

October 6, 2026

ITEM: New Business – Resolution 10.26.08: Accepting the EDA Services Proposal and Authorizing the City Manager to Execute the Agreement

BACKGROUND: The St. James EDA has been evaluating how to best provide economic development services following the vacancy in its economic development position. Rather than immediately filling the position as a traditional full-time city employee, staff have explored an alternative model that places greater emphasis on business relationships, development opportunities, business recruitment, and advancing projects.

The EDA has developed a proposal with Rod Hamilton to serve as a contracted Economic Development Advisor. Under the proposed arrangement, Rod would serve as a strategic economic development resource and work directly with the City Manager, EDA Board, local businesses, developers, property owners, and regional and state partners. The relationship would be structured as an independent contractual relationship rather than a traditional city employee position.

City staff would continue to provide the administrative support necessary for EDA operations, including meeting preparation, minutes, record retention, routine correspondence, financial documentation, and reporting. This structure is intended to allow Rod to focus his time on relationship-building, identifying opportunities, connecting resources, and advancing projects.

The proposed compensation is \$2,500 per month, structured as a professional service retainer rather than an hourly arrangement. The initial agreement would begin on September 28, 2026, and continue through December 31, 2026. The remainder of 2026 would serve as an initial period for both parties to evaluate the working relationship, scope of services, workload, support structure, and overall effectiveness. Any continuation beyond December 31, 2026, would be subject to mutually agreed-upon terms.

STAFF RECOMMENDATION: Approve/Deny Resolution.