

**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, May 14, 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 by Pastor Moak of First Baptist Church
  
- 2. MINUTES**

Mayor Bourque  
(6:05 pm—6:10 pm)

  - 2.1 Acceptance of Minutes of the April 23, 2024 Meeting
  
- 3. OTHER BUSINESS**

Mayor Bourque  
(6:10 pm – 6:20 pm)

  - 3.1 Recognition of Kamden Kash Green  
Winner of Broussard Proud Coloring Contest  

Mayor Bourque  
(6:20 pm -6:30 pm)
  - 3.2 Approve the March 2024 Financials

#### **4. RESOLUTIONS**

Daniel Hutchinson  
(6:30 pm—6:40 pm)

##### **4.1 Resolution #787-24**

A resolution approving and awarding the bid for the West Fairfield Drive and North Larriviere Road Signalization to Preferred Electric, Inc. with a bid amount of \$276,615.00

Mayor Bourque  
(6:40 pm—6:50 pm)

##### **4.2 Resolution #788-24**

A Resolution approving the substantial completion of the FY 2023-2024 Street Overlay Project

#### **5. ORDINANCES FOR INTRODUCTION**

Mayor Bourque  
(6:50 pm—7:00 pm)

##### **5.1 Ordinance #24-797**

An ordinance amending the 2023/2024 Operating Budget of Revenues and Expenditures to increase authorized expenditures for Police Capital Outlay -Police Building Renovations

#### **6. ORDINANCES FOR ADOPTION**

Mayor Bourque  
(7:00 pm – 7:10 pm)

##### **6.1 Ordinance #24-796**

An ordinance amending the 2023/2024 Operating Budget of Revenues and Expenditures to increase authorized expenditures for a contract with Retail strategies

#### **7. ADJOURNMENT**

Mayor Bourque  
(7:10 pm)

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND CITY COUNCIL  
OF THE CITY OF BROUSSARD, LA

On Tuesday, April 23, 2024

At 6:00p.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), Councilman David Forbes, (District 5), Councilman Kody Allen, (District 6). Councilman Jeff Delahoussaye (At Large)

**Staff:** Callie Laviolette (Chief Administrative Officer), Susie Richard (Executive Assistant to the Mayor), Mel Bertrand (City Manager/Director of Public Works), Mark Rigsby (Communications Coordinator), Millicent Norbert (Director of Tourism), Oscar Reed (Attorney at Law), Jamison Abshire (Director of Parks and Recreation), Chief Vance Olivier (Police Chief), Tony Ashy (Assistant Police Chief), Bryan Champagne (Fire Chief), Sarah Hebert, (Permitting/Licensing Administrator), Gwen Broussard, (Permitting and Licensing Clerk).

**Absent:** Tina Emert (City Clerk/Director of Administrative Services). Cristen Thibodeaux (Finance Manager), Councilwoman Heather Girouard (District 4)

**1. OPENING**

- 1.1 Pledge of Allegiance
- 1.2 Invocation done by Pastor Adam Whitney w/First Baptist Church of Broussard

**2. Minutes**

- 2.1 Acceptance of Minutes of the April 9, 2024, Regular Meeting.  
Motion by Councilman Jesse Regan  
Second by Councilman Jeff Delahoussaye  
Discussion: No public comments  
Final Resolution: Motion Approved

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

ABSENT:        District 4-        Heather Girouard

**3. OTHER BUSINESS**

- 3.1 Charles Sharma w/ Krew de Acadian  
Donation to the Broussard Fire Department from proceeds of the Hamburger Cook-Off.  
Charles Sharma presented Fire Chief Bryan Champagne with a check of \$650.00 from the proceeds from the Hamburger cook-off. Charles stated that they were able to donate to Milton, Youngsville, and Broussard Fire Departments. They teamed up with Krewe La Vie Doux. The City Council Members thanked Charles for this donation.

3.2 Lacey Baccus  
Retail Strategies Presentation

Lacey presented her company to the City Council on the strategies used to represent/sell the city to developers to bring new businesses to Broussard.

**Ryan Lagrange on** Behalf of Mandi Mitchell with LEDA Supporting Retail Strategies

**Toby Armentor** representing Broussard Economic Development- BEDC

Supporting Retail Strategies – Lets take the initiative and move forward.

John H Broussard and Jennifer Whitmore and Michael Pritchard Supporting Retail Strategies but did not wish to address the Council.

Mayor Ray Bourque – Thank you for your presentation.

