



TRANSIT COMMISSION MEETING MINUTES

MONDAY, JUNE 23, 2025 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: Tom Hahn, Michelle Bainbridge, David Applegarth, Laurie Grosenick, and Ald. Smith. 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 minutes from April 30, 2025, second by Applegarth and carried by unanimous voice vote.
- 3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT** - None
- 4. REVIEW RIDERSHIP / FINANCIAL STATISTICS**
 - A. 2025 Trip Logs were presented to the Commission.
- 5. BUSINESS**
 - A. Updates from Watertown Transit/Passenger Transit Inc – No office personnel representing Watertown Transit or Passenger Transit was present.
 - B. Review and discuss: Upcoming Request for Proposals (RFP) for Shared Ride Taxi Services
 1. Estimated Timeline – Dunneisen gave an estimated timeline – likely end of August the RFP will be done and ready to be put out. Final bids are estimated to be in by early October.
 2. Evaluation Committee – Made up of 4 or more people – possibly the Transit Commission.
 3. Estimate of Cost – Dunneisen explained that the estimate hourly rate could increase from around 32 to likely 38ish based on similar municipality rates.
- 6. REVIEW CITIZEN COMMUNICATIONS AND REPORTS**
 - A. John Will, Watertown Transit Mechanic gave an update/overview on the current fleet stating that vehicles 60 and 59 are both in for service. The Quarterly Vehicle Maintenance Report was presented. (Ald. Smith left the meeting at 5:28pm).
 - B. The commission discussed the Complaint Log.
- 7. SET NEXT MEETING DATE** Tentative dates for July 28, 2025, at 5pm and August 25 at 5pm.
- 8. ADJOURNMENT** - Grosenick made a motion to adjourn, second by Bainbridge and carried by unanimous voice vote at 5:45 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.