



Shelton Metropolitan Park District Agenda

Civic Center & Virtual Platform

March 19, 2024 – 5:45 p.m.

- A. Call to Order
 - Roll Call

- B. Consent Agenda
 - 1. EFT voucher numbered 128 in the amount of \$5,000
 - 2. Voucher numbered 110220 in the amount of \$246,138.38
 - 3. Minutes of November 21, 2023 Special Meeting

- C. Presentations
 - 1. Northcliff Park

- D. Business Agenda
 - 1. Selection of President and Clerk of the Board

- E. Action Agenda
 - No action items

- F. General Public Comment

- G. Announcement of Next Meeting – June 18, 2024 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.



2024 Looking Ahead

(Items and dates are subject to change)

Mon. 3/25 8:30 a.m.	Special Meeting	Council Retreat	N/A
Tues. 3/26 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> International Property Maintenance Code 	Packet Items Due: 3/22 @ noon
Tues. 4/2 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> Child Abuse Prevention Proclamation Business Agenda <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Resolution No. 1321-0224 ADA Transition Plan Contract, Transpo Resolution No. 1323-0324 Amendment #2 PE Services Construction Management SRTS Resolution No. 1324-0324 Approve Angleside Grant Agreement Resolution No. 1322-0324 Library Deck Grant Acceptance Ordinance No. 2020-0224 Frontage Improvement Charge & Transportation Impact Fee Updates Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 3/22 @ 5:00 p.m.
Tues. 4/9 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 4/5 @ noon
Tues. 4/16 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> February Financial Status Report Police Dept. Annual Report Business Agenda <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 4/5 @ 5:00 p.m.
Tues. 4/23 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 4/19 @ noon
Tues. 5/7 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> 	Packet Items Due: 4/26 @ 5:00 p.m.

		Business Agenda • Action Agenda • Administration Report •	
Tues. 5/14 6:00 p.m.	Study Session	Study Agenda • Central Mason Fire & EMS	Packet Items Due: 5/10 @ noon
Tues. 5/21 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentations • March Financial Status Report Business Agenda • Action Agenda • Administration Report •	Packet Items Due: 5/10 @ 5:00 p.m.
Tues. 5/28 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 5/24 @ noon

Other – TBD

- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Project and Funding Authorization for Wallace Kneeland/Shelton Springs Intersection Improvements
- Height Limit Ordinance
- Resolution No. 1305-1123 AMI Project Award
- Resolution No. 1316-0124 Interlocal Agreement with Mason County for Reimbursable Work, Supplies and Services
- Resolution No. 1317-0224 Police Vehicle Purchase

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 EFT voucher numbered 128 in the amount of \$5,000 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 12th of January, 2024.

Michael G. Gillens
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 _____, 2024.

Board Member George Blush

Board Member Tom Gilmore

Board Member Miguel Gutierrez

Board Member Eric Onisko

Board Member Sharon Schirman

Board Member Joe Schmit

Board Member Melissa Stearns



Shelton, WA

Shelton Metropolitan Park District

Check Register

Packet: APPKT02987 - JANUARY 12, 2024 SMPD PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main 202919	WA CITIES INSUR AUTHORITY	01/12/2024	EFT	0.00	5,000.00	128

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
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	1	1	0.00	5,000.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	5,000.00



Shelton, WA

Shelton Metropolitan
Park District

Check Register

Packet: APPKT02987 - JANUARY 12, 2024 SMPD PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
202919	WA CITIES INSUR AUTHORITY	01/12/2024	EFT	0.00	5,000.00	128
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>200041</u>	Invoice	01/01/2024	SMPD LIABILITY	0.00	5,000.00	
<u>675-000-000-57120-4600</u>	Insurance		SMPD LIABILITY		950.00	
<u>675-000-000-57680-4600</u>	Insurance		SMPD LIABILITY		4,050.00	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
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	1	1	0.00	5,000.00
Virtual Payments	0	0	0.00	0.00
	1	1	0.00	5,000.00

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 110220 in the amount of \$246,138.38 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 23rd of February, 2024.

