



Woodlawn Park City Council Meeting March 4, 2024

The Woodlawn Park City Council met on Monday, March 4, 2024. The meeting was called to order at 7:00 p.m. The meeting began with the Pledge of Allegiance. Mayor Brown thanked everyone for being available for the special meeting after we were not able to secure a quorum for the February 19 meeting. Mayor Brown welcomed Councilmember Cassaro to his first meeting as a councilmember. 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, and Attorney Matt Carey. Chief Grady Throneberry was absent.

The Council reviewed the minutes from the January 15, 2024, meeting. Councilmember Watson made a motion to accept the minutes and Councilmember Purcell seconded the motion. All voted in favor, with Councilmember Cassaro abstaining, and the minutes were approved.

The Council also reviewed the minutes from the February 12, 2024, special meeting to elect a Councilmember to replace Councilmember Tom Nunn. Councilmember Langford made a motion to accept the minutes and Councilmember Purcell seconded the motion. All voted in favor, with Councilmember Cassaro abstaining, and the minutes were approved.

Introduce Residents/Guests: Mayor Brown opened the floor to comments from residents. None were present.

Variance Requests: Mayor Brown opened the floor to variance requests. None were present.

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

- Mr. Veeneman stated that the budget is in good shape to date.
- Mayor Brown asked for clarification on ARPA fund balances on the Income Statement and General Ledger. Mr. Veeneman will check and report back on ARPA fund details at the next meeting.
- Councilmember Claypool stated that the cleaning for City Hall should not be listed as Lady Bug Cleaning but as Dave Apoldo. That he left the Lady Bug franchise and went on his own. After discussion, Mr. Veeneman checked the credit card statement, and it showed the vendor as Lady Bug Cleaning.
- Councilmember Purcell asked about the plaques to past mayors going through 6620 Neighborhood Relations. That is where the community events are typically paid out of, and he is concerned that it might run over. Mayor Brown thinks it will still be ok but will watch that account moving forward.

Councilmember Purcell voted to approve the financial report as presented. Councilmember Watson seconded the motion. All voted aye and the report was approved.

Police Report: Chief Throneberry was not available for this date for a special meeting. Councilmember Claypool requests that the Chief responds to requests by confirming he received the message. Councilmember Langford mentioned he has sent in two complaints but has never heard back. Mayor Brown will touch base with the Chief to make sure this is the protocol moving forward.

Committee Reports

Community Events

- Councilmember Purcell did not have anything to report. Mayor Brown asked if we planned to host another Fourth of July parade. Councilmember Purcell stated that we are planning to host the parade again and also a possible event to coincide with the city-wide yard sale.

Let's Get Prepared

- Councilmember Langford attending Muffins with McCraney on February 10. It was well attended and there were a lot of complaints from citizens about litter.
- Councilmember Langford also reported that February was, among other noted recognitions, Black History Month and American Heart Month. In February we also celebrated Presidents Day.
- Councilmember Langford would like to remind all residents to lock and close gates and garages.
- Councilmember Langford reported that a light at the corner of Green Meadow Circle and Walser is low and about to go out.
- Mayor Brown suggested that the month recognitions be presented a month ahead of time, for example presenting the April recognitions in March.

Fence and Building Permits

- Councilmember Stoll reported that a property on Alicent is having a sewer line replaced so the fence had to come down and it will be put back up when it is done. She also stated that residents of 4210 Darbrook asked for the process to apply for a fence but has not submitted an application yet.
- Mayor Brown asked Councilmember Stoll if she is still interested in pursuing a change to the ordinance determining the height of sheds. She may pursue it but will bring it up at another meeting. Councilmember Stoll stated that the resident who was exploring the shed has not gotten back to her. The issue is that a lot of sheds won't meet the criteria because of needing a sloped roof.

New Moves/Rentals

- Councilmember Watson reported one house sold in February at 4210 Darbrook. It closed on February 13. He stated no homes are currently for sale in the city.

Councilmember Claypool stated that 6706 Green Meadow Circle has a sign in the yard stating that a sale is pending.

- Councilmember Langford stated that the owners of 6844 Green Meadow Circle will be renting their property. Councilmember Watson said he would follow up on that property.
- Councilmember Stoll asked about the short-term rental ordinance. She learned that a home on Westport Terrace and Ahland was being listed as an Air BnB. Councilmember Watson explained that only existing short-term rentals could continue when the amended ordinance was updated. Only one property in the city was approved at the time of passage and that is the only one that was allowed. Resident Haley Minogue owns the short-term rental and just paid her rental fee. She had overpaid last year and the check that was received from her was lower than the required amount because of the overpayment.
- Mayor Brown stated that he is working with the clerk on clarifying when rental fees and business license are due to coordinate the due dates. Changes to ordinances might be needed, and if needed, he will discuss that at a future meeting. Mr. Veeneman stated that the original due dates probably date back to when the business license fee was charged based on revenues. Mayor Brown stated that since it is now a flat fee, we can probably change the deadlines. Councilmember Purcell asked what constitutes a business in the city. Mayor Brown replied that if the business is registered through the state using a home address in Woodlawn Park, which constitutes a business.

