



Woodlawn Park City Council Meeting January 15, 2024

The Woodlawn Park City Council met on Monday, January 15, 2024. The meeting was called to order at 7:00 p.m. The meeting began with the Pledge of Allegiance followed by a roll call.

Present: Mayor Mike Brown; Councilmembers Nancye Claypool, George Langford, Ed Purcell, Suzanna Stoll, and Doug Watson; Charlie Veeneman, Jennifer Osborne, and Attorney Matt Carey. Councilmember Tom Nunn and Chief Grady Throneberry were absent.

Mayor Mike Brown began the meeting by welcoming everyone present. He asked for continued prayers for Councilmember Tom Nunn's recovery. He stated it was hard to believe that we are already halfway through the fiscal year.

In celebration of Woodlawn Park's 70th year of incorporation, Mayor Brown made a special presentation and distributed news articles and editorial cartoons about the new city. To kick off the 70-year celebration, he invited recent past Mayors and their families to be in attendance.

- Mayor Howard Martin was mayor for several years and was known for walking door to door to deliver the newsletter each month. He had a genuine love for everyone he met. He also led the city through the 1997 flood and was one of the last residents out of the city during the evacuation, being taken out by the Louisville Fire Department by boat. Ms. Cindy Martin was present to accept the plaque on behalf of Mayor Martin's family.
- Mayor Tim Robertson succeeded Mayor Martin in 2004 and was focused on strategic planning for the city. He recognized the importance of a relationship with the Jefferson County League of Cities and the Kentucky League of Cities. Mayor Robertson was also instrumental in working with the Kentucky Department of Transportation to secure the Woodlawn Park City Hall. Mayor Robertson accepted his plaque and spoke of his fond memories of living in the city, stating that serving as mayor has been one of the highlights of his life.
- Mayor Larry Lewis most notably led Woodlawn Park through the COVID years, including mask mandates and online council meetings. He directed American Rescue Plan Act (ARPA) funds to repave the main city streets. Additionally, Mayor Lewis utilized grant funds to codify the Code of Ordinances online. Mayor Lewis accepted his plaque and stated that the city was in good hands.

The Council reviewed the minutes from the November 20, 2023, meeting. Councilmember Watson made a motion to accept the minutes and Councilmember Claypool seconded the motion. All voted aye and the minutes were approved.

The Council also reviewed the minutes from the December 18, 2023, meeting. Councilmember Langford made a motion to accept the minutes and Councilmember Claypool seconded the motion. All voted aye and the minutes were approved.

Introduce Residents/Guests: Mayor Brown opened the floor to comments from residents. No residents were present to speak.

Variance Requests: Mayor Brown opened the floor to variance requests. There were no variance requests to review.

Financial Report: Charlie Veeneman distributed an updated financial sheet and reviewed December activities in detail.

- There is \$11,158 in delinquent taxes and fees.
- The city is where we should be for mid-year. We will not see much income in the next few months as property taxes are collected in the first half of the fiscal year.

Councilmember Claypool made a motion to approve the report. Councilmember Purcell seconded the motion. All voted aye and the report was approved.

Police Report: No police report was presented as Chief Throneberry was not present.

Committee Reports

Community Events – Councilmember Purcell reported that he spoke with a journalist from homes.com. They are doing a write-up about Woodlawn Park that should be published in the coming months. He discussed the city's history with her and the recent events to build community among the residents. Councilmember Purcell is looking at options for a spring event, and the citywide yard sale will take place again this summer.

Let's Get Prepared – Councilman Langford recognized today as Dr. Martin Luther King, Jr. Day. He advised all residents to keep porches and sidewalks clean and salted for the mailman. Councilmembers Claypool and Stoll asked that residents be reminded to clean out their ditches and swales so that water can drain properly. There was some discussion about a group of volunteers performing this work at certain locations in the city. Mayor Brown expressed liability concerns if someone was injured. Mayor Brown stated that he would drive by the troublesome areas and contact residents directly about keeping these areas clear. If the residents don't follow up the city will hire someone to take care of the clean up and bill the residents.

Fence and Building Permits – Councilmember Watson reported two requests from December, an approved fence at 806 Ahland and approved shed at 6710 Green Meadow Court. Councilmember Stoll expressed her concern over homes that do not have visible house numbers, which makes it difficult for emergency vehicles to find in an emergency. Councilmembers were asked to report to Mayor Brown any homes that are missing house numbers and he will reach out to them directly.

New Moves/Rentals – Councilmember Watson reported that the homes at 6928 Ambridge Circle and 4321 Wingate Road both sold in December. Two properties are currently for sale in the city with one under contract.

Streets and Signs – For the time being, Mayor Brown will handle any street and sign issues. Councilmember Nunn had been working on new banners in the city, and Mayor Brown will move forward on that project since the banners look so rough.

Welcome Committee/City Hall/Little Library – Councilmember Claypool found house cleaners to clean city hall. They will begin cleaning once a month starting in January.

Old Business: There was no old business to discuss.

