



TRANSIT COMMISSION MEETING AGENDA

MONDAY, AUGUST 18, 2025 AT 5:00 PM

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, ROOM 2044

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 917 858 0897 Passcode: 53094 One tap mobile +16469313860

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. REVIEW & APPROVE MINUTES

A. Transit Commission minutes from June 23, 2025

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Each individual who would like to address the Commission will be permitted up to three minutes for their comments - this section of the agenda includes Watertown Transit Personnel who wish to address the Commission.

4. REVIEW RIDERSHIP / FINANCIAL STATISTICS

A. Taxi Stats

5. BUSINESS

A. Update on Transit Services Request for Proposals

B. Update on 2025 transit van procurement

6. SET NEXT MEETING DATE

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only



TRANSIT COMMISSION MEETING MINUTES

MONDAY, JUNE 23, 2025 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: Tom Hahn, Michelle Bainbridge, David Applegarth, Laurie Grosenick, and Ald. Smith. Also in attendance was City Clerk Megan Dunneisen.

1. **CALL TO ORDER** - Chair Hahn called the meeting to order at 5:00 pm
2. **REVIEW & APPROVE MINUTES**
 - A. Ald. Smith made a motion to approve the Transit minutes from April 30, 2025, second by Applegarth and carried by unanimous voice vote.
3. **COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT** - None
4. **REVIEW RIDERSHIP / FINANCIAL STATISTICS**
 - A. 2025 Trip Logs were presented to the Commission.
5. **BUSINESS**
 - A. Updates from Watertown Transit/Passenger Transit Inc – No office personnel representing Watertown Transit or Passenger Transit was present.
 - B. Review and discuss: Upcoming Request for Proposals (RFP) for Shared Ride Taxi Services
 1. Estimated Timeline – Dunneisen gave an estimated timeline – likely end of August the RFP will be done and ready to be put out. Final bids are estimated to be in by early October.
 2. Evaluation Committee – Made up of 4 or more people – possibly the Transit Commission.
 3. Estimate of Cost – Dunneisen explained that the estimate hourly rate could increase from around 32 to likely 38ish based on similar municipality rates.
6. **REVIEW CITIZEN COMMUNICATIONS AND REPORTS**
 - A. John Will, Watertown Transit Mechanic gave an update/overview on the current fleet stating that vehicles 60 and 59 are both in for service. The Quarterly Vehicle Maintenance Report was presented. (Ald. Smith left the meeting at 5:28pm).
 - B. The commission discussed the Complaint Log.
7. **SET NEXT MEETING DATE** Tentative dates for July 28, 2025, at 5pm and August 25 at 5pm.
8. **ADJOURNMENT** - Grosenick made a motion to adjourn, second by Bainbridge and carried by unanimous voice vote at 5:45 pm.

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 Clerk's Office.

<u>Ridership by Year</u>	2020	2021	2022	2023	2024	Change 20-24	2025	Change 24-25
Elderly/Disabled	29,795	33,831	34,055	37,664	36,007	20.85%	18,955	-90%
Children	11,000	17,211	19,506	16,626	14,841	34.92%	8,598	-73%
Agency	3,299	1,716	2,870	3,728	5,034	52.59%	2,768	-82%
Adults	28,871	31,191	31,175	30,049	29,331	1.59%	16,651	-76%
Children Accompy	850	1,560	587	702	560	-34.12%	243	-130%
Corner Service	2,888	5,698	4,344	1,896	0	-100.00%	0	
Out of Town	439	2,581	822	776	1,371	212.30%	624	-120%
TOTALS	77,142	93,788	93,359	91,441	87,144	12.97%	47,839	-48.76%

Current Fare Rates	4/1/2023
E/H	\$3.00
Children	\$3.00
Agency Sr and Dis	\$9.00
Regular/Adults	\$4.00
Children accompy	\$2.00
Corner Service	\$2.25
Out of Town	\$10.00
Agency	\$9.00
Parcel	\$8.25

Ridership by Month

2020 monthly	9,790	9,066	6,442	3,671	4,570	5,397	5,570	5,711	5,971	7,259	6,441	7,337	77,225
2021 monthly	7,393	7,742	9,030	8,975	8,455	7,010	6,780	6,517	7,813	8,255	7,699	8,126	93,795
2022 monthly	8,345	8,408	8,870	8,312	8,136	6,193	6,300	6,340	7,391	7,978	7,987	9,101	93,361
2023 monthly	8,095	7,789	8,894	8,028	8,054	7,177	6,529	7,092	7,541	7,572	7,335	7,336	91,442
2024 monthly	7,612	7,631	7,566	7,747	7,731	6,609	6,479	6,783	6,604	7,506	7,353	7,523	87,144
2025 Monthly	8,360	8,269	8,352	8,203	7,805	6,850	0	0	0	0	0	0	47,839

