

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

**February 12, 2026**

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, David Ziegler, and Paula Graszus. Abigail Miller was absent.

*ALSO ATTENDING:* City Clerk Laurie Sparks, Fire Chief Mike Steward, Police Chief Bart Beck, Code Enforcement Officer Jamie West, Public Works Director Shane Hamant, City Treasurer Wayne Harris

**Motion by Mr. Chapman, second by Mr. Ziegler, to approve Ms. Miller's absence from the special council meeting on January 22, 2026. Following a roll call vote, motion carried: four ayes (Mr. Chapman, Ms. Guthrie, Mr. Ziegler, Ms. Graszus) and one nay (Ms. Terry Navarre).**

**Motion by Ms. Guthrie, second by Ms. Graszus, to approve the minutes from the council meetings on January 8, 2026, and January 22, 2026. Following a roll call vote, motion carried: all ayes.**

**STAFF REPORTS**

Fire Department

Chief Steward discussed his monthly report and requested that residents leave the area in front of the fire hydrants clear when shoveling snow. Discussion on the SAFER grant that funds training for firefighter recruits and EMTs, which will end in October 2027.

Police Department

Chief Beck's report was included in the packet.

Code Enforcement

Mr. West advised that Fischer would be increasing efforts to keep Highway Avenue clean near Cityview Station. Two certificate of occupancy applications were approved at the last Urban Design Review Board Meeting. The first was for 45 Kenner Street to replace their roof ridges and repair the box gutters and front porch. The second was for 17 Euclid Street to replace their siding. Mr. West and Ms. Sparks will send out rental license applications at the end of the month. Rental license applications are due April 15<sup>th</sup>.

Public Works

Mr. Hamant discussed his monthly report. Invoices for the cost of removing several trees in the right-of-way have been submitted for reimbursement from the tree grant. Additional road salt has been ordered as well as a new LED 4' by 4' municipal sign. Discussion on the construction of the amphitheater. Public Works saved the City \$5,000.00 by installing new lighting in the dorms and offices at the Firehouse. The new ADA ramp footer was poured at Ludlow Memorial Park. Mr. Hamant discussed the recent snow events in January and February. Mr. Hamant

thanked Lieutenant John Dorman and Chief Beck for assisting with clearing the streets and thanked Mr. West for clearing the sidewalks around the city building.

#### City Treasurer

Mr. Harris gave an overview of the budget and expenses. Mr. Harris will provide a more accurate report next month after several items have been entered. Mr. Chapman advised that the open financials are available on the City's website.

#### MAYOR'S REPORT

Mayor Thompson will present a budget amendment in March along with a quarterly financial report. Mayor Thompson recently passed two Executive Orders. The first Order reaffirmed that contract execution and spending approval rests with the mayor. The second Order formally recognized the advisory committees for council, which include the Finance Committee, Code Enforcement and Public Works Committee, and Parks Committee. Committee meetings will resume in March. The city building roof replacement, the ADA compliant sidewalk at the park, and the completion of the amphitheater will occur in the spring. Mayor Thompson discussed a potential grant opportunity through T-Mobile for a metal archway in front of the city building. In March, Mayor Thompson will present a resolution to outline the Hollingsworth Field lights project, the estimated costs, and the payment arrangement with Ludlow Schools. Mayor Thompson thanked Ms. Terry Navarre for bringing HB 75 to her attention. Mayor Thompson reached out to the Kentucky legislators to oppose the bill, which could reduce local revenue to cities. The Community Development Block Grant was a federal grant the City received that was closed out in 2013 after all requirements were met. The City is working with the Northern Kentucky Area Development District to complete the legacy reporting component. Kentucky League of Cities has completed the initial design for the new City website. Finney Law Firm tendered its resignation as the city attorney, effective February 28, 2026. Mayor Thompson will appoint Michelle Eviston and Zach Smith as the city attorneys. Ms. Eviston and Mr. Smith currently serve as assistant county attorneys for Campbell County.

#### CITY ADMINISTRATOR'S REPORT

Mr. Smith was not in attendance at the meeting.

