

**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.