



FINANCE COMMITTEE MEETING AGENDA

MONDAY, NOVEMBER 24, 2025 AT 5:30 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 965 279 3780 Passcode: 53094 One tap mobile
+16469313860 <https://us06web.zoom.us/j/9652793780?pwd=0glWdtrdiJHznZXyVgAb9U8pNOstl.1>

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

A. Finance Committee minutes from November 10, 2025

B. Finance Committee minutes from November 18, 2025

3. OPENING FOR PUBLIC COMMENT

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

4. BUSINESS

A. Review and take action: Approve resolution for Wisconsin Emergency Management Pre-Disaster Flood Resilience Grant application for culvert inventory, modeling and floodplain analysis relating to the westside creek system

B. Review and take action: Union 2025 Leave Time Extension

C. Update: Future meeting locations

D. Review and take possible action: distribution of a citizen input survey

E. Review and take action: Enter into contract with Passenger Transit Inc. for Shared-Ride Taxi Services January 1, 2026 - December 31, 2027

F. Review and take action: Enter into lease with Passenger Transit Inc. For Shared-Ride Taxi Service Vehicles January 1, 2026 - December 31, 2027

G. Review and take action: Apply for operating grant from Department of Transportation for 2026 Shared-Ride Taxi Service

H. Review and take action: Apply for a capital grant from Department of Transportation for 2026 fleet purchases for Shared-Ride Taxi Service

I. Review and take possible action: Watertown Transit fare increases (agency & adult)

J. Discuss: Fund 01 Income Statement through October 31, 2025

K. Convene into closed session per § 19.85(1)(e) when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (2026 PD Union Contract)

L. Reconvene into open session

5. 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



FINANCE COMMITTEE MEETING MINUTES

MONDAY, NOVEMBER 10, 2025, AT 5:30 PM

CITY HALL COUNCIL CHAMBERS, 106 JONES ST, WATERTOWN, WI 53094

Finance Committee members present: Mayor Stocks, Alderpersons Berg, Davis, and Smith

Others present: Finance Director Stevens (video), Public Works Director Beyer, Water Systems Manager Hartz, Park/Rec Director Butteris, Ald. Bartz

1. Mayor Stocks called the meeting to order at 5:31 pm.
2. Ald. Davis, seconded by Ald. Smith, moved to approve the **minutes from October 27**; unanimously approved.
3. A service **agreement for the Watertown Humane Society for 2026-2027** was presented for review. Ald. Davis motioned to approve the agreement, seconded by Ald. Smith. Unanimously approved.
4. Mr. Beyer summarized the recent **storm water utility rate study**, last completed in 2019 (2020 was last rate increase). Consultant Ruekert & Mielke created initial alternative rate scenarios to Public Works Commission. The committee requested revisions to the alternatives. The Public Works Commission has recommended adoption of the revised Alternative 2, and Public Works staff agrees with this approach that includes a five-year rate increase schedule. A single-family bill will rise approximately 9% in 2026. This plan will require some equipment replacement deferment, and implementation of the 2024 flood control plan will take more than 40 years. Industry standards (AWWA metric) suggest that a storm water utility's fund balance is 100% of annual operating expenses. A motion was offered by Ald. Davis, supported by Ald. Smith, and approved 3:1.
5. **Water Systems** Manager Hartz presented a request for **step increases in pay** for seven employees who have recently completed certifications and/or licensing. Ald. Smith motioned, seconded by Ald. Berg, to approve the following requests to be effective with the beginning of the pay period beginning October 29.
 - a. Jake Nehls: g/s H9 [\$29.70] to g/s H10 [\$30.39]
 - b. Jay Pirkel: g/s F8 [\$24.17] to g/s F9 [\$29.74]
 - c. Peter Brunner: g/s J4 [\$30.61] to g/s J6 [\$32.23]
 - d. Ryan Miller: g/s J4 [\$30.61] to g/s J5 [\$31.42] (note: current g/s corrected when reviewed by payroll staff)
 - e. Edward Groves: g/s J1 [\$28.20] to g/s J4 [\$30.61]
 - f. Nathan Pate: g/s G1 [\$22.16] to g/s G3 [\$23.42]
 - g. Allyssa Klink: g/s K1 [\$30.23] to g/s K2 [\$31.09]

Unanimously approved.

6. Mr. Stevens explained the **tax collection changes** that will be required **starting in late 2026** for next year's tax bill creation and collections. We will be advertising these changes in this year's property tax bill to provide a year's advance notice to all parcel owners.

- a. The number of payment installments will be modified from three to two. The two due dates are January 31, 2027, and July 31, 2027.
 - b. The City will collect only the first installment for all parcels through January 31, 2027.
 - c. All payments made starting February 1, 2027, will be collected by the Treasurer's offices in the two counties.
7. Ald. Davis, supported by Ald. Berg, motioned to convene into **closed session** per §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (**Indoor Pool**). Motion unanimously approved through voice vote.
 8. After reconvening into open session, Ald. Davis moved, seconded by Ald. Berg, to convene into **closed session** per § 19.85(1)(e) when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (**2026 PD Union Contract**). Motion unanimously approved through voice vote.
 9. The meeting reconvened into open session.
 10. Finance Committee adjournment. Ald. Berg moved, seconded by Ald. Smith, to adjourn the Finance Committee at 6:59 p.m., and was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.



