

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

**July 20, 2017**

Mayor Kenneth Wynn 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: Bill Whiteley, Jordan Scheid, Matt Williams, Tom Amann and John Gaiser. (Josh Boone was absent due to a conflict at work.)

*ALSO ATTENDING:* Attorney Fred Johnson, City Administrator Elishia Chamberlain, City Clerk Laurie Sparks, Fire Chief Rob Dreyer, Public Works Project Manager Patrick Walkenhorst, Code Enforcement Officer Tom Garner, and Police Chief Scott Smith

**Presentation by Patrick Snadon of the Urban Design Review Committee (UDRC)**

Mr. Snadon advised that the Committee is comprised of himself, Bill Schild, David Spatholt, Carus Waggoner, and Elishia Chamberlain (liaison). Discussion on the Committee's role and the process of approving applications for the Façade Grant Program. Annabelle's Flowers, 218 Elm Street, was the first applicant that was approved. The second grant will go to Ludlow Theatre, 318 Elm Street, upon approval from Frankfort.

**Motion by Mr. Scheid, second by Mr. Williams, to approve the minutes from the meetings on May 11, 2017; May 25, 2017; and June 8, 2017. Motion carried, all ayes.**

**STAFF REPORTS**

Fire Department

Chief Dreyer discussed his report.

Public Works

Mr. Walkenhorst thanked Rhonda Whittaker of Duke Energy for assisting in the donation of utility poles from Black Woods Solutions to place along Riverfront Commons near Ludlow Park. Discussion on the lack of lighting in the Riverfront Commons area. Mr. Walkenhorst thanked LiveWell Ludlow and the Northern Kentucky Health Department for supplying new dog waste receptacles and "No Smoking" signs at all of the parks.

Code Enforcement

Mr. Garner discussed his report. Discussion on zoning regulations that prohibit signs from being posted on telephone poles. Mr. Garner advised that he would contact Planning and Development Services of Kenton County (PDS) to inquire about the status of the Vacant Property Registration.

Police Department

Chief Smith advised that anyone who drives or parks on the sidewalk at Riverfront Commons will be cited. Discussion on recent issues with handicap parking spaces. Mr. Walkenhorst will place a blue line on the curb at each end of the handicap spaces

throughout the city. Chief Smith advised that the Police Department was awarded a grant for four new body armor vests.

### **MAYOR'S REPORT**

Mayor Wynn advised that Southbank Partners is giving the City \$15,000.00 for new signage at the entrances to the City and thanked Mr. Walkenhorst and Jeff Winkle for working on the sign design. Mayor Wynn advised that he would like Mr. Amann and Mr. Whiteley to serve on a committee to review zoning recommendations from PDS.

### **COUNCIL WORK GROUP REPORTS**

Finance – No report.

Public Works – Mr. Scheid advised that Phase I of Riverfront Commons has been completed and planning is underway for Phase II. Mr. Scheid thanked Black Woods Solutions, Northern Kentucky Health Department, and LiveWell for their donations for the parks. Public Works will begin painting the equipment at Jackson and Caple Parks soon. The asphalt hotbox has been used to pave several areas in the west end of the City. Mr. Scheid asked residents to notify the City of the locations of any potholes so Public Works can repair them.

Safety – No report.

### **CITY ADMINISTRATIVE OFFICER'S REPORT**

Ms. Chamberlain postponed the Finance Committee meeting due to a conflict with Eggs & Issues. At Ms. Chamberlain's request, Mr. Amann discussed his idea for setting up several speakers in the council chambers to use during meetings to help everyone hear better. It would be a cost effective, temporary solution until a permanent sound system is installed. Ms. Chamberlain thanked Cindy Powell for bringing the sound issue to their attention. Discussion on developing a five-year plan for road repairs and paving; a five-year capital plan; and a five-year plan for the parks. Ms. Chamberlain thanked Mr. Snadon for his presentation and for the many hours he dedicated to completing the packet and application that was submitted to the Kentucky Heritage Council. Pat Wingo has been hired by Kenton County to provide economic development assistance to local cities. Discussion on the myNKY Nano Grant received by the City.

### **CITIZENS WISHING TO ADDRESS MAYOR AND COUNCIL**

Joy Amann requested assistance from Council regarding the National Flood Insurance Program that helps keep the cost of flood insurance down for homeowners with properties in the floodplain.

