



TRANSIT COMMISSION MEETING AGENDA

MONDAY, JULY 22, 2024 AT 5:00 PM

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, ROOM 0041

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

<https://us06web.zoom.us/j/9178580897?pwd=eUOpCUyvIV65zIPMYImMdPU1LVLx5L1>

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 minutes from May 20, 2024

3. 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

4. REVIEW RIDERSHIP / FINANCIAL STATISTICS

A. Taxi Stats

5. BUSINESS:

A. Update: Watertown Transit Manager Retirement

B. Update: Procurement of 3rd Transit Van

C. Review and take action: Taxi lettering design

6. REVIEW CITIZEN COMMUNICATIONS AND REPORTS

A. Quarterly Driver Report - No Updates

B. Quarterly Vehicle Maintenance Report

C. Complaint Log

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@watertownwi.gov, 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 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

<u>Ridership by Year</u>	2019	2020	2021	2022	2023	Change 19-23	2024	2025
Elderly/Disabled	35,787	29,795	33,831	34,055	37,664	5.24%		
Students	16,295	11,000	17,211	19,506	16,626	2.03%		
Agency	4,376	3,299	1,716	2,870	3,728	-14.81%		
Adults	34,422	28,871	31,191	31,175	30,049	-12.70%		
Children Accompy	775	850	1,560	587	702	-9.42%		
Corner Service	9,276	2,888	5,698	4,344	1,896	-79.56%		
Out of Town	228	439	2,581	822	776	240.18%		
TOTALS	101,159	77,142	93,788	93,359	91,441	-9.61%		

Current Fare Rates	4/1/2023
E/H	\$3.00
Children	\$3.00
Agency Sr and Dis	\$9.00
Regular	\$4.00
Children accompy	\$2.00
Corner Service	\$2.25
Out of Town	\$10.50
Agency	\$9.00
Parcel	\$8.25

Ridership by Month

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	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	0	0	0	0	0	0	44,896

<u>Current Year Ridership</u>	January	February	March	April	May	June	July	August	September	October	November	December	Total
E/H	2,916	2,822	2,872	2,937	2,938	3,013							17,498
Children	1,463	1,647	1,449	1,664	1,793	767							8,783
Agency Sr Dis	400	399	392	320	414	413							2,338
Regular	2,684	2,569	2,685	2,689	2,431	2,230							15,288
Children accompany	52	86	73	42	71	67							391
Corner Service	0	0	0	0	0	0							0
Out of Town	97	108	95	95	84	120							599
Parcel (temp svc)	0	0	0	0	0	0							0
TOTAL	7,612	7,631	7,566	7,747	7,731	6,609	0	0	0	0	0	0	44,896
Diff. 2024 over 2023	(483)	(158)	(1,328)	(281)	(323)	(568)	(6,529)	(7,092)	(7,541)	(7,572)	(7,335)	(7,336)	(46,546)
% chg 2023 to 2024	-6.0%	-2.0%	-14.9%	-3.5%	-4.0%	-7.9%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	

Current Year Fares Collected

E/H	\$8,748.00	\$8,466.00	\$8,616.00	\$8,811.00	\$8,814.00	\$9,039.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,494.00
Children <12	\$4,389.00	\$4,941.00	\$4,347.00	\$4,992.00	\$5,379.00	\$2,301.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,349.00
Agency Sr. Dis.	\$3,600.00	\$3,591.00	\$3,528.00	\$2,880.00	\$3,726.00	\$3,717.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,042.00
Regular	\$10,734.67	\$10,275.11	\$10,740.44	\$10,754.67	\$9,725.78	\$8,919.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,150.22
Children accompany	\$104.00	\$172.00	\$146.00	\$84.00	\$142.00	\$134.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$782.00
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	\$1,022.00	\$1,136.33	\$996.33	\$1,001.00	\$877.33	\$1,255.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,288.33
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	\$28,597.67	\$28,581.44	\$28,373.77	\$28,522.67	\$28,664.11	\$25,365.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168,105.55
Reported Revenue	\$31,344.00	\$30,569.00	\$29,236.00	\$30,389.00	\$28,652.00	\$24,017.00							\$174,207.00
Difference	\$2,746.33	\$1,987.56	\$862.23	\$1,866.33	-\$12.11	-\$1,348.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,101.45

