



TRANSIT COMMISSION MEETING MINUTES

MONDAY, MAY 20, 2024 AT 5:00 PM

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, ROOM 0041

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Tom Hahn, David Applegarth. Absent was Ald. Schmid and Laurie Grosenick. Also in attendance was City Clerk Megan Dunneisen.

1. CALL TO ORDER - Chair Hahn called the meeting to order at 5:00pm.
2. REVIEW & APPROVE MINUTES
 - A. Applegarth made a motion to approve the Transit minutes from March 25, 2024, seconded by Bainbridge and carried by unanimous voice vote.
3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT – none
4. REVIEW RIDERSHIP / FINANCIAL STATISTICS
 - A. Taxi Stats 2024 QTR 1 were presented. Dunneisen made note of the parcel error that was being calculated into QTR 1 amounts, that has now been removed. Headings were also added to make sections clearer.
5. BUSINESS:
 - A. Discussion on Transit Vehicle Procurement – currently have two vehicles ready to be put into service and sending in third P.O. to TESCO.
 - B. Discussion on Transit Van Incident on April 15, 2024.
6. REVIEW CITIZEN COMMUNICATIONS AND REPORTS
 - A. Quarterly Driver Report - No Report
 - B. Quarterly Vehicle Maintenance Report was presented to members with discussion on tracking including oil changes being done at the correct mileage timing to make sure we are in compliance. Discussion on buses that are not being used very often if at all.
 - C. Complaint Log – presented to members with discussion on recent complaints.
7. SET NEXT MEETING DATE - July 22, 2024 at 5pm.
8. ADJOURNMENT - Bainbridge made a motion to adjourn the meeting at 5:41pm, seconded by Applegarth and carried by unanimous voice vote.

Respectfully submitted,
Megan Dunneisen, City Clerk

DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved.
Complete minutes are open for public inspection in the office of the Finance Department