

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
Wednesday, June 26, 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 June 10, 2025 Regular Meeting

3. ORDINANCES FOR ADOPTION

Mayor Bourque/Burton Kolder
(6:10 pm – 6:30 pm)

- 3.1 Ordinance #24-798
An ordinance adopting an Amended Operating Budget of Revenues and Expenditures for the fiscal year beginning July 1, 2023 and ending June 30, 2024
- 3.2 Ordinance #24-799
An ordinance adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning July 1, 2024 and ending June 30, 2025

4. OTHER BUSINESS

Councilman Forbes
(6:30 pm – 6:40 pm)

- 4.1 Mr. Donny Richard
Request for dedication of Round-a-Bout in Cypress Meadow Subdivision
“Tyler Myers Memorial Circle”

5. RESOLUTIONS

Daniel Hutchinson/Mel Bertrand
(6:40 pm -6:50 pm)

- 5.1 Resolution #792-24
A resolution approving the substantial completion of the West Fairfield Rd. Project

Mel Bertrand
(6:50 pm – 7:00 pm)

- 5.2 Resolution #793-24
A resolution granting a variance for Lot 28 of La Rue Malaga Subdivision to Trevor and Lisa Ducote for construction of a new home not to exceed 15 feet into the drainage easement

Mayor Bourque/Daniel Hutchinson
(7:00 pm – 7:10 pm)

- 5.3 Resolution #794-24
A resolution approving a permanent drainage servitude agreement with the City of Youngsville for the Fortune Road Extension Project

Daniel Hutchinson/Mel Bertrand
(7:10 pm – 7:20 pm)

5.4 Resolution #795-24

A resolution approving the substantial completion of the Mary Street Waterline

6. **ADJOURNMENT**

Mayor Bourque
(7:20 pm)

**MINUTES OF THE
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF BROUSSARD, LA
On Monday, June 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 Kody Allen (District 6), Councilman Jeff Delahoussaye (At Large)
- Staff:** Tina Emert (City Clerk/Director of Administrative Services), Cristen Thibodeaux (Finance Manager), Callie Laviolette (Chief Administrative Officer), Susie Richard (Executive Assistant to the Mayor), Millicent Norbert (Director of Tourism), Mark Rigsby (Communications Coordinator), Mel Bertrand (City Manager/Director of Public Works), Oscar Reed (City Attorney) Chief Vance Olivier (Police Chief), Tony Ashy (Assistant Police Chief), Walter Comeaux (City Engineer), Jamison Abshire (Director of Parks and Recreation)
- Absent:** Gerald deLaunay (City Attorney), (Fire Chief), Ben Theriot (Code Enforcement Officer), Bryan Champagne (Fire Chief), Councilman David Forbes (District 5),

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 May 28, 2024, Regular Meeting
Motion by Councilman Bonin
Second by Councilman Delahoussaye
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 6 - Kody Allen
 At Large - Jeff Delahoussaye
- ABSENT: District 5 - David Forbes

3. FINANCIAL REPORT

3.1 Approval of the April 2024 Financial Report

Motion by Councilman Delahoussaye

Second by Councilman Allen

Discussion: Mayor Bourque stated the April 2024 Financials were sent to the council. The most recent deposit came in 5% above budget which brings us to 3% above 2023 and 17% above 2022.

Final Resolution: Motion Approved

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

ABSENT: District 5 - David Forbes

Mayor Bourque reminded everyone about the annual 4th of July Celebration at St. Julien Sports Complex.

4. ADJOURNMENT

4.1 Adjourn Meeting



MAYOR RAY BOURQUE



TINA EMERT, CITY CLERK

****The following Ordinance was adopted by the Broussard City Council on Wednesday, June 26, 2024. Attached is FYE 6/30/2023 Amended Budget ****

**City of Broussard, Louisiana
Amended Budget Ordinance -FYE 06/30/2024**

ORDINANCE No. 24-798

The following ordinance was offered by Councilman _____ and second by Councilman _____ to adopt

An ordinance adopting an Amended Operating Budget of Revenues and expenditures for the fiscal year beginning July 1, 2023 and ending June 30, 2024 See attached Budget FYE 06/30/2024. - Estimated Amounts.