Streets and Signs

- Mayor Brown stated that Councilmember Cassaro will take over streetlights, but Mayor Brown will keep signage for now. Mayor Brown explained the process of working with LG&E to report street light outages.

Welcome Committee/City Hall/Little Library

- Councilmember Claypool stated that she will get a welcome packet to 4210 Darbrook. She stated that the flags are in good shape and that the Little Library continues to be used, and she just added additional books before the meeting. There is a property at Green Meadow Circle and Green Meadow Court that has another Little Library that is more focused on children's books and sometimes Councilmember Claypool adds children's books that we have on hand to that library.
- Mayor Brown mentioned that the city needs to create an Ethics Committee. He asked the Council to send him names of residents who might be willing to volunteer. He stated an example that he had planned to contract with Councilmember Cassaro to fix the steps at City Hall before he was elected to Council, and now he is not sure if he can. This is an example of what an Ethics Committee could help with. Councilmember Cassaro stated that if the city purchased the materials, he would perform the labor free of charge. Mayor

Brown doesn't expect the Ethics Committee to be very busy, however once a year they will request financial disclosures from the council to see if they are doing business with the city. If there is a violation, they will also have to organize an investigation. Mayor Brown stated that the council also needs to review the partisan portions of the ethics ordinance. The Council is not partisan so there is no need for the Ethics Committee to be partisan.

Old Business

Insurance Premium Tax Ordinance

Mayor Brown stated that the Council would be voting on the increase in the insurance tax premium. The first reading of the ordinance took place on January 15, 2024. Mayor Brown stated that Woodlawn Park is quickly going through the reserves and if the city wants to continue to provide services there must be an additional source of revenue. One way revenue has been increased is by removing the property tax discount. This ordinance under review tonight increases the insurance premium tax from 5% to 7% and will bring an additional \$30,000 to the city each year. This will build up the reserves and allow us to do certain larger scale projects like road paving.

The Clerk performed a second reading of the summary of 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).

This ordinance required a roll call vote. Councilmembers Cassaro, Claypool, Langford, Purcell, Stoll, and Watson all voted in favor and the ordinance passed.

Councilmember Claypool asked about tax delinquencies. Due to recent work on this, Mayor Brown and Mr. Carey believe that all delinquent accounts have been cleared.

70th Year Banners

- Mayor Brown reported that he is working with Oates Flag on a design and proof of the 70th year banners that will hang on Westport Road. He hopes to have them in place by July 1.

Website

- Mayor Brown reported that with any new project some steps are required that you didn't expect. He is still working on finalizing payment options and other important aspects of the website, so he while he hoped to be live in February, realistically it will probably be July 1. He asked if anyone on the Council had website experience and would like to contribute articles or design to please reach out to him or let him know if anyone in the city had this experience. The final website will have, for example, onboarding options for when a new staff member or Councilmember joins which will help streamline the process.

New Business – No new business was reported.

Mayor's Report

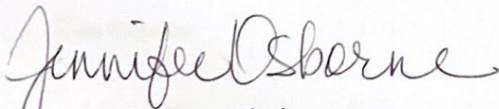
- Mayor Brown announced that Junk Day will be Saturday, May 18, and the City-Wide Yard Sale will take place Saturday, May 11.
- Mayor Brown stated that he is going to work on getting the wall above the fireplace repaired and painted now that the chimney has been repaired. There have been several big rains and there have been no leaks. He will obtain quotes but is also open to residents and the council helping to make the repairs.
- Mayor Brown stated that the light at Orchid Hill is still not working. He has probably reached out to LG&E 27 times about this issue. He is very disappointed in their customer service related to this issue.
- Mayor Brown and Mr. Carey met in January to discuss an updated Summary of Ordinances. Mayor Brown will send everyone a copy of the new summary for review. Some information was added and some deleted.
- As part of the 70th anniversary of Woodlawn Park, Mayor Brown wants to encourage residents to submit stories about their time spent in the city. Stories could be about the flood, an event, the widening of Westport Road, or any memory of the city. Residents could also submit photos to be included in a historical record of the city. Mayor Brown

wants to compile these memories into a video that could be shared. Councilmember Purcell asked if we knew the resident who had lived in Woodlawn Park the longest. Councilmember Watson mentioned that his neighbor moved to the city in 1964. Councilman Langford asked if there was a record of all Mayors that have served the city. Mayor Brown replied that he had tried to find one recently and there is not an official record.

