

**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 9, 2024 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  
(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 December 12, 2023 Meeting

**3. OTHER BUSINESS**

Burton & Brad Kolder  
(6:10 pm – 6:40 pm)

- 4.1 Approval of the 2022/2023 Audit Report

Ben Theriot  
(6:40 pm – 6:50 pm)

- 4.2 Condemnation of 400 East Third Street...REPORT ONLY  
Jason and Angela Richard

Ben Theriot  
(6:50 pm – 7:00 pm)

- 4.3 Condemnation of 411 Avenue D....REPORT ONLY  
Gery Marcombe

Mayor Bourque  
(7:00 pm – 7:10 pm)

- 4.4 Cancellation of the Feb 13<sup>th</sup> and Feb 27<sup>th</sup> Meeting  
Reschedule both meetings for February 20<sup>th</sup>

#### 4. RESOLUTIONS

Mayor Ray Bourque  
(7:10 pm – 7:20 pm)

- 4.1 Resolution #773-24  
A resolution approving the change of authorized signatures at the city primary banking institutions

#### 5. ORDINANCES FOR INTRODUCTION

Mayor Bourque/  
Daniel Hutchinson  
(7:20 pm—7:30 pm)

- 5.1 Ordinance #24-788  
An ordinance amending the Zoning Ordinance by adding the following maps:
- a) MAP E-5...Portions of Garber Rd;
  - b) MAP E-13...Areas known as Cypress Meadows Ph. III-C-1 & Cypress Meadows Phase III-C-2;
  - c) MAP F-13....Areas known as Cypress Meadows Ph. III-C-1;
  - d) MAP D-9.....Areas known as The Sanctuary;
  - e) MAP E-8.....Areas known as The Sanctuary;
  - f) MAP E-9.....Areas known as The Sanctuary;

**6. ORDINANCES FOR ADOPTION**

Mayor Bourque/  
Gerald deLaunay or Oscar Reed  
(7:30pm – 7:40 pm)

**6.1 Ordinance #23-786**

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

Mayor Bourque  
Gerald deLaunay or Oscar Reed  
(7:40 pm – 7:50 pm)

**6.2 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

**7. ADJOURNMENT**

Mayor Bourque  
(7:50 pm)

**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.

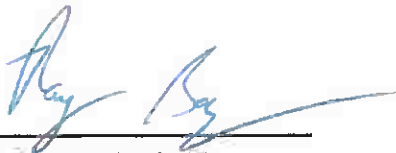
Final Resolution: Motion Approved

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**

**RESOLUTION NO.: 773-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROUSSARD,  
LOUISIANA, DESIGNATING THE CITY'S PRIMARY BANKING INSTITUTION**

The City Council of the City of Broussard, Louisiana, meeting in regular session, adopted the following Resolution, to wit:

BE IT RESOLVED that the that the Bank of Sunset be and is hereby designated as the primary banking institutions of the City.

BE IT FURTHER RESOLVED that the Mayor is authorized and directed to take such steps as are necessary to establish one or more accounts for the City of Broussard with the Bank of Sunset as he deems appropriate.

BE IT FURTHER RESOLVED that authorized signatories on said accounts shall be:

Mayor	Ray Bourque
City Clerk	Tina Emert
Finance Manager	Cristen Thibodeaux
Mayor Pro Tem	Jeff Delahoussaye
City Manager	Mel Bertrand

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

YEAS:

NAYS:

ABSENT:

And this Resolution was declared adopted on the 9th day of January, 2024 at Broussard, Louisiana.

\_\_\_\_\_  
TINA EMERT, City Clerk

\_\_\_\_\_  
RAY BOURQUE, Mayor

**CERTIFICATE**

I, Tina Emert, Clerk of the City of Broussard, do hereby certify that the above is a true and exact copy of the Resolution adopted by the City Council of the City of Broussard, on January 9, 2024, at which time a quorum was present and voted.

