

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 September 9, 2025 AT 6:00 P.M. AT
416 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

- 1.1 Pledge of Allegiance
- 1.2 Invocation lead by Pastor Whitney with First Baptist Church

2. MINUTES

Mayor Bourque

- 2.1 Acceptance of Minutes of the August 26, 2025 Meeting

3. RESOLUTIONS

Millicent Norbert/Graham Beduze

3.1 Resolution #850-25

A resolution amending the 2025/2026 Operating Budget of Revenues and Expenditures for a Community Drone Show

Daniel Hutchinson/Walter Comeaux

3.2 Resolution #851-25

A resolution amending the 2025/2026 Operating Budget of Revenues and Expenditures for adding a turning lane on West Main Street at the intersection of West Main Street and South Bernard Road

Mayor Bourque/Gerald deLaunay

3.3 Resolution #852-25

A resolution authorizing rules for the use of the Broussard Event Center

Mayor Bourque/Walter Comeaux

3.4 Resolution #853-25

A resolution declaring the Hwy 90 & Main Street Water Tower Rehabilitation project to be substantially complete

4. ORDINANCES FOR ADOPTION

Mayor Bourque

4.1 Ordinance #25-834

An ordinance of the City of Broussard fixing and adopting a policy on collection of vegetative debris

5. ADJOURNMENT

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.

**MINUTES OF THE
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
OF THE CITY OF BROUSSARD, LA
on Tuesday, August 26, 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 Bertránd (City Manager/Director of Public Works), Jamison Abshire (Director of Parks and Recreation), Oscar Reed (City Attorney), Walter Comeaux (City Engineer), Zac Gerard (Police Captain), Dennis Mouton (Deputy Fire Chief)

Absent: Gerald deLaunay (City Attorney), Ben Theriot (Code Enforcement Officer), Chief Vance Olivier (Police Chief), Tony Ashy (Assistant Police Chief), Bryan Champagne (Fire Chief) Daniel Hutchinson (Engineer)

1. OPENING

- 1.1 Pledge of Allegiance
- 1.2 Invocation done by Pastor Weldon Moak with First Baptist Church

2. MINUTES

- 2.1 Acceptance of the Minutes of the August 12, 2025 Regular Meeting
Motion by Councilman Delahoussaye
Second by Councilwomen Racca
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
At Large - Jeff Delahoussaye

3. FINANCIAL REPORT

3.1 Approval of the July 2025 Financial Report

Motion by Councilman Delahoussaye

Second by Councilwoman Girouard

Discussion: Mayor Bourque reported that the Financial Statement was included in the Council's meeting packet. He highlighted that July's revenues were 11% higher than July of FY 2024-2025 and 7% higher than July of FY 2023-2024, placing the city 3% ahead of its current budget projections.

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

4. OTHER BUSINESS

4.1 Lafayette Street update

Mayor Bourque presented a map showing a preliminary design to reconnect Lafayette Street to Main Street, turning E. Madison Street into a dead end, made possible by the city's recent purchase of property along Madison Street. The plan, which includes improved parking between the current council chambers and the future city hall, is expected to be completed by the end of this year or early next year, pending minor funding approval from the council. Walter explained that Duplantis Design Group is the engineering firm behind the ongoing Main Street project, which includes redesigning unsafe intersections to meet safety standards. He noted that Lafayette Street at the intersection of Main Street, E. Madison Street, and Lafayette Street, also referred to as a Y intersection, was originally planned to be closed for safety improvements, but after the city's recent property purchase, a better solution is to reopen Lafayette Street to connect

directly to Main Street while dead ending E. Madison Street. Councilwoman Girouard asked if Lafayette Street will be reopened, and Mayor Bourque clearly confirmed that opening Lafayette Street is now the current plan. Charlotte Flugence addressed the council, sharing that she had spoken with Mayor Bourque and appreciated his conversation regarding the road reopening. She mentioned receiving calls from concerned residents and thanked both the mayor and the council for their clarity and support.

4.2 Monsters on Main Event

Millicent spoke on behalf of the Main Street group and invited everyone to attend the city's first annual "Monsters on Main" event. She shared that the event will take place on Friday, October 10th from 6–8 PM, starting at the Valsain House and ending at City Hall, concluding with candy distribution in the City Hall parking lot, and encouraged full community participation. Mayor Bourque explained that the event is a parade designed for decorated groups using golf carts, bikes, or walking, with a \$25 entry fee and as part of the Main Street Louisiana initiative, the city aims to boost participation in family-friendly, kid-focused events that are spooky but not scary, promoting fun in the downtown Main Street area.