BE IT ORDIANCED BY THE BROUSSARD CITY COUNCIL OF City of Broussard, Louisiana in general session convened that:

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning July 1, 2023 and ending June 30, 2024, be and the same hereby adopted to serve as an Operation Budget of Revenues for the City for Broussard, during the same period.

SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning July 1, 2023 and ending June 30, 2024, to be and the same is hereby adopted to serve as a budget of Expenditures for the City of Broussard during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

SECTION 4: Amounts are available for expenditures only to the extent included with the 2023-2024 budget.

SECTION 5: The Mayor of the City of Broussard shall have the authority to make changes within each department's operating budget to the extent that the department's total budget allocation is not modified without approval by the governing authority (City Council). Modifications which change a department's total budget allocation must be approved by the City Council. Additionally, all modifications to budgeted capital outlay must be approved by the City Council.

The ordinance is was adopted on a vote taken by yeas and nays entered on the minutes of the clerk as follows:

YEAS:

NAYS:

ABSENT:

The ordinance is declared PASSED AND ADOPTED AT Broussard, Louisiana on the 26^h day of June 2024.

ATTEST:

Ray Bourque, MAYOR

Tina Emert, CITY CLERK

The following Ordinance was adopted by the Broussard City Council on Wednesday, June 26, 2024. Attached is FYE 6/30/2025 Proposed Budget

**City of Broussard, Louisiana
Budget Ordinance -FYE 06/30/2025**

ORDINANCE No. 24-799

The following ordinance was offered by Councilman _____ and second by Councilman _____.

An ordinance adopting an Operating Budget of Revenues and expenditures for the fiscal year beginning July 1, 2024 and ending June 30, 2025. See attached Budget FYE 06/30/2025.

BE IT ORDIANCED BY THE BROUSSARD CITY COUNCIL OF City of Broussard, Louisiana in general session convened that:

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning July 1, 2024 and ending June 30, 2025, be and the same hereby adopted to serve as an Operation Budget of Revenues for the City for Broussard, during the same period.

SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning July 1, 2024 and ending June 30, 2025, be and the same is hereby adopted to serve as a budget of Expenditures for the City of Broussard during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

SECTION 4: Amounts are available for expenditures only to the extent included with the 2024-2025 budget.

SECTION 5: The Mayor of the City of Broussard shall have the authority to make changes within each department's operating budget to the extent that the department's total budget allocation is not modified without approval by the governing authority (City Council). Modifications which change a department's total budget allocation must be approved by the City Council. Additionally, all modifications to budgeted capital outlay must be approved by the City Council.

The ordinance is was adopted on a vote taken by yeas and nays entered on the minutes of the clerk as follows:

YEAS:

NAYS:

ABSENT:

The ordinance is declared PASSED AND ADOPTED AT Broussard, Louisiana on the 26th of June 2024.

Ray Bourque, MAYOR

ATTESTED BY:

Tina Emert, City Clerk

•
Tyler Myers
Memorial Circle

Please Don't Drink and Drive
•



RESOLUTION NO.: 792-24

**A RESOLUTION OF THE CITY COUNCIL DECLARING WEST FAIRFIELD
EXTENSION ROAD PROJECT TO BE SUBSTANTIALLY COMPLETE**

WHEREAS, the City of Broussard, Louisiana awarded a contract to Glenn Lege Construction, LLC for the W. Fairfield Road Extension Project; and

WHEREAS, the Engineer for the City of Broussard, Louisiana, has recommended that the contract be declared substantially complete as of June 12, 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 extension of W. Fairfield Road 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 26th day of June, 2024, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Resolution was declared adopted this 26th day of June, 2024.

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 26th day of June, 2024.

