

LUDLOW COUNCIL SPECIAL MEETING
MINUTES

April 23, 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, and Paula Graszus. Abigail Miller and David Ziegler were absent.

ALSO ATTENDING: City Attorney Michelle Eviston, City Attorney Zach Smith, City Clerk Laurie Sparks

CITIZENS WISHING TO ADDRESS MAYOR AND COUNCIL

None

UNFINISHED BUSINESS

Discussion on Hiring a City Administrative Officer

Mayor Thompson discussed the hiring process she followed for filling the city administrator position noting that the job advertisement was posted on the City's website and Kentucky League of Cities' website for ten days. Of the eight applications the City received, three of the applicants had public administration degrees. Mayor Thompson advised that because Chris Courtney works for the Northern Kentucky Area Development District (NKADD), the City did not use their services due to the conflict of interest. Discussion on Mr. Courtney's qualifications and letters of recommendation, local business support, and employee feedback. Mayor Thompson advised that she believes delaying the decision on hiring for the city administrator position is harming the City. Ms. Terry Navarre questioned the process of introducing Mr. Courtney to the staff prior to the job posting and expressed concern that the staff was not given the opportunity to meet the other two candidates. Mayor Thompson read the sections of KRS 83A.130 that outline the powers and duties of the mayor and council. Ms. Guthrie expressed concerns about the hiring process and believes it is council's responsibility to ensure that they are approving the best candidate. Ms. Guthrie recommended that the City pay the money to NKADD to start the job search over. Mayor Thompson advised that the process was followed legally and ethically. Mr. Chapman stated that he believes the candidate presented is qualified for the job; however, the concern is that council was not given the resumes of the other candidates which has stalled the process. Discussion on the process used to hire city administrators in the past. Mr. Chapman advised that he would be in favor of moving forward with hiring Mr. Courtney, but he understands the concerns of council.

NEW BUSINESS

First Reading of Ordinance 2026-6

At Ms. Eviston's request, motion by Ms. Graszus, seconded by Ms. Guthrie, to proceed with the first reading of Ordinance 2026-6 *An Ordinance Amending the Time and Place for the Regular Legislative Meetings of the City of Ludlow Council, in summary. Following a roll call vote, motion carried: all ayes.* Ms. Eviston completed the first reading of Ordinance 2026-6. Discussion on having two legislative meetings each month. Ms. Eviston advised that if it is a slow month, council could cancel the second meeting of the month. Ms. Terry Navarre inquired

whether all the department heads would need to be in attendance at the second meeting of the month. Mayor Thompson advised that only the city treasurer would be required to attend the second meeting to discuss finances.

First Reading of Ordinance 2026-7

At Ms. Eviston’s request, motion by Ms. Terry Navarre, seconded by Ms. Guthrie, to proceed with the first reading of Ordinance 2026-7 *An Ordinance of the City of Ludlow, in Kenton County, Kentucky, Establishing a Non-Exclusive Franchise for the Use of the Public Streets, Alleys, and Other Public Grounds of the City for the Transmission and Distribution of Either or Both Natural Gas and Electricity Through and for Consumption Within the City; and Providing the Terms Thereof, in summary. Following a roll call vote, motion carried: all ayes.* Ms. Eviston completed the first reading of Ordinance 2026-7. Ms. Eviston advised that the typical term is three years and that Duke Energy is the only company that could bid. The process will be repeated in three years.

First Reading of Ordinance 2026-8

At Mr. Smith’s request, motion by Mr. Chapman, seconded by Ms. Guthrie, to proceed with the first reading of Ordinance 2026-8 *An Ordinance of the City of Ludlow Amending Chapter 76: Parking Schedules, Schedule II. Limited Parking for Additional 30-Minute Parking Spaces on Helen Street, in summary. Following a roll call vote, motion carried: all ayes.* Mr. Smith completed the first reading of Ordinance 2026-8. Mayor Thompson confirmed that the limited parking would be on both sides of Helen Street from Elm Street to the alley. The limited parking was requested by Reeves’ Market. Discussion on a previous limited parking request made by another business owner in the area. Mayor Thompson advised that Reeves’ has a different business model than a restaurant or spa because people need to carry the goods to their cars and they are competing with the school and ball games for parking. The limited parking would only be enforced when Reeves’ Market is open for the season. Ms. Terry Navarre expressed concern about the limited parking’s impact on an Airbnb on the corner of Elm and Helen. Ms. Guthrie, Ms. Terry Navarre, and Ms. Graszus expressed concern about designating limited parking for one business without considering the rest of the businesses in the city. Mr. Chapman inquired about whether the City has received any complaints from other businesses about parking. Mayor Thompson advised that there is parking for other businesses, but customers may have to walk a bit to get to them. Discussion on the possibility of changing the ordinance to add a loading zone on one side of the street and limited parking on the other. Ms. Eviston advised that the ordinance could be amended but not at the special meeting.

Motion by Mr. Chapman, seconded by Ms. Graszus, to adjourn the meeting at 7:36 p.m. Following a voice vote, motion carried: all ayes.

Respectfully submitted,

Laurie Sparks, City Clerk

Attest: _____
Sarah Thompson, Mayor