



TRANSIT COMMISSION MEETING AGENDA

MONDAY, MARCH 23, 2026 AT 5:00 PM

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, UPPER LEVEL - ROOM 2044

1. CALL TO ORDER

2. REVIEW & APPROVE MINUTES

A. Transit Commission minutes from November 17, 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. 2025 Taxi Stats

5. BUSINESS

A. Updates: PTAP Grant Application, Transit Fare Increases

B. Review and take action: Disposal and procurement for one transit vehicle in 2026

6. REVIEW QUARTERLY REPORTS

A. Vehicle Maintenance Report

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 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, NOVEMBER 17, 2025 AT 5:00 PM

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, UPPER LEVEL - ROOM 2044

The Transit Commission met on the above date and time in person and virtually with the following members present: Tom Hahn, Michelle Bainbridge (left at 5:56 pm), 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 5:04 pm.
- 2. **REVIEW & APPROVE MINUTES**
 - A. Ald. Smith made a motion to approve the Transit Commission minutes from October 20, 2025, second by Grosenick and carried by unanimous voice vote.
- 3. **COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT - None**
- 4. **BUSINESS**
 - A. Ald. Smith made a motion to recommend entering into contract with Passenger Transit Inc. for Shared-Ride Taxi Services January 1, 2026 - December 31, 2027 to Finance and Council, second by Grosenick and carried by unanimous voice vote.
 - B. Ald. Smith made a motion to recommend entering into lease with Passenger Transit Inc. For Shared-Ride Taxi Service Vehicles January 1, 2026 - December 31, 2027 to Finance and Council, second Bainbridge and carried by unanimous voice vote.
 - C. Applegarth made a motion to approve applying for operating grant from Department of Transportation for 2026 Shared-Ride Taxi Service, second by Grosenick and carried by unanimous voice vote.
 - D. Ald. Smith made a motion to approve applying for a capital grant from Department of Transportation for 2026 fleet purchases for Shared-Ride Taxi Service, second by Applegarth and carried by unanimous voice vote.
 - E. Ald. Smith made a motion to recommend the Agency Fare rate increase for 2026 by \$3.00 to Finance and Council, second by Applegarth and carried by unanimous voice vote. Committee discussion included the review of comparable areas noting that there has not been an agency fare increase since starting in 2019. The increase in agency fares will help reduce the deficit between purchased transportation and fare revenue. Dunneisen noted that agency fare increases do not need to have a public hearing to increase. Item will be brought to Finance and discussed with the managed care organizations that use the service for their input, it will then be brought to council for final decision. Looking at a January 1 effective date.

Chair Hahn – okay with combining items F. & G. for discussion.

Discussion included the budget cut for Transit to \$60,000.00 for the city local share. The program has been supplemented by the fund balance in the past years and is not sustainable to continue to operate without looking into a change either in reducing service hours or fare increases. The commission looked at comparable fare rates from surrounding areas, discussed the impact a fare increase or change in service hours would have on the community, discussed past fare increases and looked at ridership. Adult fares have not increased since 2016. Ald. Smith recommended that increasing adult fares only may have the least impact and we would not need to change any service hours at this time. Bringing adults fares from \$4.00 to \$5.00 would bring our 2026 budget close to the \$60,000 local share budget. The commission will continue to monitor ridership throughout the year and elevate if any other changes need to be made. Dunneisen gave overview of next steps should the committee recommend the adult fare

increase – public hearing will need to be done and then comments brought back to committee prior to council approval, likely around a February start date.

- F. Ald. Smith made a motion to not adjust the Transit service hours for 2026 at this time, second by Grosenick and carried by unanimous voice vote.
- G. Ald. Smith made a motion to recommend increase to adult fares from \$4.00 to \$5.00 to Finance and council in 2026, second by Grosenick and carried by unanimous voice vote.

