



## Woodlawn Park City Council Meeting December 18, 2023

The Woodlawn Park City Council met on Monday, December 18, 2023. The meeting was called to order at 7:00 p.m. The meeting began with Mayor Brown giving an update on Councilmember Nunn and led those present in a prayer for healing.

The Council proceeded with the Pledge of Allegiance followed by a roll call. Present: Mayor Mike Brown; Councilmembers Nancye Claypool, George Langford, Suzanna Stoll, and Doug Watson; Charlie Veeneman (tardy), Jennifer Osborne, and Attorney Matt Carey. Absent Excused: Councilmembers Tom Nunn and Ed Purcell.

Mayor Mike Brown welcomed Councilmember Stoll to her first official meeting. He also thanked Councilmember Claypool for sending out 50 new resident packets in an effort to make sure all residents moving into the city since 2020 had a packet. He also thanked her for the work she does to raise and lower the flags, especially since that task always seems to be necessary during the rain and cold. Mayor Brown then thanked attorney Matt Carey for his consistent effort over the years with the property at 6942 Ambridge Circle. Mr. Carey's due diligence allowed the city to be able to recover \$11,800 in back property taxes.

The Council was unable to review the minutes for the November 20, 2023, meeting as there was not a quorum of members present at that meeting to be able to approve the minutes at this meeting. Approval of the minutes will be deferred to the January meeting.

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

**Variance Requests:** No variance requests were submitted.

**Police Report:** Chief Throneberry reported that November was a slow month overall.

- Four ordinance citations were issued with two paid fines.
- Several complaints were resolved informally.

**No Committee Reports were presented.**

**Old Business:** There was no old business to discuss.

**New Business:**

- Mayor Brown announced that a Good Neighbor award will be presented to Joseph and Mary Douthitt. The Douthitt's were nominated by Colleen White for always being willing to help her and other neighbors. They even dress up during the holidays and go door to door with seasons greetings.



- Holiday Decoration Winners – each winner will receive a \$50 gift card.
  - Brightest: Pat and Kenneth Merrick, 4200 Schuwey
  - Most Entertaining: Chistina Nichols and Charles Dobbs, 4326 Kinloch Rd.
  - Traditional: Martha and Fred Weinert, 4248 Westport Terrace

Mayor Brown presented a State of the City Address.

### Financials

After taking office in January, I immediately began reviewing our reserves and day-to-day operations. It occurred to me that if Woodlawn Park did not find other ways to increase revenue, we would have exhausted our reserves by the end of the year (maybe sooner) if we wanted to continue to offer everything we have always offered. Therefore, I proposed to the city council two possible ways to increase our revenue without raising property taxes per se.

1. Removing the property tax discount would increase revenue by \$25,000.
2. Increase the insurance tax by 2 points to 7% which we had to wait until January 2024 to have the 1st reading of the ordinance. This will increase revenue by \$30,000 total.

We have begun posting the financial report as part of the monthly minutes on the website.

I was able to successfully obtain two grants in 2023 by attending the KLC City Officials Academy in January and the KLC Stand up for City Conference in October (I discovered these opportunities with my attendance).

1. \$2,000 grant has been obtained for cyber and cyber security.
2. \$1,500 liability grant has been obtained to help offset the Orchid Hill sidewalk project- 42 spots were noted that needed repair. Cost of the project was \$3,000 of which ½ was paid for with the grant.

We continue to have an above standard financial consultant in Charlie Veeneman, CPA firm. Charlie continues to go over and beyond for our city. He does so much more than just preparing the monthly report. Just last week he was going back and forth about the liter abatement grant with Kentucky. If I have a question about our finances he always quick to respond.