5. ORDINANCES FOR INTRODUCTION

5.1 Ordinance #25-834

An ordinance of the City of Broussard fixing and adopting a policy on collection of vegetative debris

Motion by Councilman Delahoussaye

Second by Councilman Bonin

Discussion: Mayor Bourque explained that while the city currently provides vegetative debris pickup for residents, there is no ordinance outlining the rules for the service. Due to past misuse of the service, the new ordinance will establish clear guidelines and limits to help residents understand how to properly use the program. Melvin explained that the guidelines in the proposed ordinance are based on past experiences. He noted that the city handles 50 to 70 scheduled pickups weekly, along with unscheduled ones, which strains crews, so the ordinance aims to streamline and better manage the program. Mayor Bourque stated that the vegetative debris pickup service is intended solely for city residents, and maintaining its affordability and efficiency requires clear rules. By implementing an ordinance, the city can prevent misuse, ensure compliance, and continue this great service for those living within city limits. Melvin added that the vegetative debris pickup service is intended specifically for routine tree trimming, not for full tree clearing. Mayor Bourque noted that a provision was added to the policy stating

that in the event of a declared emergency, the ordinance will automatically become dormant. During such times, branch pickup falls under a different protocol involving FEMA, which then takes over with its own procedures. Melvin confirmed that the city's emergency disaster program will be activated during that specified time frame. Councilman Delahoussaye asked Melvin if the ordinance would apply in the case of a regular storm, not a declared emergency and if a tree falls in the roadway, would the city still handle clearing it. Melvin responded that the ordinance does not apply in such situations and confirmed that the city would clear the tree from the roadway. Councilman Bonin asked Melvin how a resident should dispose of a fallen tree in their yard if hiring a tree company isn't an option. Melvin explained that if the resident follows the policy and places a manageable amount of debris at the roadside each week, the city will continue picking it up until it's all removed.

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

6. ORDINANCES FOR ADOPTION

6.1 Ordinance #25-833

An ordinance of the City of Broussard annexing property located on and along the southern right of way of Garber Road in Section 54/98, Township 10 South, Range 5 East in Lafayette Parish, LA on Garber Road 520-540 even numbers on Garber Road and 542-578 even numbers on Garber Road, placed in Voting District 1 for the City of Broussard

Motion by Councilman Delahoussaye

Second by Councilman Allen

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
	At Large -	Jeff Delahoussaye

Mayor Bourque reminded everyone to join the Coffee in Broussard Event on Friday August 29, 2025 at Billeaud's #3 from 7am to 8:30 am.

7. ADJOURNMENT


MAYOR RAY BOURQUE


TINA EMERT, CITY CLERK


KELLI MIGUES, DEPUTY CITY CLERK

RESOLUTION NO: 850-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROUSSARD,
LOUISIANA, TO AMEND THE 2025/2026 OPERATING BUDGET OF REVENUES
AND EXPENDITURES FOR A COMMUNITY DRONE SHOW**

WHEREAS, Broussard City Council finds that it is in the best interest of the citizens of Broussard that a community drone show be performed in the City of Broussard; and

WHEREAS, the City administration has recommended that the City host a community drone show; and

WHEREAS, Broussard City Council has determined that request should be granted and that the 2025/2026 Operating Budget of Revenues and Expenditures should be amended to provide for same.

THEREFORE, BE IT RESOLVED by the City Council of the City of Broussard, Louisiana that the 2025/2026 Operating Budget of Revenues and Expenditures be amended to increase authorized expenditures by Twenty Thousand Dollars (\$20,000.00) for a community drone show; and

BE IT FURTHER RESOLVED by the City Council of the City of Broussard, Louisiana, that the Mayor is authorized to allocate funds for the said community drone show and to execute such documents as he deems appropriate to carry out the foregoing.

And this Resolution was submitted to a vote on the 9th day of September, 2025, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Resolution was declared adopted this ____ day of _____, 2025.

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 this, the 9th day of September, 2025.

TINA EMERT
City Clerk, City of Broussard

RESOLUTION NO: 851-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROUSSARD,
LOUISIANA, TO AMEND THE 2025/2026 OPERATING BUDGET OF REVENUES
AND EXPENDITURES TO ADD A TURNING LANE ON WEST MAIN STREET
AT THE INTERSECTION OF WEST MAIN STREET AND SOUTH BERNARD ROAD**

WHEREAS, Broussard City Council finds that it is in the best interest and welfare of the citizens of Broussard that a turning lane be added on West Main Street at the intersection of West Main Street and South Bernard Road in the City of Broussard; and

WHEREAS, the City administration has recommended that the City expend funds to add said turning lane; and

WHEREAS, Broussard City Council has determined that request should be granted and that the 2025/2026 Operating Budget of Revenues and Expenditures should be amended to provide for same.

THEREFORE, BE IT RESOLVED by the City Council of the City of Broussard, Louisiana that the 2025/2026 Operating Budget of Revenues and Expenditures be amended to increase authorized expenditures by One Hundred Forty Thousand Dollars (\$140,000.00) for the addition of a turning lane on West Main Street at the intersection of West Main Street and South Bernard Road; and

BE IT FURTHER RESOLVED by the City Council of the City of Broussard, Louisiana, that the Mayor is authorized to allocate funds for the addition of said turning lane and to execute such documents as he deems appropriate to carry out the foregoing.

