



## **TRANSIT COMMISSION MEETING MINUTES**

**WEDNESDAY, APRIL 30, 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. Bainbridge made a motion to approve the Transit Commission minutes from November 18, 2024, second by Applegarth and carried by unanimous voice vote.
- 3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**
- 4. REVIEW RIDERSHIP / FINANCIAL STATISTICS**
  - A. Taxi Stats 2024 were presented.
  - B. Taxi Stats 2025 were presented noting increase in ridership.
- 5. BUSINESS**
  - A. Ald. Commission Member Fred Smith was introduced.
  - B. Updates from Watertown Transit/Passenger Transit Inc. – Judy Hertel, Watertown Transit Supervisor as of April 2025, spoke on the concern of potholes in a local apartment complex. Commission advised that they should encourage residents of the complex to talk with their building supervisor. Also with her were two Watertown Transit employees, Judy Mills and William Jaeger, who also discussed potholes, the use of step stools for passengers, and staffing. The Commission thanked the employees for bringing items to their attention but advised that some of their concerns should also be directed to management within the company.
  - C. Dunneisen gave a vehicle disposal update - Transit Fleet # 53, 54, and 85 were agreed upon to send to auction. Watertown Transit stated they thought it was Bus 82 going to auction not 85. Information from Watertown Transit on Bus 82 was provided but none on Bus 85.
  - D. Dunneisen gave a vehicle procurement update – Transit van order for 2025 has been accepted by the DOT and order placed with Tesco for a Chrysler Voyager. Delivery date is not known at this time.
- 6. REVIEW CITIZEN COMMUNICATIONS AND REPORTS**
  - A. Dunneisen provided information on the quarterly driver report noting one incident.
  - B. Dunneisen provided information on the quarterly vehicle maintenance report – city inspection coming due in June.
  - C. Complaint Log – none – Commission noted that it would be a good idea to have a written policy/contingency plan for when the internet connection goes out regarding ride scheduling.
- 7. SET NEXT MEETING DATE** June 23, 2025
- 8. ADJOURNMENT** Grosenick made a motion to adjourn, seconded by Bainbridge and carried by unanimous voice vote at 5:54pm.

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.