\_\_\_\_\_  
TINA EMERT, CITY CLERK



**ORDINANCE NO.: 24-788**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BROUSSARD,  
LOUISIANA, AMENDING THE ZONING ORDINANCE OF THE CITY OF  
BROUSSARD, LOUISIANA**

The City Council of the City of Broussard, Louisiana, meeting in regular session with a quorum being present on the 9<sup>th</sup> day of January, 2024, and, after having considered that it would be in the best interest and welfare of the citizens of Broussard, Louisiana, does hereby amend its existing Zoning Ordinance.

**BE IT ORDAINED** that the Zoning Ordinance of the City of Broussard, Louisiana, be amended by adding to “Appendix C – Zoning Maps” the following maps:

**MAP E-5**

of property to be zoned NC - Neighborhood Commercial.  
Portions of Garber Rd;

**MAP E-13**

of property to be rezoned from NC – Neighborhood Commercial to R1 – Single Family Residential & RA – Residential Accessory.  
Areas known as Cypress Meadows Ph. III-C-1 & Cypress Meadows Ph. III-C-2;

**MAP F-13**

of property to be rezoned from NC – Neighborhood Commercial to R1 – Single Family Residential.  
Areas known as Cypress Meadows Ph. III-C-1;

**MAP D-9**

of property to be rezoned from CC – Community Commercial to R1 – Single Family Residential.  
Areas known as The Sanctuary;

**MAP E-8**

of property to be rezoned from CC – Community Commercial to R1 – Single Family Residential & RA – Residential Accessory.  
Areas known as The Sanctuary;

**MAP E-9**

of property to be rezoned from CC – Community Commercial to R1 – Single Family Residential & RA – Residential Accessory.  
Areas known as The Sanctuary;

**BE IT FURTHER ORDAINED** that all Ordinances or Resolutions, or parts thereof, in conflict are herewith and hereby repealed.

And this ordinance being submitted to a vote, 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 9<sup>th</sup> day of January, 2024.

TINA EMERT, City Clerk

RAY BOURQUE, Mayor

**MAP E-5**

of property to be zoned NC - Neighborhood Commercial.  
Portions of Garber Rd;

**MAP E-13**

of property to be rezoned from NC – Neighborhood Commercial to R1 – Single Family Residential  
& RA – Residential Accessory.  
Areas known as Cypress Meadows Ph. III-C-1 & Cypress Meadows Ph. III-C-2;

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Areas known as Cypress Meadows Ph. III-C-1;

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of property to be rezoned from CC – Community Commercial to R1 – Single Family Residential.  
Areas known as The Sanctuary;

**MAP E-8**

of property to be rezoned from CC – Community Commercial to R1 – Single Family Residential  
& RA – Residential Accessory.  
Areas known as The Sanctuary;

