

## October 20, 2025 Meeting Minutes

The Woodlawn Park City Council met on Monday, October 20, 2025. The meeting was called to order at 7:00 p.m. Those gathered recited the Pledge of Allegiance and then roll call was taken.

**Present:** Mayor Mike Brown; Councilmembers Kevin Cassaro, Nancye Claypool, Kevin Reh, James Russell Bushong, Susanna Stoll, and Doug Watson; City Clerk Jennifer Osborne, Chief Rich Wilson, Attorney Matt Carey, and Mr. Charlie Veeneman.

Mayor Brown welcomed everyone to the meeting and took time to thank everyone for their support after the unexpected death of his mother.

The Council then reviewed the minutes from the September 15, 2025, city council meeting. Councilmember Claypool made a motion to approve the minutes. Councilmember Cassaro seconded the motion. All voted in favor, and the minutes were approved.

### Clerk Report

The clerk asked if a letter should be drafted to rental property owners informing them of the increase in rental licensing fees. Mayor Brown stated that he will draft a letter for the clerk to review.

**Police Report:** Chief Wilson reviewed recent police activity in detail.

- Chief Wilson reminded all residents to lock their car doors. Louisville Metro Police have reported a large increase in items being stolen from cars. Woodlawn Park hasn't been affected as badly as other areas so residents should remain vigilant.
- The Louisville Metro Mounted Patrol was present for the Fall Social. The officers appreciated the hospitality from Woodlawn Park residents.
- The chief issued six warnings for stop sign violations. These warnings were issued to drivers who had not been warned previously. This is a dramatic decrease in numbers. The chief has noticed a decrease in speeding on Walser.
- The chief asked about the possibility of adding stop bars at the new stop sign locations. Mayor Brown replied that he will look at the budget and see if funds are available.
- Councilmember Claypool asked if the drivers who received warnings were city residents and Chief Wilson replied yes. The chief commented that he has not pulled anyone over more than once for the stop sign violation, stating that the main goal was to slow traffic, and that seems to have been accomplished. Moving forward the chief will focus on rolling stops through the signs.
- The chief reported that there was a house fire on Green Meadow Circle. He will monitor the property and has also asked Louisville Metro Police to periodically drive by the home. Several residents have stopped him and asked how they can help the residents who were affected.
- The chief continues to monitor speeding on Kinloch. It has been difficult to find high speeding times because the traffic seems random. There were about 450 cars travelling



30-40 mph over 30 days. This is not enough traffic to perform much radar because it is so sporadic. The Louisville Metro Police radar machine will be on the road again soon and will monitor speeding with the screen off, which tends to provide more accurate data. Most speeders seem to be food delivery people and ride share drivers.

- Drag racing seems to be happening again on Kinloch. Councilmember Stoll stated that the vehicles rev their engines extremely loudly for what seems like hours at a time. Chief Wilson asked if there is a noise ordinance in place in the city. Mayor Bowns asked if anyone had a similar complaint to send a letter to himself and to Chief Wilson so that they have something to reference when approaching the resident. Councilmember Claypool asked if the residents in question were allowed to work on cars, and Mayor Brown replied he believes the property is grandfathered in. Councilmember Cassaro stated that for anyone running a car repair business there are certain regulations the owners have to follow regarding disposal of oil, etc. Councilmember Cassaro asked if the owner has a business license and Mayor Brown replied yes.

**Financial Report:** Mr. Veeneman reviewed the September 2025 Financial Report in detail. He stated that this will be a tight budget year, so the city needs to watch expenses. Councilmember Claypool made a motion to approve the report. Councilmember Watson seconded the motion. All voted in favor and the financial report was approved.

**Introduce Residents/Guests:** Mayor Brown opened the floor to comments from residents or guests.

- Ms. Liz Thurwell, 6701 Green Meadow Court, spoke about the family that was impacted by the recent house fire. She stated there are two active Go Fund Me pages for the family. Ms. Thurwell also stated that the family owns a local pizza restaurant and suggests residents support the business. Councilmember Claypool asked if the family has a place to live and Mayor Brown stated that the rental insurance appears to be covering temporary housing. Councilmember Claypool asked if any items in the house were salvageable and Mayor Brown stated the backside of the house was very damaged, but he isn't sure about the status of personal items. Mayor Brown stated that the city should look at ways to be prepared in case of other emergency situations, for example having blankets and water easily accessible. Councilmember Claypool stated that the city always orders Salsarita's in December for its holiday celebration and suggested ordering from Pizzaville instead.

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

#### **Council Focus:**

**Community Events** – Councilmember Reh reported that the Fall Social had a fantastic turnout. The city served approximately 80 hot dogs and 12 pots of chili. Councilmember Reh thanked Chief Wilson for securing the Mounted Patrol as they were a big hit. Councilmember Reh also thanked all of the council for bringing pots of chili and showing up to help set up the event. Councilmember Russell Bushong stated that he thought the signs throughout the city helped encourage and remind residents to attend. Councilmember Russell Bushong suggested some electrical upgrades to ensure there are enough grounded outlets within city hall. Chief Wilson estimated that there were 100



residents in attendance. Councilmember Russell Bushong stated that the Recycling Coach table was visited by around 35 residents.