#### CITIZENS WISHING TO ADDRESS MAYOR AND COUNCIL

None

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### *Vote to Accept the Resignation of Finney Law Firm*

**Motion by Mr. Chapman, seconded by Mr. Ziegler, to accept the Resignation of Finney Law Firm (Formerly Hemmer Wessels McMurtry PLLC) as the City's Attorneys. Following a roll call vote, motion carried: all ayes.**

##### *Resolution 2026-4*

Mayor Thompson read Resolution 2026-4 A Resolution of the City of Ludlow Authorizing the Mayor to Execute a Contract with Michelle K. Eviston and Zachary S. Smith, Attorneys at Law, for Legal Services

on Behalf of the City. **Motion by Mr. Chapman, seconded by Mr. Ziegler, to approve Resolution 2026-4. Following a roll call vote, motion carried: three ayes, two nays (Ms. Terry Navarre and Ms. Graszus).** Mayor Thompson invited Ms. Eviston and Mr. Smith to come forward to join her and council.

#### **First Reading of Ordinance 2026-2**

Ms. Eviston completed the first reading of Ordinance 2026-2 *An Ordinance of the City of Ludlow, Kentucky, Repealing the Zoning Code and Adopting a New Zoning Code, Pursuant to the Z21 Committee, as Set Forth in File #PC-25-0005-TX of the Kenton County Planning Commission.*

#### **First Reading of Ordinance 2026-3**

**Motion by Ms. Terry Navarre, seconded by Ms. Graszus, to introduce Ordinance 2026-3 An Ordinance Amending the City of Ludlow Code of Ordinances, Chapter 36, for the Purpose of Conforming the Urban Design Review Board Ordinance to the Recommendations of the Kentucky Heritage Council for a first reading, in summary. Following a roll call vote, motion carried: all ayes.** Ms. Eviston completed the first reading of Ordinance 2026-3, in summary.

#### **First Reading of Ordinance 2026-4**

**Motion by Ms. Guthrie, seconded by Ms. Graszus, to introduce Ordinance 2026-4 An Ordinance of the City of Ludlow, in Kenton County, Kentucky, Amending the Parking Schedule Contained in Chapter 75 of the Ludlow Code of Ordinances for a first reading, in summary. Following a roll call vote, motion carried: all ayes.** Ms. Eviston completed the first reading of Ordinance 2026-4, in summary.

#### **ANNOUNCEMENTS**

- Ms. Guthrie inquired whether the Finance Committee meeting on March 10, 2026, would be a hybrid meeting. Ms. Guthrie inquired about an update on the opportunity zone, the façade grant for businesses, and whether the City has received updates about the upcoming bridge construction and the impact on traffic. Discussion on the City’s process for citing property owners who do not clear snow off their sidewalks. Mr. West advised that the City has an ordinance prohibiting obstructions on the sidewalks; however, he does not plan on sending violations to those who do not shovel the snow. Discussion on the Snow Angels program that may provide assistance to homeowners. Discussion on the polling location in Ludlow being moved from the Community Center to the First Baptist Church of Ludlow for the May primary election. Read Ready Ludlow will launch with a Valentine’s event at the Community Center on February 14, 2026, from 10:00 a.m. until noon. The new City website will launch tentatively in mid-March. Discussion on a place on the website for residents to submit requests. Ms. Sparks advised that the current website has a “Contact Us” page where someone could submit a request or concern.
- Ms. Terry Navarre announced that on February 24, 2026, at 7:00 p.m. at Second Sight Spirits the Ludlow Historical Society will be sponsoring a visual presentation about the construction of the 1877 Cincinnati Southern Railway. Ms. Terry Navarre recently attended an education session presented by a parent at the Community Center about internet safety for children. Ms. Terry Navarre recommended that he give the presentation at school, especially to the teenagers. Cabin Fever will be on February 28, 2026. Tickets are on sale at [cincyticket.com](http://cincyticket.com) and they can be picked up at Second Sight Spirits during the event.

- Mayor Thompson invited everyone to Coffee and Cocktails with the Mayor at Second Sight Spirits on Wednesday, February 18, 2026, at 6:30 p.m.
- Ms. Graszus announced that a new t-ball league will be formed with Covington. They will rejoin the south region of the Greater Cincinnati Knothole in Campbell County. The games will be played in Ludlow, Covington, and Campbell County. All the teams need to be turned in by the end of February. There is a link to sign up online.
- Mr. Ziegler announced that Hot Dogs in the Park will be back this year. Amber Walls will be assisting with the events.

**Motion by Ms. Terry Navarre, seconded by Ms. Guthrie, to adjourn the meeting at 7:43 p.m. Following a voice vote, motion carried: all ayes.**

Respectfully submitted,

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Laurie Sparks, City Clerk

Attest: \_\_\_\_\_  
Sarah Thompson, Mayor