

Executive Committee Members

Kelsey Holder	City Staff:
Mike Smith	Lisa Holland (Chair)
Charlie Long	Mayor Stear
Kara Medrano	City Clerk (Secretary)
Steve Cherry	
Ana Paz	



CITY OF KUNA

Kuna City Hall Conference Room, 751 W 4th Street, Kuna, Idaho 83634

Kuna Economic Development Committee

AGENDA

Thursday, May 14, 2020

12:00 P.M. – 1:00 P.M.

Under authority of the Governor's partial Open Meeting Law Suspension Proclamation dated March 13, 2020:

City Hall is closed to the public.

Public Attendance option is Live Stream on the [Kuna Economic Development Facebook Page](#).

Phone-In Instructions:

Anyone wanting to participate in the call discussion can reach out to Lisa Holland for the Zoom Information: lholland@kunaid.gov or 208-559-5926.

Members of the committee will join the Zoom conference call for the May 14, 2020 Kuna Economic Development Executive Committee and the Zoom meeting will be live-streamed for the public on the Kuna Economic Development Facebook Page.

- 1. Consideration to Approve Minutes from April 9, 2020 Special Economic Development Committee Meeting – ACTION ITEM**
- 2. Update on COVID-19 & Business Assistance**
- 3. Urban Renewal Agency Update**
- 4. Kuna Market Village Next Steps**
- 5. Economic Development Project Update**
- 6. Community Updates**
- 7. Adjournment**

NOTICE: Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the City Clerk's Office at 922-5546. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 922-5546 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

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CITY OF KUNA
Kuna City Hall Conference Room, 751 W 4th Street, Kuna, Idaho 83634

Special Meeting
Kuna Economic Development Executive Committee
MINUTES

Thursday, April 9, 2020
12:00 P.M. – 1:00 P.M.

Under authority of the Governor's partial Open Meeting Law Suspension Proclamation dated March 13, 2020:

City Hall is closed to the public.

Public Attendance Option is Phone-In.

Phone-In Instructions:

Members of the public were open to join the conference call for the April 9, 2020 Kuna Economic Development Executive Committee Special Meeting by dialing 1.515.604.9630 a few minutes before 12:00 P.M. and using Access Number 655-547.

Meeting Called to Order at 12:05 P.M.

Executive Committee Members Present: Steve Cherry, Kelsey Holder, Lisa Holland, Kara Medrano, Mike Smith

Executive Committee Members Absent: Charlie Long, Ana Paz

Other Participants Present: Jace Hellman (City Planner), David Reinhart (Kuna School District), Chris Engels (City Clerk)

1. Consideration to Approve Minutes from March 12, 2020 Economic Development Committee Meeting

Committee Member Mike Smith moved to approve the March 12, 2020 minutes, seconded by Committee Member Kelsey Holder. Motion carried 5-0-2. Committee members Ana Paz and Charlie Long were absent.

2. Incubator Concept Next Steps

- The Incubator will be called the “Kuna Market Village”. Committee members expressed support of this name.
- Lisa Holland shared an image of a potential layout for the village (pending approval from the Kuna School District):
https://drive.google.com/open?id=1nLCejn3qw98s9KJE_kq7So0v0SzGLxK7&usp=sharing
 - Questions and Feedback about the layout were mostly around parking and orientation of buildings. The concept would utilize the parking lot for the 4th Street Gym and

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- coordinate with the school district on events to make sure there was adequate space. The first set of buildings would be formed in half a square so that, if the concept was expanded on, there would be the ability to finish out a central plaza area.
- If they moved forward ordering sheds from Tuff Sheds, Ms. Holland shared a link to the color palette options: <https://www.tuffshed.com/ppg-paint-colors/> - The committee wanted to see a mix of colors, similar to the look of the Muskegan, Michigan concept. Jace Hellman and Lisa Holland (City Staff) would be working on a design review application to formalize the style, colors, and layout of the Market Village with the Planning & Zoning Commission.
 - Style Options:
 - Option 1: 10x12 shed with 10 ft 8 inch height
<https://www.tuffshed.com/products/#/details/Premier%20PRO%20Tall%20Ranch/>
 - Option 2: 10 x 12 shed with 10 ft 6 inch height
<https://www.tuffshed.com/products/#/details/Premier%20PRO%20Studio/>
 - Lisa Holland shared some draft documents with the committee for consideration (including a draft marketing brochure, an application, and lease agreement). The lease agreement and application will still need to go to the City Attorney for legal review and modifications. A couple of comments on the agreements included discussion around:
 - Hours of Operation - There were some suggested hours proposed on the application, but it was decided that we would see what worked best for tenants wanting to participate in the concept, and that the hours suggested were just a starting place for now.
 - Opportunity to have a farmer's market - The committee could look into hosting a few tents for local farmers during the Kuna market village hours but, would need to be sensitive to make sure tenants renting the sheds would not feel slighted. There was also an opportunity to build a larger shed in a future phase for a farmer's market co-op.
 - Possible fees for not showing up or closing down shop early - The City could certainly work with applicants if they face hardship and need to close early. It's likely to be a short season and the current setup would allow vendors to have up to 5 market days they could be absent without facing a fine. The current draft showed a \$50 fee per day of not being open (noting that the only days of operation proposed are Thursdays, Fridays, and Saturdays as mandatory).
 - Potential of having a flex shed that is a month by month contract - The committee could look into this, but would prefer to see how many applicants would like to have a full-time unit for the season before exploring this concept.
 - How many years can they be in the incubator - Each tenant will have to re-apply each year to be a part of the village. There was a thought that 3 years could be the maximum because the goal was to incubate businesses to grow into other locations. It will be evaluated on a case by case basis.
 - School District Update – Initial conversations with the school district were positive. They just needed to formalize an agreement. They would be talking with the school district again later that month to discuss next steps.
 - Timeline - Lisa Holland asked committee members if they should push to start for a Holiday Season, or attempt to still complete in summer 2020. Comments included:
 - Overall consensus was to push for an opening date on the 4th of July weekend, but ready to shift.
 - With downtown construction in process for Main Street revitalization it might help to have another reason for people to come downtown to support businesses impacted by

the construction.

