



Shelton Metropolitan Park District Agenda

Civic Center & Virtual Platform

June 20 20, 2023 – 5:45 p.m.

- A. Call to Order
 - Roll Call
- B. Consent Agenda
 1. Voucher numbered 108275 in the amount of \$181,653.09
 2. Voucher numbered 108346 in the amount of \$180,284.85
 3. Minutes of March 21, 2023 Business Meeting
- C. Business Agenda
No business items
- D. Action Agenda
No action items
- E. Administration Report
- F. General Public Comment
- G. Announcement of Next Meeting – September 19, 2023 at 5:45 p.m.
- H. Adjourn

Special Note for Virtual Public Participation

The meeting can be viewed at: <https://www.youtube.com/user/cityofshelton>

The public can provide comments virtually by:

Email: donna.nault@sheltonwa.gov (before 5:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 5:00pm the day of the meeting)

Join the Zoom meeting by clicking on the link posted on the City's webpage

Your comments will be relayed directly to the Board.



2023 Looking Ahead

(Items and dates are subject to change)

Tues. 6/27 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> Engineering Street Standards Update Discussion 	Packet Items Due: 6/23 @ noon
Tues. 7/4	Regular Meeting	HOLIDAY – Postponed until 7/11	N/A
Tues. 7/11 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentation Business Agenda <ul style="list-style-type: none"> Civic Center Parking Lot Final Acceptance ILA Amendment – CMFE Public Hearing Ordinance No. 2006-0523 Intent to Vacate 5th St. – Grove St. to Cota St. Public Hearing Ordinance No. 2008-0623 Repealing & Re-adopting Ch. 2.56 – Relating to Police Department Action Agenda <ul style="list-style-type: none"> Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 6/30 @ 5:00 p.m.
Tues. 7/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentation May Financial Status Report Business Agenda <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Civic Center Parking Lot Final Acceptance ILA Amendment – CMFE Ordinance No. 2006-0523 Intent to Vacate 5th St. – Grove St. to Cota St. Ordinance No. 2008-0623 Repealing & Re-adopting Ch. 2.56 – Relating to Police Department Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 7/7 @ 5:00 p.m.
Tues. 7/25 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 7/21 @ noon
Tues. 8/1 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentation 	Packet Items Due: 7/21 @ 5:00 p.m.

		<ul style="list-style-type: none"> • Business Agenda • Action Agenda • Administration Report • 	
Tues. 8/8 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 8/4 @ noon
Tues. 8/15 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Forest Festival LTAC Report • June Financial Status Report Business Agenda <ul style="list-style-type: none"> • Action Agenda • Administration Report • 	Packet Items Due: 8/4 @ 5:00 p.m.
Tues. 8/22 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 8/18 @ noon
Tues. 9/5 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Business Agenda • Public Hearing Ordinance No. 2003-0523 Adoption of 2021 International Fire Code • Public Hearing Ordinance No. 2004-0523 Adoption of 2021 International Building Code Action Agenda <ul style="list-style-type: none"> • Administration Report • 	Packet Items Due: 8/25 @ 5:00 p.m.
Tues. 9/12 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 9/8 @ noon
Tues. 9/19 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda • Administration Report • 	Packet Items Due: 9/8 @ 5:00 p.m.
Tues. 9/19 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • July Financial Status Report Business Agenda <ul style="list-style-type: none"> • Action Agenda 	Packet Items Due: 9/8 @ 5:00 p.m.

		<ul style="list-style-type: none">• Ordinance No. 2003-0523 Adoption of 2021 International Fire Code• Ordinance No. 2004-0523 Adoption of 2021 International Building Code Administration Report <ul style="list-style-type: none">•	
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Other – TBD

- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- FCS Group Preliminary Water & Sewer Rate Presentation
- Project and Funding Authorization for Wallace/Shelton Springs Intersection Improvements

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Shelton Metropolitan
Park District

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein voucher numbered 108275 in the amount of \$181,653.09 that the claims are just, due and unpaid obligations against the Shelton Metropolitan Parks District, and that I am authorized to authenticate and certify said claims.

Signed this 14th of April, 2023.

