

Mayor

Ray Bourque

mayorbourque@broussardla.com

www.cityofbroussard.com



Council:

Angel Racca - District I

David M. Bonin - District II

Jesse Regan - District III

Heather Girouard - District IV

David Forbes - District V

Kody Allen - District VI

Jeff Delahoussaye - At Large

**AGENDA FOR THE
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF BROUSSARD, LA HELD ON
TUESDAY, January 14, 2025 AT 6:00 P.M. AT
414 EAST MAIN STREET, COUNCIL CHAMBERS**

**Meetings are streamed live. Please visit our website at
<https://www.cityofbroussard.com/government/city-council>
to obtain access to our live meetings.**

1. OPENING

Mayor Bourque

1.1 Pledge of Allegiance

1.2 Invocation

2. MINUTES

Mayor Bourque

2.1 Acceptance of Minutes of the December 10, 2024 Regular Meeting

3. OTHER BUSINESS

Mayor Bourque

3.1 Approval to reschedule the Tuesday, January 28, 2025 Council Meeting to
Wednesday January 29, 2025

Mayor Bourque

3.2 Approve the November 2024 Financials

4. RESOLUTIONS

Mayor Bourque

4.1 Resolution #823-25

A resolution granting authority to the Mayor to execute all documents pertaining to the Capital Outlay Program

Mayor Bourque
Byran Boudreaux

4.2 Resolution #824-25

A resolution approving substantial completion of the renovations to the Broussard Police Department building at 5801 Highway 90 East

5. ADJOURNMENT

**MINUTES OF THE
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF BROUSSARD, LA
on Tuesday, December 10, 2024
AT 6:00 P.M. AT 414 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 Jeff Delahoussaye (At Large)

Staff: Tina Emert (City Clerk/Director of Administrative Services), Cristen Thibodeaux (Finance Manager), Mark Rigsby (Communications Coordinator), Millicent Norbert (Director of Tourism), Mel Bertrand (City Manager/Director of Public Works), Jamison Abshire (Director of Parks and Recreation), Ben Theriot (Code Enforcement Officer), Chief Vance Olivier (Police Chief), Bryan Champagne (Fire Chief), Gerald deLaunay (City Attorney), Walter Comeaux (Engineer)

Absent: Callie Laviolette (Chief Administrative Officer), Tony Ashy (Assistant Police Chief)

1. OPENING

- 1.1 Pledge of Allegiance
- 1.2 Invocation done by Pastor Marty Deroussel with Our Savior's Church

2. MINUTES

- 2.1 Acceptance of Minutes of the November 26, 2024, Regular Meeting
Motion by Councilman Delahoussaye
Second by Councilman Regan
Discussion: No public comments.
Final Resolution: Motion Approved
YEAS: District 1 - Angel Racca
 District 2 - David Bonin
 District 3 - Jesse Regan
 District 4 - Heather Girouard
 District 5 - David Forbes
 District 6 - Kody Allen
 At Large - Jeff Delahoussaye

3. OTHER BUSINESS

3.1 Craig Romero.....RE: Report on the Port of Iberia

Craig Romero gave a presentation on the Port of Iberia. He went over all of the businesses that are now located at the Port and what type of business it is. The Port of Iberia is the Gulf Coast Cajun Connection. This Port is an economic impact on this area. They are digging the channel there for 57 miles all the way to the Intracoastal Waterway. They negotiated with McIlhenny to dispose there. In May 2025 the deep-water channel will reach all the way to the Gulf coast of Mexico. Next year they will have a new business opening at the Port and he will send out an invitation to the council to welcome them.

3.2 Burton Kolder.....2023/2024 Audit Report

Burton stated he met with the administration and went over the 2023/2024 Audit Report. In reference to the Internal Control Findings, this is because we previously had Karen on staff that was a CPA preparing the financial transactions and financial statements in accordance with GAAP. Now our audit firm prepares this. Mayor Bourque stated it is a cost savings for Burton to do the report for the city.

Burton, then went over the Utility Fund summary of revenues and expenditures. Total revenues for 2024 are \$6,824,928 compared to \$6,184,523 for 2023. Expenses were \$8,084,480 compared to \$7,759,025 for 2023. This is the first time ever we have been cash positive in sewer. We definitely want to continue on this level. If you would add back the depreciation, we are cash positive \$250,000. We went up 300 customers. The average bill in 2023 was \$86.40. It is now \$93.04. The operating income without depreciation is \$3.38 per customer.

In the Recreation Fund we had a slight increase in revenues. The Sales Tax is still doing well in this fund.

Total revenues for all funds is \$38,316,035 compared to 2023 \$38,198,823.

Total expenditures for all funds is \$42,637,757 compared to 2023 \$29,134,558.

The revenues variance from budget is 0.19% and the expenditure variance from budget is -2.94%. Our net operating surplus is \$5,669,523. We have an average of \$4,304,629 for the last 5 years. With our current fund balances we can operate for 8 months. In the general fund we could operate for 4.40 months without taking in a dime. We need to continue doing what we are doing.

