

CITY OF WARDEN

City Council

Agenda

August 12, 2025

7:00 PM

- I. Call Meeting to Order
- II. Pledge of Allegiance
- III. Roll-Call
- IV. Adoption of Agenda
- V. Minutes for Approval - July 22, 2025

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VI. Consent Agenda

The following items will be enacted by one motion. If separate discussion is desired, that item may be placed on the regular agenda, with concurrence of the Council, Request to remove items should be made under Agenda Item, Adoption of Agenda.

1. Payroll Approval

VII. Staff Reports

- Police Department
- Public Works
- Administration

VIII. Public Comment

(Limited to 3 Minutes per Person)

IX. Request for Action – None

X. Business

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A. Port of Warden

1. Annexation Petition
2. Setting of Public Hearing

Page 14

B. Weed Abatement

1. WMC8.24

XI. Vouchers for Approval

XII. Other Business:

XII. Meeting Adjourned

MINUTES OF THE COUNCIL MEETING OF THE
MAYOR AND COUNCIL OF THE CITY OF WARDEN
HELD IN COUNCIL CHAMBERS

July 22, 2025

Mayor Martinez called to order the regular council meeting at 7:00 PM.

Pledge of Allegiance

Roll Call: Council Members; Campos, Gonzalez, Pruneda, Pittman, and Martinez present.

Staff: K. Shuler, City Administrator
L. Betts, Clerk-Treas. Assistant
C. Cole, Public Works Supervisor

Guests: Tinker Ansel, Alondra, Nance Beston (Columbia Basin Herald)

Adoption of Agenda:

K. Shuler requests to add executive session for other business.

Motion by Council Member Gonzalez to accept the agenda with the addition of an executive session. Second by Council Member Campos. All in favor. Motion carried.

Minutes for Approval:

July 8th, 2025. Motion by Council Member Campos to approve the minutes as written. Second by Council Member Pruneda. All in favor. Motion carried.

Consent Agenda:

Motion by Council Member Martinez to approve the Consent Agenda. Second by Council Member Pruneda. All in favor. Motion carried.

Payroll:

Voucher numbers 38775 through 38787, in the amount of \$95,960.38.

Staff Reports:

C. Cole – The Public Works crew is working on painting curbs and handicap areas. There have been several funeral services and more upcoming. The crew has completed meter reading for utility billing and are beginning to prepare for Community Days.

K. Shuler – Staff has been conducting interviews for Police Chief position.

We have had good success with the road improvement project, and it is moving forward swiftly. The estimated completion time is mid-August.

Public Comment: Tinker Ansel stated that she loves the road improvements, but the loud thumping bothers her.

Request for Action: None

Business –

A. Port of Warden – Notice of Intent to Commence Annexation

Regular Council Meeting

July 22nd, 2025

Page 2 of 2

Property owned by the Port of Warden may have been inadvertently left out of previously annexed property surrounding the small corner area in the survey descriptions. The Port has filed with the City the intent to annex.

Motion Council Member Pittman to accept this solely owned property for annexation as described. Second by Council Member Campos. All in favor. Motion carried.

Motion Council Member Pittman to approve the proposed annexation property to be zoned light industrial in accordance with the adjacent property's designation. The annexed property will assume all existing City indebtedness. Second by Council Member Campos. All in favor. Motion carried.

Regular Meeting Adjourned at 7:13 PM to Executive Session to evaluate an applicant for employment pursuant to RCW 42.30.110(g) expected to last 10 minutes. Executive Session extended 10 minutes to 7:33 PM.

Meeting Adjourned at 7:33 PM

Mayor

ATTEST:

Clerk-Treasurer

City of Warden

AGENDA STAFF REPORT

AGENDA ITEM: Warden Port District –

ATTACHMENTS: Petition of Annexation

Council Meeting Date : August 12, 2025

Presented by: K. Shuler

Action Requested: ☒ Informational ☒ Motion ☐ Ordinance ☐ Resolution

Explanation:

The City accepted the Intent to Annex on July 22, 2025. With the motion passing of sole ownership of the Port of Warden, Zoned Manufacturing and assuming City Indebtedness.

The Petition of Annexation relates the ownership of the subject property as well as the zone for the subject property. This presented for a motion.

Once the Petition of Annexation is accepted. Council will set a Public Hearing to hear comment on annexing the property to the City.

City of Warden
PETITION FOR ANNEXATION

We, the undersigned, are owners of real property lying outside of the corporate limits of the City of Warden, Washington, but contiguous thereto and designated as part of the City of Warden Urban Growth Area. A legal description and map of this area are attached to this notice.