- Concern this concept could cause a negative impact - There were some businesses concerned with competition and were curious of how the incubator would affect them. Bars and restaurants should benefit from more people being downtown. They would have to be sensitive to existing businesses and educate on the opportunity of coordinating their hours with the market village to encourage more people to walk all of downtown Kuna.
- Women’s Business Center put together a 6-week entrepreneurship training curriculum. The goal was to partner with them to pilot that training for the incubator. They would certainly work on trying to make the resources available for any downtown business that would want to participate.

3. Resources for Community on Covid-19 recovery for Small Businesses

- CARES Act & Payroll Protection Act – There was a lot of information available about federal resources. Currently, Ms. Holland and the City were working to share those resources on social media and through the Chamber to communicate with the business community.
- Better ways to support local businesses – Possible Committee outreach - Overall consensus was to just be available for questions and to keep forwarding information and partnering with the Chamber for distribution.

4. Committee Updates

- Chris Engels, City Clerk, shared communication related to downtown revitalization had begun to go out. Construction would start on April 20, 2020 and any questions related to the construction could be sent to the City Clerk’s office.
- Mike Smith shared he was working to add a new tenant space on Main Street for a bakery. They were excited Clancy Creations would be offering their cookies and baked goods for pickup in a storefront.
- Riceworks opened for takeout and delivery orders and had seen success in their initial launch. It gave them a good chance to test the market and train their staff to be ready for an official opening once the quarantine periods were over.

5. Adjournment at 12:52 PM

Lisa Holland, Chair

ATTEST:

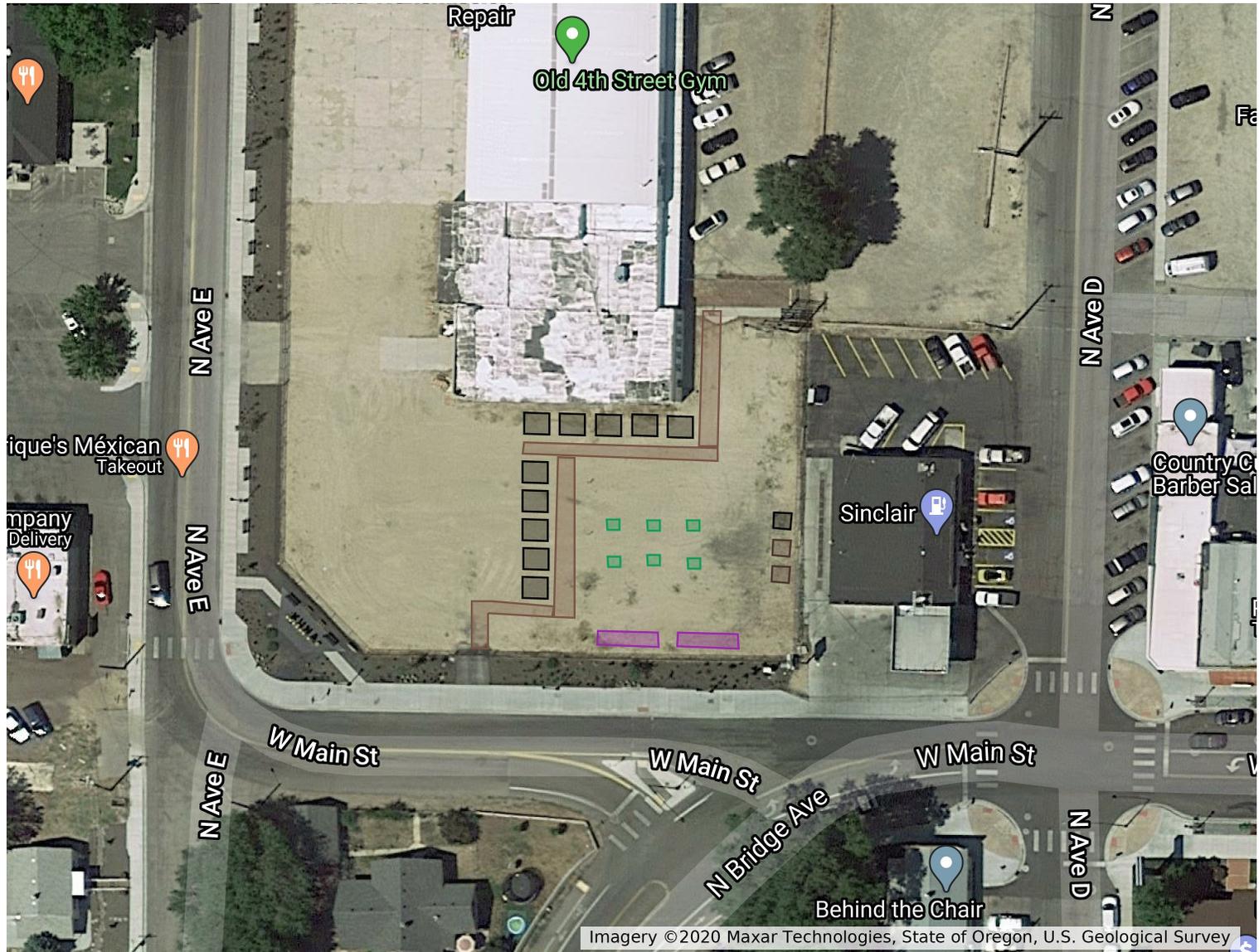
Kara Medrano, Vice Chair

*Minutes prepared by Ariana Welker, Deputy City Clerk and Lisa Holland, Chair
Date Approved: May 14, 2020*

4th Street Gym

Untitled layer

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-  Polygon 4
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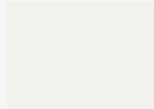
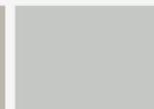


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COOL CLAY PPG1071-5	BULLETIN BOARD PPG12-04	WAVES OF GRAIN PPG12-07	SOUTHERN BREEZE PPG1097-2	SMOKY SLATE PPG1028-4	AUTUMN GRAY PPG1028-5
					
