



TRANSIT COMMISSION MEETING AGENDA

MONDAY, APRIL 17, 2023 AT 5:30 PM

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, ROOM 0041

In-Person: Watertown Municipal Building 106 Jones Street Room 0041

Virtually: <https://meet.goto.com/827825917> or by calling: +1 (571) 317-3116

Access Code: 827-825-917

1. CALL TO ORDER

2. REVIEW & APPROVE MINUTES

A. Transit meeting minutes from February 13, 2023

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

3. REVIEW RIDERSHIP / FINANCIAL STATISTICS

A. Taxi Stats as of April 2023

B. Review Student Ridership and Public Availability

4. BUSINESS:

A. Review and possible action: Disabled resident taxi ID cards

B. Review and possible action: Taxi Procurements

C. Discussion on Transit Compliance Review

D. Introduction of new Ald. Member and give appreciation to Ald. Licht for his service

5. REVIEW CITIZEN COMMUNICATIONS RECIEVED BY CITY

A. Update on Health Concern and Ridership

B. Update on Punch Cards purchased at previous fare price

6. FUTURE AGENDA ITEMS

7. SET NEXT MEETING DATE

8. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@CityofWatertown.org, phone 920-262-4006

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

February 13, 2023

5:00 pm

Section 2, ItemA.

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Laurie Grosenick, Ald. Licht, and Tom Hahn (Virtually). Absent was Cathy Egan. Also in attendance were Bill Hugin (Virtually) and Megan Dunneisen, City Clerk.

1. Call to order

In absence of Egan, Ald. Licht called the meeting to order at 5:04 p.m.

2. Review & approve minutes of October 6, 2022

Motion was made by Hahn to approve minutes of December 12, 2022, seconded by Bainbridge, and carried by unanimous voice vote.

Commission agreed to allow for public comment during this time and asked that it be added to the Transit meeting agenda for future. Michele Altman representing Cornerstone of Grace spoke on the local nonprofit and how to go about getting information on potential donations to the cab company for taxi-cab voucher to help the women and children in their organization. Commission members presented ideas on other avenues to check into that could potentially help donate.

3. REVIEW RIDERSHIP / FINANCIAL STATISTICS. Commission members reviewed report presented.

4. BUSINESS:

- A. **Review and discuss:** citizen comments from public hearing to recommend taxi fare increase. Discussion that no members of the public were present during the public hearing on January 17, 2023 for cab fare increases.
- B. **Review and take action:** recommendation for transit system fare increase of \$0.25 for fares for Elderly/Disabled within City limits and \$1.50 to fares outside City limits starting April 1, 2023. Motion by Grosenick to approve resolution to go forward, second by Bainbridge and carried by unanimous voice vote. Discussion on disabled resident taxi ID cards, request to add to next agenda.
- C. **Discuss: taxi cab purchases.** City Clerk Megan Dunneisen gave an update on the status for the purchase of two Ford Transits for the cab fleet. Order is still in submission.

4. REVIEW CITIZEN COMMUNICATIONS RECIEVED BY CITY:

Hahn spoke about being contacted in regard to taxi drivers in the Pick N' Save parking lot. Reports of fast driving. Hahn stated he spoke to Watertown Transit Manager Bill Hugin who followed up on the complaint. Hugin reported other claims of fast driving and that he has also followed up on those. There were no other communications received.

6. Set next meeting date. The next meeting date will be April 17, 2023, at 5:00pm.

7. Adjournment

Motion was made by Hahn to adjourn meeting, seconded by Grosenick and carried by unanimous voice vote at 5:45pm.

Megan Dunneisen, City Clerk

	2018	2019	2020	2021	2022	Change 18-22	2023	2024	Fare Changes			4/1/2023	
Elderly/Disabled	39,778	35,787	29,795	33,831	34,055	-14.39%			E/H		\$3.00		
Students	17,131	16,295	11,000	17,211	19,506	13.86%			Children		\$3.00		
Agency	0	4,376	3,299	1,716	2,870				Agency Sr and Dis		\$9.00		
Adults	36,690	34,422	28,871	31,191	31,175	-15.03%			Regular		\$4.00		
Children Accompy	959	775	850	1,560	587	-38.79%			Children accompy		\$2.00		
Corner Service	9,408	9,276	2,888	5,698	4,344	-53.83%			Corner Service		\$2.25		
Out of Town	614	228	439	2,581	822	33.94%			Out of Town		\$10.50		
TOTALS	104,580	101,159	77,142	93,788	93,359	-10.73%			Agency		\$9.00		
2018 monthly	9,436	8,620	9,411	9,050	9,219	7,497	7,066	6,956	8,798	10,064	9,502	8,961	104,580
2019 monthly	9,215	8,992	9,308	9,301	9,138	6,479	6,416	7,020	8,509	9,103	9,056	8,622	101,159
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	0	0	0	0	0	0	0	0	0	24,778

Calls	January	February	March	April	May	June	July	August	September	October	November	December	Total
E/H	3,147	2,929	3,364										9,440
Children	1,824	1,746	1,936										5,506
Agency Sr Dis	250	230	241										721
Regular	2,406	2,441	2,868										7,715
Children accompanyp	51	49	78										178
Corner Service	370	339	343										1,052
Out of Town	46	55	64										165
Parcel (temp svc)	1	0	0										1
	8,095	7,789	8,894	0	0	0	0	0	0	0	0	0	24,778
Diff. 2023 over 2022	(250)	(619)	24	(8,312)	(8,136)	(6,193)	(6,300)	(6,340)	(7,391)	(7,978)	(7,987)	(9,101)	(68,583)
% chg 2022 to 2023	-3.0%	-7.4%	0.3%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	

Fares													
E/H	\$9,441.00	\$8,787.00	\$10,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,320.00
Children <12	\$5,472.00	\$5,238.00	\$5,808.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,518.00
Agency Sr. Dis.	\$2,250.00	\$2,070.00	\$2,169.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,489.00
Regular	\$9,622.67	\$9,765.33	\$11,472.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,860.67
Children accompy	\$102.00	\$98.00	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$356.00
Corner Service	\$832.50	\$762.75	\$771.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,367.00
Out of Town	\$486.50	\$574.00	\$670.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,730.75
Parcel (temp svc)	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00
Calculated Rev	\$28,215.67	\$27,295.08	\$31,139.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,650.42
Reported Revenue	\$26,909.50	\$27,634.75	\$30,375.00										\$84,919.25