We, the undersigned, who are owners of not less than 60 percent in value according to the assessed valuation for general taxation of the property for which annexation is sought, do hereby petition that such territory be annexed to and made a part of the City of Warden under the provisions of RCW 35A.14.120 et. seq.

The territory proposed to be annexed is within Grant County, Washington and the boundaries are provided in the legal description and map attached to this petition. (See Exhibit "A" hereto attached and by this reference made a part hereof.)

The City Council of the City of Warden met with the initiating parties at a regular Council meeting on the 12 day of Aug, 2025 and after the said meeting having been closed, the City Council indicated that it would accept a proposed annexation. At the 12 day of Aug, 2025 meeting, the City Council did also determine as follows:


1. It would require simultaneous adoption of zoning for the proposed area to be annexed as Manufacturing, based upon the proposed Comprehensive Plan Land Use Map adopted on 5/20/23.
2. It would require the assumption of existing City indebtedness by the area proposed to be annexed.

Wherefore, the undersigned petition the City of Warden City Council and ask:

1. That appropriate action be taken to entertain this petition fixing a date of public hearing, causing notice to be published and posted specifying the time and place of such hearing and inviting all persons interested to appear and voice approval or disapproval of such annexation; and,
2. That following said hearing the City Council determine by ordinance that such annexation shall be made annexing the above described territory and declaring the date that such annexation shall be effective. That property so annexed shall become a part of the City of Warden, Washington subject to its laws and ordinances then and thereafter in force.
3. That the proposed zoning as adopted for the area as above indicated, shall be effective zoning for the proposed annexation area and shall not be modified for eighteen (18) months after annexation.
4. The petitioners subscribing hereto agree that all property within the territory hereby sought to be annexed shall be assessed and taxed at the same rate and on the same basis as other property within the City of Warden including assessments of taxes and payment of any bonds issued or debts contracted prior to or existing at the date of the annexation.
5. That every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he

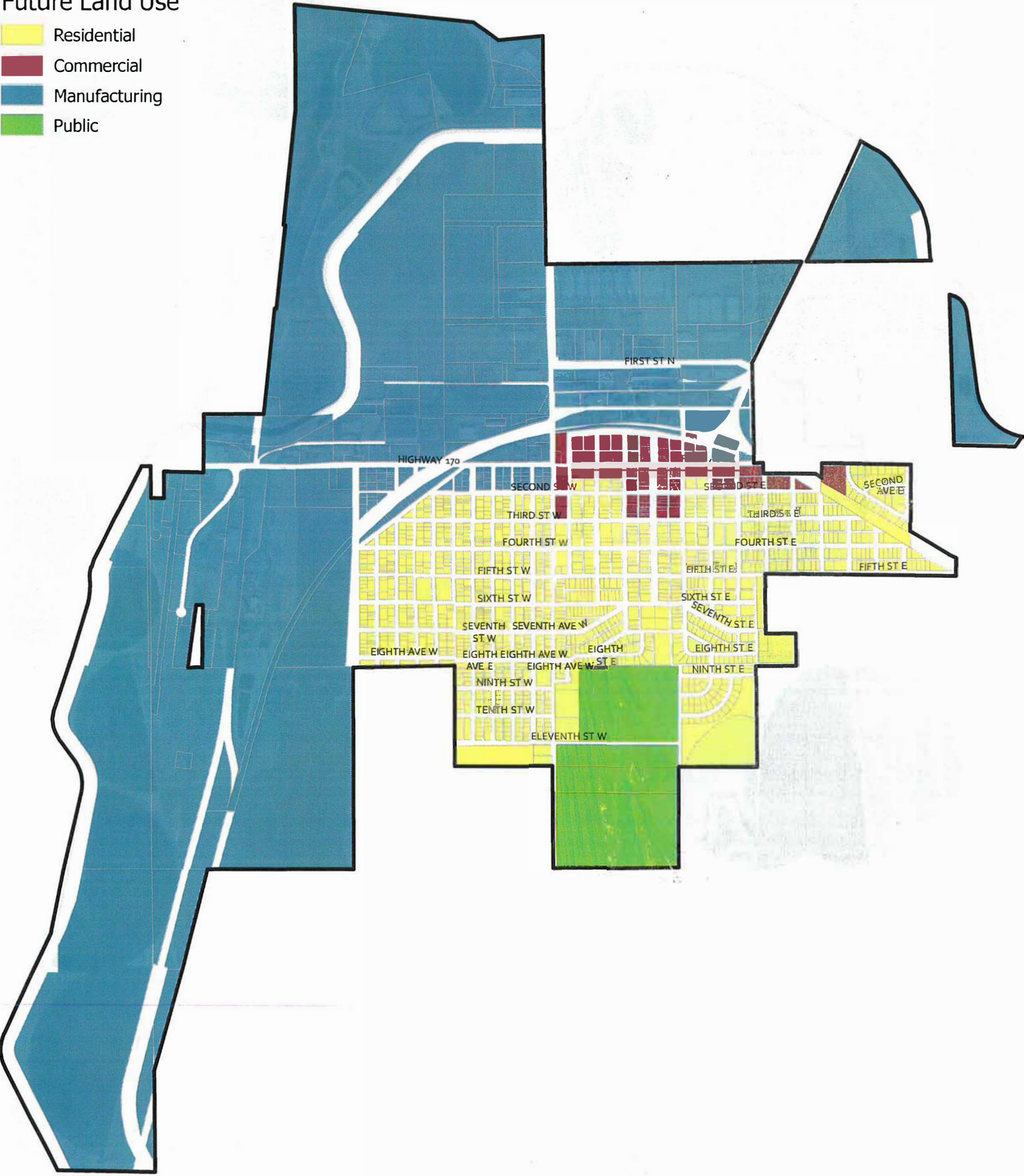
or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

