



# ST. CHARLES PARISH


## OFFICE OF THE COUNCIL SECRETARY

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### COUNCIL OFFICE MEMORANDUM

DATE: SEPTEMBER 29, 2025

TO: MR. MILES BINGHAM  
PUBLIC WORKS DIRECTOR

FROM: MICHELLE IMPASTATO   
COUNCIL SECRETARY

RE: PROFESSIONAL SERVICES AGREEMENT  
ROAD MAINTENANCE MANUALS 2026  
(PROJECT NO. P250703)

On September 22, 2025, the St. Charles Parish Council adopted Ordinance No. 25-9-6 approving and authorizing the execution of a Professional Service Agreement with Digital Engineering & Imaging, Inc., to perform engineering services for Road Maintenance Manuals 2026 (Project No. P250703), in the not to exceed amount of \$124,104.24.

A copy of the ordinance is enclosed for your records. The agreement has been routed to you via DocuSign on September 26, 2025 to handle execution. Please forward to us a fully executed copy once available.

MI/mr

Enclosure

cc: Parish Council  
Ms. Samantha de Castro w/enclosure  
Mr. Corey Oubre w/enclosure

**2025-0269**

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT  
(DEPARTMENT OF PUBLIC WORKS)**

**ORDINANCE NO. 25-9-6**

An ordinance approving and authorizing the execution of a Professional Services Agreement with Digital Engineering & Imaging, Inc., to perform engineering services for Road Maintenance Manuals 2026 (Project No. P250703), in the not to exceed amount of \$124,104.24.

**WHEREAS,** St. Charles Parish desires to update the parish road manuals which are used to prioritize road maintenance for the Parish Transportation Fund; and,

**WHEREAS,** the Road Maintenance Program requires engineering services to inspect and rate all streets within St. Charles Parish; and,

**WHEREAS,** St. Charles Parish desires to add the evaluation and rating of railroad crossings throughout St. Charles Parish to this program; and,

**WHEREAS,** the Professional Services Agreement between St. Charles Parish and Digital Engineering & Imaging, Inc. describes the details of the proposed services and compensation.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the Professional Services Agreement between St. Charles Parish and Digital Engineering & Imaging, Inc. to perform engineering services for Road Maintenance Manuals 2026 (Project No. P250703) in the not to exceed amount of \$124,104.24 is hereby approved and accepted.

**SECTION II.** That the Parish President is hereby authorized to execute said Agreement on behalf of St. Charles Parish.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

**YEAS:** MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE,  
O'DANIELS, FISHER, DEBRULER

**NAYS:** NONE

**ABSENT:** NONE

And the ordinance was declared adopted this 22nd day of September, 2025, to become effective five (5) days after publication in the Official Journal.

**CHAIRMAN:** Heely Fonseca

**SECRETARY:** Michelle Spontato

**DLVD/PARISH PRESIDENT:** September 23, 2025

**APPROVED:** ✓

**DISAPPROVED:** \_\_\_\_\_

**PARISH PRESIDENT:** Matthew Jewell

**RETD/SECRETARY:** September 26, 2025

**AT:** 10:12 am **RECD BY:** [Signature]