



Shelton Metropolitan Park District Agenda

Special Meeting

Civic Center & Virtual Platform

November 5, 2024 – 5:45 p.m.

- A. Call to Order
 - Roll Call
- B. Consent Agenda
 - 1. Voucher numbered 111772 in the amount of \$158,242.39
 - 2. Minutes of September 17, 2024 Business Meeting
- C. General Public Comment
- D. Business Agenda
 - No business items
- E. Public Hearing
 - 1. Public Hearing – Resolution No. SMPD 40-0924 2025 Preliminary Budget – Presented by Finance Director Mike Githens
 - 2. Public Hearing – Resolution No. SMPD 41-0924 2025 Ad Valorem Taxes – Presented by Finance Director Mike Githens
- F. Action Agenda
 - No action items
- G. Administration Report
 - 1. Park Updates – Presented by Parks & Recreation Supervisor Jordanne Krumpols
- H. Announcement of Next Meeting – Special Meeting on November 19, 2024 at 5:45 p.m.
- I. 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 4:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 4:00pm the day of the meeting)

Your comments will be relayed directly to the Board.



2024/25 Looking Ahead

(Items and dates are subject to change)

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 5:45 p.m.	Special SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Public Hearing <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Resolution No. SMPD 40-0924 Adoption of 2025 Budget • Resolution No. SMPD 41-0924 2025 Ad Valorem Taxes Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 11/7 @ 5:00 p.m.
Tues. 11/19 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"> • Shelton-Mason County Chamber Q3 LTAC Report • September Financial Status Report Business Agenda <ul style="list-style-type: none"> • Resolution No. xxxx-xxxx Work Order for Structural Design on Water Reservoir Vent Hoods Public Hearing <ul style="list-style-type: none"> • Public Hearing Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix • Public Hearing Ordinance No. 2027-1024 Sales & Use Tax for Housing Related Services Action Agenda <ul style="list-style-type: none"> • Civic Center Rotating Art Gallery • Public Hearing #2 Ordinance No. 2023-0924 Adoption of 2025 Budget • Public Hearing #2 Ordinance No. 2024-0924 2025 Ad Valorem Taxes • Resolution No.1348-0924 Master Fee Schedule Update • Ordinance No. 2021-0824 Height Limit Removal • Defense Attorney Costs Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 11/7 @ 5:00 p.m.
Tues. 11/26 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • 	Packet Items Due: 11/22 @ noon

Tues. 12/3 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Resolution No. xxxx-xxxx Work Order for Structural Design on Water Reservoir Vent Hoods <p>Presentations</p> <ul style="list-style-type: none"> • <p>Business Agenda</p> <ul style="list-style-type: none"> • Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval • Resolution No. 1353-1024 2025 Legislative Agenda <p>Public Hearing</p> <ul style="list-style-type: none"> • Public Hearing Ordinance No. 2026-1024 2024 Budget Supplemental <p>Action Agenda</p> <ul style="list-style-type: none"> • Ordinance No. 2027-1024 Sales & Use Tax for Housing Related Services <p>Administration Report</p> <ul style="list-style-type: none"> • 	Packet Items Due: 11/22 @ 5:00 p.m.
Tues. 12/10 6:00 p.m.	Study Session	<p>Study Agenda</p> <ul style="list-style-type: none"> • 	Packet Items Due: 12/6 @ noon
Tues. 12/17 5:45 p.m.	SMPD Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Meeting Minutes <p>Business Agenda</p> <ul style="list-style-type: none"> • <p>Action Agenda</p> <ul style="list-style-type: none"> • <p>Administration Report</p> <ul style="list-style-type: none"> • 	Packet Items Due: 12/6 @ 5:00 p.m.
Tues. 12/17 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes <p>Presentations</p> <ul style="list-style-type: none"> • October Financial Status Report <p>Business Agenda</p> <ul style="list-style-type: none"> • <p>Public Hearing</p> <ul style="list-style-type: none"> • <p>Action Agenda</p> <ul style="list-style-type: none"> • Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval • Ordinance No. 2026-1024 2024 Budget Supplemental • Resolution No. 1353-1024 2025 Legislative Agenda <p>Administration Report</p> <ul style="list-style-type: none"> • 	Packet Items Due: 12/6 @ 5:00 p.m.
Tues. 12/24 6:00 p.m.	Study Session	CANCELLED – Christmas Eve	N/A
Tues. 1/7/25 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes <p>Presentations</p>	Packet Items Due: 12/27 @ 5:00 p.m.