The undersigned hereby certifies that all information submitted with this application is complete and true under penalty of perjury under the laws of the State of Washington. The undersigned also understands that any errors and omissions may lengthen the time to process this request.

Property Owner Name	Property Owner Signature	Street Address	Parcel Number	Date Signed
Grant County Port District No.8 (Port Warden) of			Portions of 061713401,061713402,061713416 061713404,061713406,061713405	8/4/25

Warden Future Land Use Map

- City Limits
- Future Land Use
 - Residential
 - Commercial
 - Manufacturing
 - Public



**NOTICE OF INTENT TO
COMMENCE ANNEXATION**

TO: City Council of the City of Warden

Grant County Port District No. 8 is the owner of the following described real property and hereby notifies the City Council of the City of Warden of Grant County Port District No. 8's intent to commence annexation of the property to the City of Warden, to wit:

That portion of the Northwest quarter of the Northwest quarter of the Northwest quarter of Section 16, Township 17 North, Range 30 East, W.M., Grant County, State of Washington, as delineated and described on the attached Exhibit 'B' drawing prepared by Western Pacific Engineering and Survey, Inc., and as described as follows:


Beginning at the Northwest corner of said Section 16; thence South 00°44'36" West, a distance of 418.48 feet to the Northwest corner of the parcel described in Ordinance 188 for annexation to the City of Warden, passed on March 14, 1972; thence South 89°05'20" East, coincident with the north boundary line of said parcel, a distance of 125.00 feet; thence North 00°44'36" East, coincident with the west boundary line of said parcel, a distance of 348.48 feet; thence South 89°05'20" East, coincident with the north boundary line of said parcel, a distance of 540.50 feet to a point on the east boundary line of the said Northwest quarter of the Northwest quarter of the Northwest quarter of Section 16; thence North 00°47'39" East, coincident with the said east boundary line, a distance of 70.00 feet to the northeast corner of the said subdivisional quarter of Section 16; thence North 89°05'20" West, coincident with the north boundary line of the northwest quarter of said Section 16, a distance of 665.67 feet to the POINT OF BEGINNING.

The aforementioned property is depicted on the map attached hereto as Exhibit "B".

APN: Portions of ^x061713401, 061713402, 061713416, 061713404, 061713406
and 061713405

DATED this 17 day of July, 2025.