Michael J. Gilhens
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 _____, 2024.

Board Member George Blush

Board Member Tom Gilmore

Board Member Miguel Gutierrez

Board Member Eric Onisko

Board Member Sharon Schirman

Board Member Joe Schmit

Board Member Melissa Stearns



Shelton, WA

Shelton Metropolitan Park District

Check Register

Packet: APPKT03032 - FEBRUARY 23 2024 SMPD

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	02/23/2024	Regular	0.00	246,138.38	110220

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	246,138.38
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	246,138.38 ✓



Shelton, WA

Shelton Metropolitan Park District

Check Register

Packet: APPKT03032 - FEBRUARY 23 2024 SMPD

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	02/23/2024	Regular	0.00	246,138.38	110220
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>Q4/2023SMPD</u>	Invoice	02/14/2024	Q4/2023SMPD	0.00	246,138.38	
<u>675-000-000-57120-4100</u>		Professional Svcs / Adver	Q4/2023SMPD		12,245.11	
<u>675-000-000-57680-4100</u>		Services-City Chg	Q4/2023SMPD		233,893.27	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	246,138.38
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	246,138.38



**SHELTON METROPOLITAN PARK DISTRICT
Special Meeting
Civic Center & Virtual Platform
November 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 Mark Ziegler
City Clerk Donna Nault
Finance Director Mike Githens

CALL TO ORDER

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

CONSENT AGENDA

1. Minutes – Special Meeting of November 7, 2023

A motion was made by Board Clerk McDowell and seconded by Boardmember Onisko to approve the consent agenda as published. Passed.

BUSINESS AGENDA

None

Board President Gutierrez recessed from the Special Meeting to open a Public Hearing.

ACTION AGENDA

1. Resolution No. SMPD 38-0923 2024 Budget – Presented by Finance Director Mike Githens

Finance Director Githens reviewed the 2024 SMPD budget. No discussion. No public testimony. City Clerk Nault provided the reading of Resolution No. SMPD 38-0923.

A motion was made by Boardmember Schirman and seconded by Boardmember Onisko to approve the 2024 SMPD budget by adopting Resolution No. 38-0923. Passed.

Board President Gutierrez closed the public hearing and opened another public hearing.



2. Resolution No. SMPD 39-0923 2024 Ad Valorem Taxes – Presented by Finance Director Mike Githens

Finance Director Githens reviewed the 2024 Ad Valorem Taxes. No discussion. No public testimony. City Clerk Nault provided the reading of Resolution SMPD 39-0923.

A motion was made by Boardmember Onisko and seconded by Boardmember Schirman to approve Resolution No. SMPD 39-0923 as presented. Passed.

Board President Gutierrez closed the public hearing and resumed the special meeting.

ADMINISTRATION REPORT

Parks & Recreation Supervisor Jordanne Krumpols:

- Northcliff Park playground will be installed on December 9, 2023.

GENERAL PUBLIC COMMENT

None

ANNOUNCEMENT OF NEXT MEETING

The next regular business meeting, which was scheduled for December 19, 2023, has been cancelled because there is no business to conduct.

ADJOURN

Meeting adjourned at 5:52 p.m.