FINANCE COMMITTEE MEETING MINUTES

TUESDAY, NOVEMBER 18, 2025, AT 6:45 PM

CITY HALL COUNCIL CHAMBERS, 106 JONES ST, WATERTOWN, WI 53094

Finance Committee members present: Mayor Stocks, Alderpersons Berg, Davis, Lampe, and Smith

Others present: Finance Director Stevens, Public Works Director Beyer, Water Systems Manager Hartz, Public Health Director Quest, Attorney Panagopoulos, Fire Chief Reynen

1. Mayor Stocks called the meeting to order at 6:48 pm.
2. Water Systems Manager Hartz presented a request to promote Jodi Buska into position of **Utility Billing Coordinator** at g/s H6 [\$27.63]. Ald. Lampe moved, seconded by Ald. Berg, to approve the request. Unanimously approved.
3. Finance Committee adjournment. Ald. Berg moved, seconded by Ald. Smith, to adjourn the Finance Committee at 6:51 p.m., and was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

MEMO

Engineering Division of the Public Works Department

To: Mayor Stocks & Finance Committee Members

From: Andrew Beyer, P.E., Director of Public Works/City Engineer

Date: 11/20/2025

Subject: Wisconsin Emergency Management (WEM) Pre-Disaster Flood Resilience Grant Opportunity

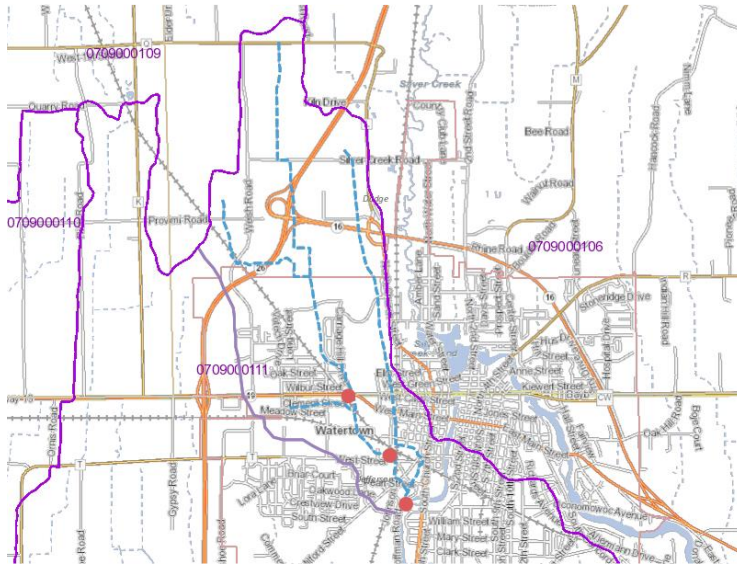
Background

Review and take possible action: Wisconsin Emergency Management (WEM) Pre-Disaster Flood Resilience Grant Opportunity

Background:

The City's multi-year Flood Control Plan project (February 2024) identified 15 priority flooding areas to be addressed throughout the City. At least four (4) of the priority flooding areas drain to the westside creek system (the Brandt-Quirk Creek and High School Creek systems, which meet near the new fire station site). This creek system begins upstream (north) of the City limits, receiving additional flows from tributary streams and storm sewer before it discharges to the Rock River near the intersection of Fairview Drive and Hoffmann Drive. The Flood Control Plan recommendations included additional site-specific study and modeling to design detailed solutions to the flooding problems. Staff recommend applying for a Wisconsin Emergency Management Pre-Disaster Flood Resilience Grant to study the overall inter-connectedness of the flooding areas and the receiving creeks. This project would collect field data on the creeks, evaluate and model the impacts of combined creek flows, floodplain and stormwater runoff to the overall creek system during various storm events, consider current floodplain and recommend any floodplain revisions in this drainage area, make recommendations on natural management and systems to improve creek flows and minimize flooding, and particularly evaluate how solving one flooding area could impact a different upstream or downstream flooding area.

MEMO



(Westside Creek System shown in blue)

Wisconsin Emergency Management offered the Pre-Disaster Flood Resilience Grant for the first time in 2024. The City applied for this grant, and received positive feedback from the WEM grant administrators, however other submitted grant applications scored higher than the City's applications. The city is eligible again this year for this grant due to flooding that occurred within the past 10-years (August 2018). It is not known at this time if the Pre-Disaster Resilience Grant will be offered again in future years, or if the City would continue to meet eligibility requirements in future years. The Pre-Disaster Flood Resilience Grant offers up to 75% cost-sharing, up to a maximum of \$300,000, for the work proposed in this project.

WEM Pre-Disaster Flood Control Grant applications are due December 12, 2025, and require a resolution indicating approval to participate in this grant opportunity and to expend the City's share of the funds, and that all state grant requirements, forms, local codes and standards will be met.

Budget Goal

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Promotes and fosters innovative approaches for community development and growth
3. Maintains a safe and healthy community, and expands community education on safety and health

Financial Impact

A WEM Pre-Disaster Flood Control Grant can offset a portion of the cost to study and develop solutions to at least four (4) of the priority flooding areas that were identified in the City's 2024

MEMO

Flood Control Plan. The data collected as part of this study and modeling effort would provide baseline information that would impact the design and effectiveness of proposed flood control measures. Completing necessary modeling, floodplain analysis and other hydrological evaluations as part of this grant project would shift funds that would otherwise be incurred during multiple individual project studies and designs toward this comprehensive approach, which would be 80% funded through a Wisconsin Emergency Management grant. This project is currently estimated at \$178,100; the City is seeking an 80% grant cost-share from Wisconsin Emergency Management of \$133,575 with the remaining 20% City cost-share of \$44,525 to be funded through the Stormwater Utility.

Recommendation

The Public Works Department recommends the approval of the resolution supporting the City's application and participation in the Wisconsin Emergency Management Pre-Disaster Flood Resilience Grant.