GRANT COUNTY PORT DISTRICT NO. 8

By: 
Pat Millard, Port Manager

RESOLUTION 2025-04

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
GRANT COUNTY PORT DISTRICT NO. 8 APPROVING
ANNEXATION TO CITY OF WARDEN**

WHEREAS, Grant County Port District No. 8 (the "Port") is the owner of the following described real property:

That portion of the Northwest quarter of the Northwest quarter of the Northwest quarter of Section 16, Township 17 North, Range 30 East, W.M., Grant County, State of Washington, as delineated and described on the attached Exhibit 'B' drawing prepared by Western Pacific Engineering and Survey, Inc., and as described as follows:

Beginning at the Northwest corner of said Section 16; thence South 00°44'36" West, a distance of 418.48 feet to the Northwest corner of the parcel described in Ordinance 188 for annexation to the City of Warden, passed on March 14, 1972; thence South 89°05'20" East, coincident with the north boundary line of said parcel, a distance of 125.00 feet; thence North 00°44'36" East, coincident with the west boundary line of said parcel, a distance of 348.48 feet; thence South 89°05'20" East, coincident with the north boundary line of said parcel, a distance of 540.50 feet to a point on the east boundary line of the said Northwest quarter of the Northwest quarter of the Northwest quarter of Section 16; thence North 00°47'39" East, coincident with the said east boundary line, a distance of 70.00 feet to the northeast corner of the said subdivisional quarter of Section 16; thence North 89°05'20" West, coincident with the north boundary line of the northwest quarter of said Section 16, a distance of 665.67 feet to the POINT OF BEGINNING.

APN: Portions of 061713401, 061713402, 061713416, 061713404, 061713406 and 061713405

(the "Property"). The Property is depicted on the map attached as Exhibit "B"; and

WHEREAS, the Port Commission finds it desirable to apply for annexation of the Property to the City of Warden; **NOW THEREFORE**,

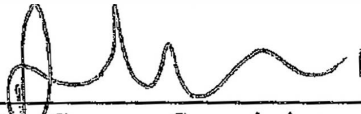
BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF GRANT COUNTY PORT DISTRICT NO. 8 AS FOLLOWS:

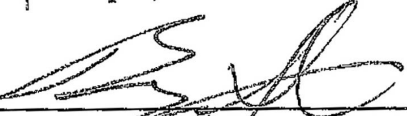
1. The Board of Commissioners of Grant County Port District No. 8 hereby approve, authorize and request annexation of the Property to the City of Warden.

2. The Board of Commissioners of Grant County Port District No. 8 hereby authorize and direct the Port Manager, Pat Millard, for and on behalf of Grant County Port District No. 8 to execute the Notice of Intent to Commence Annexation and to execute any and all other documents and take any and all actions necessary and advisable to pursue annexation of the Property to the City of Warden.

3. This Resolution shall be effective immediately upon passage and signatures hereon.

PASSED and DATED this 17 day of July, 2025.



