

**MINUTES OF THE  
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL  
OF THE CITY OF BROUSSARD, LA on Tuesday, October 28, 2025  
AT 6:00 P.M. AT 416 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 Jeff Delahoussaye (At Large)
- Staff:** Tina Emert (City Clerk/Director of Administrative Services), Cristen Thibodeaux (Finance Manager), Kelli Miguez (Deputy City Clerk/Administrator of Utility Operations), April Aguilar (Manager to the Mayor's office), Graham Beduze (Director of Economic Development), Millicent Norbert (Director of Tourism), Mel Bertrand (City Manager/Director of Public Works), Jamison Abshire (Director of Parks and Recreation), Gerald Delaunay (City Attorney), Randy Lasseigne (City Attorney), Walter Comeaux (Engineer), Daniel Hutchinson (Engineer), Chief Vance Olivier (Police Chief), Tony Ashy (Assistant Police Chief), Justin Denais (Deputy Fire Chief), Ben Theriot (Code Enforcement Officer), Fabian Carrington (Facilities Project Manager)
- Absent:** Councilman Kody Allen (District 6), Bryan Champagne (Fire Chief), Mark Rigsby (Communications Coordinator)

**1. OPENING**

- 1.1 Pledge of Allegiance
- 1.2 Invocation done by Deacon Tilley with First Baptist Church

**2. MINUTES**

- 2.1 Acceptance of Minutes of the October 14, 2025 Regular Meeting  
Motion by Councilman Delahoussaye  
Second by Councilwoman Girouard  
Discussion: No public comment.  
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  
                  At Large -     Jeff Delahoussaye  
ABSENT:        District 6 -     Kody Allen

### 3. FINANCIAL REPORT

#### 3.1 Approval of the September 2025 Financial Report

Motion by Councilman Delahoussaye

Second by Councilman Regan

Discussion: Mayor Bourque stated that September was 5% under budget which brings us to 1% under budget for the 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
	At Large -	Jeff Delahoussaye
ABSENT:	District 6 -	Kody Allen

### 4. OTHER BUSINESS

#### 4.1 Facilities Maintenance Presentation

Mayor Bourque emphasized the need to improve the city's maintenance operations by implementing a more efficient and centralized system. Fabian presented a comprehensive maintenance facility plan designed to relieve department heads from having to stop their work to coordinate repairs or routine upkeep. Instead of calling around to find someone to fix issues like malfunctioning air conditioners or perform regular tasks such as pressure washing and groundskeeping, departments would submit requests through a dedicated maintenance email, streamlining communication and response times. Fabian explained that he has created detailed blueprints for each city building, labeling all items requiring maintenance such as key fobs, AC filters, smoke alarms and outlining tasks to ensure nothing is overlooked. This system would also help the purchasing department by organizing purchase orders (POs) by building location address, making it easier to track expenses and maintenance history. Mayor Bourque noted that the funds for this initiative are already in the budget but are currently scattered across departments. Consolidating them into one maintenance fund would

simplify access and oversight. Councilman Delahoussaye asked for clarification on whether this plan required new funding, and Mayor Bourque confirmed it was simply a matter of reallocating existing resources. Melvin added that a similar system is already working well for equipment tracking. He praised the city's skilled staff who can handle many maintenance tasks in-house. Mayor Bourque concluded by commending Fabian for his initiative and organization, stating that this plan lays the groundwork for a more structured and scalable maintenance process as Broussard continues to grow.

## 5. RESOLUTIONS

### 5.1 Resolution #858-25

A resolution to amend the 2025-2026 Operating Budget of Revenues and Expenditures for the construction of the Martial Billeaud Elementary School Sidewalk Project

Motion by Councilman Delahoussaye

Second by Councilman Bonin

Discussion: Mayor Bourque shared that Walter and Daniel from Comeaux Engineering have been actively planning a sidewalk project. He noted that Lafayette Parish School Board Superintendent Touchet attended a council meeting several months ago and committed to covering 50% of the project's cost, up to \$150,000. Touchet later confirmed this commitment via email and a formal letter. However, the City must initially fund the project and establish an intergovernmental agreement (IGA) to ensure reimbursement from LPSS. Daniel explained that the project involves constructing a sidewalk starting at Ambassador Commons subdivision, running along Fairfield Road to the entrance of Martial Billeaud School, and continuing down Marteau Road to Paige Place Subdivision. Walter added that they are still securing right-of-way agreements from property owners and have already met with them onsite to begin the process.