**MAP E-9**

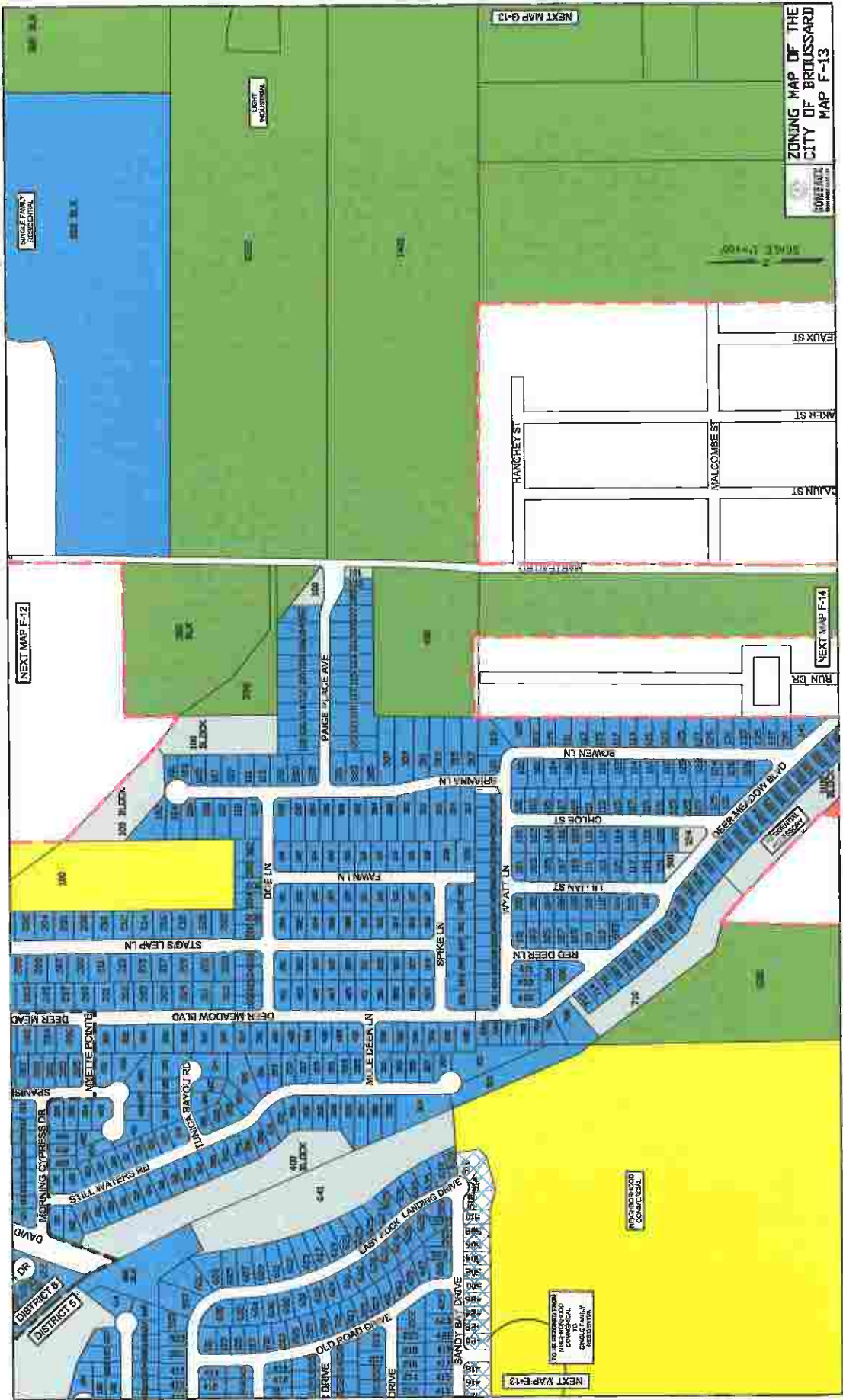
of property to be rezoned from CC – Community Commercial to R1 – Single Family Residential  
& RA – Residential Accessory.  
Areas known as The Sanctuary;