- 5. **SET NEXT MEETING DATE** – January 19 at 5:00 pm.
- 6. **ADJOURNMENT** – Grosenick made a motion to adjourn, second by Ald. Smith and carried by unanimous voice vote at 6:25 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%	39,644	9%
Children	11,000	17,211	19,506	16,626	14,841	34.92%	15,116	2%
Agency	3,299	1,716	2,870	3,728	5,034	52.59%	3,719	-35%
Adults	28,871	31,191	31,175	30,049	29,331	1.59%	32,010	8%
Children Accompy	850	1,560	587	702	560	-34.12%	521	-7%
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%	1,212	-13%
TOTALS	77,142	93,788	93,359	91,441	87,144	12.97%	92,222	-1.22%

<u>Current Fare Rates</u>		<u>4/1/2023</u>
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	6,717	6,964	7,690	7,971	7,136	7,906	92,223

<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	3,382	3,318	3,633	3,581	3,236	3,539	39,644
Children	1,647	1,658	1,382	1,677	1,457	777	529	601	1,318	1,410	1,283	1,377	15,116
Agency Sr Dis	475	462	500	460	465	406	252	241	218	240	0	0	3,719
Regular/Adults	2,785	2,962	3,060	2,846	2,569	2,428	2,410	2,643	2,339	2,573	2,504	2,891	32,010
Children accompany	21	31	61	45	42	43	42	57	56	62	35	26	521
Corner Service	0	0	0	0	0	0	0	0	0	0	0	0	0
Out of Town	146	116	109	78	82	94	102	104	126	105	77	73	1,212
Parcel (temp svc)	0	0	0	0	0	0	0	0	0	0	1	0	1
TOTAL	8,360	8,269	8,352	8,203	7,805	6,850	6,717	6,964	7,690	7,971	7,136	7,906	92,223
Diff. 2025 over 2024	748	638	786	456	74	241	238	181	1,086	465	(217)	383	5,079
% chg 2024 to 2025	9.8%	8.4%	10.4%	5.9%	1.0%	3.6%	3.7%	2.7%	16.4%	6.2%	-3.0%	5.1%	5.8%

Current Year Fares Collected

E/H	\$9,858.00	\$9,120.00	\$9,720.00	\$9,291.00	\$9,570.00	\$9,306.00	\$10,146.00	\$9,954.00	\$10,899.00	\$10,743.00	\$9,708.00	\$10,617.00	\$118,932.00
Children <12	\$4,941.00	\$4,974.00	\$4,146.00	\$5,031.00	\$4,371.00	\$2,331.00	\$1,587.00	\$1,803.00	\$3,954.00	\$4,230.00	\$3,849.00	\$4,131.00	\$45,348.00
Agency Sr. Dis.	\$4,275.00	\$4,158.00	\$4,500.00	\$4,140.00	\$4,185.00	\$3,654.00	\$2,268.00	\$2,169.00	\$1,962.00	\$2,160.00	\$0.00	\$0.00	\$33,471.00
Regular	\$11,140.00	\$11,848.00	\$12,239.56	\$11,384.00	\$10,277.78	\$9,713.78	\$9,639.11	\$10,572.89	\$9,354.22	\$10,292.00	\$10,016.00	\$11,564.00	\$128,041.33
Children accompany (Sp	\$42.00	\$62.00	\$122.00	\$90.00	\$84.00	\$86.00	\$84.00	\$114.00	\$112.00	\$124.00	\$70.00	\$52.00	\$1,042.00
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	\$1,022.22	\$1,037.78	\$1,264.44	\$1,050.00	\$770.00	\$730.00	\$12,116.67
Parcel (temp svc)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.25	\$0.00	\$8.25
Calculated Rev	\$31,716.00	\$31,322.00	\$31,818.67	\$30,716.00	\$29,303.34	\$26,026.34	\$24,746.33	\$25,650.67	\$27,545.66	\$28,599.00	\$24,421.25	\$27,094.00	\$338,959.26
Reported Revenue	\$34,247.00	\$30,414.00	\$31,283.00	\$34,678.00	\$29,142.00	\$23,567.00	\$21,988.00	\$23,330.00	\$26,202.00	\$26,379.00	\$24,422.00	\$26,957.00	\$332,609.00

