



Woodlawn Park City Council Meeting September 18, 2023

The Woodlawn Park City Council met on Monday, September 18, 2023. The meeting was called to order at 7:01 p.m. The meeting began with the Pledge of Allegiance followed by a roll call of Councilmembers. **Present:** Mayor Mike Brown; Councilmembers Nancye Claypool, George Langford, Ed Purcell, and Doug Watson; Charlie Veeneman, Jennifer Osborne, Chief Grady Throneberry, and Attorney Matt Carey. **Absent Excused:** Councilmembers Melinda Breslin and Tom Nunn

Mayor Mike Brown began the meeting by reporting that Councilmember Nunn is home from the hospital and improving. He asked that we all keep Councilmember Nunn in our thoughts and prayers. Mayor Brown thanked Councilmember Langford for being here tonight following his recent surgery. He thanked Jennifer Osborne for her work since becoming the new clerk.

The Council reviewed the minutes for the August 21, 2023, meeting. Councilmember Purcell stated that in the Community Events portion, the minutes should be edited to reflect that Mayor Brown recently met with Walden, not Councilmember Purcell. Councilmember Watson stated that under the Residential Sales/Rental portion the address should be corrected from 4642 Wingate to 4326 Wingate. Councilmember Purcell made a motion to accept the minutes with the stated corrections and Councilmember Langford seconded the motion. All voted aye and the minutes were accepted.

There was not a quorum of members present who attended the August 29, 2023 special meeting regarding the Municipal Road Aid Fund. Review and approval of those minutes has been deferred to the October 16, 2023 City Council meeting.

Mayor Brown opened the floor to comments from residents.

Fan Waddle, 4300 Darbrook Road

Ms. Waddle hopes that the ordinance in front of the Council tonight reflects no short term rentals are allowed. Mayor Brown clarified that if the property is currently filed and in compliance with Louisville Metro it can remain a short term rental. Councilmember Watson stated that there is currently one property in Woodlawn Park that meets the criteria of the ordinance. Ms. Waddle distributed an article that was recently published in the Courier Journal regarding short term rentals in Louisville Metro. Ms. Waddle thanked the council for their support, she thinks this will be much better for our city. Mayor Brown also commented that the fee has been increased to \$250.

Variance Request: None

Clerk's Report:

Jennifer Osborne is working with Mayor Brown on finalizing the newsletter. It should be ready to mail by the first week of October.

Ms. Osborne asked the council if they wanted to keep receiving copies of all ordinances, minutes, and financial reports that are under review for the evening's meetings. Most agreed that email is sufficient for their review. Moving forward copies will be made for Mayor Brown, Councilmember Langford, Mr. Carey, and Mr. Veeneman. Copies will be made for all councilmembers when items require detailed review and discussion, such as the annual budget.

Councilmember Claypool asked that in the upcoming newsletter we include information on how to obtain the Welcome Packet. The Welcome Packet will be added to the website with a note to contact Councilmember Claypool if they would like to request a printed copy. Councilmember Watson mentioned we may want to consider a one-page document that could be given to real estate agents when they list properties in the city detailing what is allowed regarding sign placement, etc.

Treasurer's Report: Charlie Veeneman distributed an updated financial sheet and reviewed August activities in detail. Property taxes and insurance taxes are coming in steadily. The city is close to bringing in \$20,000 a quarter, which is the amount budgeted. Councilmember Purcell made a motion to approve the report. Councilmember Watson seconded the motion. All voted aye and the report was approved.

Police Report:

- Nine ordinance violations with warnings or citations were issued in August. All violations were corrected in a few days.
- There was a house fire on Perryman caused by a heat pump. Smoke damage was reported.
- Residents reported a speeding school bus on Beechwood. Chief Throneberry did witness the offense and addressed the matter with the bus driver.
- There was an abandoned vehicle in the street. It was not registered and not reported stolen. After a few days, he had the vehicle towed.
- The printer has been mounted in the car and the two gifted radios are currently at Louisville Metro getting programmed. They should be returned in a few days.