2024 Operational Goals

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Promotes and fosters innovative approaches for community development and growth
3. Maintains a safe and healthy community, and expands community education on safety and health

**DRAFT RESOLUTION TO
SUPPORT PRE-DISASTER FLOOD
RESILIENCE GRANT FUNDING FOR WESTSIDE CREEK SYSTEM
ASSESSMENT**

**SPONSOR: MAYOR STOCKS
FROM: FINANCE COMMITTEE**

WHEREAS, The City of Watertown is interested in acquiring a Pre-Disaster Flood Resilience Grant from Wisconsin Emergency Management (WEM) for the purpose of evaluating and modeling the westside creek system to provide baseline data to design future flood control measures; and,

WHEREAS, WEM is offering the Pre-Disaster Flood Resilience Grant this year; and,

WHEREAS, the City of Watertown is eligible for the Pre-Disaster Flood Resilience Grant due to the severe rain events of 2018; and,

WHEREAS, a cost-sharing grant is available to assist in the funding to inventory culvert crossing conditions, study and model the impacts of creek flows, floodplain and stormwater runoff flowing into the westside creek system from upstream of and within the City; and,

WHEREAS, the Wisconsin Emergency Management cost share for the project may not exceed 75 percent of eligible costs, and is capped at \$300,000; and,

WHEREAS, cost estimates based on similar previous projects have estimated that eligible costs for evaluating and modeling the westside creek system will be approximately \$178,100; and,

WHEREAS, if the City is awarded a WEM Pre-Disaster Flood Resilience Grant to study and model stormwater impacts to the westside creek system, the WEM cost share would be \$133,575 and the City's cost share will be approximately \$44,525; and,

WHEREAS, the City of Watertown Engineering Division and Storm Water Utility have requested funds from Account #16-58-16-60 Stormwater Utility Capital Outlay be appropriated for the City of Watertown's cost-share portion for the Pre-Disaster Flood Resilience Grant.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE
CITY OF WATERTOWN, WISCONSIN:**

The Common Council of the City of Watertown hereby authorizes the Mayor to act on the behalf of the City of Watertown as the authorized responsible governmental official, to sign and submit an application to the State of Wisconsin Emergency Management for any financial aid that may be available, sign a grant agreement between the City of Watertown and Wisconsin Emergency Management to participate in the Pre-Disaster Flood Resilience Grant, request Stormwater Water Utility Account #16-58-16-60 Capital Outlay funding for the cost-share portion and any cost in excess of the estimated budget in the grant application, sign and submit reimbursement claims along with necessary supporting documents, interim and final reports and documents, other grant program forms as necessary, take necessary action to undertake, direct and complete the approved

project; and that the City of Watertown shall comply with all local, state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED December 2, 2025

CITY CLERK

APPROVED December 2, 2025

MAYOR

**RESOLUTION TO
ENTER INTO CONTRACT WITH PASSENGER TRANSIT, INC. FOR
SHARED-RIDE TAXI SERVICE JANUARY 1, 2026 – DECEMBER 31, 2027**

**SPONSOR: MAYOR STOCKS
FROM: FINANCE COMMITTEE
WITH RECOMMENDATION FROM TRANSIT COMMISSION**

WHEREAS, the City of Watertown released a request for proposals for a shared-ride taxi service provider for the period of January 1, 2026 through December 31, 2027 with three one-year options to follow on August 25, 2025 with a due date of October 8, 2025; and,

WHEREAS, the Transit Evaluation Committee reviewed and scored the proposal received from Passenger Transit, Inc. and determined Passenger Transit, Inc. to be the most responsible and responsive bidder and determined the pricing proposal to be fair and reasonable based on an independent cost estimate and market pricing; and,

WHEREAS, the Transit Commission has recommended to the Finance Committee and Common Council to enter into a 2 year base contract with Passenger Transit, Inc., beginning January 1, 2026, through December 31, 2027 for 29,000 service hours per year at an hourly service rate of \$35.91.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:
That the proper City officials be and are hereby authorized to enter into the attached contract with Passenger Transit, Inc. for the period of January 1, 2026, through December 31, 2027.

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED December 2, 2025

CITY CLERK

APPROVED December 2, 2025

MAYOR

**2026-2027 SHARED RIDE TAXI OPERATING CONTRACT
BETWEEN THE CITY OF WATERTOWN AND
PASSENGER TRANSIT, INC.**

This Contract is made by and between THE CITY OF WATERTOWN, hereinafter referred to as "City" and PASSENGER TRANSIT, INC. hereinafter referred to as "Contractor."

PRELIMINARY STATEMENT

The City sponsors a Shared-Ride Taxi Service as a public transportation program to serve its residents. The City solicited proposals for the operation of this service from the period commencing January 1, 2026 and ending on December 31, 2027 with three one-year options, and PASSENGER TRANSIT, INC.'S proposal was deemed to be most advantageous to the City and was accepted.

This contract shall include all the necessary performance standards outlined in the RFP, addendums, and the Contractor's response to that RFP by reference, including, but not limited to, service area, service standards, hours of service, service levels, handling of revenues, reservation policies, maintenance, insurance, licensing, complaint handling, promotion and publicity and other requirements.

CONTRACT CONDITIONS

The contractor shall, throughout the term of this contract, be responsible for maintaining proper licensing for operation as a taxicab company in the service area described in the RFP. All revenues collected by the provider, shall belong to the City and shall be shown as a separate line item on each invoice.

The Contractor shall submit invoices for the total number of hours of service provided to the City no more frequently than monthly, and the City shall review said invoice and reimburse the Contractor within 20 working days after receipt of a properly submitted invoice.

Additionally, the Contractor shall provide to the City within 15 days of the conclusion of any calendar month, the following reports as detailed in the RFP:

A monthly report showing total passenger trips, passenger revenue, total miles operated, gallons of gasoline purchased, driver logs, driver hours (schedule, worked, paid). The Contractor is also responsible for preparing and submitting to the City quarterly and annual reports required by the Wisconsin Department of Transportation showing passenger trips, revenue, expenses, and other as detailed in the RFP:

The Contractor shall maintain and retain for a period of six years ***or one year after the DOT program year audit is completed, whichever is longer***, driver logs and dispatch records to allow the City or the Wisconsin Department of Transportation to verify any data reported or billed to the City.

