



TRANSIT COMMISSION MEETING AGENDA

MONDAY, MAY 20, 2024 AT 5:00 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 minutes from March 25, 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 2024 QTR 1

5. BUSINESS:

A. Discuss: Transit Vehicle Procurement Update (Dunneisen)

B. Discuss: Transit Van Incident on April 15, 2024 (Dunneisen)

6. REVIEW CITIZEN COMMUNICATIONS AND REPORTS

A. Quarterly Driver Report - No Report

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, MARCH 25, 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, Laurie Grosenick, Tom Hahn, David Applegarth. Absent was Ald. Schmid. Also in attendance were City Clerk Megan Dunneisen, and Amanda Running with Passenger Transit.

1. **CALL TO ORDER** – Tom Hahn called the meeting to order at 5:03pm
2. **REVIEW & APPROVE MINUTES**
 - A. Grosenick made a motion to approve the Transit minutes from November 27, 2023, 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 were presented
5. **BUSINESS:**
 - A. Dunneisen introduced new commission member, David Applegarth. Applegarth gave background about himself and welcomed by the commission.
 - B. Grosenick made a nomination to appoint Tom Hahn as Chairperson for the Commission, nomination was seconded by Bainbridge and carried by unanimous voice vote.
 - C. Dunneisen gave a status report on taxi procurements – vehicles have been delivered and are currently in the works of finalizing paperwork and getting lettered.
 - D. The new lease with Passenger Transit to include the two new minivans was presented to the commission.
6. **REVIEW CITIZEN COMMUNICATIONS AND REPORTS**
 - A. Quarterly Driver Report - No Report
 - B. Quarterly Vehicle Maintenance Report was presented.
 - C. Complaint Log – did not have any new complaints.
7. **SET NEXT MEETING DATE** – Next meeting date was set for May 20, 2024, at 5pm.
8. **ADJOURNMENT** - Grosenick made a motion to adjourn the meeting at 5:14pm, seconded by Hahn 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.

	2019	2020	2021	2022	2023	Change 19-23	2024	2025		Fare Changes	4/1/2023		
Elderly/Disabled	35,787	29,795	33,831	34,055	37,664	5.24%				E/H	\$3.00		
Students	16,295	11,000	17,211	19,506	16,626	2.03%				Children	\$3.00		
Agency	4,376	3,299	1,716	2,870	3,728	-14.81%				Agency Sr and Dis	\$9.00		
Adults	34,422	28,871	31,191	31,175	30,049	-12.70%				Regular	\$4.00		
Children Accompy	775	850	1,560	587	702	-9.42%				Children accompy	\$2.00		
Corner Service	9,276	2,888	5,698	4,344	1,896	-79.56%				Corner Service	\$2.25		
Out of Town	228	439	2,581	822	776	240.18%				Out of Town	\$10.50		
TOTALS	101,159	77,142	93,788	93,359	91,441	-9.61%				Agency Parcel	\$8.25		
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	0	0	0	0	0	0	0	0	0	22,809

Calls	January	February	March	April	May	June	July	August	September	October	November	December	Total
E/H	2,916	2,822	2,872										8,610
Children	1,463	1,647	1,449										4,559
Agency Sr Dis	400	399	392										1,191
Regular	2,684	2,569	2,685										7,938
Children accompany	52	86	73										211
Corner Service	0	0	0										0
Out of Town	97	108	95										300
Parcel (temp svc)	0	0	0										0
	7,612	7,631	7,566	0	0	0	0	0	0	0	0	0	22,809
Diff. 2024 over 2023	(483)	(158)	(1,328)	(8,028)	(8,054)	(7,177)	(6,529)	(7,092)	(7,541)	(7,572)	(7,335)	(7,336)	(68,633)
% chg 2023 to 2024	-6.0%	-2.0%	-14.9%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	

Fares													
E/H	\$8,748.00	\$8,466.00	\$8,616.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,830.00
Children <12	\$4,389.00	\$4,941.00	\$4,347.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,677.00
Agency Sr. Dis.	\$3,600.00	\$3,591.00	\$3,528.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,719.00
Regular	\$10,734.67	\$10,275.11	\$10,740.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,750.22
Children accompany	\$104.00	\$172.00	\$146.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$422.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,154.67
Parcel (temp svc)	8.25 - PTI liste	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,552.88

Reported Revenue **\$31,344.00** **\$30,569.00** **\$29,236.00**

\$91,149.00

ACCIDENTS REPORTED

Difference	\$2,746.33	\$1,987.56	\$862.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,596.12
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										6,429.58
<i>times hourly rate</i>	32.43	32.43	32.43	32.43	32.43	31.27	32.43	32.43	32.43	32.43	32.43	32.43	
Calculated Expense	\$72,722.65	\$68,605.67	\$67,182.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$208,511.28
Reported Expense	\$72,722.65	\$68,605.67	\$67,182.96										\$208,511.28
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

Passenger Transit--Watertown Vehicle Maintenance Records

YEAR	MAKE	PLATE #	MODEL	VIN	FLEET #	DATE	SERVICE PROVIDER	MILEAGE	MAINTENANCE INFO	AMOUNT	NOTES
2023	Dodge		Minivan ADA	2C4RC1CG7PR617120	#88	2/21/2024	Streets Department	409	Delivery Inspection	N/A	waiting on plates/not in service yet
2023	Dodge		Minivan ADA	2C4RC1CG6PR617108	#89	2/21/2024	Streets Department	409	Delivery Inspection	N/A	waiting on plates/not in service yet
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	\$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	
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	

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	
						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	
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	
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	\$305.77	
						2/9/2024	J&L	170,430	Tire Patch Repair	\$39.52	
2019	Dodge	C13613	Minivan	2C4RDGBGXR779575	#59	1/9/2023			2 Tires	\$288.34	
						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	\$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	
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	
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	
2012	Dodge	576UMM	Minivan	2C4RDGBG8CR292263	#52	1/5/2023		371483	Oil Change & tire rotation	\$87.37	DISPOSED - RIVER INCIDENT
						2/21/2023			4 Tires	\$473.00	
						4/20/2023		376213	Oil Change	\$49.95	
						8/25/2023		382420	Change oil, filter, lube	\$51.82	
									Tire rotation, tie rod, front control arm, oil pan gasket repairs	\$20.73	
						10/17/2023	J&L Tire	387,525	Oil Change & Tire Rotation	\$51.75	
						11/29/2023	Pete's Tire Service	388,651	4 Tires Replaced & Alignment	\$232.10	
						1/19/2024	Griffin Chrysler	388,728	Transmission compounder, rear main seal, condenser, alignment	\$1,699.77	
2005	Ford	158JSF	Van	1FTSS34L05HB11911	#82	60,306 to 61,277 miles for January through July. No August miles to date.					

						No Service Provided 11/2023			
2010	Starcraft	80044	Bus-ADA	1FDEE3FL9ADA38147	#83	45,464 to 48,433 miles for January through July. No August miles to date.			
						8/31/2023		Replace brake pads, calipers, rotors, front lower ball joint	\$1,359.56
2015	Starcraft	89613	Bus	1FDFE4FS8FDA03270	#85	No miles to date or service			
2010	Supreme	80485	Bus - ADA	1FDDE3FL8ADA79123	#86	No miles to date service			
2017	Starcraft	54296	Bus	1FDFE4FS7HDC07528	#87	24,928 to 26,722 miles for January through July. No August miles to date or services			