LICORICE PPG1009-7	NIGHT WATCH PPG1145-7	SEASTONE PPG10-11	GROUND COFFEE PPG1076-7	SHEFFIELD GRAY PPG1041-6	GOBLIN PPG1040-7
					
NOTORIOUS PPG1074-4	COCOA CREAM PPG1079-3	HAT BOX BROWN PPG1085-6	ALMOND BRITTLE PPG1095-3	MAISON DE CAMPAGNE PPG15-01	GRAY BY ME PPG1008-4
					
GHOST WRITER PPG1007-3	SOLITARY STATE PPG1009-3	DOVER GRAY PPG1001-5	KNIGHT'S ARMOR PPG1001-6	BLACK MAGIC PPG1001-7	PUMPKIN PATCH PPG1201-5



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warranty.
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Kuna Market Village

Coming Soon



LOOKING FOR TENANTS!
Are you a small business with a locally made product?

Launching in July 2020, small businesses will have a chance for a retail space in Downtown Kuna. We are launching an incubator with 8-10 units at 120 sq ft.

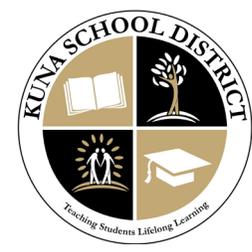
Season: Runs July 3 - September 7th
Hours for Retailers:
Thurs & Fridays: 6-9 pm
Saturdays: 12-9 pm
Sundays: 2-7pm (optional)

Cost (vendors): \$325 Per Month or \$600 for Season (if paid up front)

Location: 4th Street Gym Outdoor Courtyard



**JOINT PARTNERSHIP
BETWEEN THE
CITY OF KUNA AND
THE KUNA SCHOOL DISTRICT**



**FOR MORE INFORMATION &
QUESTIONS CONTACT:**

Lisa Holland
Economic Development Director
City of Kuna
lholland@kunaaid.gov
(208) 559-5926



Kuna Market Village 2020 Application

General Information

This program is designed to attract small businesses and create retail shopping in downtown Kuna. This program offers an opportunity to sell and showcase products and services of interest to area residents and tourists. Vendors located in the market village will be exposed to traffic from other events held downtown. In exchange, there will be some down times with little pedestrian traffic as we work to build retail traffic in downtown Kuna. We anticipate having a very limited number of market village units available and a large number of applications in 2020. Your application WILL NOT be considered unless it is complete and submitted.

Types of Vendors: The economic development committee will strive to provide diversity in our vendor offerings to the public, and 1st preference will go to locally made/sourced products. An agreement will be provided and a location assignment will be made by staff. All new vendors must participate in marketing and events. All accepted applicants will be offered entrepreneurial training and will be required to submit a business plan before their application can be approved.

Deadline to apply is Friday, May 15, 2020 at 5 pm to the City Clerk's Office at Kuna City Hall.

Cancellation Policy

No refunds for vendor cancellations will be given. Vendors may not sub-let their location to another vendor unless given written permission by the Kuna Economic Development Committee. Vendors who do so will forfeit their lease and will not receive a refund. Only vendors listed and approved on the original agreement will be allowed.

Electricity/Lighting

We have a very LIMITED supply of electricity available. Please let us know specifically what your power needs are. Generators are not allowed. Running water is not available.

Application/Payment Process

Applications (and if accepted, Payment) may be made to:

City of Kuna
City Clerk's Office
751 W 4th Street
Kuna, ID 83634

Cash, check, and credit card are accepted.

Please include:

- Vendor Application
- Photos of Items to be sold or website link & high level business plan/summary of business
- Applications will not be accepted without a list of items to be sold and photos.

VENDOR APPLICATION

_____	_____
Business Name	Primary Contact
_____	_____
Address	Telephone Number
_____	_____
City State Zip	Email Address
_____	_____
Website (if one)	Onsite Contact (If different)

Description of items to be sold (please attach photos):

DRAFT

Please note. Other applications may be approved that sell similar items. This does not mean you will be the only vendor to sell this product but if approved, you may not add additional products without approval of the committee first.

Booth Price

___ 120 square feet **Paid Monthly** – \$325 Per Month (June/July/August) or

___ 120 square feet **Paid Up Front** - \$900 for Season if Paid Up Front (\$75 in savings)

An additional cost of \$50 will be charged for Electricity for EACH approved appliance. Cell phone charger, basic electrical, cash registers, air conditioners, heaters are already included in the lease. All other items such as coolers will have pay a surcharge of \$50 for the season. These items must be approved first.

Minimum Required Hours Please note the dates and times are the minimum requirements. Vendors may stay open longer than the dates and times listed.

Hours

June 4 – September 7 open Thursdays and Fridays from 6 pm to 9 pm minimum

June 4 – September 7 open Saturdays from 12 PM to 9 PM

June 4 – September 7 open Sundays from 2:00 pm to 7 pm (exception for those who would like to opt out for religious reasons)

These days and hours are MANDATED. Please consider who can cover your market village unit if you cannot be there. Vendors will be given five days they can close throughout the season for emergencies, illness, vacation, etc. Any days after this, the vendor will be fined \$50 per day and could be subjected to eviction.

Contact Info

Vendors having additional questions or needing additional information, may contact:

Lisa Holland
Economic Development Director
City of Kuna
751 W 4th Street
Kuna, ID 83634
208-559-5926
Email: lholland@kunaid.gov

Chris Engels
City Clerk
City of Kuna
751 W 4th Street
Kuna, ID 83634
cengels@kunaid.gov

Vendor Signature: _____ Date: _____

Date Application Received: _____ Approval: _____

Photos/Sketches received: _____

DRAFT

Kuna Market Village 2020 Lease Agreement

This AGREEMENT made and entered into the _____ day of _____, 2020 by and between the City of Kuna "City", 751 W 4th Street, Kuna, ID 83634 and _____ "Tenant" of a certain retail outlet located in the 4th Street Gym outdoor courtyard.

