

**CONVENTION AND TOURISM COMMITTEE
REGULAR MEETING
5 P.M., MARCH 11, 2026
CITY HALL, 215 S. BROADWAY**

Livestream link:

<https://boxcast.tv/view/convention--tourism-committee-uao3ldrndzsgjq0fs2l>

1. ADOPT AGENDA
2. APPROVE MINUTES - of the Dec. 10, 2025, and Feb. 11, 2026, regular meetings
3. FINANCE REPORT
4. SCHEDULED VISITORS
5. PUBLIC COMMENTS: Persons who wish to address the Mayor and City Council regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only. Please state your name and address.
6. NEW BUSINESS
 - A. Election of chair, vice chair and secretary, review of bylaws and Attendance Policy
 - B. KOMA review
 - C. Brainstorming session to include members of the Nomads Market KC, Original Farmers Market and Louisburg Community Choir
 - D. Discussion for consideration to change the meeting date/time
 - E. Freedom Fest
7. OLD BUSINESS
 - A. Recap of the Joint Workshop (*no memo*)
8. ANNOUNCEMENTS:
 - A. The next regular meeting of the Convention and Tourism Committee will be: _____
9. ADJOURNMENT

The Louisburg Convention & Tourism Committee's mission statement is: *Fostering Sustainable Growth, Cultivating Community Pride: Our mission is to regenerate the spirit of our small farm town by promoting and preserving its agricultural heritage, nurturing local culture, and creating enriching experiences for visitors. Through sustainable tourism initiatives, we aim to enhance economic vitality while fostering a sense of community pride and connection in our region.*

**LOUISBURG CONVENTION AND TOURISM COMMITTEE
MEETING MINUTES
WEDNESDAY, DECEMBER 10, 2025**

Livestream link:

<https://boxcast.tv/view/convention-and-tourism-ovn5uu5yqiwo4tagduvs>

The Convention and Tourism Committee of the City of Louisburg, Kansas, met at 5 p.m. in the City Hall Council Chambers with Chairperson Anna Sprague presiding.

ATTENDANCE:

Committee Members: Cindy Reynolds and Merlynn Niebaum attended virtually

Mayor: Donna Cook

City Administrator: Nathan Law

Planning & Development Director: Katherine Louderbaugh

Communications Coordinator and Recording Secretary: Jean Carder

Sprague said members Cindy Reynolds and Merlynn Niebaum are attending the meeting by phone.

ADOPTION OF THE AGENDA

Reynolds moved, seconded by Sprague and carried 3-0, to adopt the agenda.

APPROVAL OF THE MINUTES

Sprague moved, seconded by Niebaum and carried 3-0, to approve the minutes of the Nov. 12, 2025, meeting.

FINANCE REPORT

Planning & Development Director Katherine Louderbaugh said the report is the same as last month with no expenditures and the next payment of the quarterly transient tax revenue has not been received for this quarter.

PUBLIC COMMENTS – none

NEW BUSINESS:

Discussion of On-Site Meeting with Park & Tree Board at 2nd & Mulberry Block – Louderbaugh said this is a chance to have a conversation about last week's

joint meeting with Park & Tree Board. Niebaum thought the drawing provided by City staffer Danny Summa was helpful. Niebaum thought it was important to figure out next steps to come up with a potential design for a structure as discussed for that block and to be able to budget for it. Sprague asked City Administrator Nathan Law if he had any words of wisdom for this project. Law said that will be part of the budget request for 2027 with a cost estimate and phased approach. More likely, he said, that cost wouldn't be assigned to a particular board or commission but would likely come from the Aquatic/Recreation Fund. Sprague asked how that request happens. Law said that would be a conversation to have with the Council during the joint workshop. Niebaum asked if that block would be designated as a park in the future. Law said deed requirements may require school approval as it was purchased from the school but it is city property and is treated much like a park for public enjoyment. Law said between all groups there has been a desire to create multiple spaces for multiple uses.

2027 Budget Priorities – Sprague said we need to begin thinking about this. Louderbaugh said if members have ideas on requests if it would be similar to 2026 or a different path. Sprague suggested bringing these back to the next meeting to possibly include having Music at the Market two times a month with a larger musical event happening in 2027. Niebaum asked how soon this will need to be drafted. Louderbaugh said that will need to happen at the January meeting to allow for time to research costs ahead of the joint workshop.