And this Resolution was submitted to a vote on the 9th day of September, 2025, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Resolution was declared adopted this ____ day of _____, 2025.

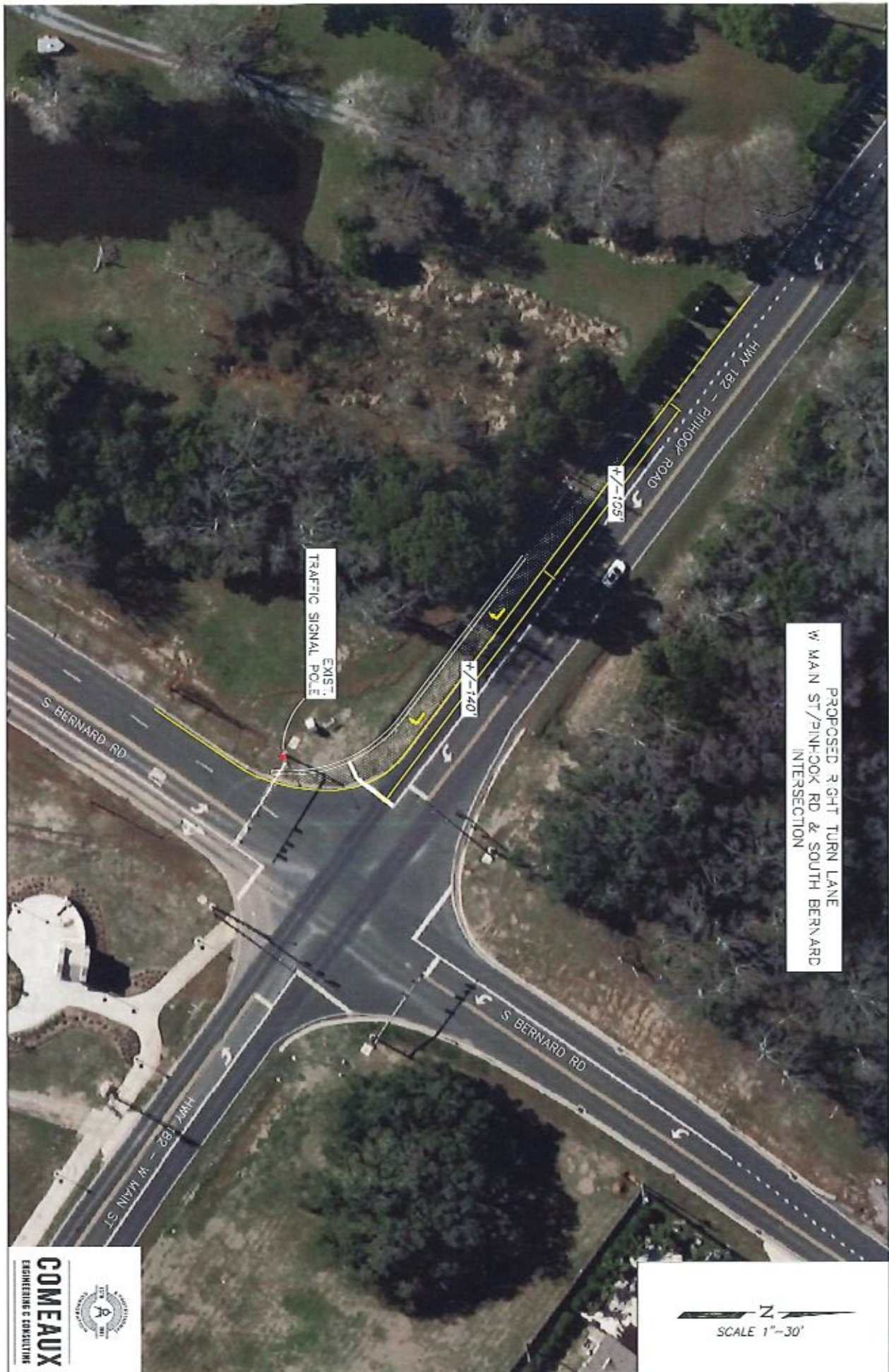
RAY BOURQUE, Mayor

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 this, the 9th day of September, 2025.

TINA EMERT
City Clerk, City of Broussard



PROPOSED R GT TURN LANE
W MAIN ST/PINHOOK RD & SOUTH BERNARD
INTERSECTION

EXIST.
TRAFFIC SIGNAL POLE

T/-105'

T/-140'

S BERNARD RD

S BERNARD RD

Hwy 182 - W MAIN ST

N
SCALE 1"=30'



RESOLUTION NO: 852-25

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BROUSSARD, LOUISIANA, TO AUTHORIZE RULES FOR
USE OF THE BROUSSARD EVENT CENTER**

WHEREAS, the City of Broussard desires to designate a portion of its property as the Broussard Event Center; and

WHEREAS, the City Council finds that the City should adopt rules and regulations for use of the Broussard Event Center to ensure safe and efficient use of the Event Center; and

THEREFORE, BE IT RESOLVED by the City Council of the City of Broussard, Louisiana, that the Mayor is directed to adopt such rules and regulations for use of the Broussard Event Center as he deems appropriate.