- A. The City of Kuna has agreed to grant a revocable, non-transferable, and non-exclusive use of _____ retail outlet, located within the outdoor courtyard of the 4th Street Gym.
- B. Tenant has agreed to rent the _____ retail outlet from the City. Therefore, the parties agree as follows:
- 1) Use. Retail purposes only.
 - 2) Rent. Rental amount _____ for the season.
 - 3) Length of Agreement. The agreement will take effect on _____ through December 31, 2020. **Penalty for vacating premises before term expires is \$50 per day.**
 - 4) Security Deposit \$150.
 - 5) Trash. The Tenant is responsible for moving any trash from the public rights of way connected to Tenant's business. If Tenant does not remove trash, the City of Kuna may remove the trash and bill the Tenant.
 - 6) Sublease. The Tenant may not sublease its space in whole or part to any other individual or business. All Tenants must be listed on the original lease unless authorization is given from staff.
 - 7) Repair & Maintenance. The City shall be responsible for all repairs unless damage is deliberate by tenant. In this case, the Tenant shall be responsible to pay for any repairs the City shall make.
 - 8) Damage. Any damage or permanent changes to the structure shall be repaired and restored by the Tenant or the tenant will be charged any fees incurred by the City of Kuna.
 - 9) City Inspections. City allowed to conduct inspections upon reasonable notice.
 - 10) Insurance. The Tenant shall provide a Commercial General Liability Insurance of not less than \$1,000,000 naming the City of Kuna as the certificate holder. The following language must be listed on the insurance, "ADDITIONAL Insured: City of Kuna, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof." The insurance policy must be in place and on file in the City Clerk's Office before tenant may commence business. The insurance policy must be active throughout the entire season or tenant will not be allowed to operate until policy is active.
 - 11) Operating Covenant.
 - a. The Tenant shall not abandon or leave vacant the retail outlet and shall not allow anyone other than Tenant, its employees, or agents to occupy it. Tenant shall not conduct an auction, going-out-of-business, bankruptcy sales, or similar practice.

- b. Tenant may not display merchandise outside of the retail outlet or obstruct the public rights of way without prior written consent from the City of Kuna.
- c. Tenant must keep their retail outlet and surrounding area clean, neat, and safe.
- d. Tenant will refrain from using the retail outlet in any way that is disruptive, a nuisance, annoyance, or an inconvenience.
- e. Tenant must keep the retail outlet continuously and uninterruptedly open for business and adequately staffed during the following hours:

June 4 – September 7 open Thursdays and Fridays from 6 pm to 9 pm minimum

June 4 – September 7 open Saturdays from 12 PM to 9 PM

June 4 – September 7 open Sundays from 2:00 pm to 7 pm (exception for those who would like to opt out for religious reasons)

Noting that emergencies do arise from time-to-time, a grace period of five absences will be given (unless Tenant has contacted staff and received written authorization for more absences under extenuating circumstances). After five such absences, the Tenant will be fined \$50 for each day they remain closed for the season.

- f. Tenant will maintain a stock of merchandise throughout the season.
- g. Tenant will comply with all laws, ordinances, orders, rules, regulations, and requirements of federal, state, county, and city government regulating the use and occupancy of the retail outlet.
- h. Tenant will not install any signs on the retail outlet or display any additional signs on the sidewalk or porch. No outside displays shall be attached to the building, cover the building, or cover the windows. If outdoor displays are used, they must be tastefully decorated. They cannot be on the sidewalk. It is the tenant's responsibility to inform their employees of the rules. Items must be removed immediately when told and a \$50 fine will be issued after the second warning of the season. If racks are used, they are limited to one rack for their outdoor display. Three or more violations of this section may result in not being allowed to participate as a vendor in future seasons.
- i. No changes should be made to the inside structure or the outside of the retail outlet in such a manner as to detract from the character and standards of the retail outlet.
- j. Tenant shall say no disparaging remarks to the public about the City, downtown, or any entity involved in the retail outlets or downtown. Vendors shall be courteous to other vendors, customers, and other business owners.
- k. Tenant shall provide a copy of their sales tax license and any other licenses required by City, State, or Federal government. Tenant shall also purchase a business license with the City of Kuna.
- l. Electricity is limited. Tenant may plug in a lamp, air conditioner/heater, cell phone, or music. Any other items such as a cooler, refrigerator, appliance, etc. will pay an additional \$50 for the season per EACH appliance. List any appliances to be used at the retail outlet.

_____. Initial here to state your understanding that it is your responsibility to report if you add an appliance and pay the \$50 fee. _____

m. Tenant shall participate in marketing retail outlet including social media, events, and participating in activities at Kuna Market Village.

n. Tenant is responsible for their own internet connection to accept payments. The city will attempt to provide free wi-fi for payment processing but this service is not guaranteed. The city is not responsible for any missed sales that may happen from the lack of internet. The city will not attempt to repair the internet on weekends or after city hall hours.

o. Tenants shall keep the outside and inside of their retail outlet clean at all times. Tenants shall pick-up any trash outside of their retail outlet and dispose in a proper manner.

12) Default. Tenant agrees should tenant breach any provisions in the agreement, the City of Kuna may at any time declare the Tenant in default and terminate the agreement immediately.

13) Indemnification. Tenant shall indemnify City, its officials, etc. against any and all acts arising out of Tenants use of the retail outlet, and all claims, liability, liens, etc.

14) Reimbursement. Tenant agrees that it shall reimburse City of Kuna for any and all costs and expenses, including reasonable attorneys' fees that City of Kuna incurs in connection with the enforcement of its rights under this Agreement.

15) Remedies. Failure to pay rent; failure to perform any covenant will give the City the right to terminate the Agreement.

16) Governing Law. This Agreement shall be governed by the laws of the State of Idaho.

17) Entire Agreement. This Agreement shall constitute the entire agreement and supersede any other written or oral agreements between the parties.

18) Severability. Should any one or more of the provisions of this Agreement be determined to be unlawful, invalid, or unenforceable, the remaining provisions of this Agreement shall not be impaired.