2025 Wrap-Up – Year-End Discussion – Louderbaugh said this was a look back at the last year and said this is a read-and-file document. Reynolds said it is a good recap of what happened throughout the year.

OLD BUSINESS - none

ANNOUNCEMENTS

Sprague said the next meeting will be Wednesday, Jan. 14 and asked members to bring their ideas for 2027 budget planning.

ADJOURNMENT

At 5:17 p.m., Sprague moved, seconded by Niebaum and carried 3-0, to adjourn the meeting.

**LOUISBURG CONVENTION AND TOURISM COMMITTEE
MEETING MINUTES
WEDNESDAY, FEBRUARY 11, 2026**

Livestream link:

<https://boxcast.tv/view/convention--tourism-committee-rp2ki8wyo4k4cp1ealgg>

The Convention and Tourism Committee of the City of Louisburg, Kansas, met at 5:10 p.m. in the City Hall Council Chambers with Chairperson Anna Sprague presiding.

ATTENDANCE:

Committee Members: Paul Scruggs, and Merlynn Niebaum and Cindy Reynolds attended virtually

Mayor: Donna Cook

City Administrator: Nathan Law

Finance Director: Richard Mikesic

Communications Coordinator and Recording Secretary: Jean Carder

Staff announced that Cindy Reynolds and Merlynn Niebaum are attending the meeting by virtually

ADOPTION OF THE AGENDA

Paul Scruggs moved, seconded by Sprague and carried 4-0, to adopt the agenda.

APPROVAL OF THE MINUTES

Sprague said the December meeting minutes will be tabled to a later date.

FINANCE REPORT

Staff said Richard Mikesic, finance director, is in attendance to describe the new finance report. Mikesic said this is a new report generated by the new finance system and in 2026 activity related to the transient guest tax and related expenditures was moved out the General Fund and into its own fund. Mikesic explained that process. Niebaum asked if the expenses included the shared cost of the advertising opportunity with the Chamber of Commerce. Mikesic that is not shown and might not have been coded properly. He will have to research that. Reynolds confirmed the account balance could be included on future agendas.

Mikesic said there will be two different totals: the cash balance and the available budget. The budget is approved by the Council each year and will not match the cash balance. The budget report will not show a cash balance. Discussion occurred about the transient guest tax and that it is received quarterly. Mayor Cook asked Mikesic to explain how Convention and Tourism could go over the expense total of \$12,370. Mikesic said that would require action to amend the budget, which would take a formal approval process with the City Council and public notification and public hearing. Law noted that an amendment needs to happen before any dollars are spent over the budgeted amount. Mikesic said any expenditures will need to follow the guidelines on spending transient guest tax as allowed by state law.

SCHEDULED VISITORS – None

PUBLIC COMMENTS – None

NEW BUSINESS:

Governing Body/Commission/Board Joint Workshop – Sprague explained the process of the joint workshop and said she represented the committee last year. Reynolds asked what the budget is for 2026. Sprague said that information was provided in the financial report provided by Mikesic and said there is \$10,000 for a large musical event and \$2,000 for smaller events.

Reynolds said this is an opportunity in regard to what Convention & Tourism Committee see as its goals and agenda to be. Sprague thinks it is important to also talk about a potential structure at S. Second and Mulberry. Paul Scruggs asked if we build off what has been accomplished or try and plan another event. Sprague agreed and said there is budget for a large musical event but that decision needs to be made to move forward with that or build off the farmers market events from last year. Reynolds thinks promoting an already existing event would be beneficial and thinks driving attendance and spending accomplishes the committee's objective. Discussion occurred. Law noted any ideas don't have to be in depth for the joint workshop as there is time to finalize over the next few months. A brainstorming session will be added to the next agenda.

Sprague wants to add an agenda item to the next meeting in regard to an email and might also be a part of the brainstorming discussion.

Reynolds asked if we could add to the next agenda a discussion about changing the meeting date/time.

Law confirmed that Sprague will be the representative at the joint workshop.

