



TRANSIT COMMISSION MEETING AGENDA

MONDAY, MAY 18, 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 March 23, 2026

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. Review and discuss: Overview "what is Shared Ride"

B. Review and discuss: Watertown Transit operational practices - requesting a ride, wait time goals, demand vs. capacity, return call procedures, ADA drivers

C. Review and discuss: Watertown Transit fleet maintenance operations for shared ride vehicles

6. REVIEW QUARTERLY REPORTS

A. Vehicle Maintenance Report

B. Complaint Log QTR 1 2026

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 AGENDA

MONDAY, MARCH 23, 2026 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 (virtual), David Applegarth, Laurie Grosenick, and Ald. Smith. Absent was Michelle Bainbridge. 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 November 17, 2025, second by Grosenick and carried by unanimous voice vote.
3. **COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

Jeff Halyma of 408 Memorial Drive spoke about concerning wait times – Mr. Halama wanted to report other concerns – commission advised Mr. Halama to submit in writing to the City Clerk and for the city, Passenger Transit, and Mr. Halama to have discussion at a future meeting.
4. **REVIEW RIDERSHIP / FINANCIAL STATISTICS**
 - A. 2025 Taxi Stats were presented.
5. **BUSINESS**
 - A. Dunneisen gave an update on the PTAP Grant Application that was successfully submitted and the Transit Fare Increases that have been successfully implemented.
 - B. The commission discussed the disposal and procurement for one transit vehicle in 2026 – Dunneisen to look into trade options and or selling a bus that is not used to another municipality. The Commission gave the go ahead to put in a P.O to purchase another ADA minivan off the state's bid tab.
6. **REVIEW QUARTERLY REPORTS**
 - A. Vehicle Maintenance Report was presented and reviewed. Commission recommends additional vehicle description information added to the maintenance report.
7. **SET NEXT MEETING DATE** – May 18 at 5pm.
8. **ADJOURNMENT** – Applegarth made a motion to adjourn, second by Ald. Smith and carried by unanimous voice vote at 5:36 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>	2021	2022	2023	2024	2025	Change 21-25	2026	Change 25-26
Elderly/Disabled	33,831	34,055	37,664	36,007	39,644	17.18%	9,681	-310%
Children	17,211	19,506	16,626	14,841	15,116	-12.17%	4,822	-213%
Agency	1,716	2,870	3,728	5,034	3,719	116.72%	617	-503%
Adults	31,191	31,175	30,049	29,331	32,010	2.63%	8,406	-281%
Children Accompy	1,560	587	702	560	521	-66.60%	94	-454%
Corner Service	5,698	4,344	1,896	0	0	-100.00%	0	#DIV/0!
Out of Town	2,581	822	776	1,371	1,212	-53.05%	253	-379%
TOTALS	93,788	93,359	91,441	87,144	92,222	-1.67%	23,873	-73.89%

<u>Current Fare Rates</u>	<u>2/1/2026</u>
E/H	\$3.00
Children	\$3.00
Agency Sr and Dis	\$12.00
Regular/Adults	\$5.00
Children accompy	\$2.00
Corner Service	\$2.25
Out of Town	\$10.00
Agency	\$12.00
Parcel	\$8.25

Ridership by Month

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
2026 Monthly	8,323	7,677	7,873	0	0	0	0	0	0	0	0	0	23,873

<u>Current Year Ridership</u>	January	February	March	April	May	June	July	August	September	October	November	December	Total
E/H	3,313	3,155	3,213										9,681
Children	1,616	1,618	1,588										4,822
Agency Sr Dis	193	222	202										617
Regular/Adults	3,064	2,581	2,761										8,406
Children accompany	33	26	35										94
Corner Service													0
Out of Town	104	75	74										253
Parcel (temp svc)	0	0	0										0
TOTAL	8,323	7,677	7,873	0	0	0	0	0	0	0	0	0	23,873
Diff. 2026 over 2025	(37)	(592)	(479)	(8,203)	(7,805)	(6,850)	(6,717)	(6,964)	(7,690)	(7,971)	(7,136)	(7,906)	(68,350)
% chg 2025 to 2026	-0.4%	-7.2%	-5.7%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-74.1%