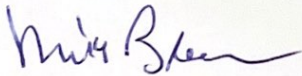
- Mayor Brown stated that after the January meeting he drove down Kinloch and did not see a leaf problem. Councilmember Stoll said there is one currently that is preventing water from flowing correctly causing standing water. Councilmembers Claypool and Stoll both recommended designing flyers being left at homes that have issues reminding them of the importance of clearing leaves from culverts. Councilmember Langford asked if this could be addressed through a nuisance ordinance allowing Code Enforcement Officers to issue violations. Mr. Carey mentioned that calling Metro using 311 would be a good resource.
- ARPA funds must be spent by December 31, 2023. He would like to use part of the remaining funds on a lighting project. He will bring a plan to the April meeting.
- Mayor Brown stated that the July newsletter will include the budget ordinance and therefore an ad will not need to be taken out regarding the budget.

Mayor Brown thanked everyone for attending this special meeting, especially since we have to meet again in a few weeks. Councilmember Watson made a motion to adjourn the meeting and Councilmember Claypool seconded the motion. All voted in favor. The meeting was adjourned at 8:14 p.m.

Respectfully submitted,



Jennifer Osborne, Clerk



Mike Brown, Mayor

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

	Current Month Actual	Year to Date Actual	Budget	Percent 58%
<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	0.00	12,277.50	0.00	0.00
Franchise Fees	541.90	3,793.30	6,500.00	58.36
Interest Income	0.31	2.15	300.00	0.72
Insurance Tax	4,390.64	49,609.78	80,000.00	62.01
Misc. Income	20.00	2,081.27	1,500.00	138.75
Property Taxes	5,087.24	149,139.21	142,000.00	105.03
Rental License Fees	700.00	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	10,740.09	219,529.53	348,490.00	62.99
<u>Expenses - General Fund</u>				
<u>Operations</u>				
Bonds & Insurance	1,112.31	7,787.39	13,000.00	59.90
Clerk/Treasurer	300.00	2,222.03	3,600.00	61.72
Federal Payroll Taxes	400.55	2,901.56	5,700.00	50.90
City Hall - Wingate Rd.	120.00	4,578.32	6,000.00	76.31
Legal	300.00	5,102.96	12,000.00	42.52
Accounting	0.00	4,526.00	10,500.00	43.10
Audit	0.00	0.00	5,000.00	0.00
Mayor & Council	1,200.00	9,259.53	14,400.00	64.30
Administration Expenses	669.82	3,686.35	9,700.00	38.00
Codification Expense	0.00	1,117.60	0.00	0.00
Tax Collection	0.00	6,328.30	5,100.00	124.08
Total Operations Expense	4,102.68	47,510.04	85,000.00	55.89
<u>Beautification</u>				
Beautification - Litter Abate	132.00	992.00	2,000.00	49.60
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	132.00	10,939.41	21,500.00	50.88
<u>Public Services</u>				
Neighborhood Relations	532.14	2,255.45	2,000.00	112.77
Street Lights	1,857.02	13,081.76	21,000.00	62.29
Trash Collection	7,499.40	52,545.80	90,000.00	58.38
Total Public Services	9,888.56	67,883.01	113,000.00	60.07
<u>Communications</u>				
Website & Hosting	772.82	6,652.81	9,400.00	70.77
Newsletter & Directory	0.00	0.00	2,000.00	0.00
Legal Advertising	35.00	218.33	300.00	72.78
Total Communications Exp	807.82	6,871.14	11,700.00	58.73

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

	Current Month Actual	Year to Date Actual	Budget	Percent 58%
<u>Contingency</u>				
Contingency - Beautificat	30.00	2,164.17	5,000.00	43.28
Total Contingency Fund	30.00	2,164.17	5,000.00	43.28
<u>Police Expense</u>				
Police Dept (Oper. Exp.)	679.47	7,522.95	6,000.00	125.38
Police Dept. - Salaries	3,536.00	26,204.00	49,920.00	52.49
Code Enforcement	200.00	1,850.00	3,600.00	51.39
Total Police Expense	4,415.47	35,576.95	59,520.00	59.77
Total General Fund Ex	19,376.53	170,944.72	295,720.00	57.81
Net Income - General F	\$ (8,636.44)	\$ 48,584.81	\$ 52,770.00	92.07
<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	8,945.00	8,945.00	10,000.00	89.45
Total Road Fund Expe	8,945.00	8,945.00	20,000.00	44.73
Net Income - Road Fun	\$ (8,945.00)	\$ 5,028.00	\$ 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
January 31, 2024

ASSETS

Current Assets

Cash on Hand- PNC	\$	90,677.17	
MRA Checking - Eclipse Bank		15,535.29	
Money Market - Eclipse Bank		1,207.95	
PNC - ARPA FUNDS		21,669.32	
 Total Cash			129,089.73

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 Txns 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	\$	278,069.20	
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LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$	4,487.85	
Federal Payroll Taxes Payable		1,663.89	
State Payroll Taxes Payable		156.00	
Local Payroll Taxes Payable		102.00	
Property Taxes - Other Than		124.06	
 Total Current Liabilities			6,533.80

Total Liabilities		6,533.80	
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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		53,612.81	

Total Capital		271,535.40	
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Total Liabilities & Capital	\$	278,069.20	
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