



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Transit Commission Meeting

---

Thursday, March 21, 2024

5:30 PM

Council Chambers, City Hall

---

#### 1. Call to Order

**Present** 4 - Steve Kassens, Kevin Reilly, Eric E. Payne, and Joe Pieper

**Absent** 1 - Chad O'Donnell

#### 2. Pledge of Allegiance

#### 3. Public Comment

#### 4. Approval of Minutes

- A. [ID#24-9339](#) Approval of Minutes  
February 8, 2024

**Attachments:** [tc 24-02-08-draft](#)

**E. Payne moved to approve, seconded by Pieper; motion carried the following vote:**

**Aye:** 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

**Absent:** 1 - Chad O'Donnell

#### 5. Discussion and Recommendation re:

- A. [ID#24-9336](#) Review and Act on Proposed Service Changes Effective June 17, 2024 and Supporting Resolution

**Attachments:** [Service Revisions](#)

[Resolution - Route Revisions June 2024](#)

[route 4,5, 7 descriptions June 2024](#)

[Route 7 Proposed School Trip](#)

[Rt 5 Shoppes at Fox River Re-route](#)

*Brian Engelking, Transit Manager, presented this item. Overview of school ridership - in 2023 we carried 14,500 youth trips, school age students. 15 years ago that number was approx 66,000. Going back 20 years, that number was over 100,000 rides. One major reason for this drop is a number of years ago the school district started offering "pay to ride program" to students who are not eligible for free Yellow School Bus Service. Soon after this program started, student ridership on Metro started to decline steadily.*

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

**Aye:** 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

**Absent:** 1 - Chad O'Donnell

- B. [ID#24-9337](#) Review and Act on Resolution Authorizing the Filing of the 2024 Federal Grant

**Attachments:** [Federal Grant filling](#)

[Resolution - 2024 Grants](#)

**Kassens moved to approve, seconded by E. Payne; motion carried the following vote:**

**Aye:** 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

**Absent:** 1 - Chad O'Donnell

- C. [ID#24-9338](#) Review and Act on Resolution Supporting the Wisconsin Department of Transportation Request to Transfer Congestion Mitigation and Air Quality (CMAQ) Funds from the Federal Highway Administration to the Federal Transit Administration on behalf of the City of Waukesha

**Attachments:** [CMAQ Fund Transfer](#)

[resolution-transit- 2024 CMAQ Transfer](#)

**Kassens moved to approve, seconded by E. Payne; motion carried the following vote:**

**Aye:** 4 - Steve Kassens, Kevin Reilly, Eric E. Payne and Joe Pieper

**Absent:** 1 - Chad O'Donnell

6. Communications and Referrals

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).