BE IT FURTHER RESOLVED that the rules and regulations shall include at a minimum provision for reservation procedures, rental and other charges, permissible uses, prohibited uses, security requirements.

BE IT FURTHER RESOLVED that the rules and regulations adopted shall provide for complimentary or partially complimentary uses, at the discretion of the Mayor, by local, non-profit, or other organizations which substantially contribute to civic interests of the City of Broussard.

BE IT FURTHER RESOLVED that the City Council reserves the right to modify any rules adopted for use of the Broussard Event Center.

And this Resolution was submitted to a vote on the 9th day of September 2025, and the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Resolution was declared adopted this 9th day of September 2025.

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 9th day of September, 2025.

TINA EMERT
City Clerk, City of Broussard

CITY OF BROUSSARD EVENT CENTER RENTAL APPLICATION

DATE OF EVENT _____ TODAY'S DATE _____

PURPOSE/TYPE EVENT _____ NUMBER OF GUESTS _____

WILL ALCOHOL BE SERVED _____ YES _____ NO (INITIAL BY RENTER)

(IF YES, AUTOMATICALLY REQUIRES HIRED SECURITY.)

RENTER SHALL PROVIDE SPECIAL EVENT INSURANCE POLICY IN AMOUNT OF \$1,000,000 SINGLE LIMIT LIABILITY WITH THE CITY OF BROUSSARD AS ADDITIONAL INSURED.

TIME FUNCTION WILL BEGIN _____ (Fees are based on 8-hour rental, Additional time may be purchased as listed below)

TIME FUNCTION WILL END _____

NAME OF RENTER/ORGANIZATION _____

RESPONSIBLE PARTY NAME _____

ADDRESS OF RENTER _____

CITY _____ STATE _____ ZIP CODE _____

PHONE #HOME _____ WORK _____ CELL _____

EMAIL ADDRESS _____

RENTAL RATES/FEES:

RESERVATION FEE NON-REFUNDABLE TO HOLD DATE OF EVENT (*Required to hold date) \$250.00

EVENT CENTER \$750.00 (1 DAY= 8HOURS) (DUE 30 DAYS PRIOR TO EVENT) \$ _____

ADDITIONAL RENTAL TIME \$100.00 (per hour) \$ _____

AFTERNOON BEFORE \$200 (Based on Event Center availability, Renter may begin setup the afternoon the day before Event for an additional \$200) \$ _____

CLEANING FEE \$250.00 \$250.00

SECURITY FEE \$50.00 per hour, per officer (with a minimum of 4 hours per officer)

(During the period of rental when alcoholic beverages are present or allowed)

See also additional agreement language under "SECURITY."

(City of Broussard Police Dept will determine the amount of Security Officers needed) \$ _____

TOTAL RENTAL, FEES, AND RESERVATION FEE DUE \$ _____

PAYMENT MADE AT SIGNING. MINIMUM OF SECURITY FEE \$ _____

The standard fees shown within this agreement may change and additional fees may apply if the date of the event is held on a nationally or locally recognized holiday.

LESSEE/RENTER/REP. SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

BASIC RENTAL FEE: Includes ALL rental space, chairs and tables which will be set up by the renter.

ADDITIONAL TIME NEEDED: If the Event Center is not booked the afternoon before a full day rental, the client may add the ½ day/afternoon prior for \$200. This approval is at the discretion of the City of Broussard.

RENTAL SPACE: Main Room 4500 sq ft with additional sq ft of the Stage, Kitchen, Bar, Bridal Room with restroom, Women's Restroom and Men's Restrooms for a total of 6500 sq ft.

MAX CAPACITY ALLOWED: 549

Chairs: 200 **Tables:** 25

RESERVATIONS: Only accepted by individuals 21 years of age and older, in person, by appointment only by contacting City of Broussard Tourism/Main Street Director Millicent Norbet at (337) 445-3478 ext 304, during regular business hours, excluding holidays. You must have a valid state issued photo I.D. with you at the time of booking.

PAYMENT OF FEES: The entire non-refundable Reservation Fee must be paid up front at time of signing all paperwork to secure the requested available date, with remaining Rental fees are due at least thirty (30) days prior to event. The non-refundable Reservation Fee is to hold/secure the date of the event. *See also the above section on Rental Rates/Fees.*

INSURANCE COVERAGE: Certificate of insurance in the amount of \$1,000,000 single limit liability with the City of Broussard as additional insured is required for all events. A copy of the certificate of insurance must be presented to the City at least thirty (30) days prior to event. You may purchase your own or use an insurer reasonably approved by the City of Broussard.