IN WITNESS WHEREOF, the City of Kuna and tenant have caused this agreement to be executed on the _____ day of _____.

TENANT:

By: _____

CITY OF KUNA:

By: _____

Joe Stear, Mayor of Kuna

Attest: _____

City Clerk

Getting Kuna & Businesses Back to Work

Safety Suggestions & Guidelines

We want to do everything we can to get our residents and businesses in Kuna back to work safely. The governors order comes with some phased guidelines (<https://rebound.idaho.gov/>) of when certain businesses can re-open. Here are some general guidelines for non-essential Kuna businesses to re-open safely, with the caveat that these may be subject to change pending state requirements.

- 1) **General Rules (applies to all businesses):** Continue to follow the guidelines of the CDC and [Central District Health](#) for preventing community spread:
 - a. Wash hands and sanitize frequently
 - b. Regularly sanitize surfaces
 - c. Maintain 6 feet of distance from others
 - d. Wear a mask/cloth face covering in public settings, and encourage customers to wear a mask/cloth face covering
 - e. Don't touch your face
 - f. If you need to cough or sneeze, do so into your elbow, or in a way that limits the spread of germs.
 - g. Post notice on the entrance to facility that anyone feeling or exhibiting symptoms/fever should refrain from entering.
 - h. Create options for contactless payment systems (have customer insert their own card into card reader, online payments, where gloves when managing cash and dispose of gloves and sanitize/wash hands before doing another activity).
 - i. When possible, allow employees to work from home.
 - j. If you are feeling unwell, have a fever, or have been in close contact with someone who has COVID, follow self-quarantine guidelines from the CDC.
 - k. Follow Central District Health Guidelines for responding to sick or possible sick employees with COVID – 19 ([click to see attached](#)):
 - i. If you have an employee who starts exhibiting symptoms, send them home immediately, and have them stay home until their fever has been gone for 3 days (without the use of fever reducing medication) and symptoms improve. While keeping confidentiality of the sick employee, share with your staff possible dates of exposure and send home those at risk for a period of self-quarantine.
 - ii. If you feel an employee has been directly exposed (closer than 6 feet for a prolonged period of 10 minutes or more to sick person, living with or caring for a COVID-19 patient, or they feel they've been exposed), allow a 14 day quarantine period.

- 2) **Salons, Nails, & Direct Contact Customer Businesses:** If you work directly with customers in a close setting that requires physical interaction (hair salons, nail technicians, physical therapy, etc):
 - a. Post notice on the entrance to facility that anyone feeling or exhibiting symptoms/fever should refrain from entering and reschedule their appointment.
 - b. Wear a mask/cloth face covering when directly interacting with customers
 - c. Request your customers to wear a mask/cloth face covering during their visit
 - d. Wipe down/sanitize chairs and high-touch surfaces between each customer, and frequently throughout the day.
 - e. Wipe down and frequently sanitize door handles in and out of the establishment, or find ways to prop doors open when a customer is set to arrive.
 - f. Wash hands/sanitize between each client meeting, especially if your job includes hair styling or a need to physically interact with clients.

NOTE: This document includes guidelines for the business community in Kuna. Anything within these guidelines are subject to legal review and change. Contact Lisa Holland with the City of Kuna with questions/suggestions: (208) 559-5926, lholland@kunaaid.gov

- g. Schedule one client at a time with a 15 minute gap between clients for sanitizing. Spread out your appointment schedule to avoid needing waiting room seating for customers.
 - h. If in a location with multiple stations, be sure to space out customers with a minimum of a 6-10 foot distance between each other. Limit to no more than 10 people in the facility at any one point in time.
- 3) **Companies that offer a home service** (window cleaning, house cleaning, repairs and maintenance, etc):
 - a. General guidelines apply for sanitation practices.
 - b. Take off shoes before entering someone's residence (or wear protective booties).
 - c. Wear a mask/cloth face covering when in a customer's home and wash hands/sanitize prior to entering, as well as again leaving the home (to protect you and the customer).
 - d. Maintain 6 feet of distance from customers
 - e. Wipe down surfaces
- 4) **If you have a retail storefront:**
 - a. Do what you can to promote curbside pickup/online ordering of items. Try creative ways to advertise your products and services through social media, web orders, etc.
 - b. Limit the amount of customers allowed in the store at one time. Create arrows on floor if possible to make aisles one-way to reduce number of people interacting closely.
 - c. General rules apply – Frequently wash hands/sanitize, wipe down surfaces regularly, wipe down door handles or find ways to prop open the door for customers.
 - d. Create lines for check stands that help keep customers 6 feet apart while waiting to pay.
 - e. Wear a mask/cloth face covering when interfacing with customers, and encourage customers to wear face coverings while in the store. If possible, offer sanitizer at the entrance to encourage patrons to follow hygiene practices.
 - f. Any self-serve products should be discontinued for now, and employees should directly bag or serve products within these types of containers while taking adequate sanitary measures.
- 5) **Restaurants & Bars: NOTE** – *All food establishments will need to still submit a form to Central District Health (CDH) for review before opening on May 16th. CDH will be making this form available soon with a checklist for businesses, and the below guidelines can be used as part of the plan submitted.*
 - a. Following the Governor's recommendations, all dining room facilities will remain closed at least through May 15th. Bars and nightclubs will also remain closed per the governor's guidance. However, curbside pickup and delivery will be allowed.
 - b. When doing pickup orders, encourage employees & customers to wear masks/cloth face coverings, frequently change gloves, wash hands, wipe down surfaces, doors, etc.
 - c. Start thinking about your plans for how to re-open dining rooms safely: no buffets, no communal condiments or utensils, space tables, take reservations to allow for spacing, masks and hygiene training for employees, offer paper menus (disposable), etc.
 - d. The state guides allowing 50% of occupancy, and spacing dining tables to at least 10 ft apart. Have servers where masks/cloth face coverings, seat only parties of 6 or less (unless part of the same family). Have waiting areas taped off to allow for distancing when coming in to request a table, or have a call in number posted to front door for customers to call to alert the hostess that they'd like to be added to the seating list.
- 6) **Gyms & Fitness:**
 - a. Limit number of people allowed in facility at one time (State guideline not listed yet, but consider 20% occupancy, or 5 people per 1,000 sq ft).
 - b. Separate fitness workout stations (every other treadmill open) to maintain a minimum of 6-10 feet between people.