NEXT MAP E-12

NEXT MAP E-14



ZONING MAP OF THE  
CITY OF BROUSSARD  
MAP F-13

SINGLE-FAMILY  
RESIDENTIAL

LIGHT  
INDUSTRIAL

NEXT MAP G-13

NEXT MAP F-12

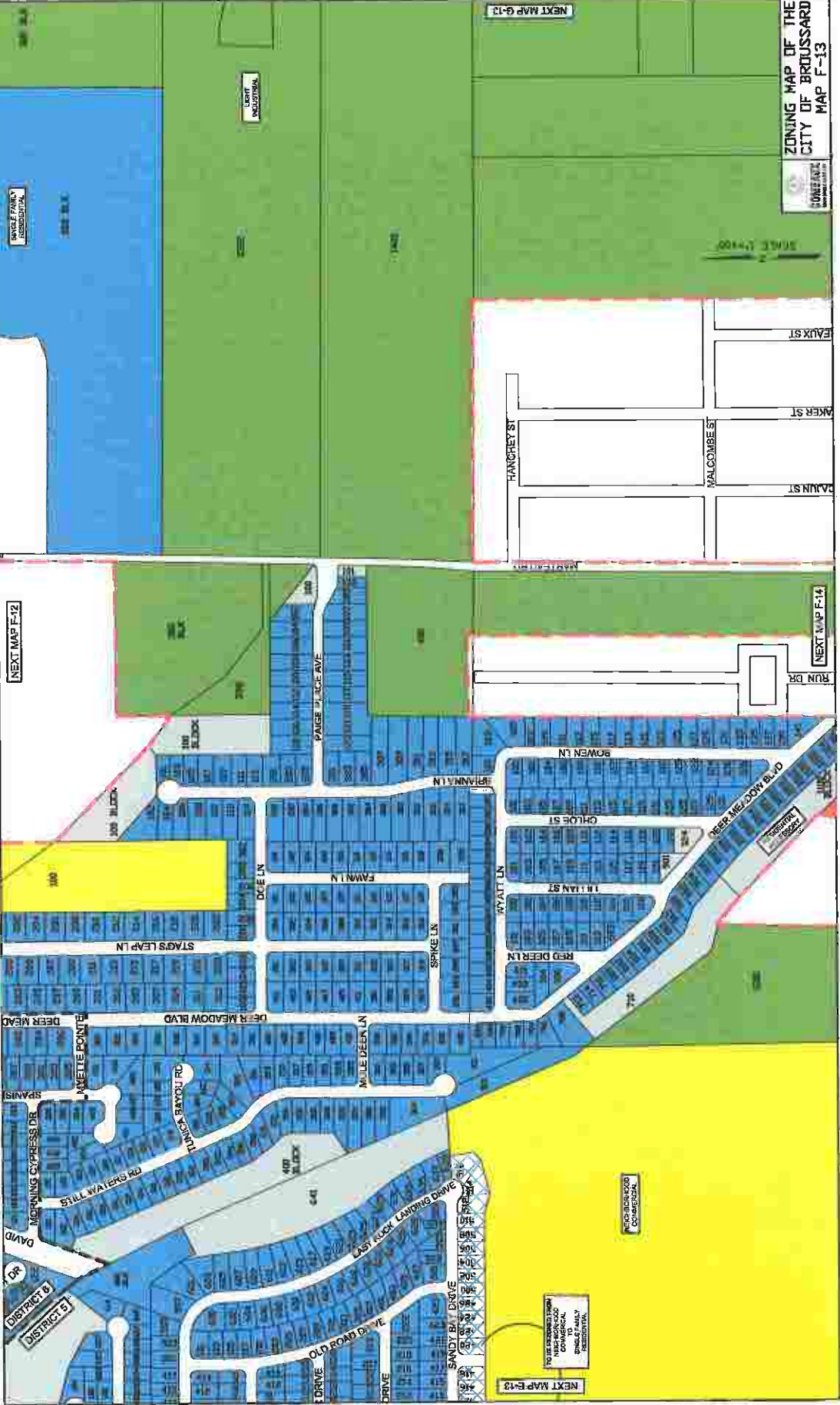
NEXT MAP F-14

NEXT MAP F-13

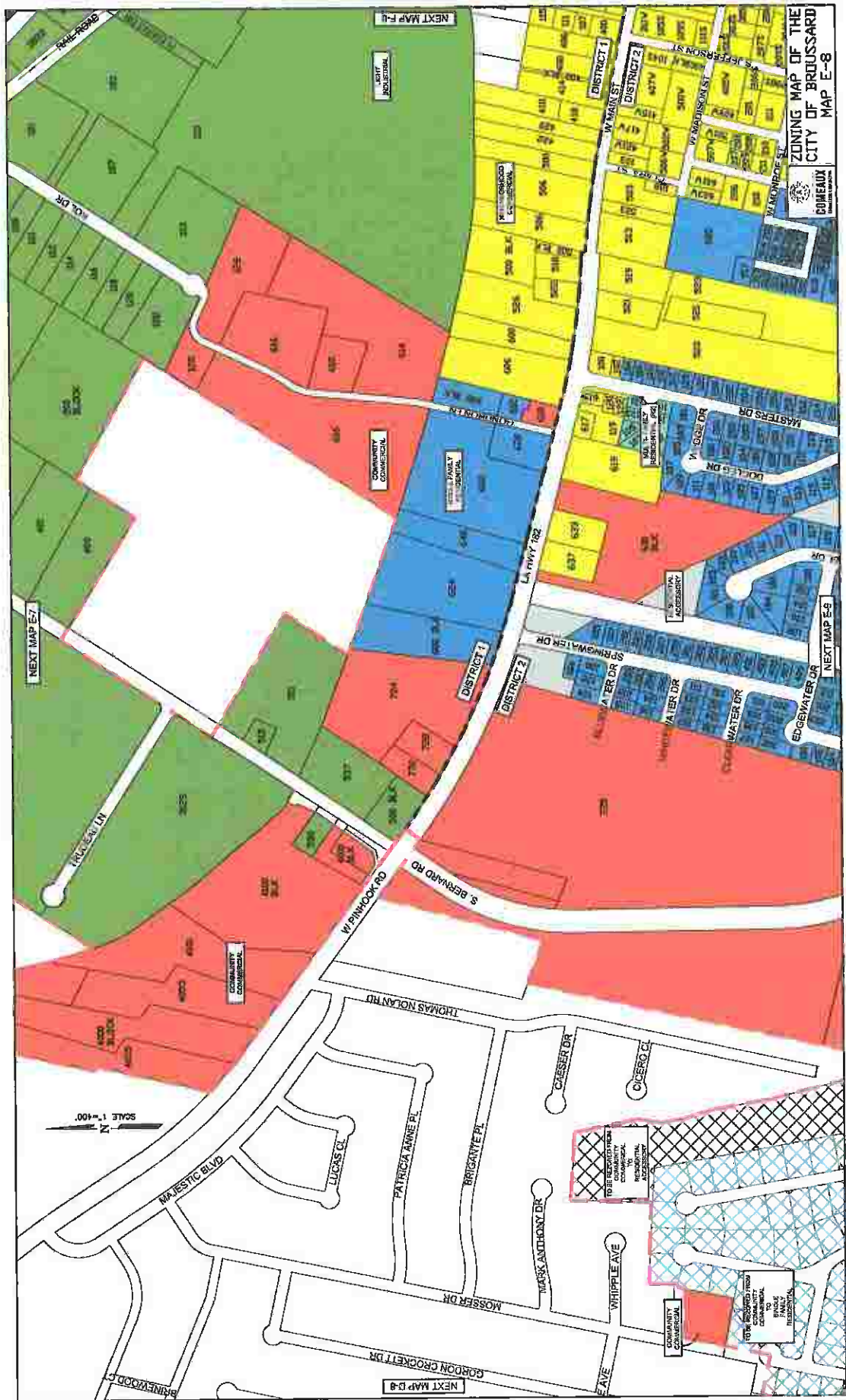
TO BE REVISIONS FROM  
THE 2000 CENSUS TRACT  
2801001  
SINGLE-FAMILY  
RESIDENTIAL

PROPOSED  
CONVERSION

DISTRICT B  
DISTRICT S







ZONING MAP OF THE  
CITY OF BROUSSARD  
MAP E-8

COMEAUX  
ENGINEERS & ARCHITECTS, L.L.C.

SCALE 1" = 100'

NEXT MAP F-1

NEXT MAP E-7

NEXT MAP D-8

NEXT MAP E-9





**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 12<sup>th</sup> 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 (\$45,000.00) for purchase of equipment and technology from Ad Comp 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 Seven Hundred Forty One Thousand One Hundred Sixty-Eight Dollars (\$741,168.00); 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 Six Hundred Ninety Thousand Dollars (\$690,000.00) 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