Difference	-\$1,306.17	\$339.67	-\$764.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,731.17
2018 Driver Hours	2644.83	2433.85	2715.7	2609.45	2738.53	2497.2	2385.33	2449.49	2491.58	2742.43	2709.6	2641.2	31,059.19
2019 Driver Hours	2767.25	2560.75	2758.40	2677.25	2563.75	2224.25	2277.00	2407.00	2544.75	2767.25	2687.25	1665.10	29,900.00
2020 Driver Hours	2851.25	2566.68	2414.4	1846.3	1968.3	2191.53	2251.95	2215.3	2123.68	2507.55	2302.17	2652.12	27,891.23
2021 Driver Hours	2507.37	2445.5	2714.6	2601.4	2505.77	2212.33	2134.92	2107.17	2310.2	2323.13	2364.8	2500.16	28,727.35
2022 Driver Hours	2434.65	2354.43	2568.02	2396.28	2353.38	2210.45	2091.33	2255.55	2242.78	2374.15	2348.23	2413.4	28,042.65
2023 Driver Hours	2501.42	2222.47	2464.8										7,188.69
times hourly rate	31.27	31.27	31.27	31.27	31.27	28.87	31.27	31.27	31.27	31.27	31.27	31.27	
Calculated Expense	\$78,219.40	\$69,496.64	\$77,074.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$224,790.34
Reported Expense	\$78,219.40	\$69,496.64	\$77,074.30										
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

ELIGIBILITY SECTION

This must be completed and signed by any of the following health care professionals licensed to practice in any state: a physician, an advanced practice nurse, a chiropractor; a certified physician assistant, a Christian Science Practitioner residing in Wisconsin, or by an authorized VA representative. This statement is for issuance of a Disabled Taxi Rider ID card and is not to be considered as a claim for VA benefits.

Please check appropriate boxes.

- ☐ Temporary Disability until _____
(Give specific date of expiration.)
Temporary ID cards are issued for a **MAXIMUM of 6 MONTHS**
- ☐ Permanent Disability

Please Print Clearly

Name of Person Certifying Eligibility
Address
City, State, Zip Code
Medical License Number
Area Code and Office Telephone Number

Eligibility Statement

I certify that the applicant is disabled according to the conditions specified on this form. I have indicated above whether this is a temporary or permanent disability.

(Authorized Signature of Health Care Specialist) (Date)

UNAUTHORIZED ID CARD USE

Any person who lends the Disabled Taxi Rider ID Card to someone, who is not authorized to use it, may be fined. In addition, the City of Watertown may cancel the Disabled Taxi Rider ID Card of any person who improperly uses it.

RELEASE OF NONEXEMPT INFORMATION

The City of Watertown uses the information on this form to issue Disabled Taxi Rider ID Cards. Under open records laws, the City must make nonexempt information available upon request.



Section 4, ItemA.

City of Watertown Disabled Taxi Rider Identification Card Application for Individuals

Are you eligible?

Any person certified by an authorized health care specialist as having a temporary or permanent disability is eligible for the Disabled Taxi Rider Identification Card. By definition, this includes any person who:

- Cannot walk 200 feet or more without stopping to rest;
- Cannot walk without the use of, or assistance from, another person or brace, cane, crutch, prosthetic device, wheelchair or other assistance device;
- Is restricted by lung disease to the extent that forced expiratory volume for 1 second when measured by spirometry is less than one liter or the arterial oxygen tension is less than 60mm/hg on room air at rest;
- Uses portable oxygen;
- Has a cardiac condition to the extent that functional limitations are classified in severity as class III or IV, according to standards accepted by the American Heart Association;
- Is severely limited in the ability to walk due to an arthritic, neurological or orthopedic condition;
- Has an equal degree of disability to those described above.

CITY OF WATERTOWN

4 Year – Permanent Taxi Rider ID No. **265**

Name _____

Date Issued _____

Date Expires _____

Issuer Signature _____

This card authorizes the person whose name appears on the reverse side to a discount on taxi fares until the expiration date listed. Usage by any other person is considered fraud and subject to citation.

CITY OF WATERTOWN

Temporary Taxi Rider ID No. **141**

Name _____

Date Issued _____

Date Expires _____

Issuer Signature _____

This card authorizes the person whose name appears on the reverse side to a discount on taxi fares until the expiration date listed. Usage by any other person is considered fraud and subject to citation.



DRIVERGE
VEHICLE INNOVATIONS

Ideas made to move

350 Med. Roof XL 12 Passenger Van

- ☐ 2023 Model Year Ford Transit
- ☐ Oxford White Exterior Color with Pewter Grey Interior
- ☐ 3.5L PFDI V6 Engine includes Port Injection and E-85 Flex-Fuel Capable with 10 Speed Transmission
- ☐ 3.73 Regular Axle Ratio with 50 State Emissions and 220 AMP Alternator
- ☐ Wheelbase:148 inches/GVWR 9250#
- ☐ Tires:235/65R16C 121/119 R BSW All Season with 16" Steel Wheel/Full Silver Wheel Covers
- ☐ 4 Wheel Anti-lock Disc Brake System and Power Steering with Tilt Steering Column, Electric Parking Brake
- ☐ Ford Co-Pilot 360 Includes: Forward Collision Warning, Hill Start Assist, Post Collision Braking, Side Wind Stabilization, Pre-Collision Assist with Automatic Emergency Braking (AEB), Lane Keeping System, Auto High-Beam Headlamps and Rear-View Camera with Trailer Hitch Assist
- ☐ AdvanceTrac with Roll Stability Control (RSC)
- ☐ Windows All Around includes Rear Window Defroster and Automatic Rain-Sensing Windshield Wipers
- ☐ Power Group includes Power Windows, Power Door Locks with Remote Keyless Entry
- ☐ Daytime Running Lights with Autolamp
- ☐ OEM Interior Walls and Headliner with Front Overhead Shelf
- ☐ Dual Vinyl Bucket Seats with Driver Side and Passenger Side Airbags
- ☐ Side Airbags and Safety Canopy Curtain Airbags
- ☐ OEM Front/Rear Air Conditioning and Heat
- ☐ AM/FM Stereo with 4.0" Multi-function Display, Bluetooth and Dual USB Ports
- ☐ OEM 25 Gallon Capacity Fuel Tank
- ☐ Dual AGM Batteries
- ☐ 50/50 Hinged Rear Door 253 Degree Opening