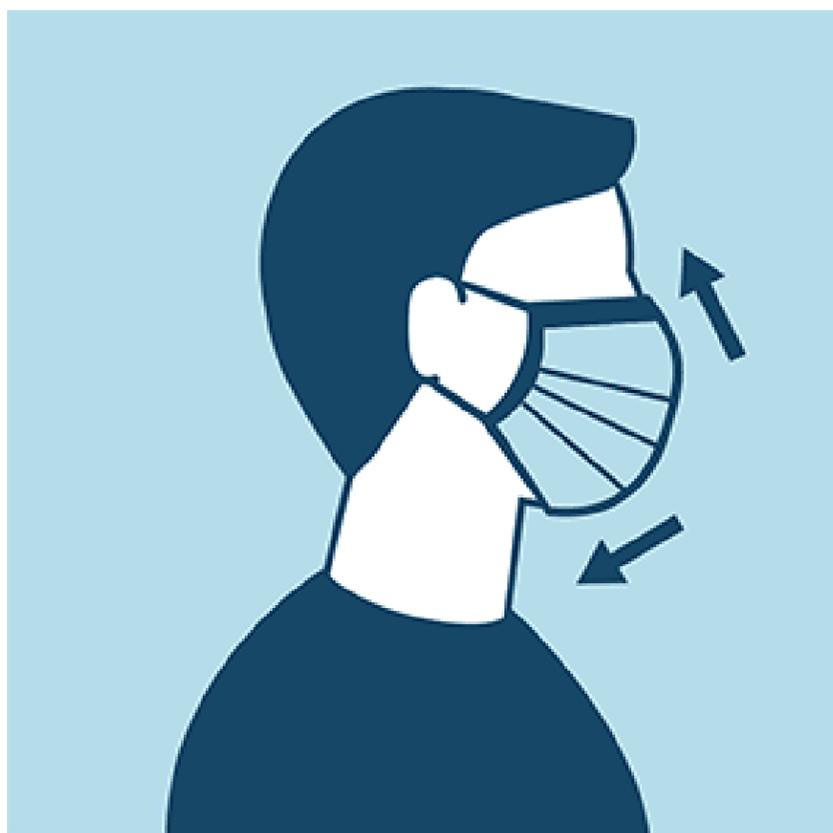
NOTE: This document includes guidelines for the business community in Kuna. Anything within these guidelines are subject to legal review and change. Contact Lisa Holland with the City of Kuna with questions/suggestions: (208) 559-5926, lholland@kunaid.gov

- c. Require wiping down each machine after each patron uses equipment. Offer several sanitization stations throughout facility and post signs of suggested hygiene practices. Post sign on entrance of building that customers feeling unwell or exposed to COVID should not enter.
 - d. If doing classes, no more than 10 people (including instructor) at a time, and maintain minimum spacing of 6-10 feet between people. Encourage patrons to wear a face covering during classes. Wipe down all equipment and surfaces between each class.
 - e. Ask Customers to wear a mask when entering facility and checking in or in close proximity to others.
- 7) Daycare Facilities or Programs for Children**
- a. Require all children entering the facility to sanitize/wash their hands upon entry.
 - b. Ask parents to check temperatures of children before drop-off, and keep home if they've been exposed, have symptoms or a fever. Consider offering temperature checks upon entry and have a solid illness policy in place.
 - c. Ask parents to bring a mask, bandana or face covering for their child.
 - d. Offer education on hygiene practices for kids and parents
 - e. Wipe down all surfaces, toys, frequently throughout the day, and allow extra time at the end of day for extra cleaning.
 - f. Minimize the number of children in the facility at one time, and do your best to set up activities that keep kids at least 6 feet from one another.
 - g. Refer to Central District Health Resources for Child Care during COVID:
<https://www.cdhd.idaho.gov/dac-coronavirus-services.php>
- 8) Other Industries: Start putting together a plan for how you will re-open safely.**
- a. Create a plan for how you will maintain social distancing for your staff and patrons
 - b. Answer how you will provide adequate sanitation and protective coverings for employees, vendors, and patrons. Will you require masks to be worn in the store? If not, why not? What will your cleaning regimen entail?
 - c. Evaluate your current ability to offer curbside pickup and/or delivery; i.e. can you offer items for sale on your Facebook page? On your website? Can you place a table outside your establishment to take orders?
 - d. Determine how you will limit the number of people allowed inside your business, at any given time in order to enable proper social distancing; i.e. this could include # of employees to be limited to 10, staying under the maximum gathering.
 - e. Consider placing directional arrows on the floor to direct flow of people up and down the aisles of your store (one-way only per aisle) in order to enhance any social distancing requirements.
- 9) Other Resources and Helpful Links for Businesses To Refer to:**
- a. Governor's Phasing Plan & Guidelines: <https://rebound.idaho.gov/>
 - b. Central District Health Resources for Business: <https://www.cdhd.idaho.gov/dac-coronavirus-resources.php>
 - c. Center for Disease Control & Prevention Guidelines:
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

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KEEP KUNA SAFE!

HELP US KEEP EMPLOYEES & OUR CUSTOMERS HEALTHY!



**Please Wear a
Facemask or
Face Covering
When Entering.**

**Not Feeling Well?
Exposed To
COVID?**

**STAY HOME
PLEASE!**



#THISISKUNA



Note: Photos are conceptual and examples from other communities

City of Kuna
751 W 4th St
Kuna Idaho 83634
www.KunaCity.id.gov

Kuna Market Village – Retail Incubator

Background on Kuna, Idaho:

Kuna Idaho is a rural-suburban city of approximately 24,980 residents (2020 Compass Estimate) located approximately 30 minutes from Boise. In the past five years, Kuna has put a significant investment into Main Street and Downtown Kuna to help strengthen economic development and promote walkability. Under construction on Phase 2 of a Main Street revitalization program in April 2020, the City of Kuna is hungry for additional businesses to spur growth within our downtown and community at large.

