

TRANSIT COMMISSION

April 17, 2023

5:30 pm

The Transit Commission met on the above date and time in person and virtually with the following members present: Cathy Egan, Michelle Bainbridge, Laurie Grosenick, Ald. Licht, and Tom Hahn. Also in attendance were Bill Hugin, Justin Running (virtual), and Megan Dunneisen, City Clerk.

1. CALL TO ORDER Chairperson Egan called the meeting to order at 5:30pm.

2. REVIEW & APPROVE MINUTES

Motion was made by Hahn to approve minutes of February 13, seconded by Grosenick, and carried by unanimous voice vote.

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Lisa Ellis – costumer of Watertown Transit spoke on concern of drivers and concern of a recent memo sent out by Watertown Transit management.

Judy – Dispatcher for Watertown Transit spoke on the concern of transporting customers with communicable illnesses.

4. REVIEW RIDERSHIP / FINANCIAL STATISTICS

A. Taxi Stats as of April 2023. Report presented was reviewed and discussion on dip in ridership. Hugin commented that the bad weather last month could be reasoning.

B. Review Student Ridership and Public Availability. Discussion on how many calls during before school and after school are those of students and making sure we are available for all general public. Dunneisen to have further discussions with DOT and report back to the commission to make sure we are in compliance.

4. BUSINESS:

A. Review and possible action: Disabled resident taxi ID cards. Dunneisen to meet with DOT on how we should proceed and report back to commission.

B. Review and possible action: Taxi Procurements. Motion by Hahn, second by Licht to put in a purchase order for a state contracted ADA minivan rear load item #2 in lieu of doing a self-procurement, motion carried by unanimous voice vote. It was also recommended that there would not be a need for any add on items to the two Ford Transits the city is currently waiting to purchase.

C. Discussion on Transit Compliance Review. Dunneisen have briefly on how the city audit went. The City Title VI needs to be updated and the DOT will be contacting the city on procedures.

D. Introduction of new Ald. Member and give appreciation to Ald. Licht for his service. Commission members gave well wishes to Ald. Licht and thanked him for his service. Ald. Schmid was not in attendance.

5. REVIEW CITIZEN COMMUNICATIONS RECIEVED BY CITY:

A. Update on Health Concern and Ridership. Discussion on proper procedures for health concerns such as bed bugs and protecting HIPAA rights.

B. Update on Punch Cards purchased at previous fare price. There was a concern brought to the city about punch cards purchased before the fare increase and the customer being asked to pay the difference. Passenger Transit corrected this and instructed employees to accept previously bought punch cards.

6. FUTURE AGENDA ITEMS Disabled Rider Cards, School Rides, Procurements, Title VI update.

7. SET NEXT MEETING DATE. Next meeting date will be June 5, 2023 at 5:30pm

8. ADJOURNMENT Motion was made by Hahn to adjourn meeting, seconded by Grosenick and carried by unanimous voice vote at 6:40 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 office the Finance Department.