Additional Options

- Cruise Control
- Engine Block Heater
- Heated Mirrors



Qty.	VEHICLE and EQUIPMENT DESCRIPTION
1	Transit-350 Long Wheelbase Medium Roof Wagon 3.5L Ti-VCT V6
1	LWB Wagon Advantec Subfloor with Steel Floor reinforcement
3	ADD Rows of "L" track, to 3/4" commercial grade plywood subfloor
1	Altro floor covering, - LWB Wagon
1	Braun automatic ADA lift, 34" x 54" platform, 1000lbs Century series model C919 FIB, REAR door mounted, ADA interlock, spot lights on lift, FMVSS 403 & 404 compliant - manual roll stop
2	Shoulder belt mounting location (Each)
2	Q'Straint QRT Deluxe 4-button wheelchair securement system w/ retractable lap/shoulder belts (LEVEL 3)
2	Wall-mounted tiedown storage container - SPECIFY LOCATION(S)
2	Freedman one (1) Passenger 3PT Seat with Fixed Legs
2	Freedman two (2) Passenger Fold-Away 3PT Seats
1	www.freedmanseating.com COLOR & # : 686-Newport Ash Gray Vinyl
1	Window Tint
1	Stanchion Poles Side Cargo Doors - "B" Pillar
1	Stanchion Poles Side Cargo Doors - "C" Pillar
1	Complete Safety Kit - 2.5lb Fire Extinguisher, 16 Unit First Aid Kit & Triangle Reflector Kit
1	Upgrade to 5lb Fire Extinguisher
1	Back up alarm
1	Body spill kit in Plastic Storage
1	Reflective tape on inside of door jambs
1	Custom Additional Options (Submit Back Up approvals)
2	Seatbelt Extensions
	Vehicle prep - cleanup, QA, payload, required certifications/labels, training CDs, emergency exit & no smoking stickers
1	Delivery direct to agency

Ideas made to move



Wisconsin Option Pricing 2022/2023

EXTERIOR STEPS - PERFORATED TREAD SURFACE - 7" Step Surface with toe step plate

Galvaneal steel short step for driver	\$345
Galvaneal steel Full passenger step	\$595

"O2 on the Go" - adaptable O2 tank holder secures into L-track for ideal passenger placement	\$300
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3 flares in Storage container	\$80
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Change single fixed seat to a single forward facing flip seat	\$600
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Ideas made to move

Driverge Vehicle Innovations, LLC

1090 West Wilbeth Road, Akron, OH 44314
844-337-9543 • 330-861-1118 • Fax: 330-861-0281 • www.driverge.com

From: [Ken Richards](#)
To: [Megan Dunneisen](#)
Cc: [Lange, Kevin V - DOT](#); [Patterson, Katherine M - DOT](#)
Subject: RE: Options available
Date: Wednesday, April 12, 2023 12:17:24 PM
Attachments: [image001.png](#)
[image438947.png](#)

Im not seeing anything new from Ford at this time. Still waiting to get Ford to accept the orders.

Ken Richards

Business Manager

Office: 216.930.6598

Cell: 330.351.0092

Fax: 330.861.0281

Ken.Richards@driverge.com



DRIVERGE
VEHICLE INNOVATIONS

Ideas made to move

From: Megan Dunneisen [<mailto:MDunneisen@CityofWatertown.org>]

Sent: Wednesday, April 12, 2023 12:35 PM

To: Ken Richards <Ken.Richards@driverge.com>

Cc: Lange, Kevin V - DOT <Kevin.Lange@dot.wi.gov>; Patterson, Katherine M - DOT <Katherine.Patterson@dot.wi.gov>

Subject: RE: Options available

Hi Ken,

Wondering the status of our purchases. I have a transit meeting on Monday that I would like to give an update to.

Thank you,

Megan

From: Ken Richards <Ken.Richards@driverge.com>

Sent: Friday, January 27, 2023 10:45 AM

To: Megan Dunneisen <MDunneisen@CityofWatertown.org>

Cc: Lange, Kevin V - DOT <Kevin.Lange@dot.wi.gov>; Patterson, Katherine M - DOT <Katherine.Patterson@dot.wi.gov>

Subject: Options available

Megan,

The van comes with quite a few standard items. I have attached the chassis spec from Ford and items we add as part of the package.

Here are the common options. The steps for the outside of the van to assist entry and exit is a popular choice. I have had a couple agency that feel the fixed seat on the curb side can interfere with operation of the lift if it has to be pumped up. I have added the option to change the seat to a flip seat.

Please let me know if you have any questions or want to add any options

Ken Richards

Business Manager

Office: [216.930.6598](tel:216.930.6598)

Cell: [330.351.0092](tel:330.351.0092)

Fax: [330.861.0281](tel:330.861.0281)

