



## **Shelton Metropolitan Park District Agenda**

Special Meeting

Civic Center & Virtual Platform

November 1, 2022 – 5:45 p.m.

- A. Call to Order
  - Roll Call
- B. General Public Comment
- C. Consent Agenda
  - 1. Voucher numbered 107689 in the amount of \$120,243.62
  - 2. Minutes of Special Meeting of October 4, 2022
- D. Business Agenda
  - 1. Public Hearing – Resolution No. SMPD 37-0922 2023 Ad Valorem Taxes – Presented by Finance Director Mike Githens
- E. Action Agenda
  - No action items
- F. Announcement of Next Meeting – Special Meeting on November 15, 2022 at 5:45 p.m.
- G. 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)

|                          |                      |  |                                       |
|--------------------------|----------------------|--|---------------------------------------|
| Fri. 11/4<br>9:00 a.m.   | Special Meeting      | Joint Meeting w/County Commission  | N/A                                   |
| Tues. 11/8<br>6:00 p.m.  | Study Session        | Study Agenda <ul style="list-style-type: none"> <li>• Land Use Regulations</li> </ul>  | Packet Items Due:<br>11/4 @ noon      |
| Tues. 11/15<br>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:<br>11/4 – 5:00 p.m. |
| Tues. 11/15<br>6:00 p.m. | Regular Meeting      | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> <li>• September Financial Status Report</li> </ul> Presentations <ul style="list-style-type: none"> <li>• Overlook Park Murals LTAC Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• Ordinance No. 1994-0922 Parks and Open Space Standards for Development of Land</li> <li>• Community Calendar Policy</li> <li>• Public Hearing Ordinance No. XXXX-XXXX Updates to Shelton Municipal Code - Code Enforcement</li> <li>• Resolution No. 1247-1022 Bostrom Lane Public Utility &amp; Access Easement</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Civic Center Rotating Art Gallery</li> <li>• Public Hearing Ordinance No. 1991-0922 2023 Budget Adoption</li> <li>• Public Hearing Ordinance No. 1992-0922 2023 Regular &amp; Ad Valorem Taxes</li> <li>• Resolution No. 1246-1022 C Street Landfill Cleanup Construction Contract Award</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul> | Packet Items Due:<br>11/4 – 5:00 p.m. |
| Tues. 11/22<br>6:00 p.m. | Study Session        | Study Agenda <ul style="list-style-type: none"> <li>• Homelessness Task Force Recommendations</li> <li>• No sit/No lie</li> </ul>  | Packet Items Due:<br>11/18 @ noon     |
| Tues. 12/6               | Regular Meeting      | Consent Agenda   | Packet Items Due:                     |

|                                     |                 |  |                                       |
|-------------------------------------|-----------------|--|---------------------------------------|
| 6:00 p.m.                           |                 | <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>• Pacific Coast Shellfish Growers Assn.</li> <li>• Great Bend Center for Music LTAC Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• Ordinance No. XXXX-XXXX Council Protocol Manual Revisions</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Ordinance No. 1994-0922 Parks and Open Space Standards for Development of Land</li> <li>• Community Calendar Policy</li> <li>• Ordinance No. XXXX-XXXX Updates to Shelton Municipal Code - Code Enforcement</li> <li>• Resolution No. 1247-1022 Bostrom Lane Public Utility &amp; Access Easement</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul> | 11/23 @ 5:00 p.m.                     |
| Tues. 12/6<br>After regular meeting | Special Meeting | Executive Session <ul style="list-style-type: none"> <li>• Performance of a Public Employee</li> </ul>   | N/A                                   |
| Tues. 12/13<br>6:00 p.m.            | Study Session   | Study Agenda   | Packet Items Due:<br>12/9 @ noon      |
| Tues. 12/20<br>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. XXXX-XXXX Council Protocol Manual Revisions</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>   | Packet Items Due:<br>12/9 @ 5:00 p.m. |
| Tues. 12/27<br>6:00 p.m.            | Study Session   | Study Agenda   | Packet Items Due:<br>12/23 @ 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 107689 in the amount of \$120,243.62 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 30<sup>th</sup> of September, 2022.