Committee Reports

Community Events – After researching options for the October neighbor event, Councilmember Purcell proposed a gathering at City Hall on Friday, October 20, from 5:00-7:00 p.m. The city could provide hot dogs, bottled water, and ice cream cups, and interested councilmembers could make chili for a chili cook-off. It should cost the city around \$200. If the event is a success, we can build upon it for future years. The council

also discussed securing a neighborhood musician for the event. All agreed it was a good idea and Mayor Brown and Councilmember Claypool agreed to help. It will be promoted in the upcoming newsletter.

Let's Get Prepared – Councilmember Langford asked that we promoted civic duty to help keep our city clean by picking up trash and debris in your yard each week. The upcoming newsletter will include information on being a good neighbor and doing your part to help keep the city clean.

Fence and Building Permits – None to Report

Residential Sales/Rentals – Councilmember Watson reported five homes for sale and two under contract. There have been no sales since the last meeting. He stated that there is one property on Darbrook that is registered as a short term rental. The upcoming newsletter will include a section on the amended short term rental ordinance.

Streets and Signs – Mayor Brown stated that the Beechwood signage project has been on pause since Councilmember Nunn's recent illness. He is considering moving forward with it before Councilmember Nunn returns.

Welcome Committee/City Hall/Little Library – Councilwoman Claypool is caught up on all welcome packets. The Little Library has been active, so she is working on adding more books.

Old Business

The clerk performed a second reading of Ordinance No. 4, Series 2023-2024 - An Ordinance Amending Ordinance No. 3, Series 2018-2019, An Ordinance Relating to Short Term Rentals and Establishing Penalties for the Violation Thereof. Approval required a roll call vote. Councilmember Langford: Aye; Councilmember Claypool; Aye; Councilmember Purcell: Aye; Councilmember Watson: Aye. The ordinance was approved.

New Business: None

Mayor's Report:

Junk pickup is scheduled for October 21. We will also have a Brightside clean up on the same day. Volunteers can meet at City Hall at 9:00 a.m. and we will pick up Westport Road from Walden School to the interstate. If time and volunteers allow, we will move to the Windy Hills side of Westport Road. Brightside will provide gloves, shirts, and bags. Mayor Brown will provide fruit or doughnuts.

Mayor Brown is leaving for Lexington at the conclusion of the meeting to attend the Kentucky League of Cities Stand Up for Cities conference. He is registered for several workshops including ethics, budgets, inter local agreements, state legislative 2024

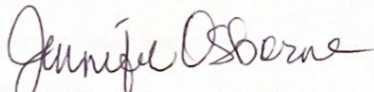
preview, equity and inclusion, and emergency preparedness, among others. He is especially looking forward to the interlocal agreements workshop because he has heard of several local cities coming together for better pricing on major items like sanitation. There are more than 1,000 local officials registered for the conference.

Spectrum has delayed the auto attendant feature on the city office line. This has now been delayed at least two months. At the KLC conference, Mayor Brown plans to ask other officials about what vendors they use and he may consider other options.

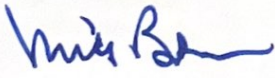
Mayor Brown asked if there were any other items to address. Mr. Veeneman asked if information on the insurance premium tax is included in the Welcome Packet. Mayor Brown confirmed that it is included. Mr. Veeneman asked for an update on a prior taxes issue. Mr. Carey stated that it has been in litigation, but in the past few weeks one of the plaintiffs recently filed to distribute funds. Mr. Veeneman also wanted to remind Mayor Brown that the planned increase to the insurance premium tax must be included in an ordinance 100 days before the start of the calendar year. Mr. Carey clarified that it is 100 days before the budget ordinance is approved and that he is working on the ordinance to increase the tax to 7%.

Councilmember Claypool made a motion to adjourn the meeting. All voted in favor. The meeting adjourned at 7:39 p.m.