Ken.Richards@driverge.com

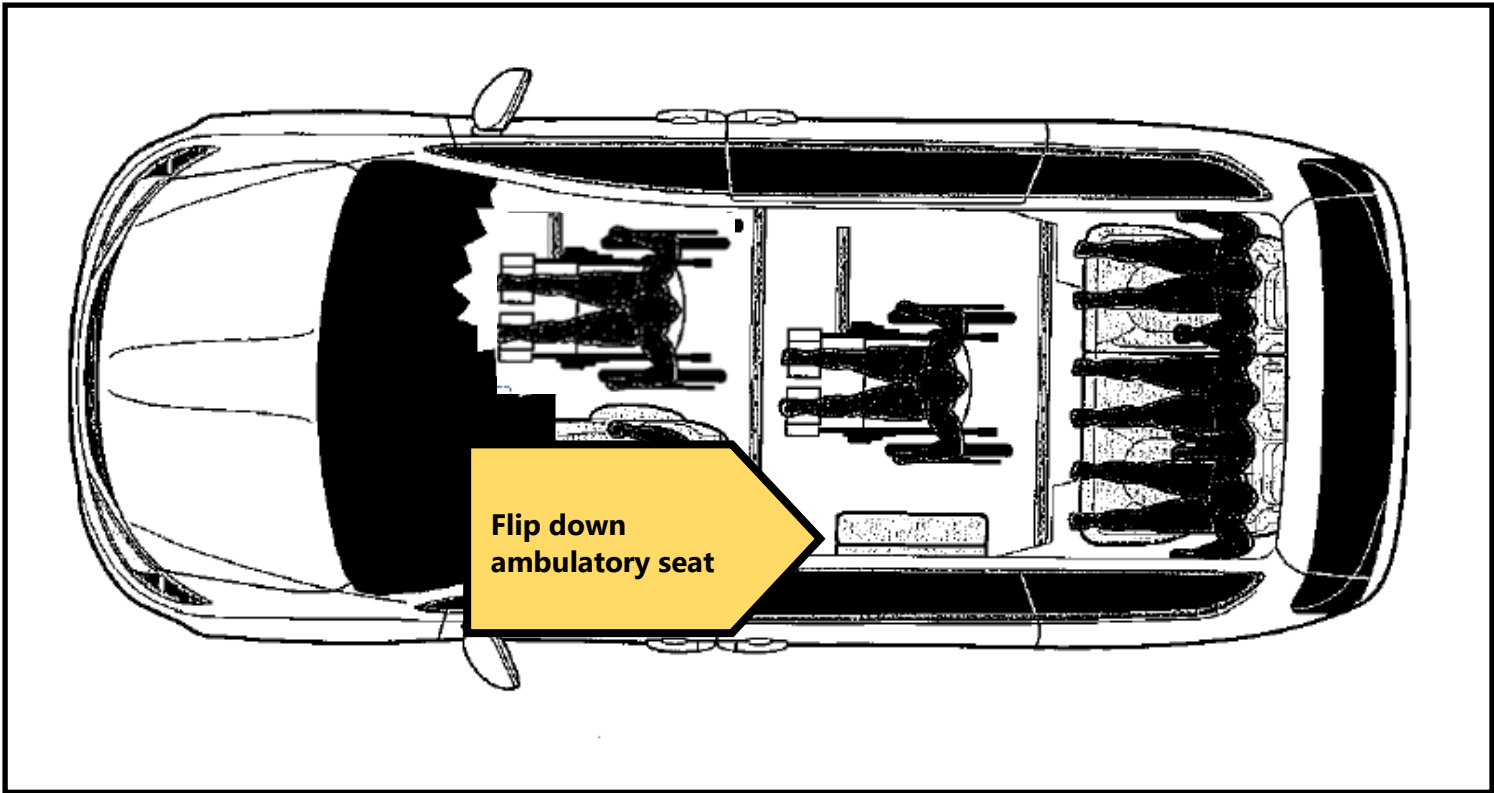


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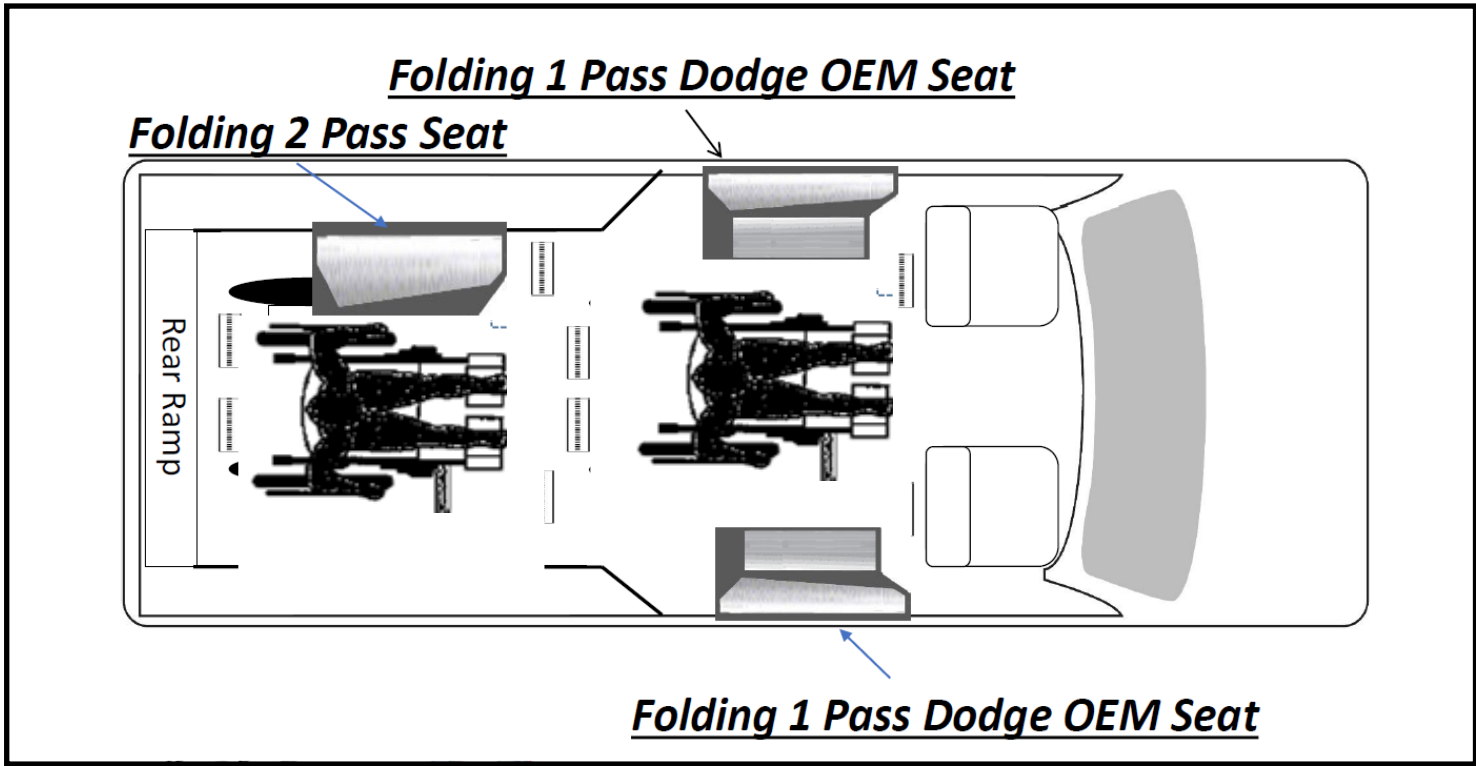
Line Item 1 – Minivan with Side Load Ramp
Ambulatory/Wheelchair Positions (4/0 & 3/1 & 3/2)