The City reserves the right to discontinue the contract’s remaining option years at any time and may elect to re-bid the contract in whole or in part when changes in scheduled hours or hourly costs are not mutually acceptable between the Contractor and the City. Any such discontinuation of the contract shall have at least 90 days written notice to the Contractor, including the decision to not exercise an option year.

The City may terminate this contract with 90 days written notice to the Contractor. This contract shall not be assigned, transferred or encumbered in any manner without the prior written consent of the City, which consent shall not be unreasonably withheld.

The maximum amount of funding for this contract shall be \$1,041,390 per year, based on 29,000 hours of service at the rate of \$35.91 per hour. Option year rates will be determined based upon the percent change in the CPI-U from the preceding year applied to the current contract year price.

All Federal Certifications, Assurances and Clauses included in the RFP document and certified by the Contractor, including the RFP and addendums, shall be included in this contract by reference. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

Dated this _____ day of _____, 2025

Municipality

Contractor

Authorized Official

Authorized Representative

.

**RESOLUTION TO
ENTER INTO LEASE WITH PASSENGER TRANSIT, INC. FOR
SHARED-RIDE TAXI SERVICE VEHICLES**

**SPONSOR: MAYOR STOCKS
FROM: FINANCE COMMITTEE
WITH RECOMMENDATION FROM TRANSIT COMMISSION**

WHEREAS, the City of Watertown operates a shared-ride taxi service; and,

WHEREAS, the City of Watertown purchases vehicles needed to operate the shared-ride taxi service; and,

WHEREAS, a lease is necessary to allow the use of such vehicles by the company contracted to provide shared-ride taxi service in the City of Watertown.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City officials be and are hereby authorized to execute the attached lease agreement with Passenger Transit, Inc. for the period of January 1, 2026, through December 31, 2027, for the lease of vehicles for the purpose of operating a shared-ride taxi service.

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED December 2, 2025

CITY CLERK

APPROVED December 2, 2025

MAYOR

PUBLIC TRANSIT LEASE AGREEMENT

Between

City of Watertown

and

Passenger Transit, Inc.

This Agreement specifies terms under which City of Watertown hereinafter referred to as Lessor, leases one or more vehicles to Passenger Transit, Inc., hereinafter referred to as Lessee. This lease is effected by virtue of Lessor’s public transit service operating contract with Lessee.

“Department” herein means the Wisconsin Department of Transportation. “Leased vehicle” herein means a vehicle covered by this lease.

SECTION 1. TERM

Lessor hereby leases the following vehicle(s) to Lessee starting on January 1, 2026, and ending December 31, 2027, or on the end date of the Lessor’s current public transit service contract with the Lessee, whichever comes first. This list is subject to changes as vehicles are purchased or sold.

SECTION 2. VEHICLE INFORMATION

Address where vehicles are stored: 309 William Street, Watertown WI 53094

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Vin</u>	<u>Fleet #</u>
2010	Supreme	Bus	1FDDE3FL8ADA79123	86
2010	Starcraft	Bus-ADA	1FDEE3FL9ADA38147	83
2015	Starcraft	Bus	1FDDE4FS8FDA03270	85
2017	Starcraft	Bus	1FDDE4FS7HDC07528	87
2017	Dodge	Minivan	2C4RDGBG9HR831156	55
2017	Dodge	Minivan ADA	2C7WDGBG5HR838658	56
2018	Dodge	Minivan ADA	2C7WDGBG3JR210085	57
2019	Dodge	Minivan	2C4RDGBGXKR779575	59
2020	Dodge	Minivan	2C4RDGBG5LR189978	60
2020	Dodge	Minivan ADA	2C4RDBGBXLR231464	61
2023	Chrysler	Mini Van ADA	2C4RC1CG7PR617120	88
2023	Chrysler	Mini Van ADA	2C4RC1CG6PR617108	89
2024	Chrysler	Mini Van ADA	2C4RC1FG0RR155661	90
2025	Chrysler	Mini Van ADA	2C4RC1CG6SR549384	91

SECTION 3. EXECUTION OF LEASE

IN WITNESS WHEREOF this Agreement shall become effective upon its complete execution by Lessor and Lessee.

SECTION 4. CONDITIONS

This Agreement is one of leasing only, and the Lessee shall not acquire any right, title or interest to vehicle(s) leased other than that of Lessee. The Lessee acknowledges that the Lessor owns (subject to any Department liens) the vehicle(s) subject to this Agreement. Nothing herein shall affect Lessor's absolute ownership of any title or interest to said vehicle(s).

The Lessee shall lease and operate the vehicle(s) in accordance with the service characteristics described in the Lessor's operating assistance grant agreement with the Department.

Department approval is required for incidental use of the leased vehicle(s), and any such use must be compatible with the original purposes of the grant. The incidental use must not in any way interfere with the Lessor's continuing control over the use of the vehicle(s) or the Lessee's continued ability to carry out the service described in its shared ride taxi operating contract with Lessor.

The Lessee will comply with the terms, conditions and obligations included in the grant agreement executed between the Lessor and the Department so as not to impair the Lessor's relationship with the Department, nor cause Lessor to be in default of any agreement with the Department. Any breach of this Agreement shall be considered a default by the Lessee.

The Lessee agrees that it will not use or permit the use of the leased vehicle(s) in any negligent or improper manner, or in violation of any statute, law or ordinance, or so as to void any insurance or warranty covering the vehicle(s), or permit any vehicle(s) to become subject to any lien, charge or encumbrance which may affect the Lessor's title to the vehicle(s).

The Lessee shall not mortgage, pledge, sell, or otherwise encumber or dispose of the vehicle(s) provided under the terms and conditions of this Agreement.

Both parties agree to abide by the relevant rules and regulations provided by the Federal Transit Administration (FTA), specifically the most current FTA Master Agreement. The most recent version of the FTA Master Agreement is found at the FTA's website (<http://fta.dot.gov>).

Lessee agrees to review and comply with the annual FTA Certification and Assurances signed by the Lessor, the most recent version of which can be found at FTA's website (<http://fta.dot.gov>).

