



Shelton Metropolitan Park District Agenda

Civic Center & Virtual Platform

September 17, 2024 – 5:45 p.m.

- A. Call to Order
 - Roll Call
- B. Consent Agenda
 1. Voucher numbered 111291 in the amount of \$309,227.16
 2. Minutes of June 18, 2024 Business Meeting
- C. General Public Comment
- D. Business Agenda
 - No business items
- E. Action Agenda
 - No action items
- F. Announcement of Next Meeting – December 17, 2024 at 5:45 p.m.
- G. 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)

Tues. 9/24 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Pavement Condition Index Report 	Packet Items Due: 9/20 @ noon
Tues. 10/1 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations • Business Agenda <ul style="list-style-type: none"> • Resolution No. 1340-0624 Water Meter Upgrades Installation (AMI) Project Award Action Agenda <ul style="list-style-type: none"> • Administration Report • 	Packet Items Due: 9/20 @ 5:00 p.m.
Tues. 10/8 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 10/4 @ noon
Tues. 10/15 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations • White Cane Awareness Proclamation • August Financial Status Report Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Resolution No. 1340-0624 Water Meter Upgrades Installation (AMI) Project Award Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 10/4 @ 5:00 p.m.
Tues. 10/22 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 10/18 @ noon
Tues. 11/5 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations • Business Agenda <ul style="list-style-type: none"> • Public Hearing Ordinance No. 2023-0924 2025 Preliminary Budget • Resolution No.1348-0924 Master Fee Schedule Update Action Agenda <ul style="list-style-type: none"> • Ordinance No. 2021-0824 Height Limit Removal Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 10/25 @ 5:00 p.m.
Tues. 11/12 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Transportation Benefit District (TBD) 	Packet Items Due: 11/7 @ noon
Tues. 11/19	Regular Meeting	Consent Agenda	Packet Items Due:

6:00 p.m.		<ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • September Financial Status Report Business Agenda <ul style="list-style-type: none"> • Public Hearing Ordinance No. 2024-0924 2025 Ad Valorem Taxes Action Agenda <ul style="list-style-type: none"> • Public Hearing Ordinance No. 2023-0924 Adoption of 2025 Budget • Resolution No.1348-0924 Master Fee Schedule Update Administration Report <ul style="list-style-type: none"> • 	11/7 @ 5:00 p.m.
Tues. 11/26 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 11/22 @ noon

Other – TBD

- Resolution No. 1316-0124 ILA with Mason County for Reimbursable Work, Supplies and Services
- International Property Maintenance Code

DRAFT

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 111291 in the amount of \$309,227.16 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 2nd of August, 2024.



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.

President Miguel Gutierrez

Board Clerk Melissa Stearns

Board Member George Blush

Board Member Tom Gilmore

Board Member Eric Onisko

Board Member Lyndsey Sapp

Board Member Sharon Schirman



Shelton, WA

Sheron Metropolitan Park District

Check Register

Packet: APPKT03219 - AUGUST 2, 2024 SMPD

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	08/02/2024	Regular	0.00	309,227.16	111291

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	309,227.16
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
	2	1	0.00	309,227.16

Virtual Payments 0 0 0.00 0.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2024	309,227.16
			<u>309,227.16</u>



Shelton, WA

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990000	CITY OF SHELTON	08/02/2024	Regular	0.00	309,227.16	111291
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>Q1/2024SMPD</u>	Invoice	07/23/2024	Q1/2024SMPD	0.00	151,813.29	
675-000-000-57120-4100	Professional Svcs / Adver		Q1/2024SMPD		14,989.37	
675-000-000-57680-4100	Services-City Chg		Q1/2024SMPD		136,823.92	
<u>Q2/2024SMPD</u>	Invoice	07/23/2024	Q2/2024SMPD	0.00	157,413.87	
675-000-000-57120-4100	Professional Svcs / Adver		Q2/2024SMPD		10,039.97	
675-000-000-57680-4100	Services-City Chg		Q2/2024SMPD		147,373.90	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	309,227.16
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
	2	1	0.00	309,227.16

Virtual Payments 0 0 0.00 0.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2024	309,227.16
			<u>309,227.16</u>



**SHELTON METROPOLITAN PARK DISTRICT
MEETING MINUTES
Civic Center & Virtual Platform
June 18, 2024 at 5:45 p.m.**

BOARDMEMBERS AND PERSONNEL

Boardmembers:

President Miguel Gutierrez
Board Clerk Melissa Stearns
George Blush
Tom Gilmore
Lyndsey Sapp
Sharon Schirman

Personnel:

City Manager Mark Ziegler
City Clerk Donna Nault
Parks & Recreation Supervisor Jordanne Krumpols

CALL TO ORDER

Call to Order: 5:45 p.m.
Roll Call: City Clerk Nault – Absent: Boardmember Onisko

CONSENT AGENDA

1. Minutes of March 19, 2024 Business Meeting

City Clerk Nault read the item on the consent agenda. A motion was made by Boardmember Gilmore and seconded by Boardmember Stearns to approve the consent agenda as read. Passed.

BUSINESS AGENDA

None

ACTION AGENDA

None

ADMINISTRATION REPORT

1. Movies in the Park – Presented by Parks & Recreation Supervisor Jordanne Krumpols

Parks & Recreation Supervisor Krumpols presented information regarding Movies in the Park. Discussion followed.

GENERAL PUBLIC COMMENT

None

ANNOUNCEMENT OF NEXT MEETING

September 17, 2024 at 5:45 p.m.

ADJOURN

Meeting adjourned at 5:48 p.m.

Board President Miguel Gutierrez

City Clerk Donna Nault