

**MINUTES OF THE
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF BROUSSARD, LA
ON Tuesday, December 12, 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)

Staff: Tina Emert (City Clerk/Director of Administrative Services), Karen Fontenot (Chief Financial Officer), Callie Laviolette (Chief Administrative Officer), Millicent Norbert (Director of Tourism), Mel Bertrand (City Manager/Director of Public Works), Ben Theriot (Code Enforcement Officer), Gerald deLaunay (Attorney at Law), Chief Vance Olivier (Police Chief), Tony Ashy (Assistant Police Chief), Walter Comeaux (City Engineer), Daniel Hutchinson (City Engineer), Bryan Champagne (Fire Chief)

ABSENT: Councilman Jeff Delahoussaye (At Large), Susie Richard (Executive Assistant to the Mayor), Jamison Abshire (Director of Parks and Recreation)

1. OPENING

- 1.1 Pledge of Allegiance
- 1.2 Invocation done by Pastor Xavier Torres with Redemption Grace Methodist Church

2. MINUTES

2.1 Acceptance of Minutes of the November 28, 2023, Regular Meeting

Motion by Councilwoman Girouard

Second by Councilman Forbes

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

ABSENT: At Large - Jeff Delahoussaye

3. FINANCIAL REPORT

3.1 Approval of the October 2023 Financial Report

Motion by Councilman Forbes

Second by Councilwoman Girouard

Discussion: Karen stated every department is under budget. The budgeted numbers have caught up to the elevated amount of Sales Tax Revenues that we were getting that were above the 2% budgeted amount. We just need to be thoughtful and careful in the future when doing the budget amendments.

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

ABSENT: At Large - Jeff Delahoussaye

4. ORDINANCES FOR INTRODUCTION

4.1 Ordinance #23-786

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

Motion by Councilman Forbes

Second by Councilwoman Girouard

Discussion: Mayor Bourque described to the council what the Utility Kiosk will look like. It will integrate with the current software. Residents will be able to pay their bills from it and get their bills emailed to them after using it along with text reminders about paying their bill. Kelli was present to answer any questions the council might have. The kiosk will accept checks, money orders and cash. The budget amount will only need to be \$45,000. Councilman Bonin questioned about the warranty on it? Mayor Bourque stated the cost will cover a yearly maintenance fee which will also include a service warranty. Kelli explained if the residents have any problem with it while using it, the company will dial in while the customer is at the kiosk and help them. Councilman Bonin questioned who will repair it if it is vandalized? Mayor Bourque stated we have insurance. Councilman Forbes questioned what are the 2 others add on features? Mayor Bourque stated that is if we want to include paying tickets or something else. Councilman Regan questioned how will we introduce it to the customers? Kelli stated we can do a mailout for it.

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
ABSENT: At Large - Jeff Delahoussaye

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

Motion by Councilman Allen

Second by Councilman Regan

Discussion: Mayor Bourque stated he would like to amend the budget amount needed to \$690,000 instead of \$800,000. He stated we can start work on some buildings. 102 Bercegeay is the Public Works building which work can begin on. 106 is the Fire Training Building, which we can button up on and do all exterior work and then do the interior in 2024/2025. 110 is the Fire Administration Offices that needs interior work on. We also want to address a full fire station at this location in the future and then we can decommission a station in town. Councilman Bonin questioned about the police building? Mayor Bourque stated they are not included in this amendment. Their renovations will be above the \$250,000 threshold and will have to go to full bid. Chief Olivier stated the architect is having to address a few other things and they will probably move forward on this in either January or February.

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
ABSENT: At Large - Jeff Delahoussaye

5. ORDINANCES ADOPTED

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 Allen

Second by Councilwoman Girouard

Discussion: No public comments.

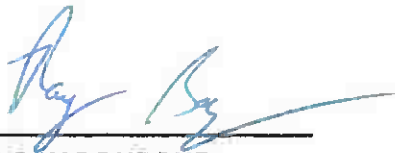
Final Resolution: Motion Approved

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
ABSENT: At Large - Jeff Delahoussaye

Mayor Bourque stated this is the last meeting of the year. The next meeting will be in January 2024. He wished everyone a safe and Merry Christmas.

6. ADJOURNMENT

6.1 Adjourn Meeting



MAYOR RAY BOURQUE



TINA EMERT, CITY CLERK