Both parties agree to abide by the relevant rules and regulations provided by the Department, (including those of the Division of Motor Vehicles), and regulating authorities in any State or County in which the vehicle(s) are operated under the terms and conditions of this Agreement.

SECTION 5. REPRESENTATION AND WARRANTIES

In consideration of the Lessor entering into this Agreement, the Lessee represents and warrants:

- A. The Lessee is in good standing under the laws of the State of Wisconsin and has the power and authority to carry on its business as now conducted; to own, lease and operate its property and assets; and to execute this Agreement and any other agreements and instruments referred to in this Agreement.
- B. The Lessee has and will continue to have during the term of this Agreement, all necessary licenses, certifications, or other documents required by any federal, state or local governmental agency,

which authorize or empower the services to be performed by the Lessee.

SECTION 6. REGISTRATION

The leased vehicle(s) shall bear the proper license plate(s) in accordance with the governing grant. The title to such vehicle(s) is to be registered in the name of the Lessor, subject to the lien rights of the Department. All annual registration, license fees, and safety inspection costs shall be paid by the Lessee.

The Lessor will maintain ownership of the vehicle(s) obtained through the grant program. The Lessor shall have full authority to exercise its responsibilities as owner of the vehicle(s) provided under the terms and conditions of this lease.

SECTION 7. INSURANCE

Insurance levels, categories and premium payments for all leased vehicles shall be the responsibility of the Lessee.

Insurance shall include such coverage as required by the grant agreement between the Lessor and the Department, and shall meet the requirements of applicable local, state and federal laws. The Lessor must be named as the payee for all payments relating to vehicle damage or loss.

The insurance shall be primary, and not excessive or contributory, with respect to any accident involving such vehicle(s), and shall at minimum afford the following coverage:

- A. Bodily injury liability, each person: \$1,000,000
- B. Bodily injury liability, each accident: \$1,000,000 + \$1,000,000 umbrella
- C. Property damage liability, each accident: \$250,000
- D. General liability, bodily injury and property damage:\$1,000,000 + \$1,000,000 umbrella

The Lessee shall bear all risks of damage or loss of the leased vehicle(s), or any portion of damage or loss not covered by insurance. All replacements, repairs, or substitutions of leased vehicle parts or equipment shall be at the cost and expense of the Lessee and shall be accessions to the vehicle(s).

SECTION 8. VEHICLE MAINTENANCE

The Lessee shall, at all times and at Lessee’s expense, maintain the leased vehicle(s) in working order and at a high level of cleanliness, safety, and mechanical soundness. The Lessee shall take all reasonable efforts to insure against theft and vandalism. The Lessee agrees to return each leased vehicle in the condition in which it was received, except for reasonable wear and tear.

The Lessee agrees to adhere to all provisions of the Lessor’s vehicle maintenance plan on file with the Department, and to any changes or addendums made to the plan.

The Lessee shall be responsible for scheduling, completing and documenting all preventative maintenance. All such maintenance shall be consistent with manufacturer specifications, the Lessor’s vehicle maintenance plan, and Department guidelines. The Lessee shall be responsible for ensuring the completion of, and payment for, all necessary repairs.

SECTION 9. VEHICLE OPERATION

The Lessee shall ensure that only properly trained and licensed drivers operate the leased vehicle(s). The Lessee shall provide the Lessor with the names of all individuals whom it authorizes to operate the vehicle(s), and shall provide the name of each before said individual may operate the vehicle(s).

The leased vehicle(s) shall not be used in violation of any federal, state or municipal statutes, laws, ordinances, rules or regulations. The Lessee shall not use any leased vehicle, nor allow any such vehicle to be used, for any unlawful purpose or for the transportation of any property or material deemed hazardous. Respirators, concentrators, or portable oxygen used by individuals are not considered hazardous materials.

The Lessee shall operate the leased vehicle(s) only on designated roads and shall not subject the vehicle(s) to use under such road conditions as may result in damage to the vehicle(s).

SECTION 10. CIVIL RIGHTS

The Lessee shall comply with all federal statutes relating to nondiscrimination that apply, including, but not limited to:

- A. The prohibitions against discrimination on the basis of race, color, or national origin, as provided in Title VI of the Civil Rights Act, 42 U.S.C. 2000d;
- B. The prohibitions against discrimination on the basis of sex, as provided in: (a) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 – 1683, and 1685 – 1687, and (b) U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 CFR part 25;
- C. The prohibitions against discrimination on the basis of age in federally funded programs, as provided in the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 – 6107;
- D. The prohibitions against discrimination on the basis of disability in federally funded programs, as provided in section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; and
- E. The prohibitions against discrimination on the basis of disability, as provided in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*

The Lessee agrees to comply with all terms of the Lessor’s approved Title VI Plan and of any changes or addenda thereupon. The Lessee is responsible for proper posting of a valid Title VI public notice in each leased vehicle at all times.

SECTION 11. ADDITIONAL FEES

The Lessee shall pay any and all storage charges, parking fees, and fines which are levied against Lessee as a result of the improper acts of Lessee or its employees.

The Lessee shall pay any fees (including vehicle registration and inspection fees) and/or taxes which may be imposed with respect to the leased vehicle(s) by any duly constituted governmental authority as the result of Lessee’s use or intended use of the vehicle(s).

SECTION 12. AUDITS, INSPECTIONS, AND REPORTING

The Lessee shall be responsible for providing any and all data pertaining to services provided using the leased vehicle(s) as requested upon reasonable notice by the Lessor. The data required may include, but is not limited to, vehicle maintenance records, trip logs, ridership data.

The Lessee agrees to complete all reports and documents required by the Lessor and/or the Department in a timely fashion. Such reports will be sent to the Lessor on or before specified deadlines outlined in the RFP.