		<ul style="list-style-type: none"> • October Financial Status Report Business Agenda <ul style="list-style-type: none"> • Public Hearing <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	
Tues. 1/14/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • 	Packet Items Due: 1/10 @ noon
Tues. 1/21/25 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"> • November Financial Status Report Business Agenda <ul style="list-style-type: none"> • Public Hearing <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: 1/10 @ 5:00 p.m.
Tues. 1/28/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • 	Packet Items Due: 1/24 @ noon

Other – TBD

- International Property Maintenance Code

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 111772 in the amount of \$158,242.39 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 11th of October, 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 Metropolitan Park District



Shelton, WA

Check Register

Packet: APPKT03299 - OCTOBER 11, 2024 SMPD Q3 2024
PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	10/11/2024	Regular	0.00	158,242.39	111772

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	158,242.39
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	158,242.39 ✓

Shelton Metropolitan Park District



Shelton, WA

Check Register

Packet: APPKT03299 - OCTOBER 11, 2024 SMPD Q3 2024
PAYMENT

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	10/11/2024	Regular	0.00	158,242.39	111772
Bank Code: APBNK-Main-APBNK-Main						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>Q3/2024SMPD</u>	Invoice	10/08/2024	Q3/2024SMPD	0.00	158,242.39	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>675-000-000-57120-4100</u>		Professional Svcs / Adver		Q3/2024SMPD	16,571.54	
<u>675-000-000-57680-4100</u>		Services-City Chg		Q3/2024SMPD	141,670.85	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	158,242.39
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	158,242.39



**SHELTON METROPOLITAN PARK DISTRICT
Civic Center & Virtual Platform
September 17, 2024 at 5:45 p.m.**

BOARDMEMBERS AND PERSONNEL

Boardmembers:

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

Personnel:

City Manager Mark Ziegler
City Clerk Donna Nault

CALL TO ORDER

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

CONSENT AGENDA

1. EFT Voucher numbered 111291 in the amount of \$309,227.16
2. Minutes – Business Meeting of June 18, 2024

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

GENERAL PUBLIC COMMENT

None

BUSINESS AGENDA

None

ACTION AGENDA

None

ANNOUNCEMENT OF NEXT MEETING

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

ADJOURN

Meeting adjourned at 5:47 p.m.

Board President Miguel Gutierrez

City Clerk Donna Nault



**SHELTON METROPOLITAN PARK DISTRICT
BOARD BRIEFING REQUEST
(Agenda Item E1)**

Touch Date: 09/25/2024
Brief Date: 11/05/2024
Action Date: 11/19/2024

Department: Finance
Presented By: Mike Githens

APPROVED FOR BOARD PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

**PROGRAM/PROJECT TITLE:
2025 SMPD Budget**

Ordinance

Dept. Head

**ATTACHMENTS:
Resolution No. SMPD 40-0924
2025 Budget Detail**

Resolution

Finance Director

Motion

Attorney

Other

City Clerk

City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Resolution presented to adopt the Shelton Metropolitan Parks District budget for 2025. The budget will pay for Parks and Recreation expenses of the City of Shelton Parks and Recreation divisions as well as budgeted capital costs for Parks.

The SMPD budget totals \$894,698 and includes \$160,000 of park capital, design, and maintenance activities. The expense is supported by \$639,475 of revenue, which includes the statutory 1% increase on the highest lawful property tax levy. The 2025 budget assumes a use of fund balance in the amount of \$237,223 in order to fund the budgeted expenditures.

ANALYSIS/OPTIONS/ALTERNATIVES:

The proposed budget continues recreation and parks services at current levels.

BUDGET/FISCAL INFORMATION:

The 2025 budget includes a slight increase for costs in supplies and services to be absorbed and remain overall within budget.

PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to forward the 2025 budget resolution to the November 19th special SMPD meeting for further consideration, action and to allow the public another opportunity to comment on the resolution under consideration."