Chrysler Voyager – A&J Commercial



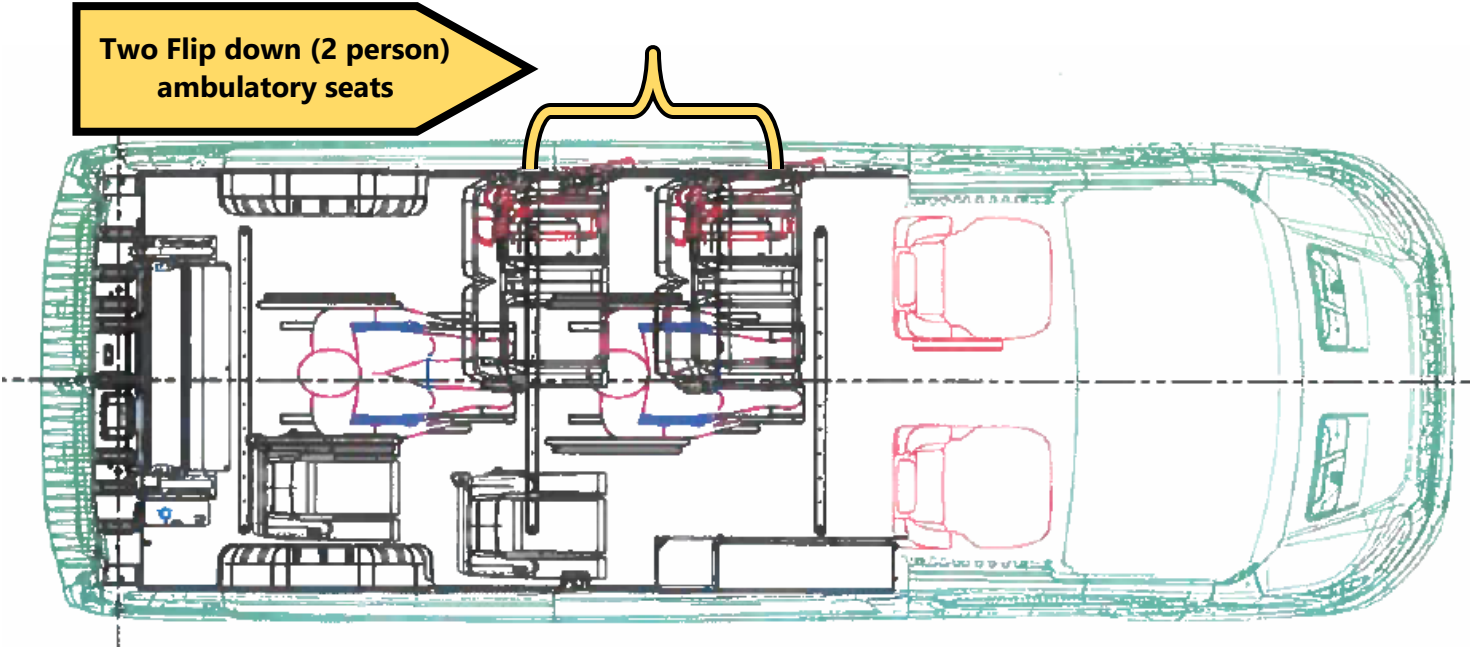
Line Item 2 – Minivan with Rear Load Ramp
Ambulatory/Wheelchair Positions (5/0 & 1/2 & 3/2)