The Lessor, Department or FTA, or any designee thereof, may at any time audit and/or inspect the leased vehicle(s) and attendant records for compliance with the provisions of this Agreement. The Lessee agrees to comply with all requests to make equipment available as requested by the aforementioned parties for completion of audits.

The Lessee agrees to preserve all reports, insurance policies, trip sheets, and other data pertaining to compliance with any and all terms of the Agreement for a period of six (6) years after the termination of the Agreement, or one year after the DOT program year audit is completed, whichever is longer.

The Lessee is responsible to arrange for and obtain inspections of motor buses and human service vehicles leased under this Agreement as required by federal and state law. In all such cases, Lessee shall send a copy of the inspection report to the Lessor on or before specified deadlines outlined in the RFP.

SECTION 13. LIABILITY

The Lessee agrees to hold harmless the Lessor and the State of Wisconsin from any and all claims, losses, causes of action, and expense, for whatever reason, including legal expenses and reasonable attorney fees, arising from the use, maintenance, and operations of the vehicle(s) leased under this Agreement.

SECTION 14. LEASE MANAGEMENT

The overall supervision and monitoring of compliance with lease specifications shall be the responsibility of the Lessee. The Lessee will address and resolve concerns or questions regarding this Agreement or operation of the leased vehicles with the Lessor.

This Agreement or any part thereof may be renegotiated in circumstances where changes are required by federal law or regulations, state law or regulations, court orders or actions, or when the parties agree that a new lease would better meet their needs than existing terms and conditions of this lease.

Any revisions to this lease must be agreed to by both parties, as evidenced by an addendum signed by the authorized representative of each party and approved by the Department.

SECTION 15. TERMINATION

If so directed by the Department or other state agency, the Lessee must return the leased vehicle(s) within five (5) days of notice to the Lessor, and at such time, lease provisions are terminated. Otherwise, the Lessor may terminate this Agreement by giving thirty (30) days written notice, at which time the Agreement is terminated.

Immediately upon termination, the Lessee agrees to turn over all maintenance records and histories to the Lessor at no additional cost to the Lessor.

Failure to comply with any provisions of this Agreement by any party shall be considered due cause for termination of the lease.

SECTION 16. SUBLEASE RESTRICTIONS

Subleasing or renting the leased vehicle(s) is prohibited.

For City of Watertown

For Passenger Transit, Inc.

Signature

Robert Stocks
Mayor
Date:

Signature

Richard Running
President
Date:

**RESOLUTION TO
APPLY FOR OPERATING GRANT FROM DEPARTMENT OF
TRANSPORTATION FOR 2026 SHARED-RIDE TAXI SERVICE**

**SPONSOR: MAYOR STOCKS
FROM: FINANCE COMMITTEE
WITH RECOMMENDATION FROM TRANSIT COMMISSION**

WHEREAS, the City of Watertown began operation of a shared-ride taxi service beginning January 1, 1994; and,

WHEREAS, it is necessary for the City of Watertown to submit a request for State and Federal funding in support of the shared-ride taxi service annually and such application is due by December 10, 2025; and,

WHEREAS, the City accepted proposals for a shared-ride taxi service provider in 2025 for a two-year period of January 1, 2026 through December 31, 2027 with three one-year options to follow and a resolution approving the contract for shared-ride taxi service was approved by the Common Council on December 2, 2025; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City officials be and are hereby authorized to apply for an operating assistance grant through the Wisconsin Department of Transportation for year 2026 in an amount of \$1,041,390.

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED December 2, 2025

CITY CLERK

APPROVED December 2, 2025

MAYOR

**RESOLUTION TO
APPLY FOR CAPITAL GRANT FROM DEPARTMENT OF
TRANSPORTATION FOR 2026 FLEET PURCHASES FOR
SHARED-RIDE TAXI SERVICE**

**SPONSOR: MAYOR STOCKS
FROM: FINANCE COMMITTEE
WITH RECOMMENDATION FROM THE TRANSIT COMMISSION**

WHEREAS, the City of Watertown began operation of a shared-ride taxi service beginning January 1, 1994; and,

WHEREAS, the fleet used for shared-ride taxi service is in need of updated vehicles to replace vehicles that have met their useful life; and,

WHEREAS, the application for Federal funding for such purposes must be made on or before December 10, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City officials be and are hereby authorized to apply for a capital grant for 2026 in the estimated amount of \$78,228 with the City’s share expected to be 20% for which the City will appropriate the level of funding necessary. The grant funds will be used to purchase one ADA Mini-Van.

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED December 2, 2025

CITY CLERK

APPROVED December 2, 2025

MAYOR



MEMO

Recommendation

The Transit Commission recommends that the Finance Committee and Common Council approve an increase in **agency fares** from \$9.00 to \$12.00 and adult fares from \$4.00 to \$5.00.

Category	2016	2021	2023	2026
Adult	3.75	4.00	4.00	5.00
Children Accompany Adult (same destination)	1.75	2.00	2.00	2.00
Children under 18	2.75	3.00	3.00	3.00
Elderly/Disabled	2.50	2.75	3.00	3.00
2 miles outside City	8.00	8.50	10.00	10.00
Agency/MTM	9.00	9.00	9.00	12.00

Expanded Funding Calculator							
Overall Transit Budget				System Expenses			
Operating Expenses	\$	1,041,390.00		Hours	Rate	Total	
Passenger Revenue	\$	391,000.00		Contracted Service	29,000	\$ 35.91	\$ 1,041,390.00
Net Operating Deficit	\$	650,390.00		Contra Expenses (par			
						Total Expenses:	\$ 1,041,390.00
Fed+State Funding%		56.50%					
Federal Funding	\$	333,244.80		System Revenue			
State Funding	\$	255,140.55			Trips	Rate	Total
Local Share Needed	\$	62,004.65		Adult Fare Revenue	31,000	\$ 5.00	\$ 155,000.00
				Senior/Disabled Fare	38,000	\$ 3.00	\$ 114,000.00
				Student/Child Fares	17,000	\$ 3.00	\$ 51,000.00
				Children Accompany	500	\$ 2.00	\$ 1,000.00
				Agency Fare Revenue	5,000	\$ 12.00	\$ 60,000.00
				Out of Town	1,000	\$ 10.00	\$ 10,000.00
				TOTAL	92,500		\$ 391,000.00