RESOLUTION NO. SMPD 40-0924

**A RESOLUTION OF THE SHELTON METROPOLITAN PARK DISTRICT
ADOPTING THE BUDGET FOR THE YEAR ENDING DECEMBER 31, 2025**

WHEREAS, the Board of the Shelton Metropolitan Park District has met to discuss anticipated revenues and expenses for the year 2025; and

WHEREAS, the Chief Executive Officer of the Shelton Metropolitan Park District completed and placed on file with the Shelton City Clerk a proposed budget for the year ending December 31, 2025.

WHEREAS, a notice was published that the Board of the Metropolitan Park District would meet on the 5th day of November, 2024 and 19th of November, 2024 for the purpose of holding a public hearing on the District’s 2025 budget.

WHEREAS, notice was published that the Park District Board would meet on November 5th, 2024 and November 19th, 2024 to adopt a budget for the year ending December 31, 2024 and giving the public an opportunity to be heard upon said budget; and

NOW, THEREFORE BE IT RESOLVED, by the Board of the Shelton Metropolitan Park District: that an expenditure appropriation of eight hundred seventy-six thousand six-hundred ninety-eight dollars (\$876,698), as summarized below, is hereby adopted for the year ending December 31, 2025.

	2025
Estimated beginning fund balance:	396,207
Shelton Metropolitan Parks District (SMPD) Budget	\$ 734,698
Less Estimated Revenue from fees	\$ (18,000)
Capital Projects	
Simpson RR Trail Design and Construction	\$ 100,000
Northcliff Neighborhood Park Improvements Phase II	\$ 20,000
Park Impact Fee Study	\$ 40,000
Total Projects	\$ 160,000
SMPD Budget	\$ 876,698

Resources:	
Property Tax Revenue	\$ 636,875
Investment Revenue	2,500
Excise Tax	100
	<u>\$ 639,475</u>
Use of Fund Balance	<u>237,223</u>
	\$ 876,698
Estimated Ending Fund Balance	158,984

INTRODUCED AND PASSED by the Board of the Shelton Metropolitan Park District on this 19th day of November 2024.

Shelton Metropolitan Park District:

President Gutierrez

Board Clerk Stearns

ATTEST:

City Clerk Nault

**Shelton Metropolitan Park District
2025 Preliminary Budget**

TOTAL BUDGET SUMMARY

DESCRIPTION	2022 Actual	2023 Budget	2024 Budget	2024 YE Estimate	2025 Preliminary
Total Beginning Cash	\$ 424,230	\$ 597,621	\$ 637,106	\$ 728,561	\$ 723,758
Total Revenue	607,134	612,231	620,878	629,385	639,475
Total Resources (Beginning Cash + Revenue)	\$ 1,031,364	\$ 1,209,852	\$ 1,257,984	\$ 1,357,946	\$ 1,363,233
Total Expenditures	433,743	904,290	654,226	720,840	894,698
Total Ending Cash	\$ 597,621	\$ 305,562	\$ 603,758	\$ 637,106	\$ 468,535
Total Expenditures + Total Ending Cash	\$ 1,031,364	\$ 1,209,852	\$ 1,257,984	\$ 1,357,946	\$ 1,363,233



**SHELTON METROPOLITAN PARK DISTRICT
BOARD BRIEFING REQUEST
(Agenda Item E2)**

Touch Date: 09/25/2024
Brief Date: 11/05/2024
Action Date: 11/19/2024

Department: Finance
Presented By: Mike Githens

APPROVED FOR BOARD PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

2025 SMPD Ad Valorem Taxes

Ordinance

Dept. Head

ATTACHMENTS:

**Resolution No. SMPD 41-0924
2025 Budget Detail**

Resolution

Finance Director

Motion

Attorney

Other

City Clerk

City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

A resolution to set the SMPD regular levy for collection in 2025. This resolution will levy the statutory maximum ad valorem tax by increasing levy collections by 1% from the highest lawful levy amount plus new construction and State assessed property which are legally allowed add-ons beyond the 1% statutory regulation.

Property tax collections are allowed to increase by the lower of 1% or the Implicit Price Deflator (IPD). The IPD, or rate of inflation, for calculating the increase on 2025 property tax collections is 3.67%, higher than the statutory limit of 1%. Therefore, there is no need for an additional resolution of substantial need.

The total collections for 2025 are, with estimates for legally allowed add-ons, \$626,717.35 an increase of \$7,752.28 or 1.25% from 2024 collections.