Councilman Jesse Regan – Will this be an annual subscription? Will you communicate with the city?

Lacey Baccus - Yes, with the point of contact person, via phone and email.

#### 4. ORDINANCES FOR INTRODUCTION

4.1 Ordinance #24-797

An Ordinance amending the 2023/024 Operating Budget of Revenues and Expenditures for \$45,000.00 to engage into a contract with Retail Strategies for one year.

Motion by Councilman David Bonin

Second by Councilman David Forbes

Discussion:

Final Resolution: Motion Approved

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

#### 5. ORDINANCE FOR ADOPTION

5.1 Ordinance #24-795

An ordinance amending the 2023/2024 Operating Budget of Revenues and Expenditures for \$20,000.00 to model current and future water wells by Water Well Consultant, GHD

Motion by Councilman Jesse Regan

Second by Councilman Kody Allen

Discussion:

Final Resolution: Motion Approved

YEAS:	District 1-	Angel Racca
	District 2-	David Bonin
	District 3-	Jesse Regan
	District 5 -	David Forbes
	District 6-	Kody Allen

ABSENT            At Large-        Jeff Delahoussaye  
                      District 4-        Heather Girouard

5.2      Ordinance # 24-796

An ordinance amending the 2023/2024 Operating Budget of Revenues and Expenditures for \$62,500 for the Fire Department funding (\$50,000 for equipment for the new tanker and \$12,500 for the new radios/paid for out of St. Martin Funds for the new radios only)

Motion by Councilman David Bonin

Second by Councilman David Forbes

Discussion

Final Resolution: Motion Approved

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

**6. ADJOURNMENT**

6.1      Adjourn Meeting



**MAYOR RAY BOURQUE**



**SARAH HEBERT, PERMIT/LICENSE CLERK**

**RESOLUTION NO.: 787-24**

**A RESOLUTION OF THE CITY COUNCIL ACCEPTING THE LOWEST  
RESPONSIVE BID OF TWO HUNDRED SEVENTY-SIX THOUSAND SIX HUNDRED  
FIFTEEN DOLLARS (\$276,615.00) FROM PREFERRED ELECTRIC, INC.  
FOR THE SIGNALIZATION CONTRACT**

WHEREAS, the City of Broussard, Louisiana requested bids for the signalization of the intersection of West Fairfield Drive and North Lariviere Road; and

WHEREAS, the Engineer for the City of Broussard, Louisiana, has recommended that the lowest responsive bid be awarded;

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Broussard, Louisiana that the bid of Preferred Electric, Inc. with for Two Hundred Seventy-Six Thousand Six Hundred Fifteen Dollars (\$276,615.00) is hereby accepted, and the Mayor of the City of Broussard, or his designee may go forward with said project, signing any and all contracts, agreements, and other documents he deems necessary for the completion of said project.

And this Resolution was submitted to a vote on the 14<sup>th</sup> day of May, 2024, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Resolution was declared adopted this, the 14<sup>th</sup> day of May, 2024.

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RAY BOURQUE, Mayor

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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 14<sup>th</sup> day of May, 2024.

THUS DONE AND SIGNED in Broussard, Louisiana, on this the \_\_\_\_ day of \_\_\_\_\_, 2024.

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TINA EMERT  
City Clerk, City of Broussard



**COMEAX**  
ENGINEERING & CONSULTING

P.O. Box 452  
601 East Second Street  
Broussard, Louisiana 70518

Phone: (337) 837-2210  
Fax: (337) 837-2217

Email: [cec@comeauxengineering.com](mailto:cec@comeauxengineering.com)  
Walter S. Comeaux, III, P.E., P.L.S.  
Daniel R. Hutchinson, P.E.  
Mallory Comeaux Hutchinson, P.E.  
Walter S. Comeaux IV, P.E., L.S.I.  
Trevor Evans, P.L.S.  
Grayson Simon, E.I.

April 18, 2024

Hon. Ray Bourque, Mayor  
City of Broussard  
310 East Main Street  
Broussard, Louisiana 70518

Re: City of Broussard  
West Fairfield Dr. & N. Larriviere Rd Signalization  
2022079

Dear Mayor Bourque:

On April 17, 2024, bids were opened for the above referenced project with one company responding to the Advertisement for Bids

Our office has examined the proposal (refer to the attached Bid Tabulation) and determined that the lowest responsible bidder is Preferred Electric, Inc. with a bid of \$276,615.00.

It is our recommendation that the project be awarded to Preferred Electric, Inc in accordance with State Bid Law.