Introducing the Kuna Market Village:

While we have a number of businesses in our downtown, we are also challenged in having enough available building space to encourage our retailers and home-based businesses to make an investment in opening a storefront.

Kuna has a strong entrepreneurial community with over 100 home occupation businesses that produce a good or service for the community. Many of these businesses have expressed the challenges and risks of expanding their businesses and production. Based on the feedback and research on various concepts, we've determined this incubator offers the opportunity to help strengthen some of these businesses and bridge the gap to open a storefront.

Small businesses that participate will need to offer a **locally made/sourced good or product**. Priority for units will be offered to local producers. This concept will not be seeking to house multi-level marketing companies, the goal is for locally created and sourced goods. One example of a business that is interested is Wild Rose Farms who creates local honey, soaps, candies, and other products and frequently sell in trade and event shows around the Valley. They are interested in being a tenant and have other producers in their network that they would like to refer.

The incubator will also host plaza areas for the community to congregate, feature local art, bring in food-trucks, and have a stage area for concerts and special events.

Summary of Kuna Benefits:

There are several elements of the Kuna Market Village that are unique, and we hope can serve as a template for other communities to implement within their cities as well:

- **Next Steps and Timeline for the Kuna Market Village** *(As local health order allows due to COVID-19)*
 - Formalize agreement with the school district for the land lease at Main and Ave E. It's currently under legal review and will go before the School Board for final approval.
 - The layout, colors, building materials are scheduled for the Planning & Zoning Commission for design review.
 - The sheds will be ordered for construction from a local producer.
 - Work on site improvements.
 - Any ground work to level and follow ADA accessibility
 - Split electric from main building
 - Pull electric to each unit location
 - Prep and install asphalt pathways
 - Retro fit the units
 - Electricity
 - Secure Windows
 - Locking Doors
 - Other components as needed.
 - Marketing materials for the market village will go out to potential vendors to formalize contracts, create signage for buildings, and work on internal configuration before opening.
 - The schedule is for annual opening in May and stay open through Labor Day weekend and look at opening for a holiday season during November and December.
 - Develop program options for home businesses that need meeting space to incorporate into the incubator concept.
- **Phased Approach for Build out**
 - In phase one, Kuna will purchase 8-10 sheds that will be converted to 120 sq ft retail storefronts with select hours during the summer and holiday season.
 - The City of Kuna will invest up to \$100,000 for the first phase of the incubator including pathways, fencing, security upgrades, picnic tables, and 8-10 shopping units.
 - At full build-out, the Kuna Market Village will house up to 25 units that will need an investment of up to an additional \$150,000.
 - The final phase of the incubator concept will be to include a meeting space with office equipment, tables, chairs, internet connectivity and audio/video options. This phase will be an additional \$50,000.
 - Total proposed Retail Incubator is \$250,000 plus \$50,000 for Meeting Space.
- **Overall Goals of the Program**
 - Offer home-based businesses and local producers the opportunity to have a storefront with reduced risk.
 - Teach the business community skills that they can take forward to grow their businesses
 - Increase the volume of people coming to shop and eat in Downtown Kuna
 - Increase the amount of local manufacturing and production taking place within our Kuna businesses and the Treasure Valley. By increasing their sales and offering a venue to buy products for customers, the goal is that they would need to hire people to help them produce more product.

- See retail businesses “graduate” from the incubator and invest into larger brick and mortar storefronts within Downtown Kuna. The goal is that a company would only need to be incubated for 2-3 years, and the opportunity would rotate to other vendors.
 - Work with students to enhance their hands-on experience in construction, business, and finance.
 - Provide a gathering space within Kuna for local pop-up events, concerts, etc.
 - Feature Kuna artists within the concept with some potential installations that could rotate with the market village.
- **Incubator Education/Training Component:**
- Any business that participates within the Market Village will be offered a 6-week entrepreneurial training program at no cost through a partnership with the Women’s Business Center and the Small Business Administration.
 - The six-week training will also enable any business that takes advantage of the program in 2020 a subscription to a software called LivePlan for business planning purposes.
 - The Kuna Economic Development Department will also continue hosting additional training for incubator participants and the broader community.
 - In 2019, the City hosted an Entrepreneur’s 3-part series bootcamp with 27 participants that focused on elements of how to take an idea and bring it to life, legal formation steps, and how to seek financing. In 2020, we planned to host a Marketing Bootcamp series in April, but had to reschedule toward later summer/fall due to the COVID outbreak.
 - We will continue to explore the opportunity to partner with neighboring cities on our training initiatives. As an example, we are co-hosting entrepreneurial training with the City of Meridian (neighboring City) as well as the Kuna Chamber of Commerce and the Meridian Chamber. We see opportunities to work regionally in providing opportunities for home-based businesses to grow and learn.
- **Partnership Opportunities:**
- Kuna School District
 - Partnership in lease agreement to use the 4th Street Gym lot
 - Collaboration with new construction trade program being offered in Fall 2020 at the new technical high school. There is a potential that the first set of sheds will be created by Tuff Sheds, and the second or third phase could have sheds created through the construction program for the Kuna Market Village.
 - Opportunity as partners in some of the woodworking elements of the village in accents, signage, internal shelving, etc for the units.
 - At full build out, there will be one “*public*” shed available as needed for community fundraising initiatives. We look to coordinate with the school district to work with students and teach them how to run a retail location while they sell items to fundraise for their clubs or sports.
 - We will explore to have students participate in putting together training opportunities for small businesses.
 - Idaho Women’s Business Center (IWBC)
 - As a federal partner for COVID relief, the IWBC will be receiving some grant funds specific to education and training for businesses. They will be the ones offering the 6-week training program, and Kuna could be one of the pilot cities for their program.
 - Small Business Administration

- We will work closely with the SBA on offering continuing education series for small businesses in the incubator as well as others in the community with training needs.
- Tuff Sheds
 - Supporting a locally produced product, Tuff Sheds will create the first 8-10 units for Kuna.
- Kuna Chamber of Commerce
 - We will partner with the Chamber to advertise the village, coordinate on community events and training opportunities, and hosting functions for downtown businesses.
- Downtown Businesses
 - The goal would be to see increased activity for the downtown overall. Our hope is to partner with all downtown businesses to stay open during the hours of the market village, so that people can walk through downtown while they are shopping. We anticipate restaurants will see an uptick on market days in volume of people coming to shop at the market village.