Bob Steimetz inquired about the status of issues with his father's neighbor. Mr. Johnson advised that the issues are being addressed.

### **UNFINISHED BUSINESS**

#### **Second Reading of Ordinance 2017-3**

***Motion by Mr. Gaiser, second by Mr. Scheid, to call up Ordinance 2017-3 An Ordinance Approving a Lease with Branch Banking and Trust Company to Finance the Acquisition,***

*Construction, Installation and Equipping of a Municipal Lot and Rail Viewing Station in an Aggregate Principal Amount Not to Exceed \$500,000.00; Providing for the Payment and Security of the Lease and Deposits to a Sinking Fund; Authorizing the Execution of Various Documents Related to Such Lease; and Making Certain Designations Regarding Such Lease for a second reading. Following a second reading by Mr. Johnson and a roll call vote, motion carried: 4 ayes; 1 nay (Mr. Gaiser).*

### **NEW BUSINESS**

Mayor Wynn advised that the first reading of the parks ordinances that were on the agenda will be tabled until next month. Mayor Wynn advised that he is serving on a committee with Mr. Williams, Mr. Scheid, Ms. Chamberlain, Angie Doherty, and Mr. Walkenhorst to review the current park ordinances and propose changes. Mr. Williams advised that he is excited about the creation of a Parks Advisory Board, comprised of five to seven residents that will plan the direction of the parks. Discussion on whether non-residents would be permitted to reserve the park shelter and, if so, what reservation rate would be charged. Following discussion, Council decided to set the fee at a \$50.00 non-refundable rate for the shelter reservations for non-residents. Residents would be charged a lower, refundable fee for use of the shelter. Ms. Chamberlain discussed the lottery system that will be implemented for field permits. Mr. Walkenhorst will schedule the fields and the administration will issue the permits. Chief Smith discussed the need for a change in how field permits were issued due to possible legal issues. The City will now follow practices that are in place in surrounding cities. Mr. Gaiser inquired whether the Ludlow Bromley Swim Club could use the bleachers from Carlisle Field for the All-Star Meet. Mr. Johnson advised that they could discuss it after the meeting.

### **Resolution 2017-9**

**Motion by Mr. Amann, second by Mr. Scheid, to pass Resolution 2017-9 A Resolution of Adoption of the Northern Kentucky Regional Hazard Mitigation Plan. Following a reading by Mr. Johnson and a voice vote, motion carried: all ayes.**

### **Resolution 2017-10**

**Motion by Mr. Amann, second by Mr. Williams, to pass Resolution 2017-10 A Resolution Thanking Senator Chris McDaniel for His Commitment to SB 226 and the Separation of the County Employee Retirement System from the Kentucky Retirement Systems. Following a reading by Mr. Johnson and a voice vote, motion carried: all ayes.**

### **Resolution 2017-11**

**Motion by Mr. Amann, second by Mr. Whiteley, to pass Resolution 2017-11 A Resolution to Approve a Request for Permission to Close Howard Street on August 5, 2017, from 7:00 p.m. until 10:00 p.m. for a Block Party. Following a voice vote, motion carried: all ayes.**

### **Resolution 2017-12**

**Motion by Mr. Williams, second by Mr. Scheid, to pass Resolution 2017-12 A Resolution of the City of Ludlow, Kentucky Declaring Property as Surplus [2006 Ford Crown Victoria, VIN #: 2FAHP71W76X142422] and Authorizing the Sale or Disposition of Such Surplus**

**Property.** Following a reading by Mr. Johnson and a roll call vote, motion carried: all ayes.

**ANNOUNCEMENTS**

Mr. Scheid congratulated Ms. Chamberlain on receiving the Next Generation Leader Award for Public Service on July 13, 2017. Mr. Williams thanked Pat Averbeck and Steve Dreyer for assisting him earlier in the day when he had to call the EMTs for a nosebleed; they advised that you should lean forward when having a nosebleed to make it stop. Mr. Amann congratulated Ms. Chamberlain on her award.

**Motion by Mr. Scheid, second by Mr. Williams, to adjourn the meeting at 8:13 p.m.  
Motion carried, all ayes.**

Respectfully submitted,

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Laurie Sparks, City Clerk

Attest: \_\_\_\_\_  
Kenneth Wynn, Mayor