Deputy Jim Schnitz  
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: APPKT02456 - SEPTEMBER 30, 2022 SMPD PAYMENT

**Check Register**

By Check Number

| Vendor Number                 | Vendor Name     | Payment Date | Payment Type              | Discount Amount | Payment Amount | Number |
|-------------------------------|-----------------|--------------|---------------------------|-----------------|----------------|--------|
| 990000                        | CITY OF SHELTON | 09/30/2022   | Regular                   | 0.00            | 120,243.62     | 107689 |
| Payable #                     | Payable Type    | Payable Date | Payable Description       | Discount Amount | Payable Amount |        |
| <u>2NDQTR2022SM</u>           | Invoice         | 09/13/2022   | 2NDQTR2022SMPD            | 0.00            | 120,243.62     |        |
| <u>675-000-000-57120-4100</u> |                 |              | Professional Svcs / Adver |                 | 16,178.82      |        |
| <u>675-000-000-57680-4100</u> |                 |              | Services-City Chg         |                 | 104,064.80     |        |

**Bank Code APBNK-Main Summary**

| Payment Type     | Payable Count | Payment Count | Discount    | Payment           |
|------------------|---------------|---------------|-------------|-------------------|
| Regular Checks   | 1             | 1             | 0.00        | 120,243.62        |
| 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>120,243.62</b> |

|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

### Fund Summary

| Fund | Name        | Period | Amount     |
|------|-------------|--------|------------|
| 999  | Pooled Cash | 9/2022 | 120,243.62 |
|      |             |        | <hr/>      |
|      |             |        | 120,243.62 |



Shelton, WA

# Shelton Metropolitan Park District

## Check Register

Packet: APPKT02456 - SEPTEMBER 30, 2022 SMPD PAYMENT

By Check Number

| Vendor Number | Vendor Name     | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|-----------------|--------------|--------------|-----------------|----------------|--------|
| 990000        | CITY OF SHELTON | 09/30/2022   | Regular      | 0.00            | 120,243.62     | 107689 |

### Bank Code APBNK-Main Summary

| Payment Type     | Payable Count | Payment Count | Discount    | Payment           |
|------------------|---------------|---------------|-------------|-------------------|
| Regular Checks   | 1             | 1             | 0.00        | 120,243.62        |
| 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>120,243.62</b> |

|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

### Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 999  | Pooled Cash | 9/2022 | 120,243.62        |
|      |             |        | <u>120,243.62</u> |





**SHELTON METROPOLITAN PARK DISTRICT  
Special Meeting  
Civic Center & Virtual Platform  
October 4, 2022 at 5:45 p.m.**

**BOARDMEMBERS AND PERSONNEL**

**Boardmembers:**

President Miguel Gutierrez  
Board Clerk Kathy McDowell  
James Boad  
Eric Onisko  
Deidre Peterson (via Zoom)  
Sharon Schirman

**Personnel:**

City Manager Jeff Niten  
City Clerk Donna Nault  
Facilities & Parks Director Mark Ziegler (via Zoom)  
Finance Director Mike Githens

**CALL TO ORDER**

Call to Order: 5:45 p.m.  
Roll Call: City Clerk Nault – Absent: Joe Schmit

A motion was made by Boardmember Onisko and seconded by Boardmember Schirman to excuse the absence of Boardmember Schmit. Passed.

**GENERAL PUBLIC COMMENT**

None

**CONSENT AGENDA**

1. Voucher numbered 107440 in the amount of \$142,078.08
2. Minutes of June 21, 2022 Business Meeting

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

Board President Gutierrez recessed from the special meeting to open a Public Hearing.

**BUSINESS AGENDA**

1. Public Hearing – Resolution No. SMPD 36-0922 2023 Preliminary Budget – Presented by Finance Director Mike Githens

Finance Director Githens provided an overview of the SMPD budget for 2023. No discussion. No public testimony.

A motion was made by Boardmember Onisko and seconded by Boardmember Schirman to forward the 2023 budget resolution to the November 15, 2022 SMPD meeting for further consideration, action and to allow the public another opportunity to comment on the resolution under consideration. Passed.

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



**ACTION AGENDA**

None

**ADMINISTRATION REPORT**

- Fall Maintenance
- 2023 Budget preparation

**ANNOUNCEMENT OF NEXT MEETING**

November 1, 2022 at 5:45 p.m.

**ADJOURN**

Meeting adjourned at 5:53 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: 10/19/2022  
Brief Date: 11/01/2022  
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 Ad Valorem Taxes**

Ordinance

Dept. Head

\_\_\_\_\_

**ATTACHMENTS:**

**Resolution No. SMPD 37-0922  
2023 Budget Detail**

Resolution

Finance Director

\_\_\_\_\_

Motion

Attorney

\_\_\_\_\_

Other

City Clerk

\_\_\_\_\_

City Manager

\_\_\_\_\_

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

Resolution to set the SMPD regular levy for collection in 2023. 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 for calculating the increase on 2021 property tax collections is 6.457%, higher than the statutory limit of 1%.