TINA EMERT
City Clerk, City of Broussard

RESOLUTION NO. 793-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROUSSARD,
LOUISIANA, ABANDONING PORTION OF DRAINAGE SERVITUDE**

WHEREAS, the City of Broussard is the beneficiary of a drainage servitude over certain property located in La Rue Malaga Subdivision; and

WHEREAS, Trevor and Lisa Ducote, owners of lot 28 in La Rue Malaga Subdivision have requested that the City allow construction of improvements in a portion of the easement; and

WHEREAS, the City Engineer has determined that abandonment of a portion of the drainage servitude will not significantly and adversely impact the City's ability to use the drainage easement; and

THEREFORE, BE IT RESOLVED by the City of Broussard, Louisiana, that, conditioned on execution of a hold harmless and indemnity agreement by the owners in favor of the City of Broussard in a form approved by the Broussard City Attorney, the City shall abandon fifteen (15) feet of the of the drainage easement to allow the owners to construct improvements as desired.

BE IT FURTHER RESOLVED that after or contemporaneously with execution of the hold harmless and indemnity agreement, the Mayor of the City of Broussard is authorized and directed to execute to execute an Act of Partial Abandonment of the drainage servitude referred to herein in a form and on terms acceptable to the City Engineer and acceptable to the Mayor.

And this Resolution was submitted to a vote on the 26th day of June, 2024, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTIONS:

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 the _____ day of June, 2024, at which time a quorum was present and voted.

TINA EMERT
CITY CLERK - CITY OF BROUSSARD

Tina Emert

From: Mel Bertrand
Sent: Tuesday, June 11, 2024 3:33 PM
To: Tina Emert
Subject: RE: Rue Malaga Variance

Tina,

I have no issue with the abandonment of the portion of the easement where the footprint of the house is as shown on the site plan provided by Mrs. Lisa. Please let me know if you have any questions.

Mel Bertrand
City Manager/Director of Public Works

City of Broussard - 310 East Main Street - Broussard, LA 70518

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www.broussardla.com



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From: Tina Emert <temert@broussardla.com>
Sent: Tuesday, June 11, 2024 2:34 PM
To: Mel Bertrand <mel@broussardla.com>
Subject: FW: Rue Malaga Variance

RESOLUTION NO. 794-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROUSSARD,
LOUISIANA, AUTHORIZING GRANT OF DRAINAGE SERVITUDE**

WHEREAS, the City of Broussard is the owner of certain property located to the proposed extension of Fortune Road being constructed by the City of Youngsville; and

WHEREAS, the City of Youngsville has requested that the City of Broussard grant it a drainage servitude to facilitate construction of the Fortune Road extension; and

WHEREAS, the City of Broussard has determined that granting the drainage servitude is in the best interest of the public, including the citizens of Broussard and the citizens of Youngsville;

THEREFORE, BE IT RESOLVED by the City of Broussard, Louisiana, that the City of Broussard shall grant the drainage servitude as requested by the City of Youngsville conditioned upon approval of the form of the servitude agreement and boundaries of the servitude by City officials;

BE IT FURTHER RESOLVED that the Mayor of the City of Broussard is authorized to execute an agreement granting the servitude requested by the City of Youngsville in a form and on terms acceptable to the City Engineer and acceptable to the Mayor.

And this Resolution was submitted to a vote on the 26th day of June, 2024, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTIONS:

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 the 26th day of June, 2024, at which time a quorum was present and voted.

TINA EMERT
CITY CLERK - CITY OF BROUSSARD

RESOLUTION NO.: 795-24

**A RESOLUTION OF THE CITY COUNCIL DECLARING MARY STREET
WATERLINE PROJECT TO BE SUBSTANTIALLY COMPLETE**

WHEREAS, the City of Broussard, Louisiana awarded a contract to Sugarland Constructors, LLC for construction of a six (6) inch waterline extension along Mary Street in the City of Broussard; and

WHEREAS, the Engineer for the City of Broussard, Louisiana, has recommended that the contract be declared substantially complete as of June 7, 2024.

THEREFORE, BE IT RESOLVED by the City Council of the City of Broussard, Louisiana that the contract with Sugarland Constructors, LLC for construction of a six (6) inch waterline extension along Mary Street in the City of Broussard 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 26th day of June, 2024, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Resolution was declared adopted this ____ day of June, 2024.

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 26th day of June, 2024.

TINA EMERT
City Clerk, City of Broussard