



Woodlawn Park City Council Meeting March 18, 2024

The Woodlawn Park City Council met on Monday, March 18, 2024. The meeting was called to order at 7:00 p.m. The meeting began with the Pledge of Allegiance. A roll call vote was then taken. **Present:** Mayor Mike Brown; Councilmembers Kevin Cassaro, Nancye Claypool, George Langford, Ed Purcell, Suzanna Stoll, and Doug Watson; Charlie Veeneman, Jennifer Osborne, Attorney Matt Carey, and Chief Grady Throneberry.

Mayor Brown welcomed everyone. The Council reviewed the minutes from the March 4, 2024, special meeting. The Council met on this date because a quorum was not available in February. Councilmember Langford made a motion to accept the minutes and Councilmember Purcell seconded the motion. All voted in favor and the minutes were approved.

Introduce Residents/Guests: No residents were present.

Variance Requests: Mayor Brown opened the floor to variance requests.

- Mr. Dakota Watkins of 4310 Darbrook was present to discuss a variance for a fence. Mr. Watkins recently purchased the property and he and his wife already love the community. This variance is needed because this is a corner lot, and the fence will come to the front of the house which is outside of the current code. The variance required a roll call vote. Councilmember Cassaro: Yes; Councilmember Claypool: Yes; Councilmember Langford: Yes; Councilmember Purcell: Yes; Councilmember Stoll: Yes; Councilmember Watson: Yes. All voted in favor and the variance was approved.

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

- There is an error in the financial report. Prior earnings were reflected twice.
- Insurance premium taxes are expected to exceed projected by the end of the fiscal year.

Councilmember Watson made a motion to approve the financial report as amended. Councilmember Langford seconded the motion. All voted aye and the report was approved.

Mr. Veeneman reviewed the budget for the current year, as compared to the last four months of 2022-2023. He suggested we make some amendments to the budget to include increases in Public Services, Communications, and Contingencies. Mr. Veeneman also reviewed the ARPA funds. He believes the discrepancies in amounts are due to what was expected to be spent in FYI 2022-2023 but was not expended. He recommends this as an additional amendment to the FYI 2023-2024 budget. Mr. Carey stated that he believes we have until December 2024 to contract to spend the ARPA funds, but then we would have until December 2025 to complete the expenditures that were under contract. Mayor Brown will review all amendment recommendations and make a recommendation at the April meeting.

Police Report: Chief Throneberry reported that it was a very quiet March.

- Three ordinance violations for parking
- One solicitor that was difficult at first, but eventually moved on

Chief Throneberry announced that he has submitted his resignation and has accepted the position of Safety Director at Spalding University. He will begin that position on April 1.

Councilmember Langford asked about 6808 Green Meadow Circle, a property he had messaged the Chief about because of a propane tank and other debris. The Chief stated that he will review the property and report back to Councilmember Langford.

Mayor Brown stated that he plans to meet with someone who could serve as a Code Enforcement Officer as opposed to having a police officer issue code enforcement citations. He has also reached out to the City of Lyndon to explore the option of contracting the Lyndon Police Department for patrols. Currently, the Chief of Police issues a citation and then Jim Reh follows up for payment. Mayor Brown stated that this new process is only an option, and he will report back to the Council with his findings. Councilmember Purcell asked for an explanation of the Code Enforcement Board. Mayor Brown explained that it is a venue for residents to appeal citations. Mayor Brown reminded all Woodlawn Park residents that the Louisville Metro Police Department is the first responder and that 911 should be called for all emergencies.

Committee Reports

Community Events

- Councilmember Purcell announced that the Westport Road Church of Christ is having an egg hunt on March 30 from 10:00 -11:30 a.m. The church asked that the invitation be extended to the Woodlawn Park community. Mayor Brown will send a Reach Alert. Councilmember Purcell is unable to attend on behalf of the city, and Councilmember Langford offered to be present.

Let's Get Prepared

- Councilmember Langford attended Cookies with a Cop. Councilmember Langford shared a handout on how to keep autos safe from break-ins that he received at the meeting.

Fence and Building Permits

- Councilmember Stoll did not have any other requests other than the one that was approved earlier in the meeting. Councilmember Stoll mentioned that Miller Pipeline recently completed work on Beechwood Road and left a large metal tripod. Mayor Brown offered to drive by and put it in his truck.