Difference	\$2,531.00	-\$908.00	-\$535.67	\$3,962.00	-\$161.34	-\$2,459.34	-\$2,758.33	-\$2,320.67	-\$1,343.66	-\$2,220.00	\$0.75	-\$137.00	-\$6,350.26
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	2,335.42	2,300.08	2,215.98	2,294.95	2,213.65	2,302.65	27,748.84
<i>times hourly rate</i>	33.24	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	\$77,629.36	\$76,454.66	\$73,659.18	\$76,284.14	\$73,581.73	\$76,540.09	\$922,371.46
Reported Expense	\$85,690.39	\$79,841.82	\$81,768.74	\$77,237.13	\$74,196.00	\$69,488.22	\$77,629.36	\$76,454.66	\$73,659.18	\$76,284.14	\$73,581.73	\$76,540.09	\$922,371.46
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	1	0	0	0
--------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Vehicle #56
 VIN # 2C7WDGBG5HR838658
 Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
10/30/2025	238360	Oil change, rotation	238360			J&L Tire	125138
12/17/2025	242651	Oil change, rotation	242651			J&L Tire	126010

Vehicle #59
 VIN # 2C4RDGBGXKR779575
 Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
10/23/2025	239702	Oil change, rotation	239702			J&L Tire	125009
12/4/2025	244561	Oil change, filter, rear pads/rotors, rear brake cables, rear calipers	244561			John	Maint 1
		Replace esim, 4 tires					
12/18/2025	244568	left exh cam shaft replaced, heater hose assembly replaced				Griffin Jefferson	253280

Vehicle #61
 VIN # 2C4RDGBGXHR231464
 Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
10/21/2025	150238	Oil change	150238			J & L Tire	124975
12/10/2025	154992	2 new tires, oil change	154992			J & L Tire	125883

Vehicle #83
 VIN # 1FDEE3FL9ADA38147
 Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
10/20/2025	52239	Heater hose, coolant leak repair				j&l tire	125051
11/28/2025	52990	Oil change	52990			j&l tire	125687

Vehicle # 85 Bus
 VIN # 1FDFE4FS8FDA03270
 Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
10/2/2025	33472	Oil change, inspection for auction				J&L Tire	124658

Vehicle #88
VIN # 2C4RC1CG7PR617120
Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
11/25/2025	60305	Oil change, 4 new tires	60305			J&L Tire	125604

CITY INSPECTIONS

08/01/2025 - 02/23/2026

Department	Fleet Nu	Year	Make	Model	Maintenance Typ	Work Requested
Transit Authority	10055	2017	Dodge	Minivan	Inspections	Check engine light on ,gas cap light on shifts hard into gear middle seats are very worn ,front bumper damage,rear hatch damage fire extinguisher is not mounted in place . Low on tread ,tps light on, Rear sliders are worn
Transit Authority	10056	2017	Dodge	Minivan ADA	Inspections	Decal is fading, brake pads are low, drive belt appears cracked, needs wiper blades
Transit Authority	10057	2018	Dodge	Minivan ADA	Inspections	Passengers rear sliding door is very loose rear bumper damage, Coolant tank low, TPS light on tires low on tread, needs blades, check engine light is on
Transit Authority	10059	2019	Dodge	Minivan	Inspections	Unit clunked while pulling in to shop advise front end check over, Check engine light on Dent in rear hatch, no back up alarm
Transit Authority	10060	2020	Dodge	Minivan	Inspections	No back up alarm and Check engine light on rear hatch is leaking water- stains on rear headliner
Transit Authority	10061	2020	Dodge	Minivan ADA	Inspections	Inspection
Transit Authority	10083	2010	Starcraft	Starcraft	Inspections	Low coolant tank, cracking belts, recommend shocks, treads on tires low
Transit Authority	10089	2023	Chrysler	Van	Inspections	Recommend brake inspection, Unit says service shifter on dash, middle jump seat seems loose.
Transit Authority	10088	2023	Chrysler	Van	Inspections	Rear seat looks to be bent, Coolant tank is leaking
Transit Authority	100090	2024	Chrysler	Van	Inspections	Brakes are at halfway mark. Tire replacement is recommended
Transit Authority	10100	2025	Chrysler	Voyager XL	Inspections	transit inspection
Transit Authority	10100	2025	Chrysler	Voyager XL	Inspections	Inspection due