2019 Driver Hours	2767.25	2560.75	2758.4	2677.25	2563.75	2224.25	2277	2407	2544.75	2767.25	2687.25	1665.1	29,900.00
2020 Driver Hours	2851.25	2566.68	2414.40	1846.30	1968.30	2191.53	2251.95	2215.30	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	2412.93	2428.97	2326.72	2175.22	2403.67	2127.3	2174.65	2112.1	2141.8	27,492.05
2024 Driver Hours	2242.45	2115.5	2071.63	2230.65	2322.37	2199.17							13,181.77
times hourly rate	32.43	32.43	32.43	32.43	32.43	32.43	32.43	32.43	32.43	32.43	32.43	32.43	
Calculated Expense	\$72,722.65	\$68,605.67	\$67,182.96	\$72,339.98	\$75,314.46	\$71,319.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$427,484.80
Reported Expense	\$72,722.65	\$68,605.67	\$67,182.96	\$72,339.98	\$75,314.46	\$71,319.08							\$427,484.80
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

CURRENT LOGO



Passenger Transit--Watertown Vehicle Maintenance Records

Section 6, ItemB.

YEAR	MAKE	PLATE #	MODEL	VIN	FLEET #	DATE	SERVICE PROVIDER	MILEAGE	MAINTENANCE INFO	AMOUNT	NOTES
2015	Dodge	45742	Minivan	2C4RDGB7FR731635	#53	1/3/2023			4 Tires	\$569.72	the A/C is out and not able to be fixed- but we still use it when it is not hot out 9/20/23
						1/6/2023		256683	Timing Guide & Oil change	\$3,177.17	
						2/24/2023		261491	Oil Change	\$46.75	
						4/13/2023		266928	Oil Change	\$51.95	
						5/10/2023			Brakes	\$743.31	
						5/30/2023		271891	Oil Change	\$51.95	
						7/22/2023			Rear main seal, trans cooler condenser, front suspension aligned	\$493.26	
						9/22/2023		276738	Change oil, filter, lube, tire rotation	\$51.75	
						11/14/2023	J&L Tire	282,473	Oil Change	\$52.70	
						11/14/2023	J&L Tire	282,473	4 Tire replacement, mount & balance tires	\$612.49	
						1/5/2024	J&L Tire	288,012	Oil change and tire rotation	\$52.70	
						1/5/2024	J&L	288,012	Rear Brakes	\$425.30	
						2/19/2024	Griffin Chrysler	292,023	Oil Change & Multi-point inspection	\$52.12	
						2/27/2024	Griffin Chrysler	292,966	Oil Change, Multi-poin inspection, & tire rotation	\$78.21	
						4/17/2024	J&L Tire	298,287	Oil Change	\$51.95	
						2/19/2024	Griffin Chrysler	292,023	Replaced stabilizer, tie rod, struts, alignment	\$1,470.13	
2015	Dodge	52181	Minivan	2C4RDGB9FR731636	#54	1/5/2023		267585	Oil change & tire rotation	\$87.30	
						2/13/2023		273535	Oil change & tire rotation	\$87.30	
						3/28/2023		278977	Oil Change & Air Filter	\$109.10	
						4/12/2023			Headlamp replacement	\$56.16	
						5/15/2023		284726	Oil change	\$51.95	
						6/13/2023			Tire Repairs	\$39.52	
						6/22/2023		289748	Oil Change	\$51.75	
						8/25/2023		295683	Change oil, filter, lube	\$51.75	
						9/18/2023			4 tires, mount & balance, valve stem, TPMS Sensor	\$753.34	
						10/2/2023	Griffin Chrysler	299,142	Multi-point inspection, alignment, transmission filter replacement	\$393.20	
						12/15/2023	J&L Tire	309,362	Oil change & tire rotation	\$51.75	
						1/31/2024	J&L Tire	315,286	Oil change & tire rotation	\$51.75	
						1/31/2024	J&L Tire	315,286	Tire Patch Repair	\$39.52	
						5/2/2024	Griffin Chrysler	326,495	Oil change, multi-point inspection, & tire rotation	\$78.21	
						5/2/2024	Griffin Chrysler	326,495	Transmission pan service, lower control arm replacement, alignment	\$942.95	
2017	Dodge	97437	Minivan	2C4RDGBG9HR831156	#55	1/5/2023		201946	Oil change & tire rotation	\$87.19	
						2/1/2023			Axle repair	\$597.66	
						2/16/2023		206773	Oil change & tire rotation	\$87.19	
						3/1/2023			1 Tire	\$144.17	