New Moves/Rentals

- Councilmember Watson reported no new closed sales. The property at 6706 Green Meadow Court is still pending. Councilmember Watson reviewed the list of rentals given to him by the clerk and he believes it to be accurate. The pending sale at 6706 Green Meadow Ct. is currently listed as a rental, so that might change. There are currently 32 rentals in the city, which is the lowest number in a while.

Streets and Signs

- Mayor Brown reached out to Metro Councilmember Paula McCraney regarding the Orchid Hill light. The District 7 office made inquiries on Mayor Brown's behalf,

but LG&E would not release information to that office since it's under contract with Woodlawn Park.

- Councilmember Cassaro contacted LG&E about the dimming lights at Green Meadow Circle and Walser. LG&E won't replace the lights until they go completely out.

Welcome Committee/City Hall/Little Library

- Councilmember Claypool reported one welcome packet delivered. The Little Library is still full.
- Mayor Brown stated that the Summary of Ordinances needs to be updated in the welcome packet.

Old Business – There was no Old Business to report.

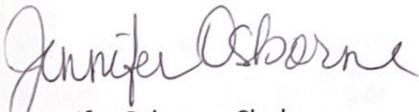
New Business – There was no New Business to report.

Mayor's Report

- Mayor Brown will attend the Jefferson County League of Cities meeting.
- There is a League of Cities training on revenue at Lyndon City Hall. Mayor Brown is not available to attend, but if any council members are interested in attending, please let him know. There will be 6-7 presenters, including Mr. Veeneman.
- Mayor Brown has reviewed the website, and all online forms seem to be working, but just need a few tweaks. He had originally thought the website would go live around July 1, but it now might be ready by the end of April.

Councilmember Watson made a motion to adjourn the meeting and Councilmember Claypool seconded the motion. All voted in favor. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,



Jennifer Osborne, Clerk



Mike Brown, Mayor

City of Woodlawn Park
Income Statement - All Funds
For the Month and Eight Months Ended February 29, 2024
For the Year Ending June 30, 2024 - Budget

| | Current Month Actual | Year to Date Actual | Budget | Percent 67% |
|-----------------------------------|-------------------------|------------------------|----------------------|----------------|
| Revenues - General Fund | | | | |
| Business License Receipts | \$ 0.00 | \$ 75.00 | \$ 800.00 | 9.38 |
| Prior Earnings | 0.00 | 0.00 | 52,770.00 | 0.00 |
| Delinquent Taxes | 0.00 | 12,277.50 | 0.00 | 0.00 |
| Franchise Fees | 541.90 | 4,335.20 | 6,500.00 | 66.70 |
| Interest Income | 0.29 | 2.44 | 300.00 | 0.81 |
| Insurance Tax | 21,686.08 | 71,295.86 | 80,000.00 | 89.12 |
| Misc. Income | 0.00 | 2,081.27 | 1,500.00 | 138.75 |
| Property Taxes | 0.00 | 149,139.21 | 142,000.00 | 105.03 |
| Rental License Fees | 0.00 | 1,200.00 | 6,500.00 | 18.46 |
| 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 | 22,228.27 | 241,757.80 | 348,490.00 | 69.37 |
| Expenses - General Fund | | | | |
| Operations | | | | |
| Bonds & Insurance | 1,112.31 | 8,899.70 | 13,000.00 | 68.46 |
| Clerk/Treasurer | 325.00 | 2,547.03 | 3,600.00 | 70.75 |
| Federal Payroll Taxes | 299.12 | 3,200.68 | 5,700.00 | 56.15 |
| City Hall - Wingate Rd. | 354.24 | 4,932.56 | 6,000.00 | 82.21 |
| Legal | 1,220.00 | 6,322.96 | 12,000.00 | 52.69 |
| Accounting | 2,040.00 | 6,566.00 | 10,500.00 | 62.53 |
| Audit | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Mayor & Council | 1,200.00 | 10,459.53 | 14,400.00 | 72.64 |
| Administration Expenses | 571.49 | 4,267.64 | 9,700.00 | 44.00 |
| Codification Expense | 117.00 | 1,234.60 | 0.00 | 0.00 |
| Tax Collection | 0.00 | 6,328.30 | 5,100.00 | 124.08 |
| Total Operations Expense | 7,239.16 | 54,759.00 | 85,000.00 | 64.42 |
| Beautification | | | | |
| Beautification - Litter Abate | 120.00 | 1,112.00 | 2,000.00 | 55.60 |
| Grounds Maintenance | 0.00 | 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 | 120.00 | 11,059.41 | 21,500.00 | 51.44 |
| Public Services | | | | |
| Neighborhood Relations | 0.00 | 2,255.45 | 2,000.00 | 112.77 |
| Street Lights | 1,913.16 | 14,994.92 | 21,000.00 | 71.40 |
| Trash Collection | 0.00 | 52,545.80 | 90,000.00 | 58.38 |
| Total Public Services | 1,913.16 | 69,796.17 | 113,000.00 | 61.77 |
| Communications | | | | |
| Website & Hosting | 799.70 | 7,452.51 | 9,400.00 | 79.28 |
| Newsletter & Directory | 733.05 | 733.05 | 2,000.00 | 36.65 |
| Legal Advertising | 0.00 | 218.33 | 300.00 | 72.78 |
| Total Communications Exp | 1,532.75 | 8,403.89 | 11,700.00 | 71.83 |