### Communication

- We will begin utilizing our secured contact management system AWeber again that we used in 2010 to send an email newsletter that goes out to residents and/or residents relatives each month around the last Monday of the month. This will be a great way to communicate to residents what is happening in the city quickly and inexpensively. Occasionally, a Reach Alert text may go out reminding residents for example about junk day pick up, the city yard sale, emergencies or other important messages and information, etc. Residents can still sign up for this online newsletter or Reach Alert by visiting the city website and clicking on the new member packet.



- The directory has been discontinued. I have decided to only print and mail a newsletter twice per year- one in August and one in March.
- We have mailed out two in 2023- one in March and one in October.
- Ring Central has been added to city hall for better communication. (502) 895-6620 Ext 101- Mayor, Ext 102- Police Chief, Ext. 103 Clerk or the Mayor cell phone is (502) 341-1004. Chief of Police cell number is (502) 650-2230.

### Police

In April, we were able to secure Colonel Grady Throneberry to serve as our Police Chief. He has been able to get residents to respond when they violate an ordinance. He secured two radios at no cost that are the new encrypted type radios. This alone saved our city nearly \$10,000. We were able to move forward with an in-car computer and printer. Chief Throneberry has moved everything to Google docs that works very well with tracking the violations.

### Block watch

The block watch program has been placed on the back burner for now as the program over the years struggled from time to time.

### Drainage

The Westport Terrace/Stivers Road sinkhole was repaired and filled in by MSD two weeks ago after numerous attempts to contact them over the first 12 months of my term. **I would like to encourage all residents to keep your drainage culverts free of debris (leaves and sticks) so that water can flow freely.**

### Sanitation

In May, we asked for bids for the sanitation services for our city. The bids that came in were from Republic and Eco-tech. The city council split their decision 3 to 3, so I made the tie breaking vote with going with Eco-Tech for another 4 years. This decision alone will save the city close to \$50,000 over the 4-year period.

### Streets and Signs

- 42 sidewalk locations were determined to have settled in Orchid Hill Place. All 42 were corrected by using Precision Concrete services- a company that uses shaving and leveling each location. All locations are now repaired to ADA compliant standards. A grant was obtained to pay \$1,500 towards the \$3,000 total.
- Two stop signs were added at Beechwood Road and Westport Terrace to not only address speed but to bring awareness to this intersection. I have received 3 notifications from residents that appreciate the new signs. I have also received 1 notification from a resident that opposes these newly placed signs. There have been some city council discussions about adding the white painted lines on the pavement to alert the driver to a stop. We will continue to monitor this intersection as time goes on. We also added a stop sign at Dabrook and Stivers.

### City Hall

- The fireplace chimney flashing has been repaired and thus the leak inside city hall has now been fixed.

### Grounds

- Two trees have been donated by Ecotech- FREE of charge for our attendance at the Jefferson County League of Cities Annual Dinner. The two trees (1 will be a London Plane and the other will be a Red Maple) and both will be placed at the corner of Ambridge Circle and Westport Road.
- 8 residents took part in the Brightside clean up along Westport Road on October 21st.

### Woodlawn Park turns 70 Years Old in 2024

- Banners are being updated to reflect the 70th year.
- January 15th city council meeting- There will be a brief presentation to past Mayors for their leadership at the beginning of the meeting.
- I'm working with the State of KY to apply a vinyl wrap on the stone wall along Westport Road that would allow us to tell our city story on the wrap- more to come on this idea as we hopefully get approval to pull this off.
- In the fall, I would like to have a video that tells our city story- I have learned from other Mayors from the state that telling our story will go a long way. I want to invite all residents to participate that have a story about our city, to email the mayor the story. Depending on the number we get, I'll ask the videographer to visit the resident to be part of this historical video.