New Business: Mayor Brown opened new business discussion by stating we would be reviewing an ordinance increasing the insurance premium tax from 5% to 7%. If Louisville Metro increases its rate, then Woodlawn Park's will automatically increase to match Louisville Metro's rate. On a \$400 insurance premium a resident will pay an additional \$8. This will bring the city an additional \$30,000 a year, which Mayor Brown plans to use to build up the city's reserves.

Councilmember Claypool introduced an ordinance repealing ordinance No. 5, Series 2018-2019. The clerk read the following ordinance summary into the record.

City of Woodlawn Park, Kentucky, ordinance No. 5, Series 2018-2019 and imposing a license fee on companies which issue certain insurance policies in the city.

The license fee imposed upon each insurance company which issues any insurance policy or contract of insurance shall be the following percentage of Premiums on those classes of insurance which such company is authorized to issue (the "**Base Fee**"):

	Fire and Allied Perils	Casualty Liability Only	Vehicle	Inland Marine	Health	Life	All other Risks Taxed
Initial Rate	7%	7%	7%	7%	0%	7%	7%

The Base Fee shall not apply to Premiums exempted by state or federal law.

If the Louisville Metro LGPT is raised in excess of the City's Base Fee, an additional license fee is hereby imposed by the City, within each class of insurance listed in Section (b) above, equal to the amount by which the credit for the City LGPT is allowable under KRS 91A.080(12), against the offsetting Metro LGPT, except for health, which is not taxed by City's Base Fee.

Ordinance No. 5, Series 2018-2019 is repealed.

Pursuant to KRS 83A.060(4), the summary of this ordinance and its reading on January 15, 2024 satisfy the reading requirements of KRS 83A.060(4).

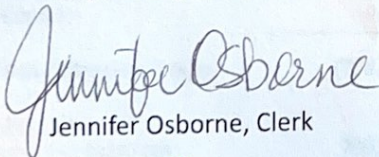
Mayor Brown also stated that this ordinance is being introduced now because it must be enacted 100 days before it goes into effect on July 1, 2024.

Mayor's Report

- Mayor Brown asked if anyone knew if the Orchid Hill light was on now. No one present was aware. Mayor Brown has had difficulty getting LG&E to turn the meter box back on. They have continued to do some work to the box there, but it does not appear to be working yet.
- Mayor Brown met recently with the Kentucky League of Cities and the new website should be up and running in February.
- The city has to undertake a 2022 audit because we are currently out of compliance with the department of Local Government after a few financial items were not filed correctly. We won't qualify for liter abatement this year and the municipal road funds are being held until the audit is complete. Mr. Veeneman is moving forward with the audit process. He was hoping we could do a 2023 audit and that would suffice since it's required for odd number years, but he is still looking into it.
- Mayor Brown and Mr. Carey will be meeting in January to update the summary of ordinances.
- A resident recently purchased a home and wasn't made aware of property taxes required in Woodlawn Park. She will pay the taxes but asked for the penalty fees to be waived. The Council agreed to waive the fees. Mr. Veeneman will contact the resident. Moving forward, any such requests will be determined on a case-by-case basis.

Councilmember Claypool made a motion to adjourn the meeting and Councilmember Watson seconded the motion. All voted in favor. The meeting was adjourned at 7:49 p.m.

Respectfully submitted,


Jennifer Osborne, Clerk



Mike Brown, Mayor

City of Woodlawn Park
Income Statement - All Funds
For the Month and Six Months Ended December 31, 2023
For the Year Ending June 30, 2024 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 50%
<u>Revenues - General Fund</u>				
Business License Receipts	\$ 0.00	\$ 75.00	\$ 800.00	9.38
Prior Earnings	0.00	0.00	52,770.00	0.00
Delinquent Taxes	11,158.02	11,158.02	0.00	0.00
Franchise Fees	541.90	3,251.40	6,500.00	50.02
Interest Income	0.31	1.84	300.00	0.61
Insurance Tax	4,081.13	45,219.14	80,000.00	56.52
Misc. Income	31.27	2,061.27	1,500.00	137.42
Property Taxes	863.61	145,171.45	142,000.00	102.23
Rental License Fees	250.00	500.00	6,500.00	7.69
Citations	0.00	0.00	250.00	0.00
HB413	0.00	1,351.32	4,500.00	30.03
Litter Abatement	0.00	0.00	600.00	0.00
Prior Earnings	0.00	0.00	52,770.00	0.00
Total Revenues - General F	16,926.24	208,789.44	348,490.00	59.91
<u>Expenses - General Fund</u>				
<u>Operations</u>				
Bonds & Insurance	1,112.31	6,675.08	13,000.00	51.35
Clerk/Treasurer	300.00	1,922.03	3,600.00	53.39
Federal Payroll Taxes	408.51	2,501.01	5,700.00	43.88
City Hall - Wingate Rd.	2,773.78	4,458.32	6,000.00	74.31
Legal	611.26	4,802.96	12,000.00	40.02
Accounting	875.00	4,526.00	10,500.00	43.10
Audit	0.00	0.00	5,000.00	0.00
Mayor & Council	1,200.00	8,059.53	14,400.00	55.97
Administration Expenses	329.98	3,016.53	9,700.00	31.10
Codification Expense	17.60	1,117.60	0.00	0.00
Tax Collection	0.00	6,328.30	5,100.00	124.08
Total Operations Expense	7,628.44	43,407.36	85,000.00	51.07
<u>Beautification</u>				
Beautification - Litter Abate	150.00	860.00	2,000.00	43.00
Grounds Maintenance	(938.83)	9,947.41	14,000.00	71.05
Flags and Banners	0.00	0.00	1,500.00	0.00
Light Repairs	0.00	0.00	4,000.00	0.00
Total Beautification Expen	(788.83)	10,807.41	21,500.00	50.27
<u>Public Services</u>				
Neighborhood Relations	709.33	1,723.31	2,000.00	86.17
Street Lights	1,733.10	11,224.74	21,000.00	53.45
Trash Collection	7,499.40	45,046.40	90,000.00	50.05
Total Public Services	9,941.83	57,994.45	113,000.00	51.32
<u>Communications</u>				
Website & Hosting	1,545.64	5,879.99	9,400.00	62.55
Newsletter & Directory	0.00	0.00	2,000.00	0.00
Legal Advertising	0.00	183.33	300.00	61.11
Total Communications Exp	1,545.64	6,063.32	11,700.00	51.82

