



## **TRANSIT COMMISSION MEETING MINUTES**

**MONDAY, OCTOBER 20, 2025 AT 5:00 PM**

**WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, ROOM 2044**

The Transit Commission met on the above date and time in person and virtually with the following members present: Tom Hahn, Michelle Bainbridge, David Applegarth, Laurie Grosenick, and Ald. Smith (left at 5:29pm). Also in attendance was City Clerk Megan Dunneisen.

- 1. CALL TO ORDER** – Chair Hahn called the meeting to order at 5:00 pm
- 2. REVIEW & APPROVE MINUTES**
  - A. Ald. Smith made a motion to approve the Transit Commission minutes from August 18, 2025, second by Applegarth and carried by unanimous voice vote.
- 3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT** - None
- 4. REVIEW RIDERSHIP / FINANCIAL STATISTICS**
  - A. Taxi Stats were presented. Ald. Smith noted increased ridership.
- 5. BUSINESS**
  - A. Clerk Dunneisen gave an update on the status of proposals for Shared-Ride Taxi Services RFP noting that WisDOT was in the process of review and once complete notice of intent to award will be issued.
  - B. Clerk Dunneisen gave an update on the recent Transit Van Procurement noting that the van was being put into service later this week.
  - C. Clerk Dunneisen gave an update on the Transit Van accident on 10-16-2025 – no injuries and repairs to vehicle are covered under Passenger Transit insurance coverage.
  - D. Discussion on possible decrease to local share funding for the Transit System. Future discussion on rates and services hours to be discussed at next meeting.
- 6. REVIEW QUARTERLY REPORTS**
  - A. Vehicle Maintenance Report was presented.
  - B. Watertown Transit Mechanic Report – not present.
  - C. Driver Logs - No Incidents for the 3<sup>rd</sup> QTR.
  - D. Watertown Transit Employee Reports –not present.
  - E. Complaint Log was presented.
- 7. SET NEXT MEETING DATE** – November 17 5:00pm
- 8. ADJOURNMENT** – Grosenick made a motion to adjourn, second by Bainbridge and carried by unanimous voice vote at 5:46 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.