Motion by Councilman Regan

Second by Councilman Bonin

To approve the 2023/2024 Audit report.

Discussion: No public comments.

Final Resolution: Motion Approved

YEAS: District 1 - Angel Racca

District 2 - David Bonin
District 3 - Jesse Regan
District 4 - Heather Girouard
District 5 - David Forbes
District 6 - Kody Allen
At Large - Jeff Delahoussaye

4 RESOLUTIONS

4.1 Resolution #821-24

A resolution amending the 2024-2025 Operating Budget of Revenues and Expenditures for Main Street Improvements – Phase 2A, 2B and 2C (Clara Street to St. Des Porres Street) in the amount of \$600,000

Motion by Councilman Bonin

Second by Councilman Forbes

Discussion: Joseph stated we received these bids on Nov. 20th. We budgeted 4.5 million for this project. There are a lot of unknowns in this downtown area of Broussard. We are expanding the length of the project. We will be replacing our sidewalks also that are not ADA Compliant. Councilman Bonin questioned about the drainage on South Morgan, will this be addressed in this project? Mayor Bourque stated that has already been assigned to Comeaux Engineering and they will be bringing a report to the council in January. Public comments were as follows: Toby Armentor signed a blue card in favor of the project, but did not want to address the council. Ryan LaGrange signed a card in favor of the project, but did not want to address the council. David Bernard addressed the council. David stated he resides at 130 Heart De Farm Road, but he has property at 202 East Main, 110 East Main, 207 East Main and 211 East Main. Bernard stated he grew up here and he knows Broussard. Bernard stated on behalf of the downtown businesses and residents he is requesting the council approve this bid and move forward with this project.

Final Resolution: Motion Approved

YEAS: District 1 - Angel Racca
District 2 - David Bonin
District 3 - Jesse Regan
District 4 - Heather Girouard
District 5 - David Forbes
District 6 - Kody Allen
At Large - Jeff Delahoussaye

4.2 Resolution #822-24

A resolution amending the 2024-2025 Operating Budget of Revenues and Expenditures for Main Street Improvements – Phase 3A (St. Des Porres to Albertson Parkway) in the amount of \$150,000

Motion by Councilman Regan moved to approve this resolution with a budget amendment of \$150,000

Second by Councilman Delahoussaye

Discussion: Joseph stated this was previously a \$2.1 million dollar project. The budget was previously amended for \$89,000 and he is asking the council to amend the budget tonight for \$146,000. They did have to do some administrative change orders. They also had to relocate some pipes on Second Street. All of the drainage boxes had to be updated.

Final Resolution: Motion Approved

YEAS: District 1 - Angel Racca
 District 2 - David Bonin
 District 3 - Jesse Regan
 District 4 - Heather Girouard
 District 5 - David Forbes
 District 6 - Kody Allen
 At Large - Jeff Delahoussaye

4.3 Resolution #820-24

A resolution approving substantial completion of Main Street Phase 3-A Project

Motion by Councilman Regan

Second by Councilwoman Girouard

Discussion: No public comments.

Final Resolution: Motion Approved

YEAS: District 1 - Angel Racca
 District 2 - David Bonin
 District 3 - Jesse Regan
 District 4 - Heather Girouard
 District 5 - David Forbes
 District 6 - Kody Allen
 At Large - Jeff Delahoussaye

4.4 Resolution #819-24

A resolution approving and awarding the low bid for the Main Street Improvements Phase 2A, 2B and 2C Project (St. Des Porres to Clara Street) to Southern Constructors in the amount of \$4,599,922.00

Motion by Councilman Delahoussaye

Second by Councilman Regan

Discussion: No public comments.

Final Resolution: Motion Approved

YEAS: District 1 - Angel Racca
 District 2 - David Bonin
 District 3 - Jesse Regan
 District 4 - Heather Girouard
 District 5 - David Forbes
 District 6 - Kody Allen
 At Large - Jeff Delahoussaye

5 ORDINANCES FOR INTRODUCTION

5.1 Ordinance #24-818

An ordinance setting the City Council Meetings for the 2nd and 4th Tuesday of each with the exception of the months of November and December, which will only have one meeting a month on the 2nd Tuesday of the month

Motion by Councilman Delahoussaye

Second by Councilman Allen

Discussion: No public comments.

Final Resolution: Motion Approved

YEAS: District 1 - Angel Racca
 District 2 - David Bonin
 District 3 - Jesse Regan
 District 4 - Heather Girouard
 District 5 - David Forbes
 District 6 - Kody Allen
 At Large - Jeff Delahoussaye

6 ORDINANCES FOR ADOPTION

6.1 Ordinance #24-816

An ordinance amending the 2024/2025 Operating Budget of Revenues and Expenditures to provide funding for Water Portion of Water Sector Program Phase 2, local match of 26% of the total project funding up to \$5,000,000, Local Match to be less than or equal to \$1,300,000

Motion by Councilman Delahoussaye

Second by Councilman Regan

Discussion: No public comments.

