

Executive Committee Members

Kelsey Holder
Mike Smith
Charlie Long
Kara Medrano
Steve Cherry
Ana Paz

City Staff:
Lisa Holland (Chair)
Mayor Stear
City Clerk (Secretary)



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

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of buildings. The concept would utilize the parking lot for the 4th Street Gym and 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:
 - Option1: 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*