



**TRANSIT COMMISSION MEETING MINUTES  
MONDAY, NOVEMBER 17, 2025 AT 5:00 PM**

**WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, UPPER LEVEL - 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 (left at 5:56 pm), 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 5:04 pm.
- 2. REVIEW & APPROVE MINUTES**
  - A. Ald. Smith made a motion to approve the Transit Commission minutes from October 20, 2025, second by Grosenick and carried by unanimous voice vote.
- 3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT - None**
- 4. BUSINESS**
  - A. Ald. Smith made a motion to recommend entering into contract with Passenger Transit Inc. for Shared-Ride Taxi Services January 1, 2026 - December 31, 2027 to Finance and Council, second by Grosenick and carried by unanimous voice vote.
  - B. Ald. Smith made a motion to recommend entering into lease with Passenger Transit Inc. For Shared-Ride Taxi Service Vehicles January 1, 2026 - December 31, 2027 to Finance and Council, second Bainbridge and carried by unanimous voice vote.
  - C. Applegarth made a motion to approve applying for operating grant from Department of Transportation for 2026 Shared-Ride Taxi Service, second by Grosenick and carried by unanimous voice vote.
  - D. Ald. Smith made a motion to approve applying for a capital grant from Department of Transportation for 2026 fleet purchases for Shared-Ride Taxi Service, second by Applegarth and carried by unanimous voice vote.
  - E. Ald. Smith made a motion to recommend the Agency Fare rate increase for 2026 by \$3.00 to Finance and Council, second by Applegarth and carried by unanimous voice vote. Committee discussion included the review of comparable areas noting that there has not been an agency fare increase since starting in 2019. The increase in agency fares will help reduce the deficit between purchased transportation and fare revenue. Dunneisen noted that agency fare increases do not need to have a public hearing to increase. Item will be brought to Finance and discussed with the managed care organizations that use the service for their input, it will then be brought to council for final decision. Looking at a January 1 effective date.

*Chair Hahn – okay with combining items F. & G. for discussion.*

*Discussion included the budget cut for Transit to \$60,000.00 for the city local share. The program has been supplemented by the fund balance in the past years and is not sustainable to continue to operate without looking into a change either in reducing service hours or fare increases. The commission looked at comparable fare rates from surrounding areas, discussed the impact a fare increase or change in service hours would have on the community, discussed past fare increases and looked at ridership. Adult fares have not increased since 2016. Ald. Smith recommended that increasing adult fares only may have the least impact and we would not need to change any service hours at this time. Bringing adults fares from \$4.00 to \$5.00 would bring our 2026 budget close to the \$60,000 local share budget. The commission will continue to monitor ridership throughout the year and elevate if any other changes need to be made. Dunneisen gave overview of next steps should the committee recommend the adult fare*

*increase – public hearing will need to be done and then comments brought back to committee prior to council approval, likely around a February start date.*

- F. Ald. Smith made a motion to not adjust the Transit service hours for 2026 at this time, second by Grosenick and carried by unanimous voice vote.
- G. Ald. Smith made a motion to recommend increase to adult fares from \$4.00 to \$5.00 to Finance and council in 2026, second by Grosenick and carried by unanimous voice vote.

**5. SET NEXT MEETING DATE –** January 19 at 5:00 pm.

**6. ADJOURNMENT –** Grosenick made a motion to adjourn, second by Ald. Smith and carried by unanimous voice vote at 6:25 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.