

LUDLOW COUNCIL MEETING

MINUTES

October 9, 2025

Mayor Sarah Thompson called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance. Laurie Sparks called the roll, which showed the following council members present: Steve Chapman, Meagan Guthrie, Julie Terry Navarre, Abigail Miller, David Ziegler, and Paula Graszus.

ALSO ATTENDING: City Administrative Officer Scott Smith, City Clerk Laurie Sparks, Fire Chief Mike Steward, Public Works Director Shane Hamant, Code Enforcement Officer Jamie West, Police Chief Bart Beck

Award Presentation by Courtney New, Director of NKY Agency for Substance Abuse Policy

Courtney New, Director of the Northern Kentucky Agency for Substance Abuse Policy, commended the City for recently passing a smoke-free air ordinance and presented an award to show their appreciation. On behalf of the City, Mayor Thompson thanked Ms. New for the award.

Motion by Ms. Terry Navarre, second by Ms. Graszus, to approve the minutes from the council meetings on September 11, 2025, and September 25, 2025. Following a voice vote, motion carried: all ayes.

STAFF REPORTS

Fire Department

Chief Steward discussed his report and advised that the recruits would be finishing classes at the end of October. The Fire Department completed CPR/AED training for fifteen employees at Ludlow Schools. Mr. Chapman thanked the Fire Department for recently hosting the kindergarten class at the firehouse. Mr. Ziegler thanked the fire department staff for taking good care of him during a recent squad call several weeks ago.

Public Works

Mr. Hamant advised that Public Works employees have been painting the large planters throughout the downtown area and will be filling them with fall flowers. Discussion on the status of the amphitheater and Carlisle Field. The Albert S. Ludlow plaque was restored by Andy Wartman and will be installed on the concession building in the Ludlow Memorial Park by the end of the month. Speed humps will be installed on Oak Street on October 20, 2025. A flashing stop sign was installed on northbound Adela Avenue at the intersection of Linden Street.

Code Enforcement

Mr. West announced that the Ludlow Fall Clean Up Day will be on Saturday, October 18, 2025, from 9:00 a.m. until 1:00 p.m. at the lot at Ash & Traverse Streets. The Northern Kentucky Household Hazardous Waste disposal event will be on November 1, 2025, at Thomas More Stadium. Visit www.nkyhhw.org for more information. Discussion on the status of long-term and short-term rentals. Discussion about a new business, Calina's Corner, which will be opening soon.

Police Department

Chief Beck discussed his monthly report and the number of calls for service. Officer Danny Hampton resigned and is going to another agency. Officer Zach Lindsley has been rehired and will begin on October 13, 2025. Ms. Terry Navarre thanked the Police and Fire Departments for participating in the Walk & Roll to School event. Following discussion about issues with kids crossing the street near the school, Chief Beck advised anyone with general concerns or questions to call the police office number at 859-261-8186.

MAYOR'S REPORT

Mayor Thompson advised that the groundbreaking ceremonies for Phase II of the Riverwalk and for Acendion/Fischer Homes at Cityview Station were held the previous week. Mayor Thompson discussed plans for modernizing the council chambers to improve accessibility, including new seating, a new sound system, and new lighting. Mayor Thompson announced the new council committees: Finance – Mr. Chapman, Ms. Guthrie; Parks & Recreation – Mr. Ziegler, Ms. Graszus; Public Works/Code Enforcement – Ms. Terry Navarre, Ms. Miller. An ADA compliant ramp will be installed at Ludlow Memorial Park from Elm Street near the steps. New light poles and streetscape improvements will be made in the downtown area. Fall Fest was held by C.P. Reeves Market and was a great success. Cars & Coffee Trunk-or-Treat will be on October 12, 2025, at the city building parking lot. The Reading Isn't Spooky event and trunk-or-treat will be held at the Ludlow Community Center and parking lot on October 22, 2025. Mayor Thompson thanked the City staff for all they do.

COUNCIL COMMITTEE REPORTS

Finance – The Committee met and signed off on checks from September. The open financials are posted on the City's website. Ms. Guthrie advised that she had met with Mr. Chapman and is excited to learn the process.

Parks and Recreation – Ms. Graszus advised that Fall Fest went well and thanked Mr. Hamant and Public Works for their assistance. Between 400-500 people attended the event, which they hope to start planning earlier for next year. The Committee is also working on the Christmas Parade, which will be on December 13, 2025, at 5:45 p.m. Ms. Graszus advised that they would like to showcase kids with crafting or painting skills during the holiday event. Mr. Ziegler thanked Ms. Graszus for all the work she has done on the Committee.

Public Works/Code Enforcement – Ms. Terry Navarre advised that she met with Code Enforcement and discussed the businesses in the business district that recently painted the building facades and the need to update the description of rubbish and excessive growth in the ordinance. Ms. Terry Navarre met with Public Works and reviewed the tree ordinance and discussed the possibility of sectioning off a small part of Carlisle Field for a dog park.

CITY ADMINISTRATIVE OFFICER'S REPORT

Mr. Smith advised that he met with the Finance Committee to review the cost of several planned upgrades including a facelift for the business district; steel archways at the entrances to the city; lighting for Hollingsworth Field; family swings, picnic tables, and charcoal grills near the new amphitheater; an ADA compliant ramp from Elm Street at Ludlow Memorial Park; and preparing Carlisle Field for use next year. Discussion on creating a beautification fund that would reimburse property owners in the business district between \$150.00 and \$200.00 in the spring and fall if they install window boxes and maintain the flowers in them throughout the season. Mr.

Smith announced plans to take the community center coordinator position from part-time to full-time, with council's approval, and expand the role to include managing the City's social media accounts and coordinating and running events. The salary of \$52,000.00 would need to be added to the City's pay scale. Discussion on plans to upgrade the council chambers, including a new sound system, which is estimated to cost around \$30,000.00.

CITIZENS WISHING TO ADDRESS MAYOR AND COUNCIL

None

Mayor Thompson reminded councilmembers of the correct process for abstaining from voting on an ordinance.

UNFINISHED BUSINESS

Second Reading of Ordinance 2025-14

Mr. Smith completed the second reading of Ordinance 2025-14 *An Ordinance of the City of Ludlow, in Kenton County, Kentucky, Adding Section 97 to the City's Code of Ordinances to Establish Standards for Maintaining the City's Trees and Establishing Penalties for Damaging City Trees.* **Motion by Ms. Terry Navarre, seconded by Mr. Chapman, to adopt Ordinance 2025-14. Following a roll call vote, motion carried: all ayes.**

NEW BUSINESS

None

ANNOUNCEMENTS

Ms. Miller inquired about an issue with a line item in the budget. Mr. Smith confirmed that there was a typo, which will be corrected in the budget amendment presented at the first council meeting in November. Ms. Terry Navarre announced that Cars & Coffee will have a trunk-or-treat on October 12, 2025, at 1:00 p.m. at Ludlow Plaza. Ms. Guthrie thanked everyone for being so welcoming and requested that Mr. Smith keep council in the loop as estimates come in.

Motion by Ms. Terry Navarre, seconded by Ms. Graszus, to adjourn the meeting at 7:42 p.m. Following a voice vote, motion carried: all ayes.

Respectfully submitted,

Laurie Sparks, City Clerk

Attest: _____
Sarah Thompson, Mayor