



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Transit Commission Meeting

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Thursday, February 8, 2024

5:30 PM

Council Chambers, City Hall

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#### 1. Call to Order

**Present** 3 - Chad O'Donnell, Steve Kassens, and Kevin Reilly

**Absent** 2 - Eric E. Payne, and Joe Pieper

#### 2. Pledge of Allegiance

#### 3. Public Comment

#### 4. Approval of Minutes

- A. [ID#24-8942](#) Approval of Minutes  
December 7, 2023

**Attachments:** [tc 23-12-07-draft](#)

**Kassens moved to approve, seconded by Reilly; motion carried the following vote:**

**Aye:** 3 - Chad O'Donnell, Steve Kassens and Kevin Reilly

**Absent:** 2 - Eric E. Payne and Joe Pieper

#### 5. Discussion and Recommendation re:

- A. [ID#24-8937](#) Review and Act on Approval to Update the Public Transportation Agency Safety Plan and Supporting Resolution

**Attachments:** [PTASP Update](#)  
[Resolution - PTASP Updates](#)  
[Waukesha Metro PTASP 2024](#)

**Kassens moved to approve, seconded by Reilly; motion carried the following vote:**

**Aye:** 3 - Chad O'Donnell, Steve Kassens and Kevin Reilly

**Absent:** 2 - Eric E. Payne and Joe Pieper

#### 6. Communications and Referrals

**A.** [ID#24-8938](#) SEWRPC Presentation on Route 1/Bluemound Rd Enhancement Study

**Attachments:** [Waukesha Committee Meeting\\_Bluemound Corridor Transit Enhancement Presentation 20240208](#)

*Carrie Cooper presented the SEWRPC presentation on the Route 1 Enhancement Study. \$330,000 would be the anticipated capital cost to implement all the recommended improvements along the entire route. \$100,000 would occur in the City and the balance would be split between Waukesha and Milwaukee Counties.*

**B.** [ID#24-8939](#) Submittal of Revised Disadvantaged Business Enterprise Program

**Attachments:** [DBE Program 2023-2025-Revised 2-9-24](#)

**C.** [ID#24-8940](#) 2023 Ridership Report

**Attachments:** [2023 Ridership Report](#)

*Ridership increased 29% for 2023. Service efficiency increased greatly as well.*

**D.** [ID#24-8941](#) Recognition of Don Jans

**Attachments:** [Don Jans Retirement Article Freeman 1-27-24](#)

*Don Jans, Compliance Specialist, is retiring from Waukesha Metro after a nearly 52 year in public transit with 28 years at Waukesha Metro. He created safety and operational standards for Waukesha Metro and many other systems around the State and has been a leading expert in those areas nationally.*

**7. Adjournment**

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Public Works department, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).