Chrysler Voyager – TESCO



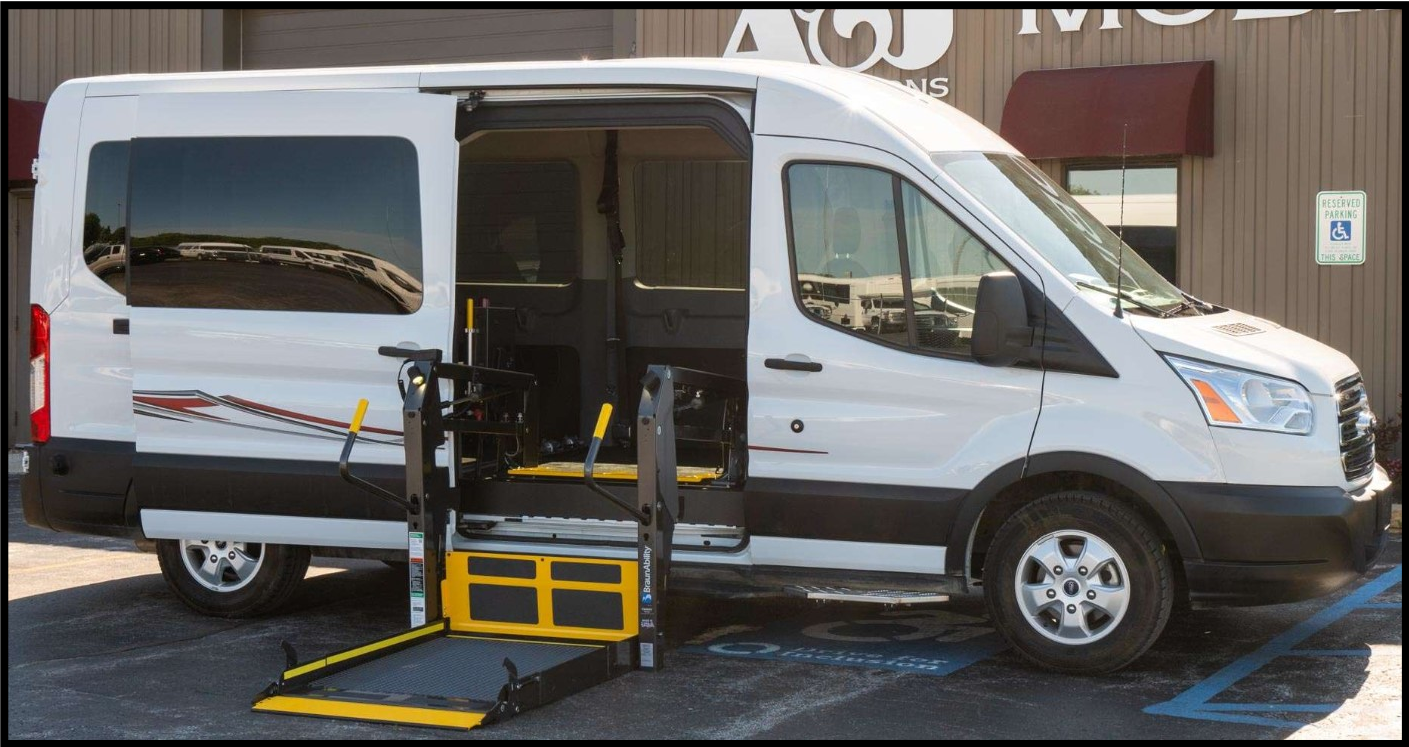
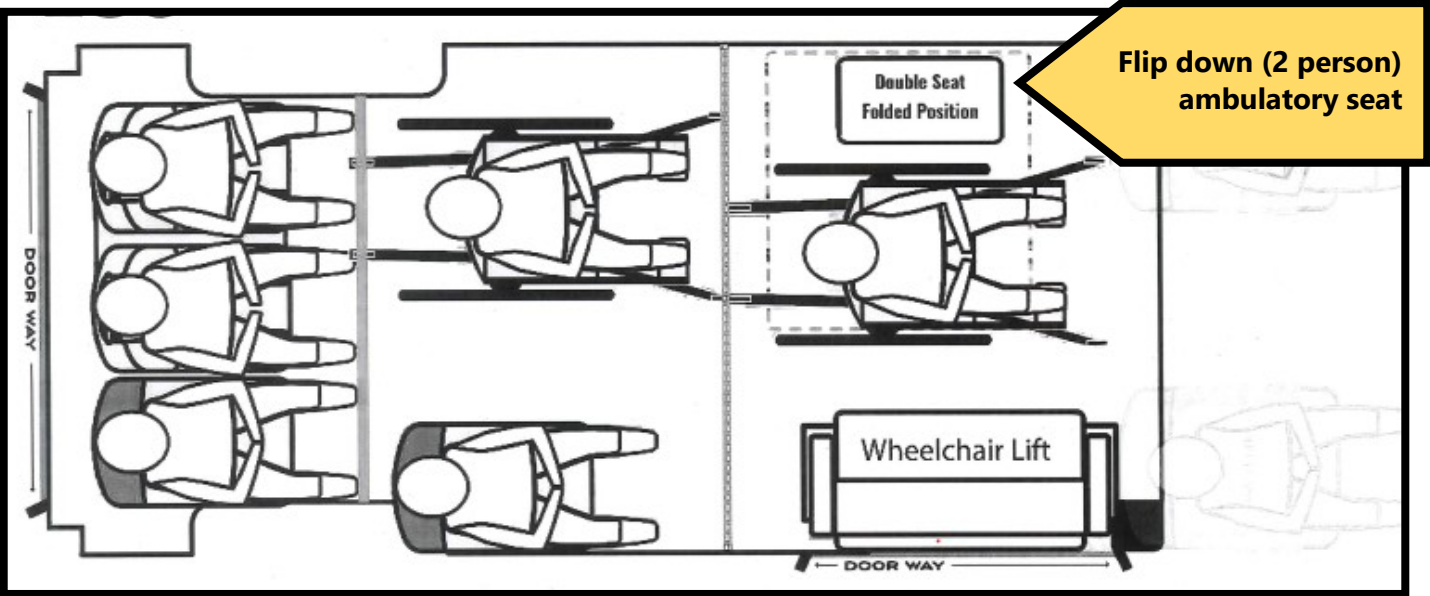
Line Item 3 – Bariatric Van Rear Load Lift
Ambulatory/Wheelchair Positions (7/0 & 3/1 & 3/2)

Ford Transit 350 XL – Driverge



Line Item 4 – Bariatric Van Side Load Lift
Ambulatory/Wheelchair Positions (7/1 & 5/1 & 5/2)