This increase would reduce the City's estimated local share from \$108,004.65 to approximately \$62,004.65, an amount more in line with the proposed 2026 budget. *It should be noted that an increase in adult fares could result in reduced ridership and lower revenue. Ridership statistics are reviewed by the Transit Commission on a quarterly basis*

Next Steps

Individual fare increases require a public hearing before adoption. If the Finance Committee recommends proceeding with the adult fare increase, a public hearing will be posted and held within 21–30 days. Any comments received at the hearing will be returned to the Transit Commission for discussion. If no comments are received, a resolution adopting the increase will be presented to the Common Council.

Unlike individual fare increases, **agency fare** adjustments do not require a public hearing. If the Finance Committee recommends proceeding with the agency fare increase, the managed care organizations that use Watertown Transit will be contacted to begin discussions on implementing the new fare amount in early 2026. A resolution to adopt the increase will then be presented to the Common Council.

DRAFT RESOLUTION TO APPROVE TRANSIT SYSTEM (TRANSIT SERVICE) AGENCY FARE CHANGES EFFECTIVE JANUARY 1, 2026

**SPONSOR: MAYOR STOCKS
FROM: FINANCE COMMITTEE**

WHEREAS, a shared taxi service was established in the City of Watertown on July 1, 1990, to supplement local bus service; and,

WHEREAS, beginning January 1, 1994, the present shared-ride transit system was implemented and local bus service was discontinued; and,

WHEREAS, Agency fares are utilized by local human services / managed care organizations that use federal aid to provide required transportation services; and,

WHEREAS, Agency fares have been collected since 2019 at \$9.00 per ride; and

WHEREAS, Agency fare rates may be established by the City, and unlike with individual fares, there is no need for public comments or meetings to revise agency fares; and,

WHEREAS, to create synergy and financial efficiency of transportation services the agency fare rate should be increased; and,

WHEREAS, the Transit Commission and Finance Committee have recommended a fare increase effective January 1, 2026 for Agency Fares to \$12.00.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the agency fares for the City of Watertown shared-ride taxi service be updated to \$12.00 per ride and that the appropriate City officials are hereby authorized to implement the updated fare rate.

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED December 16, 2025

CITY CLERK

APPROVED December 16, 2025

MAYOR

**DRAFT RESOLUTION TO APPROVE TRANSIT SYSTEM (TRANS
SERVICE) FARE CHANGES EFFECTIVE TBD**

Section 4, Item 1.

**SPONSOR: MAYOR STOCKS
FROM: FINANCE COMMITTEE**

WHEREAS, a taxi service was established in the City of Watertown on July 1, 1990, to supplement local bus service; and,

WHEREAS, beginning January 1, 1994, the present shared-ride taxi system was implemented and local bus service was discontinued; and,

WHEREAS, the City of Watertown contracts transit services out to a third-party contractor and is funded by fare revenues, state and federal grants, and the city's local share; and,

WHEREAS, current taxi service fares have been in effect since April 1, 2023; and,

WHEREAS, the city's local share of funding the shared-ride taxi service has been increasing each year and no longer sustainable by the city's budget without an increase to transit fares; and,

WHEREAS, the Common Council of the City of Watertown held a public hearing on [REDACTED] to hear public comments on the proposed fare increase (enter if there were any comments or no comments); and,

WHEREAS, the Transit Commission and Finance Committee have recommended a fare increase effective **TBD**, of \$1.00 to adult fares.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the fares for the City of Watertown shared-ride taxi service be updated as follows and that the appropriate City officials are hereby authorized to implement the updated fares.

Category	2016	2021	2023	2026
Adult	3.75	4.00	4.00	5.00
Children Accompany Adult (same destination)	1.75	2.00	2.00	2.00
Children under 18	2.75	3.00	3.00	3.00
Elderly/Disabled	2.50	2.75	3.00	3.00
2 miles outside City	8.00	8.50	10.00	10.00

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		

ADOPTED _____

CITY CLERK

APPROVED _____

ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

MAYOR

City of Watertown
Income Statement - October 2025

Section 4, Item J.