Pete Campos, Commissioner

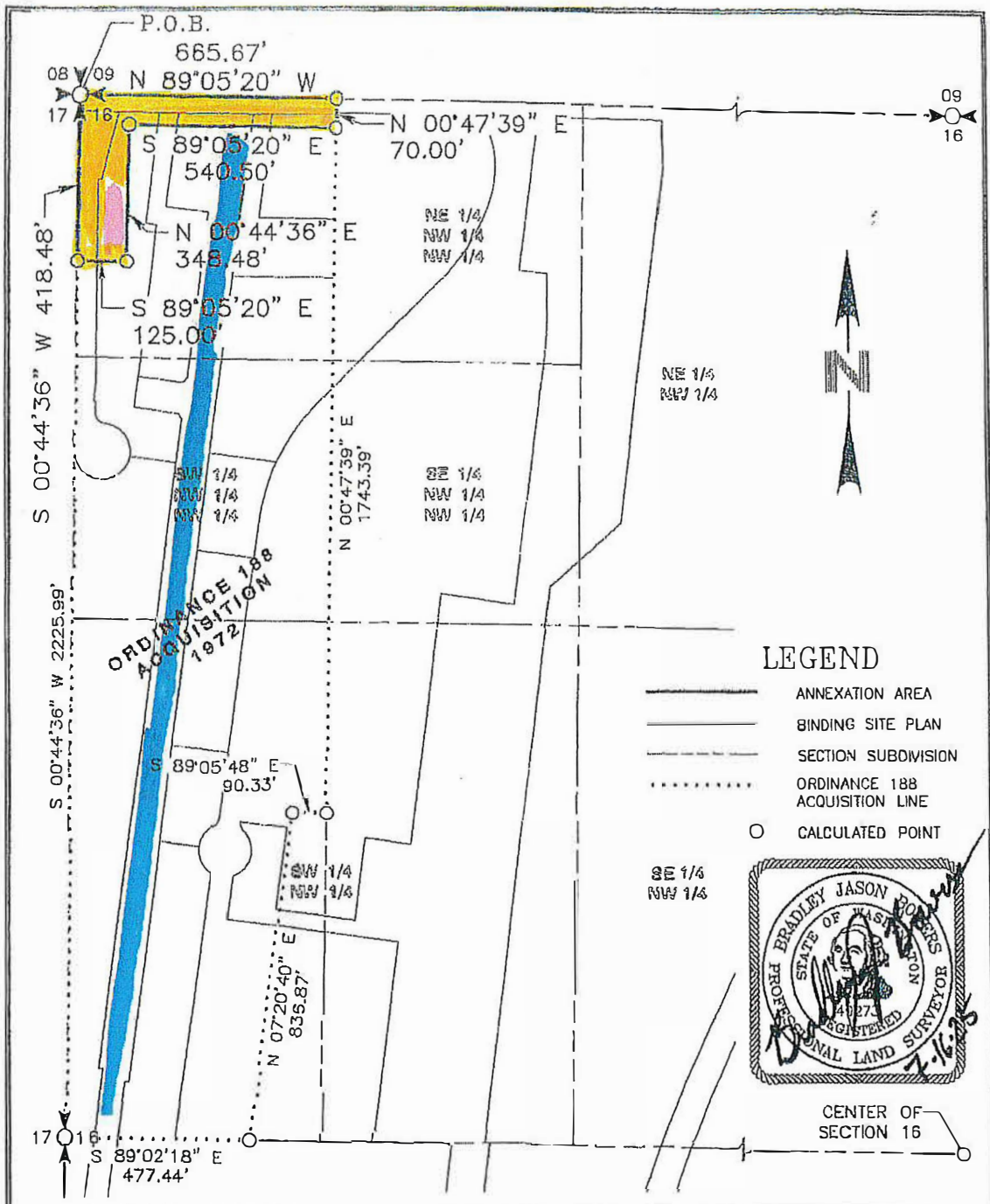
Benjamin Leavitt, Commissioner

Frans Yorgeson, Commissioner

Area to annex

Runway

Skone Irrigation



**WESTERN PACIFIC
ENGINEERING & SURVEY**
A TERRA DEVELOPMENT SERVICES CORPORATION
1224 S Pioneer Way, Sullo A. Moses Lake
T: (509) 765-1023

Port of Warden
Exhibit 'B'
Warden, Washington

DRAWN BY: PWM

DATE:

PROJECT #:

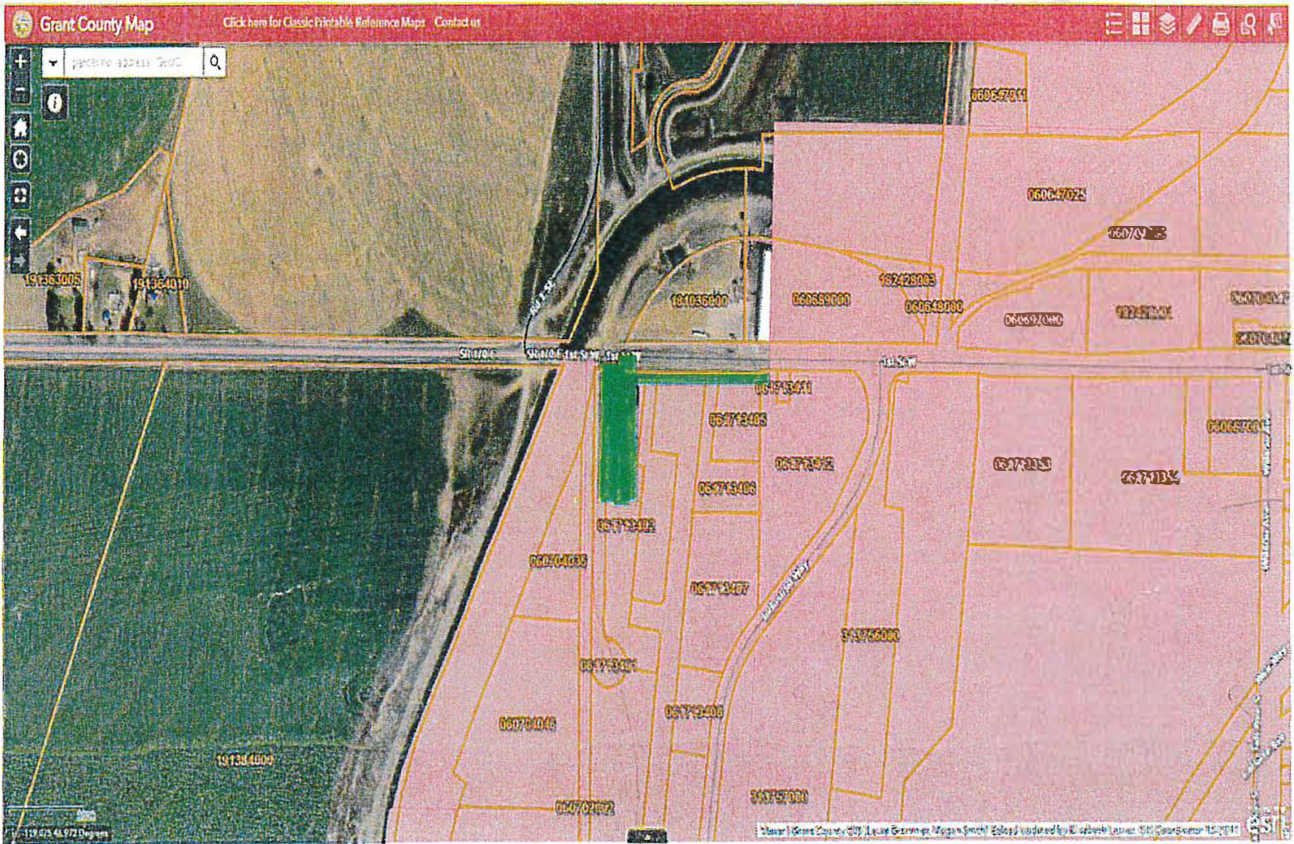
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CHECKED BY: BJB

