

**MINUTES OF THE
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF BROUSSARD, LA
on Tuesday, November 11, 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 Kody Allen (District 6), 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), Mark Rigsby (Communications Coordinator), Millicent Norbert (Director of Tourism), Mel Bertrand (City Manager/Director of Public Works), Jamison Abshire (Director of Parks and Recreation), Randy Lasseigne (City Attorney), Walter Comeaux (Engineer), Daniel Hutchinson (Engineer), Chief Vance Olivier (Police Chief), Tony Ashy (Assistant Police Chief), Bryan Champagne (Fire Chief), Ben Theriot (Code Enforcement Officer)
- Absent:** Gerald deLaunay (City Attorney)

1. OPENING

- 1.1 Pledge of Allegiance led by Mr. Jim Weber with the Acadiana Veterans Honor Guard in honor of Veteran's Day
- 1.2 Invocation done by Pastor Gabe Smith with Our Savior's Church

2. MINUTES

- 2.1 Acceptance of Minutes of the October 28, 2025 Meeting
 - Motion by Councilman Delahoussaye
 - Second by Councilman Regan
 - 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
 - District 6 - Kody Allen
 - At Large - Jeff Delahoussaye

3. OTHER BUSINESS

3.1 Parish Council District 3 update

Councilman Ken Stansbury shared information about two millage renewals on the upcoming November 15th ballot for Lafayette Parish. These are not new taxes or increases, they simply continue the current property tax rates that fund essential public services. One millage supports road and bridge maintenance, generating \$12.7 million annually for repairs, widening, and upkeep. The other one funds public health and safety, bringing in \$10.8 million for drainage, mosquito control, animal shelters, fire departments, and health programs. Both millages have already delivered significant benefits, including bridge replacements, road repairs, and improved drainage and fire protection.

3.2 Variance request by Phillip Cripps at 301 & 303 Masters Drive

Motion by Councilman Delahoussaye

Second by Councilman Bonin

Discussion: Mayor Bourque explained that Mr. Cripps is requesting a two-part variance to build a shed that encroaches on both the setback and drainage easements. Although variances are typically hard to support due to city standards, the mayor noted that Mr. Cripps had already installed a bulkhead. At Councilman Bonin's request, Mel inspected the property and confirmed it would not interfere with the city's ability to maintain the drainage canal. Given the inspection results and a letter of no objection, the mayor recommended the council approve the variance. City Attorney Randy Lasseigne recommended approving the variance, contingent upon the signing of a hold harmless agreement.

Final Resolution: Motion approved.

YEAS:

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3.3 Louisiana Certified Local Government Program / Final Accreditation

Mr. Ray Scriber addressed the council with gratitude, thanking the mayor and council for the opportunity to speak and expressing his excitement about welcoming Broussard as a Certified Local Government and into the state's newest designated Main Street program. He highlighted that this achievement means Broussard has established a local historic district ordinance and a historic commission, which will help preserve the city's historic character and oversee its historic resources. This designation supports a vibrant and thriving downtown. He commended Millicent for her hard work throughout the application process and assured the council that ongoing support will include training, networking, and conferences to help the Main Street Board succeed. He noted the visible improvements along Main Street, such as new street lights, banners, and sidewalks, which enhance the area's appeal. Mayor Bourque added that being a Main Street-accredited community opens doors to grants and tax credits, which help offset the costs of maintaining historic properties and encourage new investment. Mr. Scriber agreed, emphasizing the availability of historic rehabilitation tax credits and the importance of appropriate new development in the historic downtown. Mayor Bourque concluded by praising Millicent and the Main Street board for their hard work and dedication, acknowledging the long and challenging process, and thanking the council for their continued support in achieving this milestone. In conclusion, Mr. Scriber presented the city with a certificate recognizing Broussard's final accreditation as a Louisiana Certified Local Government.

4. RESOLUTIONS

4.1 Resolution #856-25

A resolution to amend the 2025-2026 Operating Budget of Revenues and Expenditures for buyout of vehicle leases

Motion by Councilman Delahoussaye

Second by Councilwoman Girouard

Discussion: Mayor Bourque explained that the city currently leases many vehicles through a program with a leasing agency and has been evaluating interest rates and financial strategies to optimize the use of public funds. With several vehicles included in this year's budget, the city now has an opportunity to purchase them outright from the lease, which would result in notable financial savings. After reviewing the figures, the city's CPA recommended pursuing this option. Cristen supported the recommendation during the council meeting, pointing out that the supporting documents show a projected savings of approximately \$23,000 in interest alone over the lease term for six vehicles this year.