Contact Information -

Chris Engels, City Clerk/Grant Administrator

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986.200.3155

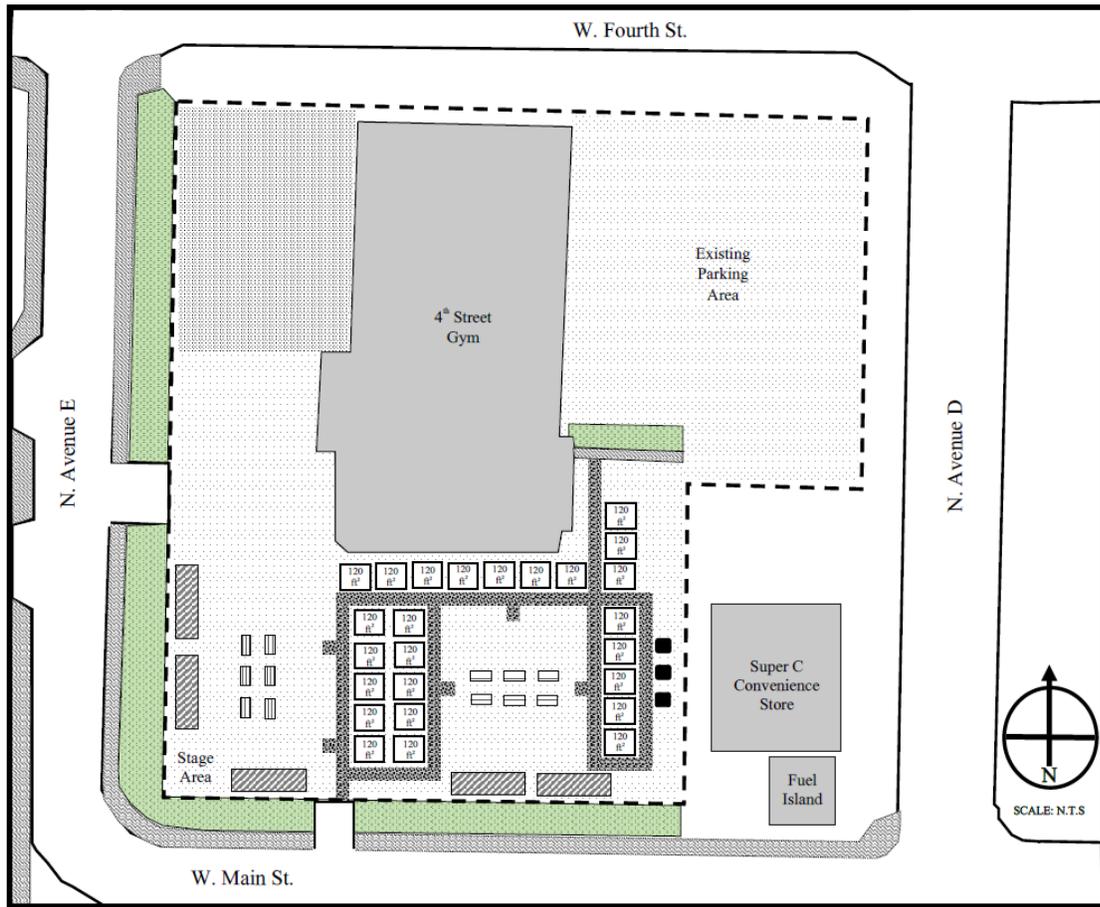
Lisa Holland, Economic Development Director

LHolland@kunaid.gov

208.559.5926

208.922.5546

Layout & Color Schemes (Full-Build out):



LEGEND

-  Property Boundary
-  Existing Landscape Buffers
-  Existing Gravel Surface
-  Existing Concrete Surface
-  Existing Sidewalk
-  Proposed Recycled Asphalt Pathway
-  Proposed Food Truck Parking
-  Proposed Picnic Tables
-  Proposed Restrooms (Portable Facilities)
-  Proposed Retail Buildings

BUILDING COLORS

 DELICATE WHITE PPG1061-1	 TUNDRA FROST PPG1028-1	 CHEROKEE RED PPG113-02	 BECK DUST PPG1056-7	 HUNT CLUB RED PPG10-39	 WARM UP PPG1007-6
 COOL CLAY PPG1071-5	 BULLETIN BOARD PPG12-04	 WAVES OF GRAIN PPG12-07	 SOUTHERN BREEZE PPG1097-2	 SMOKEY SLATE PPG1028-4	 AUTUMN GRAY PPG1028-5
 GEORGE PPG1069-7	 NIGHT WATCH PPG1183-7	 SEASTONE PPG10-11	 GROUND COFFEE PPG1078-7	 SHEFFIELD GRAY PPG1041-5	 COBALT PPG1045-7
 NOTORIOUS PPG1074-4	 COCOA CREAM PPG1079-3	 NAVY BOX BROWN PPG1084-6	 ALMOND BRITTLE PPG1088-3	 BASSON DE CAMPAGNE PPG1091	 GALE BY ME PPG1068-4
 GHOST WRITER PPG1062-3	 SOLITARY STATE PPG1069-3	 DOVER GRAY PPG1081-3	 KNIGHT'S ARMOR PPG1064-6	 BLACK MAGIC PPG1061-7	 PULVERIN PATCH PPG1054-5

BUILDING ELEVATIONS

SCALE: N.T.S