These financial statements have NOT been subjected to an audit, review or compilation engagement, and no assurance is provided on them. Substantially all disclosures required by generally accepted accounting principles have been omitted.

City of Woodlawn Park
Income Statement - All Funds
For the Month and Eight Months Ended February 29, 2024
For the Year Ending June 30, 2024 - Budget

| | Current Month Actual | Year to Date Actual | Budget | Percent 67% |
|--|-------------------------|------------------------|---------------------|----------------|
| <u>Contingency</u> | | | | |
| Contingency - Beautificat | 0.00 | 2,164.17 | 5,000.00 | 43.28 |
| Total Contingency Fund | 0.00 | 2,164.17 | 5,000.00 | 43.28 |
| <u>Police Expense</u> | | | | |
| Police Dept (Oper. Exp.) | 180.33 | 7,703.28 | 6,000.00 | 128.39 |
| Police Dept. - Salaries | 2,309.84 | 28,513.84 | 49,920.00 | 57.12 |
| Code Enforcement | 299.84 | 2,149.84 | 3,600.00 | 59.72 |
| Total Police Expense | 2,790.01 | 38,366.96 | 59,520.00 | 64.46 |
| Total General Fund Ex | 13,595.08 | 184,549.60 | 295,720.00 | 62.41 |
| Net Income - General F | \$ 8,633.19 | \$ 57,208.20 | \$ 52,770.00 | 108.41 |
| <u>REVENUES - ROAD FUND</u> | | | | |
| RF - Municipal Aid Rec | \$ 5,947.00 | \$ 19,920.00 | \$ 20,000.00 | 99.60 |
| Total Revenues - Road Fun | 5,947.00 | 19,920.00 | 20,000.00 | 99.60 |
| <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 | 8,945.00 | 10,000.00 | 89.45 |
| Total Road Fund Expe | 0.00 | 8,945.00 | 20,000.00 | 44.73 |
| Net Income - Road Fun | \$ 5,947.00 | \$ 10,975.00 | \$ 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
February 29, 2024

ASSETS

Current Assets

| | | |
|-----------------------------|------------------|------------|
| Cash on Hand- PNC | \$ 99,127.27 | |
| MRA Checking - Eclipse Bank | 21,482.29 | |
| Money Market - Eclipse Bank | 1,208.24 | |
| PNC - ARPA FUNDS | <u>21,669.32</u> | |
| Total Cash | | 143,487.12 |

| | | |
|-------------------------------|-----------------|-----------|
| 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 | <u>9,670.65</u> | |
| 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 | <u>(62,987.20)</u> | |
| Total Property and Equipment | | <u>116,214.96</u> |

| | | |
|--------------|----|--------------------------|
| Total Assets | \$ | <u><u>292,466.59</u></u> |
|--------------|----|--------------------------|

LIABILITIES AND CAPITAL

Current Liabilities

| | | |
|-------------------------------|---------------|-----------------|
| Accounts Payable - Audit adj. | \$ 4,487.85 | |
| Federal Payroll Taxes Payable | 1,301.91 | |
| State Payroll Taxes Payable | 258.96 | |
| Local Payroll Taxes Payable | 188.02 | |
| Property Taxes - Other Than | <u>124.06</u> | |
| Total Current Liabilities | | <u>6,360.80</u> |

| | | |
|-------------------|--|----------|
| Total Liabilities | | 6,360.80 |
|-------------------|--|----------|

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 | <u>68,183.20</u> | |
| Total Capital | | <u>286,105.79</u> |

| | | |
|-----------------------------|----|--------------------------|
| Total Liabilities & Capital | \$ | <u><u>292,466.59</u></u> |
|-----------------------------|----|--------------------------|

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