

LUDLOW COUNCIL MEETING
MINUTES

November 8, 2018

Mayor Kenneth Wynn was absent due to illness. Mayor Pro Tem Matt Williams 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: Jordan Scheid, Josh Boone, Matt Williams, Tom Amann and John Gaiser. (Bill Whiteley was absent.)

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

Motion by Mr. Amann, second by Mr. Scheid, to approve the minutes from the meeting on October 11, 2018. Following a voice vote, motion carried: all ayes.

STAFF REPORTS

Fire Department

Chief Steward discussed his monthly report. Mr. Scheid thanked the Fire Department for assisting with the Halloween event.

Public Works

Mr. Walkenhorst advised that Public Works is getting the equipment ready in case it snows next week. Mr. Walkenhorst is looking into the cost of getting the stained glass windows in the council chambers refurbished. Mr. Walkenhorst is working on a Request for Proposal (RFP) for the demolition of Ernie's, which is expected to be between \$30,000.00 and \$50,000.00. Discussion on installing a more substantial barricade to prevent people from walking on the sidewalk in front of the Ernie's or possibly erecting a scaffolding over the sidewalk to prevent anything from falling on people below.

Code Enforcement

Mr. Garner discussed the status of the CEB cases. Notices have been sent to owners of vacant properties ordering them to clean up the properties. Discussion on when CEB, Police and Fire Department reports will be available online.

Police Department

Chief Smith discussed his monthly report. Police will begin putting orange warning stickers on vehicles for violations. Chief Smith reminded everyone to lock valuables in the trunk of your vehicle and make sure your vehicles and houses are locked, especially during the holiday season. The City will be purchasing new police radios in March. Chief Smith advised that if anyone knows of a family in need during the holidays or would like to donate gifts, please contact Officer John Dorman. Discussion on the need for gifts this year for children ages 11-15. Last year, the Police provided gifts for 25 families.

COUNCIL WORK GROUP REPORTS

Finance—Mr. Amann and Mr. Boone reviewed the cancelled checks from September and everything appeared to be in order.

Public Works—Mr. Scheid advised that Public Works plans to do more street sweeping to remove the leaves from the street and will need to replace the water pump in the Gator soon.

Safety—No report.

CITY ADMINISTRATIVE OFFICER'S REPORT

The project to get new police and fire radios is behind schedule, but the costs should be lower than originally estimated. Approximately 700 people, including over 450 kids, attended the Halloween Community Spooktacular. Ms. Chamberlain thanked those who volunteered to help with the event. The Plaza will be a great asset to the community as it helps free up space from the parks for events, such as farmers markets. Discussion on an update on the status of Riverfront Commons. Discussion on the audit findings, which went extremely well with no issues or findings. The auditors will be at the December or January meeting. Discussion on the status of the franchise agreement template for telecommunication service, such as Verizon Metro. Mr. Amann is working on writing language for event permits and Ms. Chamberlain requested that council members assist him on that project. The next Historic Preservation Overlay Zone meeting will be at Ludlow School on November 27, 2018. Surveys are available for residents to submit to Planning and Development Services (PDS) prior to the meeting. Chief Smith and Ms. Sparks are working on improving the police interview room to make it a “softer” room for interviews especially with those who are victims of a crime. Discussion on the status of a recent inquiry about an agreement between the City and Ludlow School that was signed in December 2013 and expired in December 2014. In the agreement, the City supported a grant as a community partner, but the SHINE program was not specifically named. The City is not beholden to the agreement because Children, Inc. is currently the School’s community partner. The City has had students in the SHINE program working on projects at the Ludlow Senior Center. If an organization would like the City to partner with them, Ms. Chamberlain advised that a representative should approach Council as a whole for assistance rather than individually. Mr. Amann inquired about whether any developers had expressed an interest in rebuilding on the site of 333 Elm Street to historic guidelines if the building was torn down. Ms. Chamberlain advised that one developer was still interested in the project and working with Joe Klare to obtain funding. Discussion on whether the developer could be required to pay for the cost of removing the structure to save the City money. Mr. Walkenhorst agreed to contact the developer. Discussion on the developer’s plan for the site, which would include a restaurant with living space above it. Mr. Amann advised that he would like to see a proposal from the developer by the December meeting. Discussion on the status of developing branding for the City. Ms. Chamberlain advised that Phase II of the project will cost approximately \$9,000.00. Mr. Amann advised that he is in favor of branding but requested that Phase II of the branding project be postponed until 2019 and the allotted funds be used toward the demolition of 333 Elm Street. Following discussion, Ms. Chamberlain requested that Mr. Amann contact the

branding committee for their feedback and advise them of the request to hold off on signing the contract for Phase II.

CITIZENS WISHING TO ADDRESS MAYOR AND COUNCIL

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Vote to Revoke the Rental License for 317 Highway Avenue

Motion by Mr. Amann to vote to revoke the rental license for 317 Highway Avenue. Mr. Johnson requested that Mr. Garner discuss the specific reasons for the request to revoke the rental license. Mr. Garner discussed the specific violations, distributed photos of the violations, and discussed the notification process. The owner did not respond to the notices and citations; three liens have been placed on the property. **Based on multiple code violations, three citations, and the fact that the conditions have not been remedied, a motion was made by Mr. Amann, seconded by Mr. Scheid, to revoke the rental license for 317 Highway Avenue pursuant to City Code §110.12 (A) and §110.12 (B).** Mr. Garner advised that once the license is revoked, the tenants must vacate the property within 60 days. The owner would have to reapply for the rental license and the property cannot be occupied until it is inspected by the City. Mr. Garner confirmed that the conditions of the property are the same as when the photos were taken several months prior, except for tuckpointing on the chimney and spray paint on the front door. **Following a roll call vote, motion carried: all ayes. Motion by Mr. Amann, second by Mr. Scheid, to include the photos taken in August and September 2018 of the conditions of the property with the minutes. Following a voice vote, motion carried: all ayes.** Pursuant to City Code §110.13, Mr. Johnson advised that the City gives notice to the owner that they have the right to appeal.

ANNOUNCEMENTS

Mr. Scheid read a list of volunteers who assisted with the Community Spooktacular and thanked everyone for their contributions to the event. Mr. Scheid advised that he is leaving a packet of information about the event and hopes that someone on council will take it over next year. Mr. Boone thanked voters for the trust they instilled in him to serve as mayor and look forward to working with council. Ms. Chamberlain advised that Mayor Wynn is very ill at home but asked her to remind everyone about the Hometown Holiday and tree lighting on December 8, 2018, at the Plaza organized by Love Ludlow. Light Up Elm Street will begin at the end of November and run through December. Ludlow Day at the Behringer-Crawford Museum will be on December 8, 2018. All Ludlow residents can view the Holiday Toy Train exhibit for free on that date with a valid ID. Shop Ludlow is also on December 8, 2018. Mr. Amann thanked the citizens of Ludlow for allowing him the opportunity to serve on Council the next two years and advised that he is looking forward to working with the new council. Mr. Amann thanked Mr. Scheid for doing a "Spooktacular" job with the Community Spooktacular.

**Motion by Mr. Amann, second by Mr. Scheid, to adjourn the meeting at 7:58 p.m.
Motion carried, all ayes.**

Respectfully submitted,

Laurie Sparks, City Clerk

Attest: _____
Kenneth Wynn, Mayor