Current Year Fares Collected

E/H	\$9,939.00	\$9,465.00	\$9,639.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,043.00
Children <12	\$4,848.00	\$4,854.00	\$4,764.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,466.00
Agency Sr. Dis.	\$2,316.00	\$2,664.00	\$2,424.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,404.00
Regular	\$12,256.00	\$12,905.00	\$13,805.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,030.00
Children accompany (Sp	\$66.00	\$52.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$188.00
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	\$1,040.00	\$750.00	\$740.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,530.00
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	\$30,465.00	\$30,690.00	\$31,442.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,597.00
Reported Revenue	\$29,578.00	\$27,693.00	\$30,088.00										\$87,359.00

amounts wont match due to coupons sold and then redeemed. Redeemed coupons (punch cards) reported as revenue in month sold

ADULT FARE
OF \$4.00 FOR
THE MONTH
OF JAN

Difference	-\$887.00	-\$2,997.00	-\$1,354.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,238.00
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
2026 Driver Hours	2,350.82	2,150.98	2,207.90										
times hourly rate	35.91	35.91	35.91	35.91	35.91	35.91	35.91	35.91	35.91	35.91	35.91	35.91	
Calculated Expense	\$84,417.95	\$77,241.69	\$79,285.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240,945.33
Reported Expense	\$84,417.95	\$77,241.69	\$79,285.69										\$240,945.33
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	0	0	0	0	0	0	0	0	0	0	0	0

Vehicle #56
VIN # 2C7WDGBG5HR838658
Watertown

[illegible]

Vehicle #57
VIN # 2C7WDGBG3JR210085
Watertown

[illegible]

60 Blue AMB 2020 Dodge Grand Caravan 2C4RDGBG5LR189978 C15299

Vehicle #60
VIN # 2C4RDGBG5LR189978
Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
1/7/2026	212185	Oil change, rotation	212185			J&L Tire	126297
4/2/2026	220044	Oil Change, Rotation of tires	220044			J&L Tire	127556

61 White WC-1 2020 Dodge Grand Caravan 2C4RDGBGXHR231464 C16458

Section 6, ItemA.

Vehicle #61
VIN # 2C4RDGBGXHR231464
Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
1/15/2026	160000	Oil change	160000			J & L Tire	126443

88 White WC 2023 Dodge Voyager 2C4RC1CG7PR617120 C26901

Vehicle #88
VIN # 2C4RC1CG7PR617120
Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
3/5/2026	72635	Recall side curtain airbags				Kayser	
4/3/2026	75110	Oil change	75110			Kayser	602832/1

Section 6, Item A.

[illegible]

Vehicle #90
VIN # 2C4RC1FG0RR155661
Watertown

Date	Mileage	Type of Problem	4,500 Oil Change	Motor Mount Inspection	Annual Transmission Flush	Shop	Inv #
1/23/2026	39426	Oil change, rotation	39426			Kayser	601934/1
4/14/2026	44132	Oil change	44132			Kayser	603003/1

Complaint Log QTR 1 2026 from Passenger Transit:

2/21- Received an email about pick up close to closing time- Rider requested a ride 5 min before closing time - dispatcher shared that we were closing and unable to give the ride- responded to rider and shared closing time and our policy of having vehicles parked by that time.

3/2- Passenger shared concerns of driver safety- reviewed dash cameras and took action to address concerns.

3/4- Phone was not working for about 30 minutes around noon

3/27- School contacted Megan with concerns about wait times. The demand at specific times of the day is more than capacity at times, which result in wait times. Wait times are monitored with the overall goal of less than 20 min on average wait times. These metrics are met.