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
	At Large -	Jeff Delahoussaye
ABSENT:	District 6 -	Kody Allen

5.2 Resolution #859-25

A resolution authorizing execution an Intergovernmental Agreement between The City of Broussard and The Lafayette Parish School System for the construction of the Martial Billeaud Elementary School Sidewalk Project

Motion by Councilman Delahoussaye

Second by Councilwoman Girouard

Discussion: No public comment.

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  
                     At Large -    Jeff Delahoussaye  
ABSENT:        District 6 -    Kody Allen

5.3 Resolution #860-25

A resolution authorizing execution of a Cooperative Endeavor Agreement for firefighting services by and between The Parish of Lafayette and The City of Broussard

Motion by Councilman Delahoussaye

Second by Councilman Forbes

Discussion: Deputy Chief Denais informed the council this is for the annual agreement between Lafayette Parish Firefighting Services and the City of Broussard, which is up for renewal. This agreement enables the Lafayette Parish Fire Department to provide fire protection services in unincorporated areas. The annual contract outlines a cost of \$139,334, excluding an additional 2 percent. In response to Councilman Delahoussaye's inquiry, Deputy Chief Denais confirmed the cost had increased slightly. Councilman Regan then asked whether fire calls had risen, and Deputy Chief Denais noted that mid-developing areas such as Milton accounted for approximately 100 calls, representing just 10 percent of the total.

Final Resolution: Motion Approved

YEAS:            District 1 -    Angel Racca  
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                     At Large -    Jeff Delahoussaye  
ABSENT:        District 6 -    Kody Allen

5.4 Resolution #861-25

A resolution granting authority to the mayor to sign and submit all necessary documents in connection with the Water Sector Program-Phase 2 Water System Improvement Project

Motion by Councilman Delahoussaye

Second by Councilman Regan

Discussion: Mayor Bourque announced that the city has been awarded \$3.7 million through the Water Sector Program, noting that the grant process requires the council to formally accept the funds by resolution. As part of the grant conditions, the city is conducting a water rate study. Walter emphasized that this study is a necessary step for securing the grant, while Mel added that his department is compiling a checklist of requirements to ensure eligibility. Mayor Bourque also highlighted the city's success in securing approximately \$10 million in state capital outlay funds, thanks to its comprehensive water improvement master plan. The newly awarded \$3.7 million will specifically support upgrades to the Garber Well area, helping advance critical infrastructure projects.

Final Resolution: Motion Approved

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	At Large -	Jeff Delahoussaye
ABSENT:	District 6 -	Kody Allen

5.5 Resolution #862-25

A resolution declaring the property at 404, 410 and 414 East Monroe St as salvage Buildings only and authorizing disposition

Motion by Councilman Delahoussaye

Second by Councilman Regan

Discussion: Mayor Bourque informed the council that the city acquired three properties as part of the purchase of the old school building. Due to limitations outlined in the city's current insurance plan, the city cannot rent residential properties. As a result, the recommended course of action is to auction the movable buildings through LAMATS, which enables global bidding, and this marks the beginning of that process. In response to Councilwoman Girouard's question, Mayor Bourque clarified that two of the three buildings are still occupied, but the city has provided tenants with months of advance notice to vacate by the end of November of this year. He emphasized that only the buildings, not the land, will be auctioned and the public will be able to bid on them as movable assets. Councilman Regan inquired about utility disconnection, and Mel

explained that the city will simply remove the meter boxes and cap the water and sewer services, which is a straightforward procedure.

Final Resolution: Motion Approved

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

## 6. ORDINANCES FOR INTRODUCTION

### 6.1 Ordinance #25-835

An ordinance to amend the schedule for Regular Council Meetings to one meeting a month on the second Tuesday of each month

Motion by Councilman Delahoussaye

Second by Councilwoman Girouard

Discussion: No public comment.

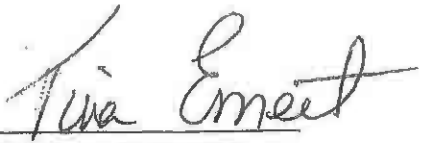
Final Resolution: Motion Approved

YEAS:            District 1 -     Angel Racca  
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Mayor Bourque wrapped up the meeting with a reminder that "Trick or Treating" in Broussard will take place this Friday, October 31st, from 6:00 to 8:00 p.m. He encouraged everyone to enjoy the festivities while staying safe, as there will be increased traffic and many children out and about. He also announced the monthly "Coffee with the Mayor and Chiefs" event happening the same day at Ton's from 7:00 a.m. to 8:30 a.m., highlighting it as a great opportunity for residents to engage with city leadership.

7. ADJOURNMENT

  
MAYOR RAY BOURQUE

  
TINA EMERT, CITY CLERK

  
KELVIN MIGUES, DEPUTY CITY CLERK