Ford Transit 350 XL – A&J Commercial

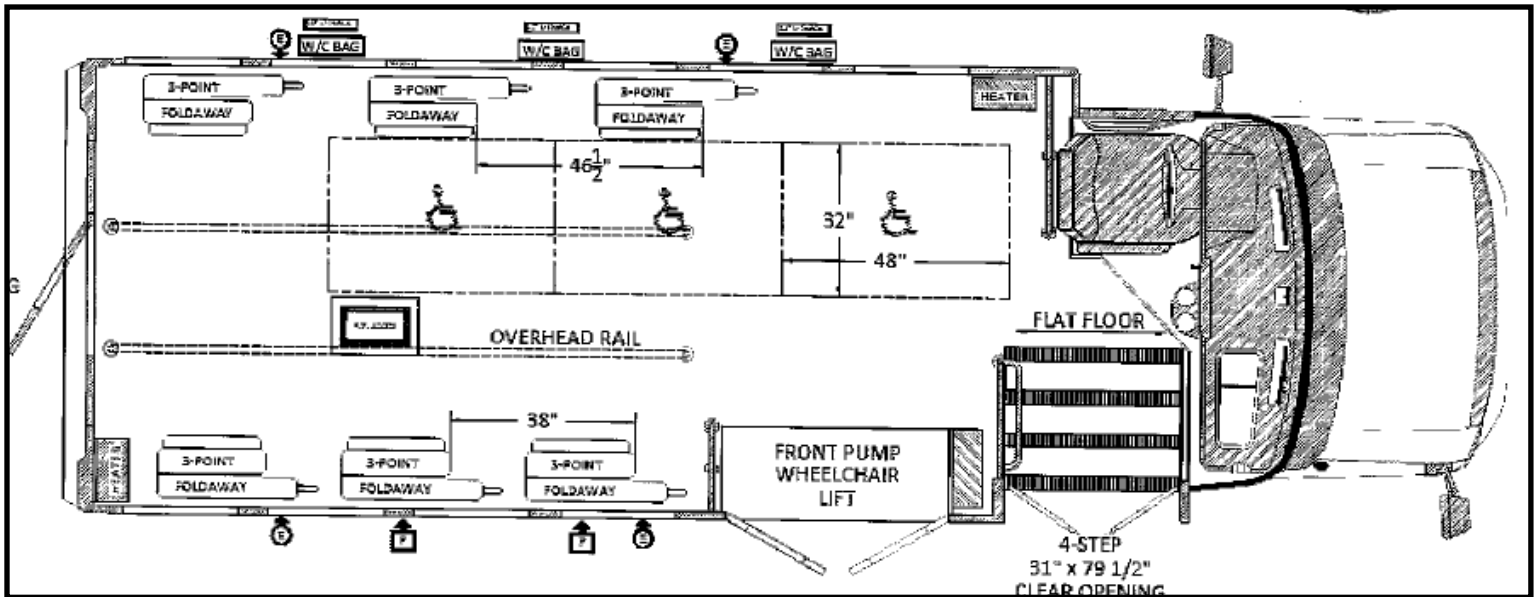


Elkhard ECII (Ford 450) – TESCO



Line Item 10 – Med. Bus Accessible Side Lift with Honeycomb Fiberglass Construction

Ambulatory/Wheelchair Positions (12/1 & 10/2 & 8/3)

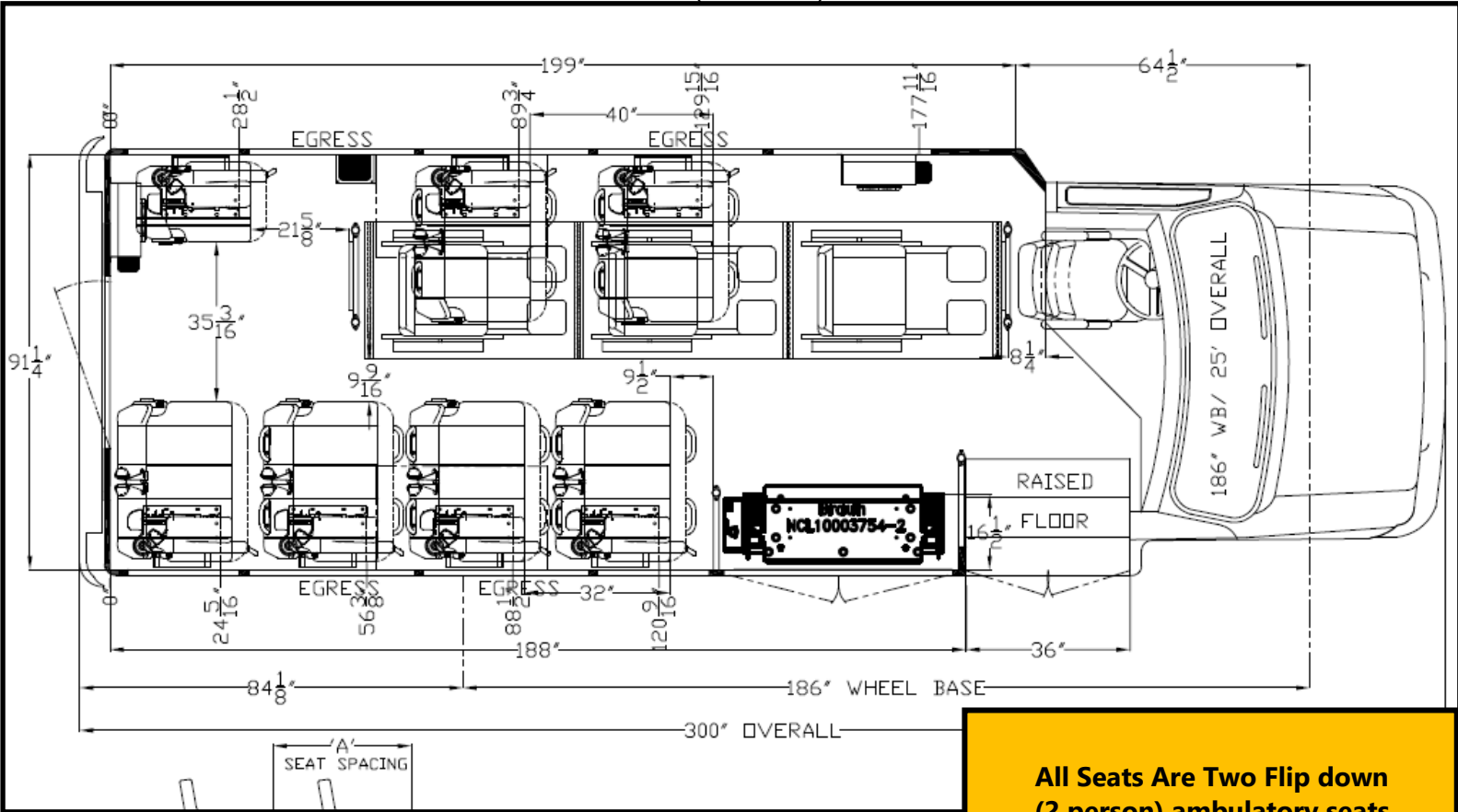


All Seats Are Two Flip down
(2 person) ambulatory seats



Line Item 11 – Med. Lg. Bus Accessible Side Lift
Ambulatory/Wheelchair Positions (13/1 & 12/2 & 10/3)