Michael G. Hiltens
Director of Financial Services

We, the undersigned members of the Board of Shelton Metropolitan Parks District, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

President Miguel Gutierrez

Clerk Kathy McDowell

Board Member James Boad

Board Member Eric Onisko

Board Member Deidre Peterson

Board Member Sharon Schirman

Board Member Joe Schmit

**Shelton Metropolitan
Park District**

Check Register



Shelton, WA

Packet: APPKT02695 - APRIL 14, 2023 MANUAL PAYMENT SMPD

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	04/14/2023	Regular	0.00	181,653.09	108275

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	181,653.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	181,653.09

Virtual Payments 0 0 0.00 0.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2023	181,653.09
			<u>181,653.09</u>



Shelton, WA

**Shelton Metropolitan
Park District**

Check Register

Packet: APPKT02695 - APRIL 14, 2023 MANUAL PAYMENT SMPD

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	04/14/2023	Regular	0.00	181,653.09	108275
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>QTR4/2022SMPD</u>	Invoice	02/23/2023	QTR4/2022SMPD	0.00	181,653.09	
<u>675-000-000-57120-4100</u>			Professional Svcs / Adver		18,707.19	
<u>675-000-000-57680-4100</u>			Services-City Chg		162,945.90	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	181,653.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	181,653.09

4/13/2023

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2023	181,653.09
			<u>181,653.09</u>

Shelton Metropolitan
Park District

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein voucher numbered 108346 in the amount of \$180,284.85 that the claims are just, due and unpaid obligations against the Shelton Metropolitan Parks District, and that I am authorized to authenticate and certify said claims.

Signed this 5th of May, 2023.


Director of Financial Services

We, the undersigned members of the Board of Shelton Metropolitan Parks District, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

President Miguel Gutierrez

Clerk Kathy McDowell

Board Member James Boad

Board Member Eric Onisko

Board Member Deidre Peterson

Board Member Sharon Schirman

Board Member Joe Schmit



Shelton, WA

Shelton Metropolitan Park District

Check Register

Packet: APPKT02727 - MAY 5, 2023 SMPD PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main 990000	CITY OF SHELTON	05/05/2023	Regular	0.00	180,284.85	108346

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	180,284.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	180,284.85 ✓

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2023	180,284.85
			<u>180,284.85</u>



Shelton, WA

**Shelton Metropolitan
Park District**

Check Register

Packet: APPKT02727 - MAY 5, 2023 SMPD PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main 990000	CITY OF SHELTON	05/05/2023	Regular	0.00	180,284.85	108346
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>QTR1/2023</u>	Invoice	04/25/2023	QTR 1 2023 SMPD	0.00	180,284.85	
<u>675-000-000-57120-4100</u>		Professional Svcs / Adver	QTR 1 2023 SMPD		21,677.61	
<u>675-000-000-57680-4100</u>		Services-City Chg	QTR 1 2023 SMPD		158,607.24	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	180,284.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	180,284.85

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2023	180,284.85
			<u>180,284.85</u>



**SHELTON METROPOLITAN PARK DISTRICT
MEETING MINUTES
Civic Center & Virtual Platform
March 21, 2023 at 5:45 p.m.**

BOARDMEMBERS AND PERSONNEL

Boardmembers:

President Miguel Gutierrez
Board Clerk Kathy McDowell
James Boad
Eric Onisko
Deidre Peterson
Sharon Schirman
Joe Schmit

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Parks & Facilities Director Mark Ziegler

CALL TO ORDER

Call to Order: 5:45 p.m.
Roll Call: City Clerk Nault – All present

GENERAL PUBLIC COMMENT

None

CONSENT AGENDA

1. Voucher numbered 107867 in the amount of \$24,032.52
2. Voucher numbered 108181 in the amount of \$160,964.88
3. Minutes:
 - November 15, 2022 – Special Meeting

A motion was made by Boardmember Onisko and seconded by Boardmember Schirman to approve the Consent Agenda as published. Passed.

BUSINESS AGENDA

None

ACTION AGENDA

None

ADMINISTRATION REPORT

1. On-going Projects – Presented by Parks & Facilities Director Mark Ziegler

Parks & Facilities Director Ziegler provided information on the following projects:

- Parks and Advisory Committee – Northcliff Park playground project.
- Huff N’ Puff Trail – Community cleanup project in partnership with Shelton Rotary.
- Work Party – In partnership with the Capital Land Trust removal of invasive vegetation at Turner Avenue and 16th Street.
- City Property 218 N. 5th Street – In partnership with Mason Conservation District and Skookum Rotary revegetate and beautify the property.



Discussion followed.

GENERAL PUBLIC COMMENT

None

ANNOUNCEMENT OF NEXT MEETING

June 20, 2023 at 5:45 p.m.

ADJOURN

Meeting adjourned at 5:54 p.m.

Board President Miguel Gutierrez

City Clerk Donna Nault

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