### 2024 Projects

- City Pride Awards- will be distributed each month except December (Holiday Award month) will be awarded to a resident recommended to or selected by me for outstanding landscaping or overall pride taken in the upkeep of their home. A city pride sign will be placed in the resident's yard immediately following the monthly city council meeting along with a mailed certificate to the resident. (Winners will be announced each month at the city council meeting, our website and newsletter.
- City government development (we should all take an active role to help seek out residents with a desire to serve the government and their city either a city official seat or helping with a particular project.
- We will review the ethics ordinance and revisit it to remove the partisan language that has been there forever. Since our elections are non-partisan, it makes sense to remove this requirement.
- The summary of ordinances will be updated. Matt and I will meet shortly after the first of the year to begin tweaking the summary.
- We will be adding low pollution lights to light our city up more at night, however, not shining in windows. It would be nice to have a couple on each street.



- Some residents' house numbers are not visible, and they need to be especially considering safety and emergency personnel trying to locate your home.
- Introduction of our new city website- special features include an option to pay property taxes online, paying permit fees online, applying for business and rental license online and much more. This new website will actually cost us a little less and its easier for us to maintain and update.
- The city hall wall will be repaired along with painting the meeting room sometime this spring.

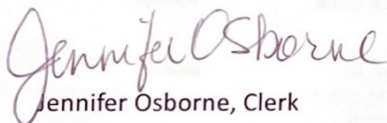
**Financial Report:** Charlie Veeneman distributed an updated financial sheet and reviewed November activities in detail. Councilmember Watson made a motion to approve the report. Councilmember Claypool seconded the motion. All voted aye and the report was approved.

Mayor Brown asked if there were any other items to address. Councilmember Claypool asked for clarification on the insurance premium tax. Mayor Brown explained it is a tax on the insurance premium residents pay to their insurance provider. It will increase from five percent to seven percent.

Councilmember Claypool made a motion to adjourn the meeting and Councilmember Watson seconded the motion. All voted in favor. The meeting was adjourned at 7:29 p.m.

Following adjournment, the City Council, Mayor, and residents celebrated the holiday season by sharing a meal catered by Salsarita's.

Respectfully submitted,

  
Jennifer Osborne, Clerk

  
Mike Brown, Mayor

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

	Current Month Actual	Year to Date Actual	Budget	Percent 42%
<b><u>Revenues - General Fund</u></b>				
Business License Receipts	\$ 0.00	\$ 75.00	\$ 800.00	9.38
Franchise Fees	541.90	2,709.50	6,500.00	41.68
Interest Income	0.30	1.53	300.00	0.51
Insurance Tax	16,405.54	41,138.01	80,000.00	51.42
Misc. Income	0.00	2,030.00	1,500.00	135.33
Property Taxes	1,729.88	144,307.84	142,000.00	101.63
Rental License Fees	0.00	250.00	6,500.00	3.85
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
<b>Total Revenues - General F</b>	<b>18,677.62</b>	<b>191,863.20</b>	<b>295,720.00</b>	<b>64.88</b>
<b><u>Expenses - General Fund</u></b>				
<b><u>Operations</u></b>				
Bonds & Insurance	1,112.31	5,562.77	13,000.00	42.79
Clerk/Treasurer	525.00	1,622.03	3,600.00	45.06
Federal Payroll Taxes	465.50	2,092.50	5,700.00	36.71
City Hall - Wingate Rd.	0.00	1,684.54	6,000.00	28.08
Legal	760.00	4,191.70	12,000.00	34.93
Accounting	0.00	3,651.00	10,500.00	34.77
Audit	0.00	0.00	5,000.00	0.00
Mayor & Council	1,200.00	6,859.53	14,400.00	47.64
Administration Expenses	752.64	3,061.97	9,700.00	31.57
Codification Expense	0.00	1,100.00	0.00	0.00
Tax Collection	1,026.00	6,328.30	5,100.00	124.08
<b>Total Operations Expense</b>	<b>5,841.45</b>	<b>36,154.34</b>	<b>85,000.00</b>	<b>42.53</b>
<b><u>Beautification</u></b>				
Beautification - Litter Abate	150.00	710.00	2,000.00	35.50
Grounds Maintenance	5,402.60	10,886.24	14,000.00	77.76
Flags and Banners	0.00	0.00	1,500.00	0.00
Light Repairs	0.00	0.00	4,000.00	0.00
<b>Total Beautification Expen</b>	<b>5,552.60</b>	<b>11,596.24</b>	<b>21,500.00</b>	<b>53.94</b>
<b><u>Public Services</u></b>				
Neighborhood Relations	54.96	638.56	2,000.00	31.93
Street Lights	2,974.52	9,491.64	21,000.00	45.20
Trash Collection	7,499.40	37,547.00	90,000.00	41.72
<b>Total Public Services</b>	<b>10,528.88</b>	<b>47,677.20</b>	<b>113,000.00</b>	<b>42.19</b>
<b><u>Communications</u></b>				
Website & Hosting	0.00	4,334.35	9,400.00	46.11
Newsletter & Directory	0.00	0.00	2,000.00	0.00
Legal Advertising	0.00	183.33	300.00	61.11
<b>Total Communications Exp</b>	<b>0.00</b>	<b>4,517.68</b>	<b>11,700.00</b>	<b>38.61</b>