Elkhard ECII (Ford 450) – TESCO



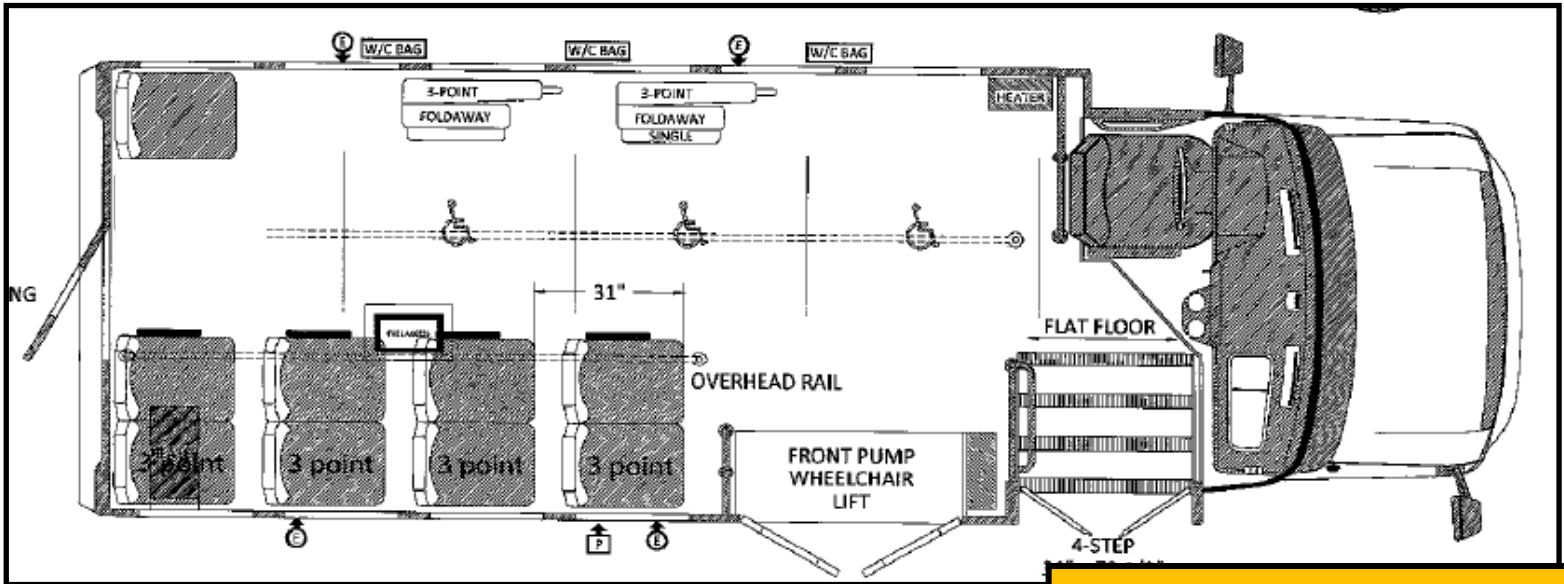
**All Seats Are Two Flip down
(2 person) ambulatory seats**



Line Item 12 – Med. Lg. Bus Accessible Side Lift with Honeycomb Fiberglass Construction

Ambulatory/Wheelchair Positions (13/1 & 12/2 & 10/3)

Diamond VIP 2500 (Ford 450) – A&J Commercial



**All Seats Are Two Flip down
(2 person) ambulatory seats**



Human Service Vehicle Price Sheet

Section 4, ItemB.

August 2022 to August 2023

#	Accessible Vehicle Types	Vendor	Model	Seat Layouts (Amb. / WC)	Last Years Price	Price Aug. 2022 to Aug. 2023	Vendor Contact	Email	Phone
Bid #510467 - Minivans and Bariatric Rear									
1	Minivan, Side Load Ramp	A&J Commercial	Chrysler Voyager LX	3/2	n/a	\$67,746	Travis Pfile	travisp@aandjvans.com	920-775-9333
2	Minivan, Rear Load Ramp	TESCO	Chrysler Voyager LX	3/2	n/a	\$62,654	Cathy Hanley	chanley@tescobus.com	847-302-3641
3	Transit/Bariatric, Rear Load Lift	Driverge	Transit 350 XL	7/0 - 3/1 - 3/2	\$50,902	\$64,575	Ken Richards	Ken.Richards@driverge.com	216-930-6598
Bid #510283 Mini Buses and Bariatric Side									
4	Transit/Bariatric, Side Load Lift	A&J Commercial	Transit 350 XL	7/1 - 5/2 - 5/1	\$49,117	\$76,575	Travis Pfile	travisp@aandjvans.com	920-775-9333
Bid #510366 Medium Buses									
9	Med. Bus, Side Load Lift	TESCO	ECII (Ford 450)	12/1 - 10/2 - 8/3	\$120,785	\$137,695	Cathy Hanley	chanley@tescobus.com	847-302-3641
10	Med. Bus, Honeycomb Fiberglass, Side Load Lift	A&J Commercial	VIP 2500 (Ford 450)	12/1 - 10/2 - 8/3	\$84,164	\$129,735	Travis Pfile	travisp@aandjvans.com	920-775-9333
11	Med. Lg. Bus, Side Load Lift	TESCO	ECII (Ford 450)	13/1 - 11/2 - 9/3	\$123,054	\$140,282	Cathy Hanley	chanley@tescobus.com	847-302-3641
12	Med. Lg. Bus, Honeycomb Fiberglass, Side Load Lift	A&J Commercial	VIP 2500 (Ford 450)	13/1 - 11/2 - 9/3	\$83,601	\$129,435	Travis Pfile	travisp@aandjvans.com	920-775-9333

Prices for August 2022 to August 2023 were calculated by adjusting original awarded unit prices using PPI Line 1413 (Truck and Bus Bodies) for April 2021 to April of 2022, which was 14.0%.