

**LUDLOW SPECIAL COUNCIL MEETING**  
**MINUTES**

**December 4, 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, and Paula Graszus. David Ziegler was absent.

**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

**Motion by Mr. Chapman, second by Ms. Guthrie, to approve Councilmember Abigail Miller's absence from the council meeting on November 13, 2025. Following a roll call vote, motion carried: all ayes (Mr. Chapman, Ms. Guthrie, Ms. Terry Navarre, Ms. Graszus).**

**Motion by Ms. Terry Navarre, second by Ms. Guthrie, to approve the minutes from the council meeting on November 13, 2025. Following a voice vote, motion carried: all ayes.**

**STAFF REPORTS**

**Fire Department**

Chief Steward discussed his monthly report, including assisting Park Hills with two recent structure fires, and Don McKay's report regarding the status of recruit training. Discussion on the SAFER grant, which funds training classes for firefighters and EMS personnel. Discussion on the application for new SCBA, which would cost \$225,000.00 to replace. Discussion on a recent gas leak on Davies Street caused by a truck that drove over the meter and gas line near the sugar plant.

**Public Works**

Mr. Hamant discussed his report, including ordering new benches and trash receptacles for the business district. Mr. Hamant gave an update on the status of the amphitheater and other planned park improvements. Discussion on keeping the streets clear during a recent snow event on December 2, 2025. Mayor Thompson thanked the Public Works team for doing a great job with the Christmas decorations. Mr. Chapman advised that he is waiting to hear back from the school's IT department to get the specs for the digital sign.

**Code Enforcement**

Mr. West reminded everyone that the first full week of every month is trash amnesty week where residents can set out large items. Any upholstered items must be wrapped. The Urban Design Review Board (UDRB) issued a Certificate of Appropriateness to replace the front door at 237 Elm Street. Norfolk Southern has approved a request to cut back the overgrowth along the fence line along Adela Avenue, Poplar Street, and Harris Alley. Ms. Guthrie inquired about the possibility of creating a public rental license list. Mr. Grote advised that the City does not have a publicly published list, but the list would be available upon request; all personal information for the property owners would be redacted.

### Police Department

Chief Beck discussed his monthly report. Officer Darrell Caldwell tendered his resignation. Discussion on the possibility of hiring someone to put through the academy rather than a lateral hire. Discussion on the towing contracts for Taylor Mill and Erlanger and the City's current towing process. Mr. Grote advised that council could authorize the mayor to enter into a contract with a towing company if council chooses to move forward. Discussion on the difference in pay rates among other local agencies. Mayor Thompson advised that the salaries are definitely something they would review and do their best to increase salaries where they can.

### MAYOR'S REPORT

Mayor Thompson met with the Northern Kentucky Area Development District (NKADD) who provided a few candidates for the city treasurer position that will be interviewed later in the month. The Snow Angels program launched on Monday, December 1, 2025. The next Coffee and Cocktails with the Mayor will be at Second Sight Spirits at 6:30 p.m. on December 17, 2025. Mayor Thompson has been in contact with the Kentucky Transportation Cabinet (KYTC) regarding crosswalk safety. KYTC will update pedestrian warning signage and install high visibility crosshatching in the crosswalks in the spring. Mayor Thompson advised that she has requested a reduction in the speed limit on Route 8 to 25 MPH, pending state approval. Discussion on whether council would resume individual committee meetings or use the caucus meetings to address concerns. Ms. Terry Navarre advised that she would prefer to have individual committee meetings during business hours to prevent the staff from having to come in during the evening. Mr. Smith advised that minutes would need to be taken at the meetings. Mr. Grote advised that the City could treat each committee meeting as a special meeting or pass an ordinance setting the date and times of the meetings. The meetings need to be open to the public. Following discussion, Mr. Smith advised that he would prefer that the meetings occur during the caucus meetings or after hours. Mr. Chapman advised that he would prefer to have the meetings after hours to allow the public to attend. Discussion on whether the parks committee has the authority to spend money. Mayor Thompson advised that she would reach out to council and the department heads for their preference on the meeting dates and times. Ms. Guthrie advised that she would like to see a quarterly update from each committee. Mr. Grote advised that allowing public comment is not required at the meetings, but the City could permit it with set time limits. Mayor Thompson advised that the committee meeting minutes would be posted online.

### CITY ADMINISTRATIVE OFFICER'S REPORT

Mr. Smith did not prepare a written report and advised that he is still working on the same items as last month. Patty Edgley, an accountant, will be filling in for the city treasurer until the new treasurer is hired. Discussion on the status of construction on the Riverwalk, which has paused due to the weather.

### CITIZENS WISHING TO ADDRESS MAYOR AND COUNCIL

None

### UNFINISHED BUSINESS

#### *Second Reading of Ordinance 2025-15 (Tabled)*

Mayor Thompson advised that the second reading of Ordinance 2025-15 would be tabled. Mr. Grote advised that a second first reading of the ordinance will be held at the next meeting.

**Second Reading of Ordinance 2025-16**

Mr. Grote completed the second reading of Ordinance 2025-16 *An Ordinance Amending the Budget for the Fiscal Year July 1, 2025 Through June 30, 2026 for the City of Ludlow, Kentucky, Calling for Revenue of \$5,678,100.00 \$6,012,310.81 and Expenditures of \$5,097,840.00 \$5,980,932.43*. Discussion on the line items that will be amended in the budget. Mayor Thompson advised that they would be doing a quarterly review and amend the budget in February, as needed. Discussion on expenses for upcoming improvement projects to the city building, parks, and the business district. **Motion by Mr. Chapman, seconded by Ms. Guthrie, to adopt Ordinance 2025-16. Following a roll call vote, motion carried: four ayes, one nay (Ms. Miller).**

**ANNOUNCEMENTS**

Ms. Graszus announced that the Christmas Parade will be on December 13, 2025, beginning at Oak and Carneal Streets at 5:45 p.m., wind through Ludlow and Bromley and end at the train viewing platform with hot cocoa and fun for everyone. Ms. Guthrie highlighted the grand opening for Calina's Corner and the Tavern's 10<sup>th</sup> Anniversary celebration on Saturday, December 6, 2025. Ms. Guthrie thanked Ms. Graszus and everyone who worked on the Christmas Parade. Ms. Guthrie requested that the agenda be posted 72 hours in advance of the council meeting and resolution language also be posted to allow community members to view it as well. Mr. Smith advised that 48 hours is usually the best time to issue the agenda to make sure all items are included. If the agenda is issued too soon, there would likely be last-minute changes that need to be made, and the agenda would need to be amended. Mr. Smith advised that he could try, but it would be difficult. Ms. Guthrie advised that she would appreciate having more time to review everything prior to the meetings. Mr. Chapman thanked the police department for putting more time into addressing people running the stop lights at Helen & Elm Streets and Deverill & Elm Streets. Mr. Hamant advised that KYTC changed the timing of the lights which is creating an issue of delay where both lights at an intersection are red for a period of time. The purpose of the change is to allow pedestrians more time to cross the street. Mayor Thompson advised that they will be there for the grand opening of Calina's Corner on Saturday at 10:00 a.m.

**Motion by Ms. Terry Navarre, seconded by Ms. Graszus, to adjourn the meeting at 8:17 p.m. Following a voice vote, motion carried: all ayes.**

Respectfully submitted,

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Laurie Sparks, City Clerk

Attest: \_\_\_\_\_

Sarah Thompson, Mayor