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 Five Months Ended November 30, 2023  
For the Year Ending June 30, 2024 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 42%
<b>Contingency</b>				
Contingency - Beautificat	120.00	2,030.17	5,000.00	40.60
<b>Total Contingency Fund</b>	<b>120.00</b>	<b>2,030.17</b>	<b>5,000.00</b>	<b>40.60</b>
<b>Police Expense</b>				
Police Dept (Oper. Exp.)	264.81	6,675.79	6,000.00	111.26
Police Dept. - Salaries	4,160.00	18,928.00	49,920.00	37.92
Code Enforcement	200.00	1,350.00	3,600.00	37.50
<b>Total Police Expense</b>	<b>4,624.81</b>	<b>26,953.79</b>	<b>59,520.00</b>	<b>45.29</b>
<b>Total General Fund Ex</b>	<b>26,667.74</b>	<b>128,929.42</b>	<b>295,720.00</b>	<b>43.60</b>
<b>Net Income - General F</b>	<b>\$ (7,990.12)</b>	<b>\$ 62,933.78</b>	<b>\$ 0.00</b>	<b>0.00</b>
<b>REVENUES - ROAD FUND</b>				
RF - Municipal Aid Rec	\$ 0.00	\$ 13,973.00	\$ 20,000.00	69.87
<b>Total Revenues - Road Fun</b>	<b>0.00</b>	<b>13,973.00</b>	<b>20,000.00</b>	<b>69.87</b>
<b>EXPENSES - ROAD FUND</b>				
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
<b>Total Road Fund Expe</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>
<b>Net Income - Road Fun</b>	<b>\$ 0.00</b>	<b>\$ 13,973.00</b>	<b>\$ 0.00</b>	<b>0.00</b>
<b>AMERICAN RESCUE PLAN ACT FUNDS</b>				
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
<b>Net Receipts (Expenses)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00</b>

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City of Woodlawn Park  
Statement of Assets, Liabilities and Fund Balance - Cash Basis  
November 30, 2023

ASSETS

Current Assets

Cash on Hand- PNC	\$	111,094.11	
MRA Checking - Eclipse Bank		24,480.29	
Money Market - Eclipse Bank		1,207.33	
PNC - ARPA FUNDS		21,669.32	

Total Cash 158,451.05

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 Txes 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 \$ 307,430.52

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$ 4,487.85
Federal Payroll Taxes Payable	1,868.67
State Payroll Taxes Payable	214.46
Local Payroll Taxes Payable	242.24
Property Taxes - Dbl Pymt	5,663.87
Property Taxes - Other Than	124.06

Total Current Liabilities 12,601.15

Total Liabilities 12,601.15

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	76,906.78

Total Capital 294,829.37

Total Liabilities & Capital \$ 307,430.52

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