Respectfully submitted,



Jennifer Osborne, Clerk



Mike Brown, Mayor

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

	Current Month Actual	Year to Date Actual	Budget	Percent 17%
<u>Revenues - General Fund</u>				
Business License Receipts	\$ 0.00	\$ 75.00	\$ 800.00	9.38
Franchise Fees	541.90	1,083.80	6,500.00	16.67
Interest Income	0.31	0.62	300.00	0.21
Insurance Tax	11,184.11	18,070.39	80,000.00	22.59
Misc. Income	10.00	30.00	1,500.00	2.00
Property Taxes	25,622.29	50,453.24	142,000.00	35.53
Rental License Fees	250.00	250.00	6,500.00	3.85
Citations	0.00	0.00	250.00	0.00
HB413	0.00	0.00	4,500.00	0.00
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	37,608.61	69,963.05	295,720.00	23.66
<u>Expenses - General Fund</u>				
<u>Operations</u>				
Bonds & Insurance	1,112.31	2,225.84	13,000.00	17.12
Clerk/Treasurer	422.03	647.03	3,600.00	17.97
Federal Payroll Taxes	331.17	773.72	5,700.00	13.57
City Hall - Wingate Rd.	527.68	991.30	6,000.00	16.52
Legal	800.00	2,143.60	12,000.00	17.86
Accounting	1,901.00	1,901.00	10,500.00	18.10
Audit	0.00	0.00	5,000.00	0.00
Mayor & Council	1,200.00	2,400.00	14,400.00	16.67
Administration Expenses	671.26	1,115.12	9,700.00	11.50
Codification Expense	0.00	1,100.00	0.00	0.00
Tax Collection	5,038.30	5,038.30	5,100.00	98.79
Total Operations Expense	12,003.75	18,335.91	85,000.00	21.57
<u>Beautification</u>				
Beautification - Litter Abate	284.00	284.00	2,000.00	14.20
Grounds Maintenance	2,059.92	3,498.72	14,000.00	24.99
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	2,343.92	3,782.72	21,500.00	17.59
<u>Public Services</u>				
Neighborhood Relations	42.76	161.29	2,000.00	8.06
Street Lights	1,557.42	3,118.58	21,000.00	14.85
Trash Collection	7,499.40	15,048.80	90,000.00	16.72
Total Public Services	9,099.58	18,328.67	113,000.00	16.22
<u>Communications</u>				
Website & Hosting	1,650.82	2,492.71	9,400.00	26.52
Newsletter & Directory	0.00	0.00	2,000.00	0.00
Legal Advertising	183.33	183.33	300.00	61.11
Total Communications Exp	1,834.15	2,676.04	11,700.00	22.87

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

	Current Month Actual	Year to Date Actual	Budget	Percent 17%
<u>Contingency</u>				
Contingency - Beautificat	296.00	296.00	5,000.00	5.92
Total Contingency Fund	296.00	296.00	5,000.00	5.92
<u>Police Expense</u>				
Police Dept (Oper. Exp.)	1,796.95	4,356.86	6,000.00	72.61
Police Dept. - Salaries	2,704.00	7,064.00	49,920.00	14.15
Code Enforcement	200.00	200.00	3,600.00	5.56
Total Police Expense	4,700.95	11,620.86	59,520.00	19.52
Total General Fund Ex	30,278.35	55,040.20	295,720.00	18.61
Net Income - General F	\$ 7,330.26	\$ 14,922.85	\$ 0.00	0.00
<u>REVENUES - ROAD FUND</u>				
RF - Municipal Aid Rec	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
Total Revenues - Road Fun	0.00	0.00	20,000.00	0.00
<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	\$ 0.00	\$ 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
August 31, 2023

ASSETS

Current Assets

Cash on Hand- PNC	\$ 46,380.74	
MRA Checking - Eclipse Bank	24,480.29	
Money Market - Eclipse Bank	1,206.42	
PNC - ARPA FUNDS	<u>21,669.32</u>	
Total Cash		93,736.77

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>242,716.24</u></u>
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LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$ 4,487.85	
Federal Payroll Taxes Payable	1,425.29	
State Payroll Taxes Payable	136.49	
Local Payroll Taxes Payable	209.33	
Property Taxes - Dbl Pymt	3,610.84	
Property Taxes - Other Than	<u>1.00</u>	
Total Current Liabilities		<u>9,870.80</u>

Total Liabilities		9,870.80
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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	<u>14,922.85</u>	

Total Capital		<u>232,845.44</u>
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Total Liabilities & Capital	\$	<u><u>242,716.24</u></u>
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