**Let's Get Prepared** – Councilmember Russell Bushong stated that the second phase of the tree planning initiative has been delayed due to funding issues. The final round of the program will cost approximately \$1,000 and may not occur until spring.

Councilmember Russell Bushong offered his thoughts on emergency preparedness kits. He suggested that the city keep an emergency pump for flooding issues and suggested that FEMA funds could help to pay for totes of supplies. He will research the concept and report back at the November meeting with suggestions. Councilmember Russell Bushong also stated that he is going to register for an upcoming Kentucky League of Cities peer-learning training on emergency response.

Councilmember Claypool stated that there is a standing water issue on Kinloch. Councilmember Russell Bushong said he will take a look at the issue.

**Fence and Building Permits** – Councilmember Stoll reported the following:

- 4404 Alicent – chain link fence approved.
- 4321 Kinloch – started a privacy fence and wasn't sure if a variance was needed.
- A resident on Darbook is building a screen porch that appears to be over the build line. Mayor Brown stated that Woodlawn Park has no jurisdiction over that permit since it's granted by Louisville Metro.

Councilmember Stoll asked if there is a cap on the percentage of the city that can be rental properties. Mayor Brown stated that he would be interested to see what will happen with rentals once the fees are increase. Councilmember Watson stated that it's also an increase per property.

Councilmember Stoll stated that she believes the city needs someone in the city to monitor code violations as Mr. Stewart is not within the limits enough to thoroughly monitor. Mayor Brown replied that as long as he is the Mayor George Stewart will be responsible for issuing code violations and stated that a resident should not have to take on this burden of citing neighbors. Councilmember Stoll replied that Mr. Stewart is likely missing 50% of violations. Councilmember Claypool requested access to the violations that are written and Mayor Brown stated that Mr. Jim Reh has a report of all violations. Mayor Brown stated that if the city wants to get serious about these code enforcement violations, the council may want to look at increase the fines. Mayor Brown also recommended that everyone complete the online form whenever they see violation because Mr. Stewart always acts upon the complaints. Mayor Brown encouraged the council to let the code enforcement process do its job. Councilmember Claypool stated that the council should probably consider increasing fines. Mr. Veeneman asked if the city gets the code enforcement fines and Mayor Brown replied yes. Councilmember Stoll requested that there be an item added to the November agenda regarding raising code enforcement fines.

**New Moves and Rentals** – Councilmember Watson reported that three houses are listed for sale with one under contract and no houses selling since the September meeting. He



reported that 4401 Alicent is currently up for rent, and that house is in the rental database.

**Streets and Signs** – Councilmember Cassaro reported that approximately 12 light poles seem to be leaning. He is taking an inventory of all poles and will report the list to LG&E. Councilmember Cassaro also took an inventory of all parking pads in the city.

**Welcoming Committee/City Hall/Little Library** – Councilmember Claypool reported that City Hall was cleaned after the Fall Social at a cost of \$75 and that The Little Library is clean and in good shape. She inquired about new nametags for the newest councilmembers. Mayor Brown stated that he is coordinating the artwork for new nametags to be ordered.

Mayor Brown commented that he would like to add a locked mailbox to the front of city hall so that residents can feel comfortable dropping off property taxes, fees, etc.

Councilmember Claypool asked if the council would like for her to schedule a cleaner to clean City Hall after the December meeting and Mayor Brown replied that the city now has a regular cleaner, but they were not available after the Fall Social.

## **Mayor's Report**

- Mayor Brown plans to join other suburban city mayors on an upcoming zoom call with Mayor Greenberg.
- TARC is reducing routes by 30%, leaving no bus line between Hubbard's Lane and Lyndon Lane.
- The City Pride Award is being given to Charles Dobbs and Christi Nicols at 4326 Kinloch Road. The property is always festive for major holidays.
- The Kentucky League of Cities conference was another informative event. Mayor Brown enjoyed a meaningful opening speaker and a workshop on how to be sure the city is grant ready, including applying for grants, accepting grants, and accountability process for tracking grants. The mayor also attended a workshop on the First Amendment and social media, and he suggested that the city may want to look at developing a social media policy. The mayor plans to discuss more highlights from the conference at the November meeting.
- Recycle Coach performed a review of the west part of the city. The rest of the city will be completed soon.
- Kentucky League of Cities Investment Pool is a program through PNC allowing investment opportunities for cities. Mayor Brown plans to research this opportunity in more detail, but it could be an option to help with revenue.
- Westport Road Church of Christ -a resident that abuts the church is concerned with the number of residents cutting through her yard to access the church property. The foot traffic is starting to destroy her landscaping. Mayor Brown plans to encourage the church to extend the privacy fence to help prevent this from happening.
- There has been no movement yet on the Green Meadow Beautification Project, but some improvements might start happening in the spring, depending on budget.
- Mayor Brown asked for feedback on the December meeting. The city typically invites residents to enjoy Salsarita's after the December council meeting, but after the success

of recent city event the mayor is concerned that the city cannot host 100 people indoors. The mayor asked if the event should be held offsite or if it should be at city hall with invitees limited to the council and their families. Councilmember Russell Bushong asked if the city could reserve a room at the church. Mayor Brown thought that could work, or possible space at Walden School. Mr. Carey cautioned the city on preceding with a limited invitation event. Mayor Brown commented that he believes this year the city should limit the event to anyone who works for the city and their families. Councilmember Claypool encouraged the city to support Pizzaville by using them to cater the event. Mr. Carey suggested being careful about the expenditure. Councilmember Reh suggested opening the event up to residents, asking them to pay \$10 a person, and promote it as a way to help the family affected by the fire. Mayor Brown recommended making a final decision at the November meeting.

