



Laketrans
December 2021 Special Projects Committee Meeting
December 17, 2021
2:00 pm-4:00 pm Eastern Time

MINUTES

1. Meeting Called to Order – 2:02 p.m.

Mr. Gary L. Swanson called the Special Projects Committee meeting to order at 2:02.p.m.

2. Roll Call

Gary L. Swanson
Donna P. McNamee
Lane H. Sheets
Charles J Zibbel

Benjamin S. Capelle
Brandon D. R. Dynes

3. Pledge of Allegiance – All

4. Mission Statement – Charles J. Zibbel

5. Public Comments

None

6. Approval of Minutes

- a. Motion to approve the Laketrans Special Projects Committee Meeting minutes of November 19, 2021 was made by Mr. Sheets.

Seconded by Ms. McNamee.

Vote was unanimous.

7. Headquarters Renovation & Expansion Discussion

Mr. Capelle briefly described the vision of the renovation and expansion for the headquarters.

8. Old Business

Mr. Sheets didn't have an opportunity to meet with Mr. Maier concerning the trapeze system.

9. New Business

None

10. Facility Tour

i. ADMINISTRATION

There will be more private office spaces. The lunch area will be made into another Office. Cubicles will be down the middle of the room. New windows will be installed. They are the original windows from the 1992-1993 construction era. The HVAC unit is

also very inefficient. Blows cold air into the building. The original plans show 2 conference rooms but that is incorrect

ii. LOBBY

There are no major changes in the front lobby. The front desk area will be more secure. Both bathrooms will be updated as they do not meet ADA standards. Replacement of the front doors and will be resealed. Floor tile will be replaced.

iii. OPERATIONS

Customer Service area definitely has space issues. Privacy talking with customers is at the very minimum. There will be more space for the CSR's. The bathrooms will be updated. There will be 5 offices. Tammy and Matt's will be secured. One extra office space and a conference room will be made available.

There will be an IT room. The room where the servers are stored will not be touched.

Schedulers will be up front in Operations.

iv. TRAINING ROOM

The training room will be about 75% larger in size than our current room. It will be large enough to conduct mandatory meetings for employees and won't have to schedule several to make sure all employees have a chance to attend.

There is no plan to increase the number of dispatchers from the 5 we have now.

v. DRIVERS ROOM

The drivers' room will be enlarged through the current dispatch area. The area needs to be refurbished to make it more comfortable. Some of our working split shifts do not leave the building and need somewhere quiet and relaxing between their shifts.

vi. MAINTENANCE

Additional office spaces will be made right past the Union Office. They now have more people than office space. Several people are sharing office space.

The Maintenance bays will remain generally the same. There will be one additional bay added to the old parts area. It is very expensive but necessary to eliminate downtime.

A new locker room will be made available for employees to change into their street clothes instead of their uniforms. An updated lunch room will also be made available for the maintenance crew.

vii. GARAGE

There are no major changes to be made in the garage proper.

The Committee decided to have the Special Projects Committee meet on the 2nd Friday of each month. The next meeting will be on Friday, January 14, 2022 at 2:00 p.m.

11. **Adjournment**

Motion to adjourn the Special Projects Committee meeting was made by Mr. Sheets – Seconded by Ms. McNamee.

Vote was unanimous.

Meeting adjourned at 4:00 p.m.