<u>Current Year Ridership</u>	January	February	March	April	May	June	July	August	September	October	November	December	Total
E/H	3,286	3,040	3,240	3,097	3,190	3,102							18,955
Children	1,647	1,658	1,382	1,677	1,457	777							8,598
Agency Sr Dis	475	462	500	460	465	406							2,768
Regular/Adults	2,785	2,962	3,060	2,846	2,569	2,428							16,651
Children accompany	21	31	61	45	42	43							243
Corner Service	0	0	0	0	0	0							0
Out of Town	146	116	109	78	82	94							624
Parcel (temp svc)	0	0	0	0	0	0							0
TOTAL	8,360	8,269	8,352	8,203	7,805	6,850	0	0	0	0	0	0	47,839
Diff. 2025 over 2024	748	638	786	456	74	241	(6,479)	(6,783)	(6,604)	(7,506)	(7,353)	(7,523)	(39,305)
% chg 2024 to 2025	9.8%	8.4%	10.4%	5.9%	1.0%	3.6%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-45.1%

Current Year Fares Collected

E/H	\$9,858.00	\$9,120.00	\$9,720.00	\$9,291.00	\$9,570.00	\$9,306.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,865.00
Children <12	\$4,941.00	\$4,974.00	\$4,146.00	\$5,031.00	\$4,371.00	\$2,331.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,794.00
Agency Sr. Dis.	\$4,275.00	\$4,158.00	\$4,500.00	\$4,140.00	\$4,185.00	\$3,654.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,912.00
Regular	\$11,140.00	\$11,848.00	\$12,239.56	\$11,384.00	\$10,277.78	\$9,713.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,603.11
Children accompany (Sp	\$42.00	\$62.00	\$122.00	\$90.00	\$84.00	\$86.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$486.00
Corner Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Out of Town(Special Des	\$1,460.00	\$1,160.00	\$1,091.11	\$780.00	\$815.56	\$935.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,242.22
Parcel (temp svc)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Calculated Rev	\$31,716.00	\$31,322.00	\$31,818.67	\$30,716.00	\$29,303.34	\$26,026.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,902.35
Reported Revenue	\$34,247.00	\$30,414.00	\$31,283.00	\$34,678.00	\$29,142.00	\$23,567.00							\$183,331.00

Difference	\$2,531.00	-\$908.00	-\$535.67	\$3,962.00	-\$161.34	-\$2,459.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,428.65
2020 Driver Hours	2,851.25	2,566.68	2,414.40	1,846.30	1,968.30	2,191.53	2,251.95	2,215.30	2,123.68	2,507.55	2,302.17	2,652.12	27,891.23
2021 Driver Hours	2,507.37	2,445.50	2,714.60	2,601.40	2,505.77	2,212.33	2,134.92	2,107.17	2,310.20	2,323.13	2,364.80	2,500.16	28,727.35
2022 Driver Hours	2,434.65	2,354.43	2,568.02	2,396.28	2,353.38	2,210.45	2,091.33	2,255.55	2,242.78	2,374.15	2,348.23	2,413.40	28,042.65
2023 Driver Hours	2,501.42	2,222.47	2,464.80	2,412.93	2,428.97	2,326.72	2,175.22	2,403.67	2,127.30	2,174.65	2,112.10	2,141.80	27,492.05
2024 Driver Hours	2,242.45	2,115.50	2,071.63	2,230.65	2,322.37	2,199.17	2,211.83	2,292.08	2,187.22	2,386.17	2,330.82	2,565.24	27,155.13
2025 Driver Hours	2,577.93	2,401.98	2,459.95	2,323.62	2,232.13	2,090.50							14,086.11
times hourly rate	33.24	33.24	33.24	33.24	33.24	33.24	33.24	33.24	33.24	33.24	33.24	33.24	
Calculated Expense	\$85,690.39	\$79,841.82	\$81,768.74	\$77,237.13	\$74,196.00	\$69,488.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$468,222.30
Reported Expense	\$85,690.39	\$79,841.82	\$81,768.74	\$77,237.13	\$74,196.00	\$69,488.22							\$468,222.30
Difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ACCIDENTS REPORTED	0	1	0	0	0	0	0	0	0	0	0	0	0