Should you have any questions regarding this matter please do not hesitate to contact our office.

Sincerely,

Daniel Hutchinson, PE  
Comeaux Engineering & Consulting, APC



**BID TABULATION  
CITY OF BROUSSARD  
WEST FAIRFIELD DR. & N. LARRIVIERE RD SIGNALIZATION  
PROJECT NUMBER 2022079**

Preferred Electric, Inc.  
P O Box 9060  
New Iberia, LA 70652  
License # 25666

REF. NUMBER	DESCRIPTION	QUANTITY	BID UNIT	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
729-01-00100	Sign (Type A)	30 SF	/ SF	\$46.00	\$1,380.00		
732-01-02080	Plastic Pavement Striping (24" Width)(Thermoplastic 125 MIL)	89 LF	/ LF	\$40.00	\$3,560.00		
736-01-00100	Trenching and Backfilling	98 LF	/ LF	\$7.00	\$686.00		
736-03-00100	Jack of Boring for Conduit	303 LF	/ LF	\$19.00	\$5,757.00		
736-04-00001	Signal Pole (Pedestal Pole)	1 EA	/ EA	\$2,300.00	\$2,300.00		
736-04-10350	Signal Pole (Single Mast Arm, 35ft)	2 EA	/ EA	\$24,215.00	\$48,430.00		
736-04-10450	Signal Pole (Single Mast Arm, 45ft)	2 EA	/ EA	\$25,160.00	\$50,320.00		
736-05-30000	Signal Heads (3 Section, 12 inch LED Lens, R, Y, G)	6 EA	/ EA	\$1,181.00	\$7,086.00		
736-05-35001	Signal Heads (3 Section, 12 inch LED Lens, RT.R, RT.Y,RT.G)	1 EA	/ EA	\$1,181.00	\$1,181.00		
736-05-41000	Signal Heads (4 Section, 12 inch LED Lens, R, Y, LT,G, G)	2 EA	/ EA	\$1,450.00	\$2,900.00		
736-05-41200	Signal Heads (4 Section, 12 inch LED Lens, LT.R, LT.Y, LT.FLT.Y, LT,G)	2 EA	/ EA	\$1,450.00	\$2,900.00		
736-06-00100	Signal Service	1 EA	/ EA	\$2,975.00	\$2,975.00		
736-06-00500	Signal Service Pedestal Disconnect	1 EA	/ EA	\$1,765.00	\$1,765.00		
736-08-00102	Signal Controller (980 ATC, Type 2) (Furnish & Install)	1 EA	/ EA	\$8,679.00	\$8,679.00		
736-10-00200	Underground Junction Box (Type E)	1 EA	/ EA	\$998.00	\$998.00		
736-10-00300	Underground Junction Box (Type F)	5 EA	/ EA	\$1,135.00	\$5,675.00		
736-10-00400	Underground Junction Box (Type G)	1 EA	/ EA	\$1,920.00	\$1,920.00		
736-11-00200	Conduit (2" HDPE, Schedule 80)	281 LF	/ LF	\$6.00	\$1,686.00		
736-11-00300	Conduit (3" HDPE, Schedule 80)	120 LF	/ LF	\$9.00	\$1,080.00		
736-12-03006	Conductor (3c. 6 gauge/#6 awg)	94 LF	/ LF	\$9.00	\$846.00		
736-12-06014	Conductor (6c. #14 awg)	732 LF	/ LF	\$5.00	\$3,660.00		
736-12-10014	Conductor (10c. #14 awg)	1194 LF	/ LF	\$5.00	\$5,970.00		
736-15-02400	Signal Support (Foundation, 24 inch Minimum Diameter)	1 EA	/ EA	\$4,046.00	\$4,046.00		
736-15-03600	Signal Support (Foundation, 36 inch Minimum Diameter)	4 EA	/ EA	\$5,550.00	\$22,200.00		
NS-736-00001	GPS	1 EA	/ EA	\$615.00	\$615.00		
NS-ITS-03340	Vehicle Detection Right Angle Furnish and Install	4 EA	/ EA	\$14,600.00	\$58,400.00		
NS-736-00130	TS-2 Traffic Signal Cabinet (Ground Mounted)	1 EA	/ EA	\$29,600.00	\$29,600.00		
<b>BID FORM TOTALS</b>					<b>\$276,615.00</b>		

**RESOLUTION NO.: 788-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROUSSARD,  
LOUISIANA DECLARING THE CONTRACT FOR  
THE FY 2023-2024 STREET OVERLAY PROJECT  
TO BE SUBSTANTIALLY COMPLETE**

**WHEREAS**, the City of Broussard, Louisiana awarded a contract to Glenn Lege Construction, LLC for the FY 2023-2024 Street Overlay Project; and

**WHEREAS**, the Engineer for the City of Broussard, Louisiana, has recommended that the contract be declared substantially complete as of April 16, 2024.

