

# MEETING MINUTES

TUMWATER PUBLIC WORKS COMMITTEE  
DECEMBER 4, 2025



**CONVENE:** 8:00 a.m.

**PRESENT:** Chair Eileen Swarthout and Councilmembers Michael Althauser and Angela Jefferson.

Staff: Assistant City Administrator Kelly Adams, City Attorney Karen Kirkpatrick, Finance Department Director Troy Niemeyer, Transportation and Engineering Department Director Brandon Hicks, Water Resources & Sustainability Department Director Dan Smith, Water Resources & Sustainability Deputy Director Tyle Zuchowski, City Engineer Bill Lindauer, Sustainability Manager Alyssa Jones Wood, Capitol Projects Manager Jeff VerHey, Community Engagement Specialist Marnie McGrath, and Administrative Assistant Bonnie Hale.

**APPROVAL OF MINUTES:** **Councilmember Jefferson moved, seconded by Councilmember Althauser to approve the minutes for the November 6, 2025. A voice vote approved the motion.**

**2026 SUSTAINABILITY DIVISION WORK PLAN:** Manager Jones Wood presented her proposed 2026 Work Plan for the Sustainability Division which includes work for the Sustainability Manager, the Urban Forester, and a newly acquired Civic Spark Fellow.

**MOTION:** **Councilmember Jefferson moved, seconded by Councilmember Althauser to place the 2026 Sustainability Division Work Plan on the January 6, 2026, consent calendar with a recommendation for Council to approve.**

<b>RESOLUTION NO. 2025-018, 2026 FEE SCHEDULE:</b>	Director Niemeyer presented Resolution No. R2025-018, 2026 Fee Schedule. He outlined the changes to the City Fee Schedule for 2026. Updates to the Fee Schedule happen on an annual basis and include all fees and rates for the City.
<b>MOTION:</b>	<b>Councilmember Althauser moved, seconded by Councilmember Jefferson to place the Resolution No. 2025-018: 2026 Fee Schedule on the December 16, 2025, City Council considerations calendar with a recommendation to adopt.</b>
<b>SERVICE PROVIDER AGREEMENT WITH MTN2COAST FOR ON- CALL SERVICES AMENDMENT 1:</b>	Engineer Lindauer requested a term extension of one year and an increase in the not-to-exceed contract amount by \$75,000 for the On-Call Service Provider Agreement with MTN2COAST for surveying services. This would extend the term to the end of 2026 and increase the not-to-exceed amount to \$124,000. Surveying services are required frequently by the Transportation & Engineering Department for various projects, and Engineer Lindauer anticipates more of those services to be required in the coming year.
<b>MOTION:</b>	<b>Councilmember Jefferson moved, seconded by Councilmember Althauser to place the Service Provider Agreement with MTN2COAST for On-Call Services Amendment 1 on the December 16, 2025, City Council consent calendar with a recommendation to approve and authorize the Mayor to sign.</b>
<b>ADJOURNMENT:</b>	<b>With there being no further business, Chair Swarthout adjourned the meeting at 8:36 a.m.</b>

Prepared by Bonnie Hale, Administrative Assistant