The total collections for 2023 are, with estimates for legally allowed add-ons, \$609,530.55 an increase of \$10,701.06 or 1.8% from 2022 collections.

**BUDGET/FISCAL INFORMATION:**

The revenue collected from the property tax levy will fund park operations in 2023.

**PUBLIC INFORMATION REQUIREMENTS:**

Information is available from the City Clerk

**STAFF RECOMMENDATION/MOTION:**

"I move that we forward Resolution No. SMPD 37-0922 to the November 15, 2022 SMPD agenda for further consideration".

**RESOLUTION NO. SMPD 37-0922**

**A RESOLUTION OF THE SHELTON METROPOLITAN PARK DISTRICT OF SHELTON, WASHINGTON SETTING THE AMOUNT OF THE ANNUAL AD VALOREM TAXES FOR CALENDAR YEAR 2023**

**WHEREAS**, the Board of the Shelton Metropolitan Park District held properly noticed public hearings on October 4, 2022 and November 1, 2022 to consider the revenues and expenses for the 2023 budget year; and

**WHEREAS**, the Board of the Shelton Metropolitan Park District held a properly noticed public hearings on October 4, 2022 and November 1, 2022 to consider the Shelton Metropolitan Park District's Ad Valorem (Property) taxes for the 2023 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 \$598,829.49; 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 \$609,530.55 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 2023 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 2023, with an increase in the District's 2022 regular levy for collections in 2023 resulting in a dollar amount increase of \$10,701.06 or 1% 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:

|  |                      |
|--|----------------------|
| 2022 Highest Lawful Levy                                       | \$ 598,829.49        |
| 2022 Regular Levy  | \$ 598,829.49        |
| 2023 Limit Factor of 1% on Highest Lawful Levy                 | \$ 604,817.78        |
| <b><i>Dollar Increase from 2022 Regular Levy</i></b>           | <b>\$ 5,988.29</b>   |
| <b><i>Percent Increase from 2022 Regular Levy</i></b>          | <b>1.00000%</b>      |
| Legally allowed add-on's in addition to the 1% statutory limit |                      |
| New Construction   | \$ 4,306.86          |
| Estimated State Assessed Property                              | \$ 405.91            |
| <b>2023 Regular Property Tax</b>                               | <b>\$ 609,530.55</b> |
| <b><i>Dollar Increase Including add-ons</i></b>                | <b>\$ 10,701.06</b>  |
| <b><i>Percent Increase Including add-ons</i></b>               | <b>1.78700%</b>      |
|  | \$ -                 |

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 2023 levy amounts provided to the City of Shelton.

## 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 15<sup>th</sup> day of November 2022.

Shelton Metropolitan Park District:

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

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

ATTEST:

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

**Shelton Metropolitan Park District  
2023 Preliminary Budget**

**TOTAL BUDGET SUMMARY**

| DESCRIPTION                                | 2020<br>Actual | 2021<br>Actual | 2022<br>Budget | 2022 YE<br>Estimate | 2023<br>Preliminary |
|--|----------------|----------------|----------------|---------------------|---------------------|
| Total Beginning Cash                       | \$ 501,451     | \$ 462,840     | \$ 424,230     | \$ 424,230          | \$ 465,896          |
| <b>Total Revenue</b>                       | <b>584,105</b> | <b>584,105</b> | <b>600,417</b> | <b>601,517</b>      | <b>612,231</b>      |
| Total Resources (Beginning Cash + Revenue) | \$ 1,085,556   | \$ 1,046,945   | \$ 1,024,647   | \$ 1,025,747        | \$ 1,078,127        |
| <b>Total Expenditures</b>                  | <b>622,715</b> | <b>622,715</b> | <b>904,290</b> | <b>559,851</b>      | <b>946,967</b>      |
| Total Ending Cash                          | \$ 462,840     | \$ 424,230     | \$ 120,357     | \$ 465,896          | \$ 131,160          |
| Total Expenditures + Total Ending Cash     | \$ 1,085,555   | \$ 1,046,945   | \$ 1,024,647   | \$ 1,025,747        | \$ 1,078,127        |