Final Resolution: Motion Approved

YEAS: District 1 - Angel Racca
District 2 - David Bonin
District 3 - Jesse Regan
District 4 - Heather Girouard
District 5 - David Forbes
District 6 - Kody Allen
At Large - Jeff Delahoussaye

6.2 Ordinance #24-817

An ordinance amending the 2024/2025 Operating Budget of Revenues and Expenditures to provide funding for Sewer Portion of Water Sector Program Phase 2 local match of 26% of the total funding up to \$5,000,000. Local match to be less than or equal to \$1,300,000

Motion by Councilman Delahoussaye

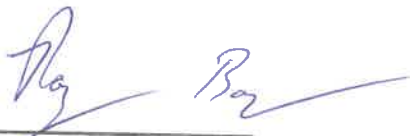
Second by Councilman Bonin

Discussion: No public comments.

Final Resolution: Motion Approved

YEAS: District 1 - Angel Racca
District 2 - David Bonin
District 3 - Jesse Regan
District 4 - Heather Girouard
District 5 - David Forbes
District 6 - Kody Allen
At Large - Jeff Delahoussaye

7 ADJOURNMENT



Mayor Ray Bourque



Tina Emert, City Clerk

RESOLUTION NO.: 823-25

**A RESOLUTION GRANTING THE AUTHORITY TO THE MAYOR
TO EXECUTE ALL DOCUMENTS PERTAINING TO
THE CAPITAL OUTLAY PROGRAM**

WHEREAS, the City of Broussard deemed it necessary and proper to submit grant applications under the State's Capital Outlay Program; and

WHEREAS, the Louisiana Legislature approved Act 5 (House Bill 2) of 2024, the Capital Outlay Budget in 2024 which included the following three (3) projects for the City of Broussard:

Albertsons Parkway Water Well & Ground Storage Tank, Planning & Construction;
Marteau Rd Water Well, Planning & Construction;
Water Systems Groundwater Storage Tank, Planning & Construction; and

WHEREAS, the City deems it necessary and proper to enter into a Cooperative Endeavor Agreement with the State of Louisiana for these Capital Outlay grant programs.

NOW, THEREFORE,

BE IT RESOLVED by the City Council of City of Broussard that Mayor Ray Bourque is hereby authorized to execute the Cooperative Endeavor Agreement with the Louisiana Division of Administration, any amendments or extensions thereof, all necessary reports, studies, plans, certifications, assurances, contracts, change orders, requests for disbursement, requests for concurrence, requests for information and any other documents required in connection with the following Capital Outlay projects:

Albertsons Parkway Water Well & Ground Storage Tank, Planning & Construction
(Project No. 50-M32-23-05);
Marteau Rd Water Well, Planning & Construction
(Project No. 50-M32-23-02);
Water Systems Groundwater Storage Tank, Planning & Construction
(Project No. 50-M32-23-01).

And this resolution was submitted to a vote on the 14th day of January, 2025, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this resolution was declared adopted on this, the 14th day of January, 2025.

RAY BOURQUE, Mayor

TINA EMERT, City Clerk

CERTIFICATION

I, TINA EMERT, the duly qualified and appointed Clerk of the City of Broussard, State of Louisiana do hereby certify that the above and foregoing Resolution is a true and correct copy from the minutes of the regular meeting of the Mayor and City Council of the City of Broussard, Louisiana, held on the 14th day of January, 2025.

THUS DONE AND SIGNED in Broussard, Louisiana, on this 14th day of January, 2025.

TINA EMERT
City Clerk, City of Broussard

RESOLUTION NO.: 824-25

**A RESOLUTION OF THE CITY COUNCIL DECLARING
CONTRACT FOR POLICE DEPARTMENT OFFICE BUILDING
SUBSTANTIALLY COMPLETE**

WHEREAS, the City of Broussard, Louisiana awarded a contract to Trahan Construction, LLC for improvements to the Broussard Police Department office building; and

WHEREAS, the architect engaged by the City of Broussard for this project has recommended that the contract be declared substantially complete as of November 24, 2024.

THEREFORE, BE IT RESOLVED by the City Council of the City of Broussard, Louisiana that the contract with Trahan Construction, LLC for improvements to the Broussard Police Department office building is hereby declared to be substantially complete, and the Certificate of Substantial Completion issued by the architect for this project be and is hereby approved.

And this Resolution was submitted to a vote on the 14th day of January, 2025, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Resolution was declared adopted this 14th day of January, 2025.

RAY BOURQUE, Mayor

TINA EMERT, City Clerk

CERTIFICATION

I, TINA EMERT, the duly qualified and appointed Clerk of the City of Broussard, State of Louisiana do hereby certify that the above and foregoing Resolution is a true and correct copy from the minutes of the regular meeting of the Mayor and City Council of the City of Broussard, Louisiana, held on this, the 14th day of January, 2025.

TINA EMERT
City Clerk, City of Broussard