

## **TRANSIT COMMISSION**

**July 31, 2023**

**5:30 pm**

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Ald. Schmid, Laurie Grosenick, and Tom Hahn. Absent was Cathy Egan. Also in attendance was Mayor McFarland, Finance Director Mark Stevens, Running Inc owner Justin Running, and City Clerk Megan Dunneisen.

- 1. CALL TO ORDER** – Ald. Schmid called the meeting to order at 5:30pm.
- 2. REVIEW & APPROVE MINUTES** - Motion was made by Hahn to approve minutes of June 5, 2023, seconded by Grosenick, and carried by unanimous voice vote.
- 3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT** – None
- 4. REVIEW RIDERSHIP / FINANCIAL STATISTICS**
  - A. Taxi Stats were presented
- 5. BUSINESS:**
  - A. Review and potential action: Corner Service - Dr. Jarred Burke with WUSD – Discussion with transit members and Dr. Burke (via phone call). WisDot recently told the city to stop offering the corner stop service due to potential inclusiveness to school kids. If the city did not comply, they would not be eligible for state and federal funding. Member Hahn researched the corner stops that the Taxi's would stop at and the current bus stops through out the city. 14 of the 18 stops were very close to current bus route shuttle points that the school makes. Dr. Burke stated that he is going to purpose adding more stops throughout the city and that he will be working with the Police Department to mark hazard zones and present to the School Board. Because of the hazard zones that are in Watertown, they would be eligible for more funding to support the shuttle service. There is a possibility something can be in place by October if approved. Commissioner Hahn wants to encourage any family to sign up for the bus service.
  - B. Review and take action: Message to be relayed to public/parents in regard to discontinuance of the corner stop service. Hahn motioned for Dunneisen to work with Dr. Burke on statement to relay to families when they call the cab company or school district about the corner service. *The corner stop service that was previously offered is not compliant with state and federally funded Shared Ride Taxi Service and has been discontinued. Curb to Curb service can be provided to your child as a current alternative. You may also want to contact Sarah Duncan at the Watertown Unified School District to inquire about other possible transportation alternatives*", seconded by Grosenick and carried by unanimous voice vote.
  - C. Information/Q&A session with Passenger Transit Inc. – Justin, owner of Passenger Transit/Running Inc. provided answers to commissioner's questions regarding the taxi service. Questions included internal policies, complaint procedures, vehicles/vehicle maintenance, communication with the city,
  - D. Review and take action: Title VI Policy Update – Motion by Hahn to approve the Title VI policy update, second by Brainbridge and carried by unanimous voice vote.
  - E. Review and take action: Passenger Transit to send monthly logs of complaints and police citations to the City Clerk to report to the Transit Commission – Passenger Transit agrees

to send quarterly reports of all complaints and any police citations to drivers while driving the transit fleet vehicles. Motion by Hahn, Seconded by Brainbridge to ask PTI for quarterly reports to be sent to the City.

- F. Review and discuss: Compliance Site Review – Dunneisen presented the review and action plans set in place to correct concerns.
- G. Update: Vehicle Procurement – Dunneisen to look into changing the projects to try and get a vehicle yet this year as there has been no luck with the ordering of the Ford Transit. Will bring back at next meeting.

**6. REVIEW CITIZEN COMMUNICATIONS RECEIVED BY CITY**

*(Commissioner Grosenick left meeting at 6:58pm)*

- A. Complaint Log was presented. – Justin Running spoke on the complaint about having time to drop off at childcare. Stated that this is not something that can change and is a policy of shared ride taxi and receiving state and federal funding.

**7. SET NEXT MEETING DATE – September 25, 2023 at 5:30pm**

**8. ADJOURNMENT** - Motion was made by Brainbridge to adjourn meeting, seconded by Hahn and carried by unanimous voice vote at 7:05 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.