BUDGET/FISCAL INFORMATION:

The revenue collected from the property tax levy will fund park and recreation operations in 2025.

PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk

STAFF RECOMMENDATION/MOTION:

"I move that we forward Resolution No. SMPD 41-0924 to the November 19, 2024 SMPD agenda for further consideration."

RESOLUTION NO. SMPD 41-0924

**A RESOLUTION OF THE SHELTON METROPOLITAN PARK DISTRICT OF
SHELTON, WASHINGTON SETTING THE AMOUNT OF THE ANNUAL AD VALOREM
TAXES FOR CALENDAR YEAR 2025**

WHEREAS, the Board of the Shelton Metropolitan Park District held properly noticed public hearings on November 5, 2024 and November 19, 2024 to consider the revenues and expenses for the 2025 budget year; and

WHEREAS, the Board of the Shelton Metropolitan Park District held a properly noticed public hearing on November 5, 2024 and November 19, 2024 to consider the Shelton Metropolitan Park District's Ad Valorem (Property) taxes for the 2025 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the Shelton Metropolitan Park District's highest lawful regular levy amount from the previous year was \$617,335.40; and

WHEREAS, the population of this district is more than 10,000; and

WHEREAS, the Board, after duly considering all relevant evidence and testimony presented, determined that the District requires a regular levy in the amount of \$626,717.35 which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the District and in its best interests; and

WHEREAS, the Board, after careful deliberation on the 2025 Budget, has approved a Resolution to collect the full 1% increase on the highest lawful levy,

NOW, THEREFORE, the Board of the Shelton Metropolitan Park District of Shelton, Washington, resolves as follows:

Section 1.

A levy is authorized to be collected in 2025, with an increase in the District's 2024 regular levy for collections in 2025 resulting in a dollar amount increase of \$7,752.28 or 1.25246% from the previous year's regular levy. By law, the levy will be used for the purpose of paying the general expenses of the City of Shelton's Parks and Recreation activities, including capital expenditures, less earned revenue and is calculated:

2024 Highest Lawful Levy	\$ 617,335.40
2024 Regular Levy	\$ 618,965.07
2025 Limit Factor of 1% on Highest Lawful Levy	\$ 623,508.75
<i>Dollar Increase from 2024 Regular Levy</i>	\$ 4,543.68
<i>Percent Increase from 2024 Regular Levy</i>	0.73408%
Legally allowed add-on's in addition to the 1% statutory limit	
New Construction	\$ 3,208.60
Estimated State Assessed Property	\$ -
2025 Regular Property Tax	\$ 626,717.35
<i>Dollar Increase Including add-ons</i>	\$ 7,752.28
<i>Percent Increase Including add-ons</i>	1.25246%

This Resolution reserves unutilized levy capacity including any add-ons such as changes to new construction or state utilities, refunds, and any changes resulting from the Mason County Assessor's Office finalization of the 2025 levy amounts provided to the City of Shelton on behalf of the Shelton Metropolitan Park District.

Section 2.

Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this resolution is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this resolution.

Introduced and passed by the Board of the Shelton Metropolitan Park District on this 19th day of November 2024.

Shelton Metropolitan Park District:

President Gutierrez

Board Clerk Stearns

ATTEST:

City Clerk Nault

**Shelton Metropolitan Park District
2025 Preliminary Budget**

TOTAL BUDGET SUMMARY

DESCRIPTION	2022 Actual	2023 Budget	2024 Budget	2024 YE Estimate	2025 Preliminary
Total Beginning Cash	\$ 424,230	\$ 597,621	\$ 305,562	\$ 487,662	\$ 396,207
Total Revenue	607,134	612,231	620,878	629,385	639,475
Total Resources (Beginning Cash + Revenue)	\$ 1,031,364	\$ 1,209,852	\$ 926,440	\$ 1,117,047	\$ 1,035,682
Total Expenditures	433,743	904,290	654,226	720,840	894,698
Total Ending Cash	\$ 597,621	\$ 305,562	\$ 272,214	\$ 396,207	\$ 140,984
Total Expenditures + Total Ending Cash	\$ 1,031,364	\$ 1,209,852	\$ 926,440	\$ 1,117,047	\$ 1,035,682