ANNOUNCEMENTS

Sprague said the next meeting will be at 5 p.m. Wednesday, March 11, 2026.

ADJOURNMENT

At 5:55 p.m., Scruggs moved, seconded by Sprague and carried 4-0, to adjourn the meeting.



To: Convention & Tourism

From: Jean Carder

Date: March 6, 2026

Re: Election of Officers, Bylaws, Attendance Policy

Historically, all City boards/commissions/committees elect officers at the first meeting after City Council approves appointments. The Convention and Tourism Committee should elect a chair, vice chair and secretary per its bylaws. Here are the duties of those positions per the bylaws:

SECTION 2. DUTIES OF THE CHAIRPERSON. The chairperson of the Committee shall preside at all meetings of the Committee and perform all duties incident to this office. The chairperson shall, subject to the provisions of these bylaws and the approval of the Committee, appoint all committees and the chair of each.

SECTION 3. DUTIES OF THE VICE CHAIRPERSON. The vice chairperson shall act in the absence of the chairperson; in the absence or disability of the two officers named (chairperson and vice chairperson), a member of the Committee shall be chosen to act temporarily.

SECTION 4. DUTIES OF THE SECRETARY. The secretary shall work alongside the chairperson to organize the meeting agenda, any packet information needed, and record the minutes of each Committee meeting. After Committee approval of the official minutes, the secretary shall turn a copy of the official minutes into the Louisburg City Administrator.

Staff, working with the chair, prepares the agenda based on discussion at the previous meeting and compiles the agenda packet. The secretary should provide draft meeting minutes to staff one week prior to the next month's meeting for inclusion in the agenda packet.

Also attached for review are the Convention and Tourism bylaws and the Attendance Policy, approved by City Council in 2024.

Financial: None

Recommendation: Elect a chairperson, vice chairperson and secretary.
Receive and file bylaws and attendance policy.

BYLAWS
OF
LOUISBURG CONVENTION AND TOURISM COMMITTEE

Adopted September 18, 2023

Whereas, The Governing Body pursuant to the Charter Ordinance No. 994 has provided for the establishment of a Convention and Tourism Committee to make recommendations concerning the programs and expenditures for promotion of tourism and convention activities in the City.

NOW, THEREFORE, the City of Louisburg Convention and Tourism Committee proposes the following bylaws:

ARTICLE I
MEMBERSHIP

SECTION 1. APPOINTED MEMBERS. The Louisburg Convention and Tourism Committee (“Committee”) shall consist of five members nominated by the Mayor and confirmed by the Governing Body of the City of Louisburg (“Governing Body”). The appointed members shall serve a term of two years with no term limit on member’s ability to continue to serve on the Committee if re-nominated and reappointed as provided for herein.

SECTION 2. EX OFFICIO MEMBERS. The Committee shall also include the following additional ex officio members who shall be appointed by virtue of the position they occupy:

Mayor of the City of Louisburg (or designated representative);

President of the Louisburg Area Chamber of Commerce (or designated representative).

SECTION 3. ADVISORY MEMBERS. In addition to the voting members of the Committee specified above, the Committee may invite, as additional members to

serve at the pleasure of the Committee in an advisory capacity: one or more representatives of state or local government, vendors of services targeting conventions, groups or visitors or persons with specific expertise in marketing, public relations or related areas.

SECTION 4. MEETINGS. The Committee shall meet monthly, the date to be set by the Committee. Special meetings may be called by the chairperson or vice-chair of the Committee and shall be called upon the written request of three members of the Committee. A quorum (3) of the Committee must be present to have a meeting.

SECTION 5. VOTING. A quorum of the Committee shall consist of a majority (3) of its members. All regular members of the committee shall be entitled to vote if a quorum is present.

SECTION 6. ELECTION. Members shall be nominated by the Mayor and elected upon confirmation by the Governing Body. Per Section Four of Charter Ordinance No. 994: The terms of the five original members shall be as follows: two (2) members, one (1) year terms; three (3) members two (2) year terms, and thereafter the terms for each member shall be for two (2) years with no term limit on members ability to serve on the Committee if re-nominated and reappointed. In the event of a vacancy on the Committee caused by resignation or death of a member or the failure to attend three consecutive meetings of the Committee, the Mayor may nominate a member to fill the unexpired or vacant term. The makeup of the committee shall include representatives of large and small businesses within the area and the City.

