



## Shelton Metropolitan Park District Agenda

Special Meeting

Civic Center & Virtual Platform

October 4, 2022 – 5:45 p.m.

- A. Call to Order
  - Roll Call
- B. General Public Comment
- C. Consent Agenda
  - 1. Voucher numbered 107440 in the amount of \$142,078.08
  - 2. Minutes of June 21, 2022 Business Meeting
- D. Business Agenda
  - 1. Public Hearing – Resolution No. SMPD 36-0922 2023 Preliminary Budget – Presented by Finance Director Mike Githens
- E. Action Agenda
  - No action items
- F. Administration Report
- G. Announcement of Next Meeting – Special Meeting on November 1, 2022 at 5:45 p.m.
- H. Adjourn

### Special Note for Virtual Public Participation

The meeting can be viewed at: [masonwebtv.com](http://masonwebtv.com)

The public can provide comments virtually by:

Email: [donna.nault@sheltonwa.gov](mailto: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.



# 2022 Looking Ahead

(Items and dates are subject to change)

Tues. 10/11 6:00 p.m.		Spotlight Shelton	N/A
Mon. 10/17		Public Hearing notices to the Journal	N/A
Tues. 10/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> <li>August Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>Public Hearing Ordinance No. 1993-0922 Amending SMC Ch. 13.02 Related to Stormwater Regulation</li> <li>Parks and Open Space Standards for Development of Land</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>LTAC Grant Recommendations</li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 10/7 – 5:00 p.m.
Tues. 10/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>Water Comprehensive Plan Update</li> </ul>	Packet Items Due: 10/21 @ noon
Tues. 11/1 5:45 p.m.	Special SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>Public Hearing Resolution No. SMPD 37-0922 2023 Ad Valorem Taxes</li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 10/21 – 5:00 p.m.
Tues. 11/1 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentation <ul style="list-style-type: none"> <li>Operation Green Light Proclamation</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>Public Hearing Ordinance No. 1991-0922 2023 Preliminary Budget</li> <li>Public Hearing Ordinance No. 1992-0922 2023 Regular &amp; Ad Valorem Taxes</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>Ordinance No. 1993-0922 Amending SMC Ch. 13.02 Related to Stormwater Regulation</li> <li>Parks and Open Space Standards for Development of Land</li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 10/21 – 5:00 p.m.
Tues. 11/8	Study Session	Study Agenda	Packet Items Due:

6:00 p.m.		<ul style="list-style-type: none"> <li>• Land Use Regulations</li> </ul>	11/4 @ noon
Tues. 11/15 5:45 p.m.	Special SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Resolution No. SMPD 36-0922 2023 Budget</li> <li>• Resolution No. SMPD 37-0922 2023 Ad Valorem Taxes</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 11/4 – 5:00 p.m.
Tues. 11/15 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Ordinance No. 1991-0922 2023 Budget</li> <li>• Ordinance No. 1992-0922 2023 Regular &amp; Ad Valorem Taxes</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 11/4 – 5:00 p.m.
Tues. 11/22 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>• Homelessness Task Force Recommendations</li> </ul>	Packet Items Due: 11/18 @ noon

Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- More Standing Committees by the Council
- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1968-0321 Water Comp Plan Adoption
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Resolution No. 1243-0822 Brockdale Road Resurfacing Improvements Project Award

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 107440 in the amount of \$142,078.08 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 21<sup>st</sup> of June, 2022.

  
\_\_\_\_\_  
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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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

Packet: APPKT02332 - JUNE 17, 2022 MANUAL AP PAYMENT - SMPD

## Check Register

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	06/17/2022	Regular	0.00	142,078.08	107440

### Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	142,078.08
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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>142,078.08</b>

Virtual Payments	0	0	0.00	0.00
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### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2022	142,078.08
			<u>142,078.08</u>



Shelton, WA

**Shelton Metropolitan  
Park District**

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**Check Register**

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	06/17/2022	Regular	0.00	142,078.08	107440
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">QTR1/2022</a>	Invoice	06/06/2022	QTR 1 2022 SMPD BILLING	0.00	142,078.08	
<a href="#">675-000-000-57120-4100</a>			Professional Svcs / Adver		21,113.12	
<a href="#">675-000-000-57680-4100</a>			Services-City Chg		120,964.96	

**Bank Code APBNK-Main Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	142,078.08
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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>142,078.08</b>

Virtual Payments	0	0	0.00	0.00
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### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2022	<u>142,078.08</u>
			142,078.08

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DK*





**SHELTON METROPOLITAN PARK DISTRICT  
MEETING MINUTES  
Civic Center & Virtual Platform  
June 21, 2022 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  
Community Development Director Mark Ziegler

**CALL TO ORDER**

Call to Order: 5:45 p.m.

Roll Call: City Clerk Nault – All present – Boardmember Boad joined at 5:51 p.m.