July 15, 2024

25129

SHEET 1 OF 1



City of Warden

AGENDA STAFF REPORT

AGENDA ITEM: Weed Abatement

ATTACHMENTS: WMC 8.24 / WMC 1.22.180(c)

Council Meeting Date : August 12, 2025

Presented by: K. Shuler

Action Requested: ☒ Informational ☐ Motion ☐ Ordinance ☐ Resolution

Explanation:

Warden Municipal Code Chapter 8.24 (and WMC 1.22.180c) allows for the removal of weeds and horticultural growth on private property.

With the passage of a resolution, and proper notification, if the owner does not comply with the request to clear the weeds etc., the resolution provides the city authorization to clear the weeds and the process to charge against the owner for costs associated with removal.

Chapter 8.24 WEED ABATEMENT¹

Sections:

8.24.010 Owner's duty.

The owner or owners of any lot, tract or parcel of land or other property situated within the limits of the town, are required to remove or destroy all grass, weeds, shrubs, bushes, trees or vegetation growing, or dead, upon such property and which constitute a fire hazard or a menace to public health, safety or welfare.

(Ord. 66 §1, 1953).

8.24.020 Proceedings initiated by resolution—Procedure and form.

Proceedings for the removal of the weeds, vegetable and horticultural growths mentioned in Section 1-8.24.010 of this chapter shall be initiated by the passage and adoption of a resolution by the mayor and town council, adopted after not less than five days' notice by personal service upon the owner or owners of any such lot, tract or parcel of property, signed by the clerk-treasurer describing the location of the property and the hazardous condition, and demanding the abatement of the hazardous condition, which resolution shall describe the property involved and the hazardous condition and shall require the owner or owners thereof to make such removal or destruction within fifteen days from the date of the service of the above notice signed by the clerk-treasurer, and which shall provide that if such removal or destruction is not made by the owner or owners of such property within fifteen days after the clerk-treasurer's notice, the town will cause the removal or destruction thereof and will assess the charges therefor against the property. A certified copy of this resolution will then be served on the owner or owners of the lot, tract or parcel of land or other property, by personal service; provided that the statutes of the state relative to service by publication, insofar as applicable, shall be followed.

(Amendment to Ord. 66 dated 6/13/67; Ord. 66 §2, 1953).

8.24.030 Failure—Lien—Form and manner of notice.

In the event the owner or owners so served fail, neglect, or refuse to effect such removal, the town may cause the removal or destruction of such weeds, vegetable and horticultural growths and the cost to the town for such removal or destruction shall become a charge against the owner or owners of the property involved, and a lien against the property. Notice of the lien herein authorized shall as nearly as practicable, be in substantially the same form, filed with the same officer, within the same time and manner, and enforced and foreclosed as is provided by law for liens for labor and material.

(Ord. 66 §3, 1953).

¹State law reference(s)—Provisions authorizing cities or towns to require the owner of any property therein to remove any overhanging, obstructing or otherwise dangerous vegetation, see RCW § 35.21.310.