

**St. Francis, Kansas Public Building Commission**  
**Board Minutes**  
**April, 20, 2016**

The first meeting of the St. Francis Public Building Commission began at 5:02, Wednesday, April 20, 2016 at the City of St. Francis meeting room.

Those committee members present for this organizational meeting were Bruce Swihart, Carla Lampe, Roger Jensen, Holly Hingst, Penny Gienger, Susan Dinkel and Kelly Frewen. Mike Day and J.R. Landenberger were also present.

Mike Day directed the first order of business as the election of officers. Roger Jensen nominated Kelly Frewen as President. Susan Dinkel seconded and then moved to close nominations. Motion passed by unanimous vote. Bruce Swihart nominated Holly Hingst as Vice-president. Motion passed by unanimous vote. Susan Dinkel nominated Penny Gienger as Secretary and Carla Lampe as Financial Secretary. Motion passed by unanimous vote.

Slate of officers:

President – Kelly Frewen  
Vice-president – Holly Hingst  
Secretary – Penny Gienger  
Financial Secretary – Carla Lampe as per Article III B of the by-laws.

Carla moved to adopt the by-laws suggested by Kevin Cowan of Gilmore & Bell. Susan 2<sup>nd</sup> the motion. Upon vote: Dinkel-Aye, Frewen-Aye, Gienger-Aye, Hingst-Aye, Jensen-Aye, Lampe-Aye, Swihart-Aye.

It was moved by Susan to retain Gilmore & Bell as Bond Attorneys. Holly 2<sup>nd</sup> the motion. Motion unanimously carried.

Mike was directed to order the corporate seal for the PBC and to obtain a FEIN from the IRS.

It was agreed at the outset to conduct meetings every 2 weeks. For the present, meetings will be Wednesdays at 5:00 at the City of St. Francis meeting room. The next meeting will be May 4, 2016.

Committee members will go visit 2 new pools in the area, Atwood and Oberlin. Date for the visits - Tuesday, May 3<sup>rd</sup>. Members are to meet at the city hall at 2:30 P.M.

It was agreed to direct J.R. Landenberger to contact Miller and Associates, the City's engineers, to determine their recommendations of qualified contractors for the new pool.

Roger is to contact Carrothers and/or other pool construction companies to ask them to present their pool package deals to the commission.

Susan made a motion to request the city to release the encumbered funds to St. Francis Public Building Commission and that an account be established for the PBC at First National Bank. All expenditures are subject to prior board approval and all checks are to be executed by two officers. Bruce 2<sup>nd</sup> the motion. Motion unanimously carried.

Bruce moved the meeting be adjourned. Holly 2<sup>nd</sup> the motion. Motion carried. Meeting adjourned at 5:53 P.M.

Secretary,

  
Penny Gienger