SECURITY: All functions that will have liquor present require at least one (1) security officer to always be present on the premises during the period of the rental. A second (2) security officer will be required after 200 guests and a third (3) security officer required after 400 guests (as determined by the Broussard Police Department). Lessee agrees that Lessee is responsible for the costs associated with contracting security personnel. The City of Broussard will be responsible for arranging to contract the necessary number of security personnel (as determined and provided by the Broussard Police Department). The cost of contracting security personnel is \$50 per hour with a minimum of 4 hours per security agent per event.

KEY/ACCESS PICKUP – The City of Broussard Event Center Representative shall communicate with the Renter/Lessee within two (2) weeks of Event.

CURFEW: All events must end by 12 midnight, and all decorations/personal items must be removed by midnight. Lessee may request additional cleanup time for the morning after rental if the venue is available. This approval is at the discretion of the City of Broussard. The City of Broussard Event Center is not responsible for items left over after an event and all decorations/personal items must be removed. Any items not removed must have prior approval.

DECORATIONS: Examples of prohibited decorations include: straw, hay, lit candles, glitter, confetti, etc. Flammable decorations are not allowed. Lit candles are not allowed. Sparklers are not allowed. No helium filled balloons are allowed inside the Event Center for decorations. No whiskey barrels are allowed. Failure to follow these rules will result in loss of use and be removed from premises. Permanent hallway and office furniture cannot be moved or used for seating or decorations during events.

KITCHEN USE: Comes with rental of building and clean-up is the responsibility of the User and their catering service. If not cleaned to specifications of the Management, additional cleaning fees may be charged. Remove all trash, countertops, and sink area. Mop floor if spills occur.

ADDITIONAL COVENANTS: The City of Broussard Event Center has a smoke-free environment policy that is enforced in all areas of the building. THIS INCLUDES ALL FORMS OF TOBACCO AND VAPING DEVICES. If your function has been approved for alcohol, then **no alcohol consumption is allowed in parking lots or outside of the rented building.**

RIGHT TO REFUSE: The City of Broussard shall have the right to refuse space/event booking to any person or prospective client who is in default of or will not honor all the Event Center's rules, regulations, terms, and/or conditions stated in this Rental Application and the Rental Agreement. If you change the purpose of the original event or misrepresent the event without consulting with the Facilities Director before actual event, The City of Broussard retains the right to cancel the event, withhold the fees and refuse to book future events at this facility.

In witness whereof, the undersigned, intending to be legally bound, agrees to the terms and rules listed herein.

Lessee Signature: _____

Lessee Printed Name: _____

Date ____/____/____

City of Broussard Event Center — Internal Check-Off List

Potential Renter Name: _____

Event Center Paperwork Given

- ☐ Rental Application give on _____
- ☐ Rental Agreement given on _____
- ☐ Event Center Do's & Don'ts given on _____
- ☐ Door Entry/Access Code _____ (DO NOT PROVIDE TO RENTER UNTIL ALL FEES PAID & WITHIN 2 WEEKS OF EVENT)

Event & Renter Details

- ☐ Event Date Completed
- ☐ Application Date Completed
- ☐ Event Type / Purpose Provided
- ☐ Estimated Guest Count Provided

Alcohol Policy & Security

- ☐ Is alcohol being served? (Yes/No initialed by renter)
- ☐ If yes, security requirement triggered (auto-check further items below)

Insurance

- ☐ Special event insurance (\$1,000,000 liability) obtained?
- ☐ Certificate naming City of Broussard and Police as additional insured
- ☐ Certificate due at least 30 days before event

Time & Scheduling

- ☐ Start and end times of event recorded
- ☐ Standard 8-hour window confirmed
- ☐ Additional hours requested (if any) noted

Fees & Payment TOTAL AMOUNT DUE: _____

- ☐ Non-refundable reservation Fee (\$250) received on _____
- ☐ Rental fee (\$750 for 8 hours) received on _____
- ☐ Afternoon Before Rental \$200 (Based on Event Center availability,
Renter may begin setup the afternoon the day before Event for an additional \$200) _____
- ☐ Additional hour fees (\$100/hr) calculated (if requested) received on _____
- ☐ Cleaning fee (\$250) received on _____
- ☐ Security fee calculated at \$50/hr per officer (minimum 4 hrs each) (if alcohol present) received on _____
- ☐ ALL FEES COLLECTED

Kitchen & Clean-Up Responsibilities

- ☐ Catering/kitchen cleanup requirements communicated (trash removal, surfaces clean, floor mopped, etc.)
- ☐ Additional cleaning fee possible if standards not met

Beverage (Alcohol) (if present)

- ☐ Third-party alcohol provider approved and identified (LA ATC licensed, 30-day notice)
- ☐ Copy of Alcohol permit /Third-party licensed & insured approved by LA Office of Alcohol & Tobacco Control

Food Catering (if present)

- ☐ Catering provider approved (LA Dept. of Health licensed, 30-day notice)
- ☐ Copy of certificate/permit provided by a third-party licensed & insured company approved by LA Dept of Health



Broussard Event Center Rental Agreement

The undersigned, here after referred to as the "Lessee" agrees to the following independent covenants relating to the rental of the premises described as "The City of Broussard Event Center,"

located at 406 East Madison Street, Building B Broussard, LA 70518 here after referred to as "The Event Center or Manager or Management".

