



Laketran  
November 2021 Board of Trustees  
Meeting November 22, 2021  
4:00 pm-6:00 pm Eastern time

## MINUTES

### 1. Meeting Notice

### 2. Meeting Called to Order – 4:04 p.m.

President Brian J. Falkowski called the Laketran Board of Trustees meeting to order at 4:04 p.m.

### 3. Roll Call

Brian J. Falkowski  
William F. Eppich  
Jon P. Marten  
Donna P. McNamee  
Daniella Nunnally  
Lane H. Sheets  
Gary L. Swanson  
Charles J. Zibbel

Benjamin S. Capelle  
Brandon D. R. Dynes

### 4. Pledge of Allegiance – All

### 5. Mission Statement – Mr. Charles J. Zibbel

*Laketran is committed to providing quality public transportation services to all Lake County residents with special emphasis on meeting the transportation needs of seniors and people with disabilities.*

### 6. Public Comments

None

### 7. Approval of Minutes

- a. Motion to approve the Laketran Board of Trustees Board Meeting minutes of October 25, 2021 was made by Ms. Nunnally – Seconded by Mr. Zibbel.

“AYES”: Messrs. and Mmes. Eppich, Marten, Nunnally and Zibbel. (McNamee not present)

“NAYS”: None

“Abstained”: Messrs. Sheets and Swanson.

Motion passed.

## 8. Presentations

- a. 2022 Operating, Capital, and STS Budgets  
(Lisa Colling)
  - i. 2022 Operating and Capital Budget
  - ii. 2022 Special Transportation Services (STS) Budget

## 9. Agenda Items

- a. Motion to approve the September 2021 Financial Statements, subject to audit, was made by Mr. Swanson – Seconded by Ms. McNamee.  
 “AYES”: Messrs. And Mmes. Eppich, Marten, McNamee, Nunnally, Sheets, Swanson and Zibbel.  
 “NAYS”: None  
 Motion passed.
  
- b. Motion to approve the Resolution 2021-021 authorizing the CEO, or his designee, to enter into and execute a contract on December 8th, 2021 for the purchase of diesel and gasoline fuel for calendar year 2022 was made by Ms. McNamee – Seconded by Mr. Sheets.  
 “AYES”: Messrs. And Mmes. Eppich, Marten, McNamee, Nunnally, Sheets, Swanson and Zibbel.  
 “NAYS”: None  
 Motion passed.
  
- c. Motion to approve the Resolution 2021-022 authorizing the CEO or his designee to enter into a five year contract with Alliance Autogas for the purchase and delivery of propane fuel was made by Mr. Sheets – Seconded by Ms. McNamee.  
 “AYES”: Messrs. And Mmes. Eppich, Marten, McNamee, Nunnally, Sheets, Swanson and Zibbel.  
 “NAYS”: None  
 Motion passed.
  
- d. Motion to approve the Resolution 2021-023 authorizing the CEO or his designee to enter into a contract for the purchase replacement of 2-way radios was made by Ms. Nunnally – Seconded by Mr. Zibbel.  
 “AYES”: Messrs. And Mmes. Eppich, Marten, McNamee, Nunnally, Sheets, Swanson and Zibbel.  
 “NAYS”: None  
 Motion passed.

## 10. Six Month Look Ahead

(Ben Capelle)

## 11. Committee Reports

- a. Special Projects Committee  
(Gary Swanson)

## 12. Administrative Reports

- a. CEO Report  
(Ben Capelle)

- b. Director of Finance Report  
(Lisa Colling)
- c. Director of Operations Report  
(Matt Maier)
  - i. RIDERSHIP  
(Matt Maier)
- d. Director of Human Resources Report  
(Mike Austin)
- e. Director of Maintenance Report  
(Keith Bare)
- f. Director of Information Technology Report  
(Tony Melarag10)
- g. Director of Compliance & Development Report  
(Andrea Aaby)
- h. Director of Communications Report  
(Julia Schick)
- i. Upcoming Calendar  
(Vicki Messenger)
- j. Additional Information  
(Vicki Messenger)

**13. Old Business**

None

**14. New Business**

None

**15. Adjournment – 5:37 p.m.**

Motion to adjourn the Laketrans Board of Trustees meeting was made by Ms. Nunnally –  
Seconded by Mr. Zibbel.

AYES”: Messrs. And Mmes. Eppich, Marten, McNamee,  
Nunnally, Sheets, Swanson and Zibbel.

“NAYS”: None

Motion passed.

Meeting adjourned at 5:37 p.m.

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Benjamin S. Capelle  
Secretary/Treasurer

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Brian J. Falkowski, President  
Laketrans Board of Trustees