						3/28/2023		211694	Brakes & air filter	\$109.14	Section 6, ItemB.
						5/8/2023		217352	Oil change	\$51.95	
						5/23/2023		219773	Brakes & oil change	\$1,282.06	
						6/26/2023		223229	Oil change	\$51.75	
						7/12/2023			Transmission Work	\$1,516.16	
						10/3/2023	J&L Tire	236,175	Oil Change and Tire Rotation	\$51.75	
						10/24/2023	Griffin Chrysler	236930	Multi-point inspection, transmission assembly replacement, alignment	\$761.29	
						11/28/2023	J&L Tire	241,462	Oil Change and Tire Rotation	\$51.75	
						2/8/2024	Shepy's Auto Body		Front Bumper Painting	376.64	
						2/9/2024	Griffin Chrysler	251,610	Oil change & tire rotation	\$78.21	
						4/2/2024	J&L Tire	256,664	Oil change & tire rotation	\$51.75	
						5/28/2024	J&L Tire	264,680	Oil change & tire rotation	\$51.75	
						4/2/2024	J&L Tire	256664	Replace headlight and other bulbs	\$111.46	
						4/12/2024	J&L Tire	258039	Tire Repair	39.52	
2017	Dodge	97492	Minivan ADA	2C7WDGBG5HR838658	#56	3/10/2023		176351	Oil Change	\$46.75	Lift van- Folding seats do get stuck in an upright position sometimes
						5/23/2023		181495	Oil Change	\$51.95	
						6/21/2023		183926	Oil Change	\$51.75	
						9/6/2023		188594	Change oil, filter, lube	\$51.75	
						9/6/2023			4 tires, mount & balance, valve stem, cabin air filter	\$663.54	
						12/1/2023	J&L Tire	193,444	Oil Change & Tire Rotation	\$51.75	
						5/1/2024	Griffin Chrysler	204,214	Oil Change, Multi-point inspection, & tire rotation	\$78.21	
						5/6/2024	Griffin Chrysler	204,220	Replace camshift, lifters, rockers, transmission service, tie rods, & alignment	\$2,797.91	
2018	Dodge	C10244	Minivan ADA	2C7WDGBG3JR210085	#57	2/15/2023		141898	Oil Change, tire rotation, brakes	\$1,229.30	power steering and front end work was done on it- it is working now 9/20/23
						4/27/2023		146587	Oil Change & Battery	\$51.95	
						6/21/2023		151025	Oil Change	\$51.75	
						8/28/2023			Alignment, transmission pan drop & filter change	\$936.14	
						9/5/2023		155493	Change oil, filter, lube	\$51.75	
						9/5/2023			Cabin air filter replacement	\$50.10	
						11/17/2023	J&L Tire	161,454	Oil Change & Tire Rotation	\$52.70	
						11/17/2023	J&L Tire	161,454	2 Tire Replacement, mount & balance tires	\$305.77	
						2/9/2024	J&L	170,430	Tire Patch Repair	\$39.52	
						3/1/2024	Griffin Chrysler	172,066	Oil change, multi-point inspection, & tire rotation	\$78.21	
						5/17/2024	J&L Tire	178,484	Oil change and tire rotation	\$51.95	
						4/18/2024	J&L Tire	175,585	4 Tire Replacement	\$613.44	