83.3%

Run Date: 251120

	2022 Actual	2023 Actual	2024 Actual	Curr Yr To-Date	Curr Yr Budget	Remain Balance	% Rev/Exp
Revenues							
Taxes	11,105,967	11,424,736	11,460,766	10,757,306	11,501,800	744,494	93.5%
Intergovt Shared Taxes	3,261,639	3,302,333	3,961,759	1,249,754	4,163,713	2,913,959	30.0%
Intergovt State Grants	1,298,364	1,169,435	1,213,326	1,139,752	1,191,469	51,717	95.7%
Licenses	67,240	69,618	73,850	79,706	74,399	(5,307)	107.1%
Permits	197,777	226,723	198,032	292,143	315,200	23,057	92.7%
Law & Order Violations	181,477	223,839	228,923	220,010	266,000	45,990	82.7%
Gen Govt Public Charges for Services	355,108	284,263	372,275	170,378	296,650	126,272	57.4%
Public Safety	833,120	871,440	987,053	714,014	849,200	135,186	84.1%
Health & Social Services	9,729	19,512	18,256	14,665	13,500	(1,165)	108.6%
Public Works	43,759	51,941	52,724	51,658	48,650	(3,008)	106.2%
Recreation	346,086	352,845	360,724	330,157	346,900	16,743	95.2%
Intergovt Township Fire Protection	287,287	286,437	325,412	331,453	310,095	(21,358)	106.9%
Interest	(151,064)	680,007	775,324	615,692	650,000	34,308	94.7%
Reserve Acct Revenue & Transfers In	159,460		266,000	(1,000)		1,000	
Miscellaneous	26,264	155,462	20,761	26,765	22,500	(4,265)	119.0%
Rent	25,640	26,148	90,035	31,412	40,252	8,840	78.0%
Total Revenues	18,047,854	19,144,737	20,405,217	16,023,867	20,090,328	4,066,461	79.8%
Expenditures							
Common Council	94,885	107,888	110,190	97,564	112,234	14,670	86.9%
Municipal Court	110,048	113,371	118,436	112,145	126,951	14,806	88.3%
Mayor	170,125	277,037	267,345	200,241	274,510	74,269	72.9%
Finance Department	448,127	479,275	497,511	415,310	519,551	104,241	79.9%
Elections	50,655	29,615	74,489	36,596	46,185	9,589	79.2%
Assessor	145,749	146,111	138,051	138,484	147,050	8,566	94.2%
Accounting & Auditing	61,656	78,752	71,499	70,698	71,050	352	99.5%
Human Resources	83,459	86,928	116,595	95,253	121,160	25,907	78.6%
City Attorney	240,825	247,647	221,354	163,597	236,759	73,162	69.1%
Municipal Building	304,482	337,599	321,916	240,567	290,305	49,738	82.9%
Other Buildings	6,947	6,496	6,536	4,558	6,536	1,978	69.7%
Miscellaneous	750	422	1,366	1,850	83,700	81,850	2.2%
Media & Communications	169,844	169,313	180,635	150,490	191,243	40,753	78.7%
Information Technology	173,744	249,582	266,304	233,441	266,500	33,059	87.6%
Property & Liability Insurance	451,430	458,477	459,126	564,819	572,307	7,488	98.7%
Employee Programs	24,093	22,010	22,047	53,499	56,416	2,917	94.8%
Other Insurance	4,235	4,416	19,612	-	21,660	21,660	0.0%
Other General Govt	-	2,325	2,382	15,358	2,400	(12,958)	639.9%
General Government	2,541,054	2,817,263	2,895,393	2,594,471	3,146,517	552,046	82.5%
			% of Total Exp	15.4%	14.9%		

	2022 Actual	2023 Actual	2024 Actual	Curr Yr To-Date	Curr Yr Budget	Remain Balance	% of Total Exp
Police	4,731,008	4,881,534	5,219,728	4,416,072	5,737,915	1,321,843	77.0%
Crossing Guards	27,695	28,365	29,632	20,236	40,074	19,838	50.5%
Dispatch Center	726,739	744,002	865,163	740,938	823,422	82,484	90.0%
Fire	3,066,250	3,276,048	3,592,702	3,235,732	3,833,800	598,068	84.4%
Building Inspection	280,826	305,985	339,238	258,822	361,908	103,086	71.5%
Emergency Govt	5,417	7,954	29,224	6,398	5,100	(1,298)	125.5%
Public Safety	8,837,936	9,243,887	10,075,686	8,678,198	10,802,219	2,124,021	80.3%
			% of Total Exp	51.6%	51.2%		
Health	459,524	493,343	458,997	400,878	555,326	154,448	72.2%
Environmental Health Division	19,382					-	
Other Services	61,000	62,830	62,830	62,830	62,830	-	100.0%
Health	539,906	556,173	521,827	463,708	618,156	154,448	75.0%
			% of Total Exp	2.8%	2.9%		
Planning & Development	285	12,963	28,966	17,872	24,025	6,153	74.4%
Engineering	363,895	265,894	178,940	205,554	318,934	113,380	64.5%
Machinery & Equipment	341,218	341,487	263,394	231,732	288,500	56,768	80.3%
Street Garages	120,020	70,790	65,995	61,048	76,000	14,952	80.3%
Street Administration	138,375	189,534	191,873	184,469	230,891	46,422	79.9%
Service to Other Departments	88,919				0	0	0.0%
Traffic Control	21,424	24,031	30,789	17,220	22,000	4,780	78.3%
Street Maintenance	673,108	1,154,199	1,219,798	927,200	1,276,464	349,264	72.6%
Snow & Ice Control	343,767	263,786	266,797	226,330	274,084	47,754	82.6%
Signs & Markings	102,571	14,622	17,171	15,764	18,900	3,136	83.4%
Street Lighting	444,500	570,176	533,696	415,119	451,000	35,881	92.0%
Airport	214,840	224,404	206,218	175,189	211,100	35,911	83.0%
Public Works	2,852,921	3,131,886	3,003,637	2,477,497	3,191,898	714,401	77.6%
			% of Total Exp	14.7%	15.1%		
Library	823,709	814,787	850,342	638,144	850,859	212,715	75.0%
Recreation Administration	184,495	516,745	647,293	509,133	684,627	175,494	74.4%
Recreation	116,853	137,708	113,401	90,706	92,735	2,029	97.8%
Outdoor Pool	210,126	216,618	239,194	222,523	223,754	1,231	99.4%
Indoor Pool	95,553	51,416	60,111	51,975	67,668	15,693	76.8%
Senior Center	267,188					-	
Park	861,873	926,618	974,952	818,797	1,002,085	183,288	81.7%
Park Garage	23,244					-	
Library, Leisure, & Parks	2,583,040	2,663,892	2,885,293	2,331,278	2,921,728	590,450	79.8%
			% of Total Exp	13.9%	13.9%		
Forestry	208,959	220,629	198,630	209,660	228,655	18,995	91.7%
Public Service Enterprises	78,000	78,000	71,000	74,000	82,000	8,000	90.2%
Reserves	320,673					-	
Transfer	60,000	82,625	45,000	-	93,000	93,000	0.0%
Total Expenditures	18,022,489	18,794,355	19,696,465	16,828,813	21,084,173	4,255,360	79.8%
Net Income	25,365	350,382	708,752	(804,945)	(993,845)	(188,900)	