*President Onisko – The public is able to make comments during the Public Comment period and on the business and action agenda. When making a public comment you will need to state your full name and whether you reside within City limits, within Mason County or reside elsewhere. There are three options for the public to participate in the meeting: (1) join the Zoom meeting by clicking on the link displayed on the city's website, (2) email [jeff.niten@sheltonwa.gov](mailto:jeff.niten@sheltonwa.gov), and (3) by calling City Manager Niten at 360-432-5105.*

**GENERAL PUBLIC COMMENT**

None

**CONSENT AGENDA**

1. Voucher numbered 107249 in the amount of \$141,228.18
2. Minutes of March 15, 2022 Business Meeting

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

**BUSINESS AGENDA**

No business items.

**ACTION AGENDA**

No action items.

**ADMINISTRATION REPORT**

1. Parks & Recreation Citizen Advisory Committee
2. PROST Plan
3. Coffee Creek Subdivision
4. Movies in the Park



**ANNOUNCEMENT OF NEXT MEETING**

September 20, 2022 at 5:45 p.m.

**ADJOURN**

Meeting adjourned at 5:54 p.m.

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Board President Miguel Gutierrez

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City Clerk Donna Nault

DRAFT



**SHELTON METROPOLITAN PARK DISTRICT  
BOARD BRIEFING REQUEST  
(Agenda Item D1)**

Touch Date: 09/13/2022  
Brief Date: 10/04/2022  
Action Date: 11/15/2022

Department: Finance  
Presented By: Mike Githens

**APPROVED FOR BOARD PACKET:**

**Action Requested:**

**ROUTE TO:**

**REVIEWED:**

**PROGRAM/PROJECT TITLE:**

**2023 SMPD Budget**

Ordinance

Dept. Head \_\_\_\_\_

**ATTACHMENTS:**

**Resolution No. SMPD 36-0922**

Resolution

Finance Director \_\_\_\_\_

Motion

Attorney \_\_\_\_\_

Other

City Clerk \_\_\_\_\_

City Manager \_\_\_\_\_

**DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:**

Resolution to adopt the Shelton Municipal Park District budget for 2023. The budget will pay for Parks and Recreation expenses of the City of Shelton Parks and Rec divisions as well as budgeted capital costs for Parks.

The SMPD budget totals \$946,967 and includes \$214,000 of needed park capital and major maintenance activities. The expense is supported by \$612,231 of revenue, which includes the statutory 1% increase on the highest lawful property tax levy. The 2023 budget assumes a use of fund balance in the amount of \$334,736 in order to fund the budgeted expenditures.

**ANALYSIS/OPTIONS/ALTERNATIVES:**

**BUDGET/FISCAL INFORMATION:**

**PUBLIC INFORMATION REQUIREMENTS:**

Information is available from the City Clerk.

**STAFF RECOMMENDATION/MOTION:**

"I move to forward the 2023 budget resolution to the November 15<sup>th</sup> SMPD meeting for further consideration, action and to allow the public another opportunity to comment on the resolution under consideration."

**RESOLUTION NO. SMPD 36-0922**

**A RESOLUTION OF THE SHELTON METROPOLITAN PARK DISTRICT  
ADOPTING THE BUDGET FOR THE YEAR ENDING DECEMBER 31, 2023**

**WHEREAS**, the Board of the Shelton Metropolitan Park District has met to discuss anticipated revenues and expenses for the year 2023; 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, 2023; and

**WHEREAS**, a notice was published that the Board of the Metropolitan Park District would meet on the 4<sup>th</sup> day of October, 2022 and 15<sup>th</sup> of November, 2022 for the purpose of holding a public hearing on the District’s 2023 budget; and

**WHEREAS**, notice was published that the Park District Board would meet on November 15<sup>th</sup>, 2022 to adopt a budget for the year ending December 31, 2023 and giving the public an opportunity to be heard upon said budget.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of the Shelton Metropolitan Park District: that an expenditure appropriation of nine hundred forty six thousand nine hundred sixty seven dollars (\$946,967), as summarized below, is hereby adopted for the year ending December 31, 2023.

Shelton Metropolitan Parks District (SMPD) Budget	\$	745,867
Less Estimated Revenue	\$	(18,000)
Capital Projects		
Truck - 1/2 ton 4x4 Pickup	\$	34,000
Simpson RR Trail Design and Construction		100,000
Northcliff Neighborhood Park Master Plan		40,000
Park Impact Fee Study		40,000
Total Projects	\$	214,000
Insurance	\$	5,100
SMPD Budget	\$	946,967

Resources:	
Property Tax Revenue	\$ 609,531
Investment Revenue	2,500
Excise Tax	<u>200</u>
	\$ 612,231
Use of Fund Balance	<u>334,736</u>
	\$ 946,967
2023 Estimated Ending Fund Balance	\$ 135,159

**INTRODUCED AND PASSED** by the Board of the Shelton Metropolitan Park District on this 15<sup>h</sup> day of November 2022.

Shelton Metropolitan Park District:

\_\_\_\_\_  
President Gutierrez

\_\_\_\_\_  
Board Clerk McDowell

ATTEST:

\_\_\_\_\_  
City Clerk Nault