1. Lessee agrees to pay a rental price of \$750.00 for the use of the premises. The maximum time allowed for your event, including setup, is 8 hours. It is in the sole discretion of The Broussard Event Center as to when the facility will be available for setup.

2. The Lessee agrees to \$250 as non-refundable reservation fee and Rental Agreement Application to secure the premises. Said fee is due when the reservation is made.

A completed and signed rental agreement is due within thirty (30) days of the date the reservation is made.

The rental payment is due at least thirty (30) days prior to the date of the event.

3. Use of the balcony and/or spiral staircase in the center is prohibited. Without limiting the foregoing, disc jockeys and/or bands are NOT allowed on the balcony.

4. CANCELLATIONS: In the event of cancellation, no portion of reservation fee will be refunded. Should the event be cancelled within less than thirty (30) days of the scheduled event, no portion of the rental will be refunded.

5. The Lessee agrees to always keep the premises in good order during the period of the rental, included, but not limited to keeping the aisles between tables clear and unrestricted access to emergency exits.

6. The Lessee agrees to not cause or permit guests to cause damage or waste to the

premises or fixtures. There shall be no attachments of decorations to the walls, ceiling, overhead beams, or light fixtures. There shall be no confetti allowed inside or outside. Bird seed, raw rice, and bubbles are ONLY allowed outside of the building. No tape shall be applied anywhere. No whiskey barrels are allowed to be brought into the facility. Lessee acknowledges that the care and use of the premises are under the control of the Lessee, subject to the rules set forth herein, and that Lessee will oversee the deportment and demeanor of all guests and visitors. Lessee shall not permit any unlawful activity to be conducted on the premises. No Exit doors may be blocked during an event.

7. Lessee agrees to indemnify and hold harmless the City of Broussard, the Broussard Police Department, and their officers, agents, employees and representatives from any claim or loss (including personal injury and property loss) by reason of the Lessee's use or misuse of the premises and from any claim or loss by reason of any accident or damage to any person or property during or relating to Lessee's use of the premises or as a result of Lessee's failure to comply with the terms herein or the rules set forth herein.

8. Uniformed security guards must always be present on the premises during the period of the rental when alcoholic beverages are present or allowed. A second (2) security agent will be required after 200 guests and a third (3) security agent is required after 400 guests (as determined by the Broussard Police Department). The City of Broussard will plan for security with the Broussard Police Department. Lessee agrees that Lessee is responsible for the costs associated with contracting the security personnel. The cost of contracting security personnel is \$50 per hour with a minimum of 4 hours per security agent per event. Security costs must be paid at least thirty (30) days prior to the event.

9. BEVERAGES: All alcoholic beverages consumed on the premises shall be provided by a third-party licensed and insured company approved by Louisiana Office of Alcohol and Tobacco Control. Any violation of this policy shall result in eviction from the premises and the forfeiture of all fees paid. Lessee must identify third party vendors at least thirty (30) days prior to the event. Vendors must be approved by the City of Broussard prior to the event.

10. CATERING: All food served on the premises shall be provided by a third-party licenses and insured company approved by Louisiana Department of Health. Any violation of this policy shall result in eviction from the premises and the forfeiture of all fees paid. Lessee shall identify its caterers at least thirty (30) days prior to the event. All caterers must be approved by the City of Broussard prior to the event.

11. ADDITIONAL TIME NEEDED: If the Event Center is not booked the afternoon before a full day rental, the client may add the ½ day/afternoon prior for \$200. This approval is at the discretion of the City of Broussard.

12. CURFEW: – Any and all events must end by 12 midnight, and all decorations/personal items must be removed by midnight. The City of Broussard Event Center is not responsible for items left over after an event.

13. CLEAN UP: Lessee shall remove all decorations and related items from the facility at end of the event. Lessee may request additional cleanup time for the morning after a rental if the venue is available. This approval is at the discretion of the City of Broussard. Lessee is responsible for placing all trash in the provided dumpster. Additional clean up fees may be charged for inadequate cleanup.

14. INSURANCE: Lessees shall secure and maintain an event liability policy in a form and with an insurer reasonably approved by the City of Broussard. The policy shall, at a minimum, cover personal injury or property loss occurring during or related to Lessee's use of the premises. Insurance shall be obtained with minimum limits of \$1,000,000 and shall name the City of Broussard as additional insureds.

15. No property of or provided by the City of Broussard shall be removed from the premises.

16. There is no smoking allowed in building. No open flame candles are allowed in the building. No pyrotechnics (including, without limitation, sparklers) are allowed inside the building or on premises.