Final Resolution: Motion approved

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4.2 Resolution #863-25

A resolution accepting the act of transfer of Amy Place Development waterline

Motion by Councilman Delahoussaye

Second by Councilman Regan

Discussion: Mel has been collaborating with Mr. Andre Montagnet and his team for some time on a water line extension project. The new line runs from Highway 90 through the development along Amy Road and connects to Dairy Lane, effectively creating a loop that enhances the city's water system. The city has received certification confirming the line was constructed to Louisiana Department of Health (LDH) standards, along with a test package verifying that all bacteriological tests have passed. Based on this, Mel recommended the city accept the line for dedication. Mayor Bourque asked whether the area is industrial and if the new line loops into the existing

system, which Mel confirmed. He clarified that the proposed action involves the city formally accepting the transfer of the waterline infrastructure.

Final Resolution: Motion approved

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4.3 Resolution #864-25

A resolution to amend the 2025-2026 Operating Budget of Revenue and Expenditures to increase expenditures in the streets and water department for vehicle purchases

Motion by Councilman Delahoussaye

Second by Councilman Allen

Discussion: Mayor Bourque announced that the city has recently hired a new water operator who requires a vehicle to effectively manage water meter operations. Additionally, as the city progresses with establishing a facilities maintenance department, one of the maintenance staff members will need a small van to support his responsibilities in conducting maintenance tasks.

Final Resolution: Motion approved

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4.4 Resolution #865-25

A resolution to amend the 2025-2026 Operating Budget of Revenues and Expenditures for the relocation of administration offices to 406 E Madison Street

Motion by Councilman Delahoussaye

Second by Councilman Regan

Discussion: Mayor Bourque explained that the city administration office is currently preparing to relocate to the newly acquired building designated as

the future site of City Hall. He noted that several expenses are anticipated as part of this transition, including construction work to accommodate customer service needs and the installation of a generator. Additionally, there is a list of other necessary items that will require funding to ensure a successful move to the new location.

Final Resolution: Motion approved

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4.5 Resolution #866-25

A resolution declaring the contract for Broussard Main Street Project Phase 2C to be substantially complete

Motion by Councilman Regan

Second by Councilman Forbes

Discussion: Bailey from DDG reported that Phase 2C of the Broussard Main Street project is substantially complete and recommended that the council formally accept this segment. He noted that a letter of recommendation, a punch list, and all required documents have been submitted to the city for review. Mel also reviewed the punch list and confirmed to the council that the items are substantially completed.

Final Resolution: Motion approved

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4.6 Resolution #867-25

A resolution to appoint a member to the Broussard Police and Fire Civil Service board

Motion by Councilman Delahoussaye

Second by Councilman Bonin

Discussion: Mayor Bourque acknowledged the presence of Mr. John Anthony Bernard at the meeting and recommended his appointment to the civil

service board to fill a recent vacancy. He noted that Mr. Bernard meets the necessary criteria for the position and expressed appreciation for his willingness to volunteer. Mayor Bourque then requested the council's approval to proceed with the appointment. Following the passage of the resolution, City Attorney Randy Lasseigne administered the official oath of office to Mr. John Anthony Bernard, who formally accepted his appointment to the civil service board.

Final Resolution: Motion approved

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4.7 Resolution #868-25

A resolution requesting financial assistance from the State of Louisiana under the FYI 2025-2026 for the Local Government Assistance program and Community Water Enrichment Fund program

Motion by Councilman Delahoussaye

Second by Councilwoman Girouard

Discussion: Mayor Bourque explained that the resolution is a routine annual measure that enables the city to apply for financial assistance grants from the state through programs such as LGAP and CWEF. These grants are typically allocated for improvements to the city's water lines.

Final Resolution: Motion approved

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5. ORDINANCES FOR INTRODUCTION

5.1 Ordinance #25-836

An ordinance to adopt a policy for the Use of the official City Seal

Motion by Councilman Delahoussaye

Second by Councilwoman Girouard

Discussion: Mayor Bourque explained that the state provides the city with guidance regarding the appropriate use of the official city seal, including restrictions on certain uses. In response to this, the city is introducing this ordinance to formally establish a policy outlining the rules and regulations governing the use of the official city seal.

Final Resolution: Motion approved

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6. ORDINANCES FOR ADOPTION

6.1 Ordinance #25-835

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

Motion by Councilman Delahoussaye

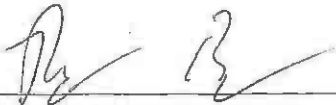
Second by Councilman Allen

Discussion: No public comment

Final Resolution: Motion approved

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7. ADJOURNMENT


MAYOR RAY BOURQUE


TINA EMERT, CITY CLERK


KELLI MIGUES, DEPUTY CITY CLERK

In accordance with Louisiana Revised Statute (R.S.) 42:14, persons with an ADA recognized disability who needs accommodations to participate in this meeting must submit a request online at www.cityofbroussard.com via "Address the Council" form or contact the City Clerk by phone at 337-837-6681 before 8:00 a.m. of the designated day of the meeting.