

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

**April 2, 2026**

Mayor Sarah Thompson called the meeting to order at 4:19 p.m. followed by the Pledge of Allegiance. The meeting was delayed because presenter Morgain Patterson, Director of Municipal Law at Kentucky League of Cities, was stuck in traffic. 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 Attorney Michelle Eviston, City Attorney Zach Smith, City Clerk Laurie Sparks, Fire Chief Mike Steward, Code Enforcement Officer Jamie West, Public Works Director Shane Hamant

**Presentation of City Governance 101 by Kentucky League of Cities**

Leslie Allgeier, Municipal Law Attorney at Kentucky League of Cities, began her presentation with a discussion on finance matters related to cities, including the budget process, budget requirements, and penalties for improper budgeting. Discussion on public purpose spending. Discussion on public procurement procedures and emergency exceptions.

**Motion by Ms. Terry Navarre, seconded by Ms. Guthrie, to enter a brief recess at 4:45 p.m. until Ms. Patterson arrives. Following a roll call vote, motion carried: all ayes.**

**Motion by Ms. Terry Navarre, seconded by Mr. Chapman, to end the recess and reenter the session at 5:00 p.m. Following a roll call vote, motion carried: all ayes.**

Although Ms. Patterson had not yet arrived, Ms. Allgeier continued with the City Officials Orientation presentation, including the types of local government. The City of Ludlow is a Mayor-Council form of government. Ms. Allgeier discussed the powers and duties of the mayor and council members, pursuant KRS 83A.130. The mayor acts as the City's executive authority while council acts as the City's legislative body. Ms. Allgeier discussed elections and elected officers, including how a vacancy is filled. Discussion on personnel, including the role of a city administrative officer in a Mayor-Council form of government. Discussion on the City's Code of Ethics, which was adopted in 1994.

Ms. Patterson arrived at 5:20 p.m. Ms. Allgeier continued discussion on conducting effective meetings, including open meetings laws at a glance. Ms. Guthrie inquired about what constitutes a quorum for the committee meetings. Ms. Patterson advised that each committee is considered a public agency and is subject to open meetings laws. The quorum of a committee is based on the number of seats available on the committee. Ms. Patterson discussed the six most common exceptions to open meetings. Discussion on using parliamentary procedure to conduct meetings. The legislative body may establish its own rules by municipal order. Discussion on the basic motion process, including the different types of motions that can be made. Ms. Patterson advised that public participation can be permitted at a meeting but suggested that it be limited to three minutes at the end of the meeting.

Discussion on House Bill 432, which would bring legislative changes to the procurement policy, including an increase in the purchase threshold from \$40,000 to \$50,000. Discussion on KRS 45A.300 cooperative purchasing.

**Motion by Ms. Terry Navarre, seconded by Mr. Ziegler, to adjourn the meeting at 5:44 p.m. Following a voice vote, motion carried: all ayes.**

Respectfully submitted,

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Laurie Sparks, City Clerk

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