SECTION 7. RESIGNATION AND REMOVAL. Any member of the Committee may resign at any time by submitting a resignation in writing to the secretary. In addition, a three-fifths (3/5) majority of the members of the Committee may recommend to the Mayor that a member be removed for cause. In the event that a member resigns or is removed, that member's remaining term shall be filled by a member nominated by the Mayor and approved by the Governing Body.

SECTION 8. LEGAL REPRESENTATION. All legal representation necessary for the Committee shall be by the City Attorney and at the expense of the City.

ARTICLE II
OFFICERS AND COMMITTEES

SECTION 1. ELECTION OF OFFICERS. At the first meeting of the year, the members of the Committee shall elect for the ensuing year a chairperson, a vice chairperson, and a secretary.

SECTION 2. DUTIES OF THE CHAIRPERSON. The chairperson of the Committee shall preside at all meetings of the Committee and perform all duties incident to this office. The chairperson shall, subject to the provisions of these bylaws and the approval of the Committee, appoint all committees and the chair of each.

SECTION 3. DUTIES OF THE VICE CHAIRPERSON. The vice chairperson shall act in the absence of the chairperson; in the absence or disability of the two officers named (chairperson and vice chairperson), a member of the Committee shall be chosen to act temporarily.

SECTION 4. DUTIES OF THE SECRETARY. The secretary shall work alongside the chairperson to organize the meeting agenda, any packet information needed, and record the minutes of each Committee meeting. After Committee approval of the official minutes, the secretary shall turn a copy of the official minutes into the Louisburg City Administrator.

ARTICLE III
DUTIES AND RESPONSIBILITIES

SECTION 1. PURPOSE. The Committee shall exercise, subject to the approval of the Louisburg City Council, the authority and responsibility delegated by them pursuant to their agreement entered under the authority of Charter Ordinance No. 994, to determine its annual goals and long-term objectives in the tourism and convention development area. The Louisburg Convention and Tourism Committee's function is to continue to build Louisburg's tourism industry and community event calendar, and to recommend to the City Council each year, prior to adoption of the City budget, a budget for tourism and community event-related projects or improvements.

SECTION 2. BUDGET. The Committee shall submit a proposed budget of expenditures to the City Administrator by the first April City Council meeting each year and, when approved by the Governing Body of the City of Louisburg, such budget shall govern the functions of the Committee. The Fiscal Year for the Committee will run from January 1st through December 31st. The applicable transient guest tax revenues for each fiscal year shall include the revenues from the previous year.

SECTION 3. SPECIFIC DUTIES. The Committee shall conduct or supervise the following activities:

a. Determine goals, objectives, and action plans of the Committee and make recommendations to the Governing Body on tourism and marketing policies;

b. Prepare and review the annual budget for the Committee;

c. Review and make recommendations on the expenditure of transient guest tax revenues collected by the city.

d. Evaluate the Committee's effectiveness, taking into account the following information and such other information that is available and helpful:

I. Requests for visitor information and brochures for and about Louisburg.

II. Tracking system to evaluate meetings, conventions, and tour groups booked in Louisburg;

III. Site visits with meeting or group planners and facilitators;

IV. Monthly occupancy reports from lodging facilities;

V. Participation in and support for an Annual Sites and Marketing meeting with area lodging facilities, attractions, event spaces, and businesses dependent upon the convention and visitor industry; and

VI. Interaction with similar tourism and convention programs and services in other cities and related associations.

e. Account by an audit each year for funds and keep all records in accordance with the cash basis laws of the State of Kansas.

SECTION 4. CODE OF ETHICS. The Committee shall be bound by the City of Louisburg's Code of Ethics.

SECTION 5. CONFIDENTIAL INFORMATION. In no case shall any Committee member disclose confidential information obtained in the course of any meeting until such information becomes public by other means. No Committee member shall utilize confidential information obtained as a result of membership on the Committee for any purpose other than to meet the goals of the Committee.