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Broussard, Louisiana that the contract with Glenn Lege Construction, LLC for the FY 2023-2024 Street Overlay Project is hereby declared to be substantially complete, and the Certificate of Substantial Completion issued by the City Engineer for this project be and is hereby approved.

And this Resolution was submitted to a vote on the 14<sup>th</sup> day of May, 2024, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Resolution was declared adopted this, the 14<sup>th</sup> day of May 2024.

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RAY BOURQUE, Mayor

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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 14<sup>th</sup> day of May, 2024.

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TINA EMERT  
City Clerk, City of Broussard

# CERTIFICATE OF SUBSTANTIAL COMPLETION

DATE OF ISSUANCE \_\_\_\_\_

OWNER City of Broussard

CONTRACTOR Glenn Lege Construction, LLC

Contract: FY 2023-2024 Street Overlay For City of Broussard

Project: FY 2023-2024 Street Overlay

OWNER's Contract No. N/A

ENGINEER's Project No. 2023053

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

To City of Broussard

OWNER

And To Glenn Lege Construction, LLC

CONTRACTOR

The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

April 16, 2024

DATE OF SUBSTANTIAL COMPLETION

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of CONTRACTOR to complete all the Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by CONTRACTOR within 30 days of the above date of Substantial Completion.

EJCDC No. 1910-8-D (1996 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties and guarantees shall be as follows:

OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

The following documents are attached to and made a part of this Certificate:

Final Inspection

This certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of CONTRACTOR's obligation to complete the Work in accordance with the Contract Documents.

Executed by ENGINEER on \_\_\_\_\_  
Date

Comeaux Engineering & Consulting, APC  
ENGINEER

By: \_\_\_\_\_  
(Authorized Signature)

CONTRACTOR accepts this Certificate of Substantial Completion on \_\_\_\_\_  
Date

Glenn Lege Construction, LLC  
CONTRACTOR

By: \_\_\_\_\_  
(Authorized Signature)

OWNER accepts this Certificate of Substantial Completion on \_\_\_\_\_  
Date

City of Broussard  
OWNER

By: \_\_\_\_\_  
(Authorized Signature)

**ORDINANCE NO: 24-797**

**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 POLICE BUILDING RENOVATIONS**

The City Council for the City of Broussard, Louisiana, meeting in regular session on the 28<sup>th</sup> day of May, 2024 with a quorum being present, adopted the following Ordinance.

**WHEREAS**, the Broussard City Council finds that it is in the best interests of the citizens of Broussard to fund certain building renovations to the Broussard Police building; and

**WHEREAS**, the Broussard City Council desires to amend the 2023/2024 Operating Budget of Revenues and Expenditures to authorize expenditures for said renovations.

**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 increase authorize expenditures by \$217,000.00 for police building renovations; and

**BE IT FURTHER ORDAINED** that the Mayor is hereby authorized to take such further action as is necessary in his opinion to facilitate said renovations.

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 28<sup>th</sup> day of May 2024.

TINA EMERT, City Clerk

RAY BOURQUE, Mayor

**ORDINANCE NO: 24-796**

**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 A CONTRACT WITH RETAIL STRATEGIES**

The City Council for the City of Broussard, Louisiana, meeting in regular session on the 14<sup>th</sup> day of May, 2024 with a quorum being present, adopted the following Ordinance.

**WHEREAS**, it is in the best interest of the citizens of the City of Broussard, Louisiana to attract new business to serve the citizens while increasing tax revenues to allow the City to better serve its citizens; and

**WHEREAS**, the Broussard City Council finds that attracting retailers to the City will be enhanced by contracting with a professional firm which helps position cities such as Broussard as a desirable location for expansion.

**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 increase authorize expenditures by \$45,000.00 to engage Retail Strategies to assist in attracting new businesses to the City of Broussard; and

**BE IT FURTHER ORDAINED** that the Mayor is hereby authorized to take such further action as is necessary in his opinion to confect an agreement with Retail Strategies containing such terms and conditions that he 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 14<sup>th</sup> of May, 2024.

TINA EMERT, City Clerk

RAY BOURQUE, Mayor