Board President Miguel Gutierrez

City Clerk Donna Nault



Parks & Recreation
Department

NORTHCLIFF NEIGHBORHOOD PARK

S M P D M A R C H 1 9



 www.sheltonwa.gov

 1518 Northcliff Rd

Pre-Playground

April 2022 – Neighborhood meeting

Priorities

- Fencing
- Play structure

April 2023 – Advisory Committee selected play structure



Funding



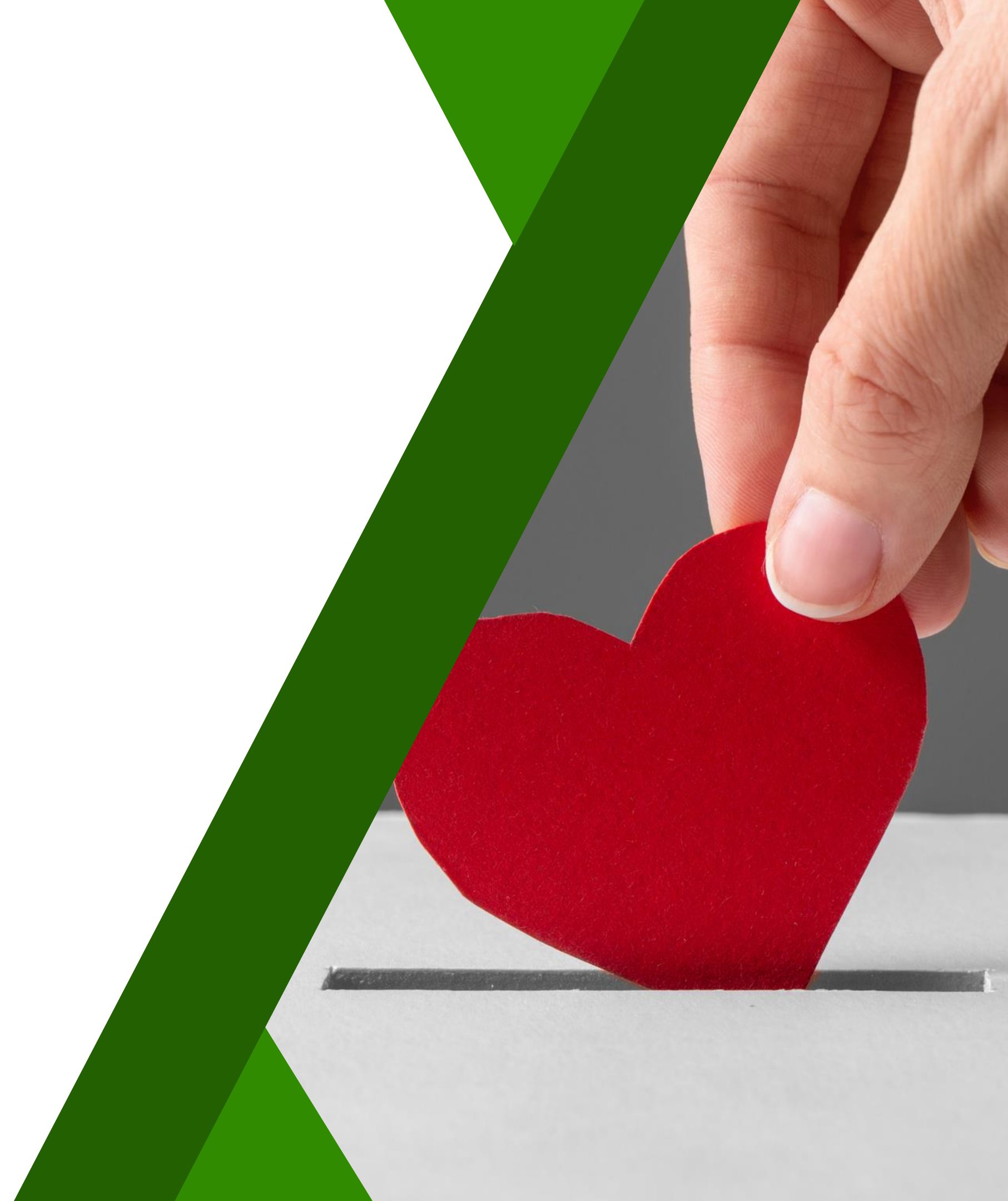
Budget: \$40,000



Donations:
\$20,000

Donations

- ◆ Ron Kellis & Diane Pilkey - \$100
- ◆ DeHart Family - \$300
- ◆ Eric Onisko - \$1,000
- ◆ Sue Patterson - \$2,000
- ◆ Shelton Kiwanis - \$2,000
- ◆ Squaxin Island Tribe - \$2,500
- ◆ Sierra Pacific Industries - \$2,500
- ◆ KristmasTown Kiwanis - \$10,000
- ◆ Builders FirstSource - 60 Bags Concrete



Volunteers

- 34 Volunteers
- 4 City Staff
- 1 Install Coordinator

Total Hours: 145







Thank You