

Mayor
Ray Bourque
mayorbourque@broussardla.com
www.cityofbroussard.com



Council:
Angel Racea - 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, Dec. 12, 2023 AT 6:00 P.M. AT
414 EAST MAIN STREET, COUNCIL CHAMBERS**

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

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| 1. OPENING | Mayor Bourque
(6:00 pm– 6:05 pm) |
| 1.1 Pledge of Allegiance | |
| 1.2 Invocation | |
| 2. MINUTES | Mayor Bourque
(6:05 pm—6:10 pm) |
| 2.1 Acceptance of Minutes of the November 28, 2023 Meeting | |
| 3. FINANCIAL REPORT | Karen Fontenot
(6:10 pm – 6:20 pm) |
| 3.1 Approval of the October 2023 financial report | |

4. ORDINANCES FOR INTRODUCTION

Mayor Bourque
(6:20 pm—6:30 pm)

4.1 Ordinance #23-786

An ordinance amending the 2023/2024 Budget of Operating Revenues and Expenditures for the Utility Kiosk

Mayor Bourque
(6:30 pm – 6:40 pm)

4.2 Ordinance #23-787

An ordinance amending the 2023/2024 Budget of Operating Revenues and Expenditures for Building Renovations at 102, 106 and 110 Bercegeay Drive

5. ORDINANCES FOR ADOPTION

Mayor Bourque
(6:40 pm – 6:50 pm)

5.1 Ordinance #23-785

An ordinance amending the 2023/2024 Budget of Operating Revenues and Expenditures for the St. Etienne Cross Drain Project

6. ADJOURNMENT

Mayor Bourque
(6:50 pm)

**MINUTES OF THE
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF BROUSSARD, LA
ON Tuesday, November 28, 2023,
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 Kody Allen (District 6) and Councilman Jeff Delahoussaye (At Large),

Staff: Tina Emert (City Clerk/Director of Administrative Services), Karen Fontenot (Chief Financial Officer), Callie Laviolette (Chief Administrative Officer), Susie Richard (Executive Assistant to the Mayor), Millicent Norbert (Director of Tourism), Jamison Abshire (Director of Parks and Recreation), Ben Theriot (Code Enforcement Officer), Gerald deLaunay (Attorney at Law), Chief Vance Olivier (Police Chief), Tony Ashy (Assistant Police Chief), Walter Comeaux (City Engineer), Justin Denais (Deputy Fire Chief)

ABSENT: Mel Bertrand (City Manager/Director of Public Works)
Daniel Hutchinson (City Engineer),

1. OPENING

1.1 Pledge of Allegiance

1.2 Invocation done by Pastor Weldon Moak of First Baptist Church

2. MINUTES

2.1 Acceptance of Minutes of the November 14, 2023, Regular Meeting

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

3. OTHER BUSINESS

3.1 Report on condemned property: 304 East Madison/Douglas & Willa Chesson Property Owner to provide proof of contract for demolition

Ben stated he spoke to the property owner today. She does not have a contract or a purchase agreement to sell the property, neither does she have a contract for the demolition. Last month the council gave her 30-days to come forward with either of these agreements. The deadline was today. The council agreed to move forward with the condemnation of the property.

4. RESOLUTIONS

4.1 Resolution #760-23

A resolution authorizing the execution of a Cooperative Endeavor Agreement with the State of Louisiana for the Highway 90 Service Road

Motion by Councilman Delahoussaye

Second by Councilman Bonin

Discussion: Mayor Bourque stated the State is asking for this agreement to be signed. This earmarks money in the state budget for this project. The state is still undecided if they will build a service road. This agreement will keep the funding in place should the project happen down the road.

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 #772-23

A resolution authorizing execution of a Betterment Agreement with Offshore Energy Services for Infrastructure Improvements on a cost sharing basis for the St Etienne Cross Drain Project

Motion by Councilman Regan

Second by Councilwoman Girouard

Discussion: Mayor Bourque stated the current 149 Improvements passes in front of the Offshore Energy building. They knew since the discussion of the project a couple of years ago that something would have to be done with the entrance to their facilities from Highway 90. They have access from St. Etienne Road, but a cross-drain is needed for the larger trucks. In 2015 the council passed a resolution agreeing to fund 50% of

the cross-drain project. Councilman Regan stated he has met with their team to discuss the city's assistance in this matter. They cannot get an 18-wheeler in and out of the front entrance with the improvements being made on Highway 90. They have invested over 3 million in this facility, and they employ 515 people. Councilman Regan stated we will split the amount of the funding assistance 50% for this budget year and 50% for the next budget year.

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 INTRODUCED

5.1 Ordinance #23-785

An ordinance amending the 2023/2024 Budget of Operating Revenues and Expenditures for the St. Etienne Cross Drain Project

Motion by Councilman Delahoussaye

Second by Councilman Regan

Discussion: No public comments.

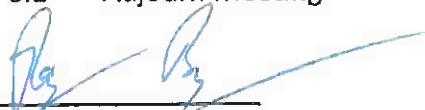
Final Resolution: Motion Approved

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

Mayor Bourque reminded everyone the Christmas Parade is schedule for Saturday, December 2, 2023. The Papa Noël market will open at 2:00 pm and Santa will be taking pictures at 4:30 and we will continue with the lighting of the Christmas tree at 6:30 pm.