17. While the Lessee remains solely responsible for the activities, demeanor and deportment of guests and visitors, if in the opinion of any management representative of the Broussard Event Center the activities, of any individual or individuals threatens the property of City of Broussard or threatens to result in a breach of peace or a violation of any ordinance for the City of Broussard or the State of Louisiana, the management representative of the Broussard Event Center shall have the right and authority to notify Police authorities and to terminate the function. Lessee agrees that any such notification and/ or termination of the function are expressly authorized hereby and that such notification and / or termination are not a breach of this contract and are not otherwise actionable.

18. **RIGHT TO REFUSE** – City of Broussard shall have the right to refuse space/event booking to any person or prospective Client who is in default of or will not honor all the Event Center's rules, regulations, terms, and/or conditions stated in this agreement. If you change the purpose of the original event or misrepresent the event without consulting with the City of Broussard before actual event, The City retains the right to cancel the event, withhold all fees and refuse to book future events at this facility.

In witness whereof, the undersigned, intending to be legally bound, agrees to the terms and rules listed herein.

Signature of Lessee

Date

Printed Name of Lessee

Date

Signature of Broussard Event Center Representative

Date

Printed name of Broussard Event Center Representative

Date



Broussard Event Center Do's and Don'ts

FOOD CATERING RULES

All caterers are responsible for the conduct and performance of their staff and shall take care to avoid damage to or loss of The Broussard Event Center's property and facilities. Additionally, the Caterer is responsible for the following:

- 1. Trash, garbage, and food debris must be placed in plastic bags PRIOR to discarding in trash cans or dumpster. NO LOSE items or allowed to be discarded in trash cans or dumpster. Caterer responsible for removing and replacing trash cans throughout the event. All trash or garbage must be placed in provided dumpster at conclusion of the event.
- 2. Caterer is responsible for removing ALL food product / garbage along with caterer's equipment and supplies prior to departing facility.
- 3. Kitchen (if used) must be thoroughly cleaned prior to catering staff departing facility, to include mopping kitchen floors, cleaning sinks, counter tops, etc. All stainless steel surfaces must be cleaned as well.
- 4. Cooking or frying of any kind must be done outside and not inside the facility. If frying is conducted on property, the caterer must drain all fry oil from fryer and remove oil from property. Oil MUST NOT be discarded in drains, ditches, trash cans, or dumpster.

- 5. Caterer MUST provide sufficient staff to adequately service food line and bus tables throughout event.
- 6. Caterer MUST provide valid evidence of general liability insurance equaling at least \$1 million in coverage. The City of Broussard must be listed as an added insureds on the policy.

BEVERAGE CATERING RULES

All caterers are responsible for the conduct and performance of their staff and shall take care to avoid damage to or loss of the property of facilities of the City of Broussard. Additionally, Beverage Caterer is responsible for the following:

- 1. Provide ALL bar staff, all non-alcoholic and alcoholic beverages, cups, napkins, ice chests, and applicable materials necessary to serve beverages.
- 2. Beverage Caterer may use The Broussard Event Center's ice machine during event. Any additional ice needed is the responsibility of the Beverage Caterer.
- 3. Bar area (if used) must be thoroughly cleaned prior to catering staff departing facility, to include mopping floors, cleaning sinks, counter tops. All stainless steel surfaces and appliances must be cleaned as well.
- 4. If applicable, Beverage Caterer MUST provide valid evidence of liquor liability insurance equaling at least \$1 million in coverage. The City of Broussard must be listed as added insured on the policy.

Event Center Rules

All renters are responsible for ensuring that the space is maintained and damage to the walls, floor, or ceiling is mitigated.

- There shall be no attachments of decorations to the walls, ceiling, overhead beams, or light fixtures. There shall be no

confetti allowed inside or outside. Bird seed, raw rice, and bubbles are ONLY allowed outside of the building. No tape shall be applied anywhere on the premises. No whiskey barrels are allowed to be brought into the facility.

- All balloons must be tied down and secured to prevent them from reaching the ceiling.
- All property of the renter must be removed by the end of their rental period. The City of Broussard is not responsible for any damages to or theft of renter's property.
- No paint is to be used inside the Broussard Event Center for the decoration of props, signs or for any other purpose.
- Any use of the balcony and/or spiral staircase is prohibited. Without limiting the foregoing, disc jockeys and/or bands are NOT allowed on the balcony.
- No paint, no open flames, and no pyrotechnics of any kind (including sparklers) are allowed.
- All rentals end by midnight.

Lessee may, at its sole risk, store one trailer on the premises for up to 72 hours before commencement of the event. Lessee will notify the City of Broussard if it intends to store a trailer.

I have read and agree to follow the rules laid out in this document.

Lessee Signature

Lessee Printed Name

Date

RESOLUTION NO: 853-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROUSSARD
LOUISIANA, DECLARING THE HWY 90 & MAIN STREET WATER TOWER REHABILITATION
PROJECT TO BE SUBSTANTIALLY COMPLETE

WHEREAS, the City of Broussard, Louisiana, awarded a contract to Southern Coating,
LLC for the Hwy 90 & Main Street Water Tower Rehabilitation; and

WHEREAS, the Engineer for the City of Broussard, Louisiana, has recommended that the contract be
declared substantially complete as of August 25, 2025.