2019	Dodge	C13613	Minivan	2C4RDGBGXKR779575	#59	1/9/2023			2 Tires	\$288.34	Section 6, ItemB.
						2/14/2023		120341	Oil change & tire rotation	\$86.65	
						5/19/2023		130750	Compounder replacement & oil change	\$1,915.76	
						5/23/2023			Brake work	\$872.19	
						6/21/2023		135349	Oil Change	\$51.95	
						7/20/2023			Tire Repair	\$71.00	
						8/8/2023		142696	Change oil, filter, lube	\$49.95	
						8/8/2023			Cabin air filter replacement	\$51.90	
						9/19/2023		148301	Change oil, filter, lube	\$51.75	
						10/4/2023	Griffin Chrysler	150,250	Oil Change, multi-point inspection	\$47.69	
						10/4/2023	Griffin Chrysler	150,250	Break replacement, check air conditioning	\$950.13	
						10/24/2023	J&L Tire	153,639	Oil Change	\$52.70	
						10/24/2023	J&L Tire	153,639	Replace wiper blades	\$45.70	
						11/28/2023	J&L Tire	159,288	Oil Change and tire rotation	\$51.75	
						12/19/2023	J&L Tire	162,835	Replace alternator & added coolant	\$662.42	
						1/4/2024	Griffin Chrysler	163,239	Multi-point Inspection & Oil Change	\$52.96	
						1/4/2024	Griffin Chrysler	163,239	Mount & Balance Tires, Transmission work, condenser, rear seal	\$5,946.42	
						1/23/2024	J&L Tire	166,456	2 Tires, mount and balance	\$306.72	
						2/8/2024	Griffin Chrysler	169,005	Oil Change and Multi-point inspection	\$52.12	
						3/13/2024	J&L Tire	174,646	Oil Change and Tire Rotation	\$51.75	
						4/23/2024	J&L Tire	181,068	Oil Change and Tire Rotation	\$51.75	
						5/31/2024	J&L Tire	188,068	Oil Change	\$51.75	
						2/8/2024	Griffin Chrysler	169,005	Rear shock replacement	\$373.52	
						4/5/2024	J&L Tire	177,826	Front Struts, Sway Bar, Alignment	\$1,116.87	
						5/31/2024	J&L Tire	188,068	Tire Repair	\$39.72	
2020	Dodge	C15299	Minivan	2C4RDGBG5LR189978	#60	1/11/2023		84142	Oil change & tire rotation	\$86.41	
						2/23/2023		88939	Oil change	\$58.24	
						4/4/2023		94647	Oil change	\$57.21	
						5/12/2023		99800	Oil change & tire rotation	\$86.55	
						5/24/2023			Transmission, brakes, door	\$8,288.98	
						6/27/2023		104419	Oil change	\$51.75	
						7/24/2023			2 Tires	\$306.72	
						9/19/2023		115086	Change oil, filter, lube	\$57.75	
						2/21/2024	Griffin Chrysler	131,708	Oil change and tire rotation	\$73.17	
						4/5/2024	J&L Tire	136,697	Oil Change	\$51.75	
						5/22/2024	J&L Tire	142,798	Oil change and tire rotation	\$51.75	
						2/21/2024	Griffin Chrysler	131,708	Replaced rear shocks	\$286.53	
						4/5/2024	J&L Tire	136,697	4 Tires Replacement	\$613.64	
						5/10/2024	Griffin Chrysler	140,715	Replaced water pump and thermostat	\$801.68	
2020	Dodge	C16458	Minivan ADA	2C4RDBGBXLR231464	#61	1/30/2023		71044	Oil Change	\$58.32	
						3/30/2023		76025	Oil Change	\$57.55	
						5/11/2023		80667	Oil Change	\$57.61	
						7/5/2023		85656	Oil Change	\$57.61	
						7/10/2023			Rear brakes and calipers replacement	\$236.69	
						8/22/2023			Tire rotation	\$26.34	

						8/25/2023		92307	Change oil, filter, lube	\$57.61	
						10/9/2023	J&L Tire	97,353	Oil Change	\$52.70	
						10/9/2023	J&L Tire	97,353	Brake check & 4 tire replacement, mount & balance tires	\$612.49	
						11/20/2023	J&L Tire	101,926	Brake check and replacement of front brake pads & rotors	\$439.85	
						2/19/2024	Griffin Chrysler	102,180	Oil change & multi-point inspection	\$52.12	
						4/15/2024	J&L Tire	107,439	Oil Change	\$51.75	
						5/31/2024	J&L Tire	112,309	Oil Change	\$51.75	
						2/19/2024	Griffin Chrysler	102,180	Alignment, transmission replacement, evac and recharge	\$1,234.55	
2005	Ford	158JSF	Van	1FTSS34L05HB11911	#82	60,306 to 61,277 miles for January through July. No miles or service to date					
2010	Starcraft	80044	Bus-ADA	1FDEE3FL9ADA38147	#83	45,464 to 48,433 miles for January through July. No miles to date or service.					
						8/31/2023			Replace brake pads, calipers, rotors, front lower ball joint	\$1,359.56	
2015	Starcraft	89613	Bus	1FDDE4FS8FDA03270	#85	No miles to date or service					
2010	Supreme	80485	Bus - ADA	1FDDE3FL8ADA79123	#86	No miles to date or service					
2017	Starcraft	54296	Bus	1FDDE4FS7HDC07528	#87	24,928 to 26,722 miles for January through July. No miles to date or services					
2023	Dodge		Minivan ADA	2C4RC1CG7PR617120	#88	2/21/2024	Streets Department	409	Delivery Inspection	N/A	
2023	Dodge		Minivan ADA	2C4RC1CG6PR617108	#89	2/21/2024	Streets Department	409	Delivery Inspection	N/A	
2023	Dodge		Minivan ADA		#90						NOT DELIVERED AS OF DATE

Section 6, ItemB.