6. ADJOURNMENT

6.1 Adjourn Meeting



MAYOR RAY BOURQUE



TINA EMERT, CITY CLERK

ORDINANCE NO: 23-786

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BROUSSARD,
LOUISIANA, TO AMEND THE 2023-2024 OPERATING BUDGET OF REVENUES
AND EXPENDITURES TO INCREASE AUTHORIZED
EXPENDITURES FOR THE UTILITY KIOSK CONTRACT**

The City Council for the City of Broussard, Louisiana, meeting in regular session on the 12th day of December, 2023, with a quorum being present, adopted the following Ordinance.

WHEREAS, the welfare of the citizens of the City of Broussard, Louisiana would best be served by a technological upgrade to facilitate to allow payment of utility bills through a kiosk and tracking of data related thereto; and

WHEREAS, the Broussard City Council has determined the JACK Kiosk system and related services offered by AdComp Systems will best serve the needs of the City in this regard; and

WHEREAS, the Broussard City Council desires to amend the 2023/2024 Operating Budget of Revenues and Expenditures to authorize expenditures for the cost of the above described project.

THEREFORE, BE IT ORDAINED by the City Council of the City of Broussard, Louisiana, that the 2023/2024 Operating Budget of Revenues and Expenditures be amended to authorize expenditures of up to Fifty-Five Thousand Dollars (\$55,000.00) for purchase of equipment and technology from AdComp Systems and execution of a contract for services related thereto; and

BE IT FURTHER ORDAINED that the Mayor is hereby authorized to proceed with the purchase of the contract for the purchase of the kiosk and related support services and to execute a contract related thereto containing terms and conditions that he deems acceptable.

And this matter was submitted to a vote, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Ordinance was adopted by the City Council for the City of Broussard on this, the _____ of January 2024.

TINA EMERT, City Clerk

RAY BOURQUE, Mayor

ORDINANCE NO: 23-787

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BROUSSARD, LOUISIANA, TO AMEND THE 2023/2024 OPERATING BUDGET OF REVENUES AND EXPENDITURES TO INCREASE AUTHORIZED EXPENDITURES FOR RENOVATION TO PROPERTY AT 102, 106 AND 110 BERCEGEAY ROAD

WHEREAS, the City of Broussard has acquired the property and improvements located at 102, 106, and 110 Bercegeay Road in Broussard, Louisiana (the “Properties”); and

WHEREAS, the Broussard City Council finds that the said Properties need certain improvements to conform to the intended use by the City; and

WHEREAS, the estimated cost for renovations to the public works facilities, fire administration facilities, fire training facilities, and parking facilities, and the purchase of supplies for the above (hereafter the “Projects”) is Eight Hundred Thousand Dollars (\$800,000.00); and

WHEREAS, the Broussard City Council desires to amend the 2022/2023 Operating Budget of Revenues and Expenditures to increase the capital outlay budget in order to fund proposed Projects.

THEREFORE, BE IT ORDAINED by the City Council of the City of Broussard, Louisiana, that the 2022/2023 Operating Budget of Revenues and Expenditures be amended to increase authorized capital outlay expenditures by Eight Hundred Thousand Dollars (\$800,000.00) to fund the Projects for renovations and improvements to the Properties and the purchase of supplies to meet the needs of the City.

BE IT FURTHER ORDAINED that the Mayor is authorized and directed to negotiate and execute contracts for the contract for the Projects at a cost up to the sums authorized herein, said contracts to be with such entities and to contain such terms and conditions as the Mayor deems appropriate.

. And this matter was submitted to a vote, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Ordinance was adopted by the City Council for the City of Broussard on this, the
____ of January, 2024.

TINA EMERT, City Clerk

RAY BOURQUE, Mayor

ORDINANCE NO: 23-785

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BROUSSARD,
LOUISIANA, TO AMEND THE 2023-2024 OPERATING BUDGET OF REVENUES
AND EXPENDITURES TO INCREASE AUTHORIZED
EXPENDITURES FOR THE ST. ETIENNE CROSS DRAIN PROJECT**

The City Council for the City of Broussard, Louisiana, meeting in regular session on the 28th day of November, 2023, with a quorum being present, adopted the following Ordinance.

WHEREAS, the welfare of the citizens of the City of Broussard, Louisiana would best be served by improvement of drainage within the City; and

WHEREAS, the Broussard City Council has authorized an agreement with Offshore Energy Services for a drainage improvement project known as the St. Etienne Cross Drain Project, pursuant to which the City will pay up to One Hundred Seventy-Seven Thousand Four Hundred Eighty-One Dollars and Seventy-Three Cents (\$177,481.73) over two budget years for one-half of the cost of said project; and

WHEREAS, the Broussard City Council desires to amend the 2023/2024 Operating Budget of Revenues and Expenditures to authorize expenditures for one-half of its cost sharing obligations for said project.

THEREFORE, BE IT ORDAINED by the City Council of the City of Broussard, Louisiana, that the 2023/2024 Operating Budget of Revenues and Expenditures be amended to authorize expenditures of Eighty-Eight Thousand Seven Hundred Forty Dollars (\$88,740.00) for the St. Etienne Cross Drain Project in the City of Broussard; and

And this matter was submitted to a vote, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Ordinance was adopted by the City Council for the City of Broussard on this, the _____ of November, 2023.

TINA EMERT, City Clerk

RAY BOURQUE, Mayor