THEREFORE, BE IT RESOLVED by the City Council of the City of Broussard,
Louisiana that the contract with Southern Coating, LLC for the Hwy 90 & Main Street Water
Tower Rehabilitation 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 9th day of September, 2025, and the
vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTENTION:

And this Resolution was declared adopted this ____ day of _____, 2025.

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 this, the 9th day of September, 2025.

TINA EMERT
City Clerk, City of Broussard

CERTIFICATE OF SUBSTANTIAL COMPLETION

DATE OF ISSUANCE _____

OWNER City of Broussard

CONTRACTOR Southern Coating, LLC.

Contract: Hwy 90 & Main St. Water Tower Rehabilitation for the City of Broussard

Project: Hwy 90 & Main St. Water Tower Rehabilitation

OWNER's Contract No. N/A

ENGINEER's Project No. 2021090

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 Southern Coating, 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

August 25, 2025

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-S-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:

One (1) Report of (Partial) Final Inspection Dated 5-16-2025

One (1) Report of (Partial) Final Inspection Dated 8-25-2025

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

Southern Coating, I.I.C.
CONTRACTOR

By: _____
(Authorized Signature)

OWNER accepts this Certificate of Substantial Completion on _____
Date

City of Broussard
OWNER

By: _____
(Authorized Signature)

ORDINANCE NO. 25-834

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
BROUSSARD, LOUISIANA FIXING AND ADOPTING POLICY
COLLECTION OF VEGETATIVE DEBRIS**

The City Council of the City of Broussard, Louisiana, meeting in regular session with a quorum being present, after due deliberation and discussion, and having considered the best interest and welfare of the public and the citizens of Broussard, adopted the following ordinance:

WHEREAS, the City desires to expand services to its citizens by offering collection of vegetative debris; and

WHEREAS, the Broussard City Council, has determined that the City of Broussard should adopt a uniform policy for collection of vegetative debris; and

WHEREAS, the City administration has developed a proposed policy for vegetative debris collection which is attached hereto as Exhibit A, and adopted herein by reference; and

WHEREAS, the Broussard City Council finds that the proposed policy shown in Exhibit A is fair and reasonable and should be adopted.

THEREFORE, BE IT ORDAINED that "The City of Broussard Policy for Vegetative Debris Pickup" attached as Exhibit A be and is hereby adopted as the official policy of the City of Broussard.

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
9th of September, 2025.

TINA EMERT, City Clerk

RAY BOURQUE, Mayor



The City of Broussard Policy for Vegetative Debris Pickup

Important Considerations

Please note that the City provides this service for its residents and is intended for vegetative debris from the residential address only.

Debris will not be picked up and shall be a violation of the City policy if:

1. The debris is generated by a hired/professional tree trimming service.
2. The debris was gathered from another location except for the residential address where the collection will occur.
3. The debris pile exceeds the maximum amount allowed in the procedures set forth below.

In the event of a violation, a notice will be given to the property owner. In that case, the resident will be required to dispose of the debris on his own and at his expense.

Procedures

1. Residents must place the vegetative debris curbside, making sure not to block the road or drainage in the process. This debris can consist of **no more than 2 cubic yards** (1 cubic yard equals 3' x 3' x 3' length, width, height) of vegetation gathered while cleaning the resident's yard.
2. The resident must call City Hall at (337) 837-6681 Ext. 8 or submit an online request through the City of Broussard's official website www.cityofbroussard.com via "Branch pickup" to be placed on the debris pickup list.
3. The debris pickup team makes rounds to pick up as much debris as possible from the entire City so only 2 cu. yd. of debris per address will be picked up and the address must be on the list.
4. If the debris is over 2 cu. yd. or not from the resident's property, or if the resident fails to request to be placed on the pickup list, a notice of violation will be given to the resident. If that occurs the resident shall be responsible for removal of the debris from the roadside and to dispose of it on his own.

5. If the property owner does not remove the debris on their own, the City will remove the debris, and the resident will be issued a fine in accordance with Sec. 38 of the City of Broussard Municipal code (Nuisances).
6. Once the resident receives a fine for violating this policy, the resident will not be eligible for debris pickup and shall not place debris at the roadside, until the fine is paid in full. If the resident is fined more than once for violation of these procedures, the resident will not be eligible for debris pickup for a period of not less than 3 months or longer than 1 year as determined by Public Works depending on the severity of the violations.

Exception

In the event of a Declaration of Emergency, declared by either the President of the United States, the Governor of the State of Louisiana, the Mayor-President of Lafayette Parish, the President of St. Martin Parish or the Mayor of the City of Broussard this vegetative debris pickup policy shall be suspended during the pendency of the declaration.