was not what his neighbor had told him. Mr. Singleton also said he was concerned about a cleanout near his home that is about a foot lower than his driveway. He believes gravel could wash into the drainage system and cause a blockage. He explained that before the project, he had a concrete wall beside his driveway that helped keep limestone from washing away and out of the ditch. He said he has worked for years to keep drainage flowing properly in that area and recently placed a 2-by-12 board along his driveway to help stop gravel from washing into the ditch. He remains concerned that drainage problems could occur. Mayor Bourque thanked him for his comments. Mr. Walter Comeaux explained that the drop inlet mentioned by Mr. Singleton is located along a section of road that previously had an open drainage ditch, except at the driveway crossing. As part of the project, the entire ditch was enclosed with drainage pipe, and the drop inlet was installed to collect water and direct it into the new system. He acknowledged Mr. Singleton's concerns about the inlet being lower than the driveway but explained that raising the inlet would cause water to back up and potentially flood Mr. Singleton's yard. He stated that the inlet must be lower than both the driveway and the surrounding yard in order for water to flow properly through the drainage system.
Councilman Delahoussaye asked how water would enter the new piping system, and Mr. Comeaux explained that water had previously flowed through an open ditch and now flows through a closed drainage pipe. Because of this change, the drop inlet had to be installed at its current elevation to maintain proper drainage. Mr. Comeaux also stated that he was not concerned about limestone or gravel entering the inlet, explaining that the drainage system

uses a 36-inch pipe and that a small amount of limestone would not affect its performance. Mel Bertrand agreed with Mr. Comeaux's assessment. Mr. Comeaux reminded the Council that the area had previously consisted of an open ditch and that enclosing it with drainage pipe was a necessary part of the project. Mr. Comeaux then addressed the agenda item recommended substantial completion of the drainage project. He stated that a final inspection had been conducted and that the work was completed satisfactorily in accordance with the contract. He noted that the project is covered by a one-year warranty and that the system will be monitored during that period. A follow-up inspection will be conducted one to two months before the warranty expires, and any issues covered under the warranty will be corrected at that time. Mr. Comeaux also stated that he would contact Mr. Singleton's neighbor to ensure that he is satisfied with the work performed on his driveway.

Final Resolution: Motion approved

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4.3 **Resolution #926-26**

**A resolution to amend the 2026/2027 Operating Budget of Revenues and Expenditures to increase appropriations for Branch Pick-up services in the Utilities Department**

Motion by Councilman Delahoussaye

Second by Councilman Bonin

Discussion: Mayor Bourque said the City has been looking at the growing problem of branch pickup. The current contractor is having trouble keeping up with the increasing number of pickup requests, and residents have been complaining about how long it takes to have branches removed. Because costs are also rising, the City believes it may be more effective to purchase its own equipment and have City employees handle branch pickup under Mel Bertrand's supervision. Mel explained that the current contractor is hired on a yearly basis and currently picks up branches only one day each week. As more locations are added to the pickup list, the contractor has been unable to keep up, forcing City employees to help with the workload. He also noted that the City has already spent nearly half of its annual branch pickup budget even though only one quarter of the fiscal year has passed. Councilman Delahoussaye discussed the equipment needed for the program, and Councilwoman Girouard asked whether the equipment could access dead-end roads, where many branch pickup complaints occur. Mel said the equipment would be able to reach those areas and could also be used for other City projects, such as putting up holiday decorations. He added that the City currently rents similar equipment, so owning it would save money on rental costs. Cristen Thibodeaux reported that the City has already spent about $53,000 on branch pickup this year, which is approximately half of the annual budget. Councilman Delahoussaye explained that the City plans to test the new approach for six months using current employees, while adding one laborer position. The

proposal includes funding for a laborer, moving up an existing operator on Mel's crew, and purchasing the necessary equipment. When asked about the current contractor agreement, Mel explained that the arrangement is on an as-needed basis and does not require the City to continue using the contractor. This means the City can move forward with the new plan immediately if approved. Mayor Bourque emphasized that the contractor currently provides branch pickup only one day per week, while the proposed in-house program would allow the City to provide branch pickup four days per week and stay within the existing budget.
Final Resolution: Motion approved.

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4.4 **Resolution #927-26**
**A resolution requesting financial assistance from the State of Louisiana under the Fiscal Year 2026/2027 Local Government Assistance Program (LGAP) and Community Water Enrichment Fund Program (CWEF)**
Motion by Councilman Delahoussaye
Second by Councilwoman Girouard
Discussion: Mayor Bourque stated that these are two grants for which the City applies annually. This resolution authorizes the City to submit applications for this year's grants, which include $16,400 through the Local Government Assistance Program (LGAP) and $22,000 through the Community Water Enrichment Fund (CWEF). Mel added that, if awarded, the grant funds would be used to replace aging water lines. He noted that this has typically been the purpose of these grants in previous years and that the City has historically received approval to use the funding for these types of infrastructure improvements.
Final Resolution: Motion approved

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## 5. ORDINANCES FOR INTRODUCTION

### 5.1 Ordinance #26-850

**An ordinance of the city of Broussard, Louisiana, amending appendix c (zoning maps) of the city of Broussard zoning ordinance to establish zoning classifications for recently annexed property; rezoning certain property identified as map F-12 from ca (ambassador Caffery commercial) to RA (residential accessory) and R-1 (single-family residential); rezoning certain property identified as map D-9 from R-3 (multi-family residential) to cc (community commercial); and providing for related matters.**

Motion by Councilman Regan
Second by Councilman Bonin
Discussion: Mayor Bourque explained that the maps were included in the Council packets and he provided additional detail regarding the Carlo Listi portion of this item. He noted that the developer intends to place commercial development at the front and rear portions of the development because he plans to relocate his professional architectural office to that location. Grayson Simon explained the maps pertaining to the St. Julien Development subdivision. The subdivision has already been constructed, and all roads within the development have been dedicated to the City. Therefore, this item is primarily an update to reflect the existing conditions and ensure the maps are current and accurate.
Final Resolution: Motion approved.

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## 6. ADJOURNMENT

Ray Bourque
**MAYOR RAY BOURQUE**

Tina Emert
**TINA EMERT, CITY CLERK**

Kelli Migues
**KELLI MIGUES, DEPUTY CITY CLERK**