ARTICLE IV AMENDMENTS

Amendments to these bylaws may be recommended to the Governing Body at any meeting of the Committee and such amendments shall become effective upon ratification by the Governing Body of the City of Louisburg pursuant to the respective procedures of those entities.

Mayor's Report
Board Attendance Policy Review

Park and Tree Board

They meet the second Monday of each month at 6:30. There are 6 positions on the board and the quorum is 3 people per ordinance. I would like to have the meeting attendance read " should a member be absent from 3 or more scheduled meetings in a calendar year the governing body may ask for their resignation to the Board.

Fox Hall/Cemetery Board

They meet quarterly on the last Monday of the month. Meetings are conducted at 6:30 p.m. quarterly in February, April, July and October at City Hall. I would like to have the meeting attendance read " should a member be absent from 2 or more scheduled meetings in a calendar year the governing body may ask for their resignation to the Board.

Historic Preservation Board

They meet quarterly on the first Wednesday of the month in the months of February, May, August and November,. Meetings are conducted at 6:30 p.m I would like to have the meeting attendance read " should a member be absent from 2 or more scheduled meetings in a calendar year the governing body may ask for their resignation to the Board.

Convention and Tourism

They meet the second Wednesday of each month at 6:30. There are 5 positions on the board. I would like to have the meeting attendance read " should a member be absent from 3 or more scheduled meetings in a calendar year the governing body may ask for their resignation to the Board.

City LRC appointments

The board consists of 5 members. Two members appointed by the Board of Education, Two by the City Council of Louisburg and one Member appointed at-large by the members of the board. I would like to have the meeting attendance read " should an appointed member be absent from 3 or more scheduled meetings in a calendar year the governing body may ask for their resignation to the LRC

Board of Zoning Appeals (BZA)

This is a 5 member board. The Board of Zoning Appeals hears and decides special exceptions, variance interpretations, and appeals of any decision or determination of the Zoning Administrator in the enforcement and administration of the Land Use Ordinance. Terms and membership are outlined in Ordinance 1028. Terms are for three years. Two members from the Planning Commission serve on this board while the other three are at-large. Two members may reside outside the city limits but must live within three miles of the city limits. This is a volunteer appointment. Meetings are called as needed. I would like to have a meeting attendance read “ should a member be absent from 3 or more scheduled meetings within their term, the governing body may ask for their resignation to the Board.

Code of Appeals Board

These appointments are required to fulfill a slate of candidates that meets certain experience requirements. For the list above, but not in respective order, the following is the criteria set by International Building Code:

B 101.2.2 Qualifications. The board of appeals shall consist of five individuals, one from each of the following professions or disciplines:

1. Registered design professional with architectural experience or a builder or superintendent of building construction with at least ten years' experience, five of which shall have been in responsible charge of work.
 2. Registered design professional with structural engineering experience
 3. Registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
 4. Registered design professional with electrical engineering experience or an electrical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
 5. Registered design professional with fire protection engineering experience or a fire protection contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
- This is a volunteer appointment. Meetings are called as needed. I would like to have a meeting attendance read “ should a member be absent from 3 or more scheduled meetings within their term, the governing body may ask for their resignation to the Board.



To: City of Louisburg Commissions/Boards/Committees

From: Staff

Date: March 6, 2026

Re: Kansas Open Meetings Act Review

Staff have compiled the following information from the Kansas Legislative Research Department on KOMA as a brief overview to be reviewed annually by the City's commissions/boards/committees. (<https://klrd.gov/publications/briefing-book-2021/kansas-open-meetings-act/>)

The Kansas Open Meetings Act (KOMA), KSA 75-4317, et seq., recognizes "that a representative government is dependent upon an informed electorate" and declares the policy of the State of Kansas is one where "meetings for the conduct of governmental affairs and the transaction of governmental business be open to the public."

The Kansas Supreme Court has recognized KOMA is to be "interpreted liberally and exceptions narrowly construed" to carry out the purpose of the law. [Mem'l Hosp. Ass'n v. Knutson, 239 Kan. 663, 669 (1986)]

State and Local Public Bodies Covered by KOMA

- State agencies;
- Political and taxing subdivisions of the state;
- Legislative bodies of the state or its subdivisions;
- Administrative bodies of the state or its subdivisions;
- Boards, commissions, authorities, councils, committees, and subcommittees of the state or its subdivisions, or of legislative or administrative bodies thereof; and
- Other subordinate groups of any of the above entities that receive or expend and are supported in whole or in part by public funds (KSA 75-4318).