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City of Woodlawn Park
Income Statement - All Funds
For the Month and Six Months Ended December 31, 2023
For the Year Ending June 30, 2024 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 50%
<u>Contingency</u>				
Contingency - Beautificat	104.00	2,134.17	5,000.00	42.68
Total Contingency Fund	104.00	2,134.17	5,000.00	42.68
<u>Police Expense</u>				
Police Dept (Oper. Exp.)	167.69	6,843.48	6,000.00	114.06
Police Dept. - Salaries	3,740.00	22,668.00	49,920.00	45.41
Code Enforcement	300.00	1,650.00	3,600.00	45.83
Total Police Expense	4,207.69	31,161.48	59,520.00	52.35
Total General Fund Ex	22,638.77	151,568.19	295,720.00	51.25
Net Income - General F	\$ (5,712.53)	\$ 57,221.25	\$ 52,770.00	108.44
<u>REVENUES - ROAD FUND</u>				
RF - Municipal Aid Rec	\$ 0.00	\$ 13,973.00	\$ 20,000.00	69.87
Total Revenues - Road Fun	0.00	13,973.00	20,000.00	69.87
<u>EXPENSES - ROAD FUND</u>				
RF-Road Repair	0.00	0.00	9,000.00	0.00
Street Signs	0.00	0.00	1,000.00	0.00
Snow Removal - RF	0.00	0.00	10,000.00	0.00
Total Road Fund Expe	0.00	0.00	20,000.00	0.00
Net Income - Road Fun	\$ 0.00	\$ 13,973.00	\$ 0.00	0.00
<u>AMERICAN RESCUE PLAN ACT FUNDS</u>				
ARPA 22-23 Surplus	\$ 0.00	\$ 0.00	\$ 15,400.00	0.00
Amer Rescue Plan Expenses	0.00	0.00	(15,400.00)	0.00
Net Receipts (Expenses)	\$ 0.00	\$ 0.00	\$ 0.00	0.00

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City of Woodlawn Park
Statement of Assets, Liabilities and Fund Balance - Cash Basis
December 31, 2023

ASSETS

Current Assets

Cash on Hand- PNC	\$ 103,235.82	
MRA Checking - Eclipse Bank	24,480.29	
Money Market - Eclipse Bank	1,207.64	
PNC - ARPA FUNDS	21,669.32	
Total Cash		150,593.07

Rental Fee Rec - Audit Adj	250.00	
Ins Prem Tax Rec - Audit Adj	19,641.76	
RF-Mun. Aid Rec. - Audit Adj.	2,070.00	
A/R - HB413 - Audit Adj	1,132.10	
A/R - Prop Txs Aud Adj	9,670.65	
Total Current Assets		32,764.51

Property and Equipment

Automobiles	22,383.73	
Other Depreciable Property	1,812.87	
Building Improvements	87,030.00	
Infrastructure	78,235.20	
Land	57,000.00	
Accum. Depreciation - Automobi	(22,383.73)	
Accum. Depreciation - Other	(1,812.87)	
Accum. Depreciation - Building	(25,500.00)	
Accum. Depreciation - Bldg Imp	(17,563.04)	
Accum Depr - Infrastructure	(62,987.20)	
Total Property and Equipment		116,214.96

Total Assets	\$ 299,572.54
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LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$ 4,487.85	
Federal Payroll Taxes Payable	1,692.29	
State Payroll Taxes Payable	180.94	
Local Payroll Taxes Payable	359.72	
Property Taxes - Dbl Pymt	3,610.84	
Property Taxes - Other Than	124.06	
Total Current Liabilities		10,455.70

Total Liabilities	10,455.70
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Capital

Fund Bal - Fixed Assets	116,214.96	
General Fund - Unrestricted	41,678.74	
Special Rev Fund - Restricted	49,740.14	
Retained Earnings	10,288.75	
Net Income	71,194.25	
Total Capital		289,116.84

Total Liabilities & Capital	\$ 299,572.54
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