Local Governments Covered by KOMA

The following local governments are covered by KOMA:

- Cities;
- Drainage districts;
- Counties;
- Conservation districts;
- School districts;

- Irrigation districts;
- Townships;
- Groundwater management districts;
- Water districts;
- Watershed districts;
- Fire districts;
- Municipal energy agencies;
- Sewer districts;
- District judicial nominating commissions (added by 2016 SB 128); and
- Other special district governments.

Meetings: What are They?

KOMA covers meetings, which are defined in KSA 75-4317a as a gathering or assembly with the following characteristics:

- Occurs in person or through the use of a telephone or any other medium for “interactive” communication (see the following “Serial Meetings” section);
- Involves a majority of the membership of an agency or body; and
- Is for the purpose of discussing the business or affairs of the body. The Kansas Court of Appeals has held that informal discussions before, after, or during recesses of a public meeting are subject to the requirements of the open meetings law. [Coggins v. Pub. Emp. Relations Bd, 2 Kan. App. 2d 416 (1978)] Calling a gathering a “work session” does not exempt the event from the law if the three requirements of a meeting are met.

Social gatherings are not subject to KOMA as long as there is not a majority of the membership present or there is no discussion of business of the public body between a majority of the membership.

Serial Meetings

The Attorney General has said serial communications among a majority of a quorum of a public body constitute a meeting if the purpose is to discuss a common topic of business or affairs of that body by the members.

Such a meeting may occur through calling trees, email, or the use of an agent (staff member) of the body (Att’y. Gen. Op. 98-26 and 98-49).

The use of instant messaging also would qualify as a meeting. KSA 75-4318(f) now deems interactive communications in a series to be subject to open meetings requirements if the communications:

- Collectively involve a majority of the membership of the body or agency;
Share a common topic of discussion concerning the business or affairs of the body or agency;
and

- Are intended by any or all of the participants to reach agreement on a matter that would require binding action to be taken by the body or agency.

Commission/Board/Committee Subcommittees

New Kansas state law has made changes to KOMA effective July 1, 2025, and is part of House Bill (HB) 2134, and adds three subsections to KSA 75-4318. Staff would like to make this board aware of these changes as follows:

(h) When a subcommittee or other subordinate group is created by a public body or agency, whenever a majority of such subcommittee or other subordinate group meets, such subcommittee or other subordinate group shall be subject to the requirements of this act.

(i) Unless otherwise stated in law, a private entity will only be considered a subordinate group of a legislative or administrative body of the state or a political and taxing subdivision if such private entity is under the control, whether directly or indirectly, of a legislative or administrative body of the state or a political and taxing subdivision.

(j) A public body or agency that voluntarily elects to live stream their meeting on television, the internet or any other medium shall ensure that all aspects of the open meeting are available through the selected medium for the public to observe. An unintentional technological failure or an action taken by the provider of the selected medium that disrupts or prevents such live stream shall not constitute a violation of this subsection

Financial: None

Recommendation: Receive and file.



To: Convention & Tourism

From: Jean Carder

Date: March 6, 2026

Re: Brainstorming

At the previous meeting, Convention and Tourism Committee members expressed desire for a brainstorming session. At the direction of Mayor Cook and Chairperson Sprague, representatives of the Nomad Market KC, Original Farmers Market and Louisburg Community Choir have been invited to attend the meeting.

Financial: None

Recommendation: None at this time.



To: Convention & Tourism

From: Jean Carder

Date: March 6, 2026

Re: Change in meeting date/time

At the previous meeting, Committee member Cindy Reynolds asked for a discussion to consider changing the meeting date/time.

Financial: None

Recommendation: None at this time.



To: Convention & Tourism

From: Jean Carder

Date: March 6, 2026

Re: Freedom Fest

At the previous meeting, Chairperson Sprague mentioned an email that some members had received about the upcoming Freedom Fest and if/how Convention and Tourism Committee might want to be involved.

Financial: None

Recommendation: None at this time.