### **Old Business**

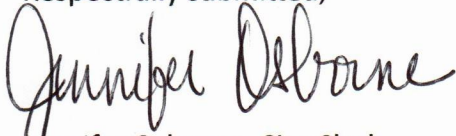
None was presented.

### **New Business:**

- The clerk read Municipal Order 2025-2026 A Municipal Order Governing the Disposition of Proceeds from Sale of Police Vehicle into the record. A voice vote was taken with all voting in favor. The municipal order passed.
- The clerk read Resolution 2025-1 Recognizing October as City Government Month into the record. A voice vote was taken with all voting in favor. The resolution passed.

Councilmember Stoll made a motion to adjourn. Councilmember Claypool seconded the motion. All voted in favor and the meeting adjourned at 8:47 p.m.

Respectfully submitted,



Jennifer Osborne, City Clerk



Mike Brown, Mayor



City of Woodlawn Park  
Income Statement - All Funds (Modified Cash Basis)  
For the Month and Three Months Ended September 30, 2025  
For the Year Ending June 30, 2026 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 12%
<b><u>Revenues - General Fund</u></b>				
Business License Receipts	\$ 0.00	\$ 0.00	\$ 1,200.00	0.00
Prior Earnings	0.00	0.00	30,069.00	0.00
Franchise Fees	542.06	1,626.18	6,000.00	27.10
Interest Income	3.38	6.83	0.00	0.00
Insurance Tax	0.00	32,823.11	125,000.00	26.26
Misc. Income	10.00	20.00	1,500.00	1.33
Property Taxes	87,506.76	134,791.71	147,000.00	91.70
Rental License Fees	0.00	500.00	8,250.00	6.06
Citations	50.00	150.00	200.00	75.00
HB413	0.00	0.00	4,000.00	0.00
Litter Abatement	0.00	0.00	600.00	0.00
2016 Dodge Charger Sale	0.00	0.00	13,000.00	0.00
<b>Total Revenues - General Fund</b>	<b>88,112.20</b>	<b>169,917.83</b>	<b>336,819.00</b>	<b>50.45</b>
<b><u>Expenses - General Fund</u></b>				
<b><u>Operations</u></b>				
Bonds & Insurance	3,036.74	5,263.16	13,350.00	39.42
Clerk/Treasurer	300.00	900.00	3,600.00	25.00
Federal Payroll Taxes	473.02	1,283.08	4,700.00	27.30
City Hall - Wingate Rd.	480.90	1,266.51	10,500.00	12.06
Legal	400.00	2,590.00	8,000.00	32.38
Accounting	1,000.00	3,166.00	12,000.00	26.38
Mayor & Council	1,200.00	3,600.00	14,900.00	24.16
Administration Expenses	432.00	2,136.31	11,000.00	19.42
Codification Expense	0.00	0.00	1,000.00	0.00
Tax Collection	0.00	6,595.38	6,700.00	98.44
Bank Service Charge	73.00	275.00	0.00	0.00
<b>Total Operations Expense</b>	<b>7,395.66</b>	<b>27,075.44</b>	<b>85,750.00</b>	<b>31.57</b>
<b><u>Beautification</u></b>				
Grounds Maintenance	0.00	1,601.57	20,000.00	8.01
Flags and Banners	0.00	611.15	1,000.00	61.12
Gr Meadow Ct Project	0.00	0.00	10,000.00	0.00
<b>Total Beautification Expense</b>	<b>0.00</b>	<b>2,212.72</b>	<b>31,000.00</b>	<b>7.14</b>
<b><u>Public Works</u></b>				
Beautification - Litter Abatem	120.00	442.00	2,000.00	22.10
Street Lights	1,498.20	4,539.09	19,936.00	22.77
Trash Collection	7,947.75	23,843.17	95,369.00	25.00
2 Speed Humps (Kinloch)	0.00	558.72	2,500.00	22.35
2 Stop Signs (Walser/Alicent)	0.00	2,796.45	3,000.00	93.22
<b>Total Public Services Expense</b>	<b>9,565.95</b>	<b>32,179.43</b>	<b>122,805.00</b>	<b>26.20</b>
<b><u>Communications</u></b>				
Website & Hosting	369.11	1,234.40	10,600.00	11.65
Newsletter & Directory	0.00	735.37	2,500.00	29.41
Aweber Communications	0.00	0.00	600.00	0.00
Legal Advertising	192.40	1,346.20	1,500.00	89.75
<b>Total Communications Expense</b>	<b>561.51</b>	<b>3,315.97</b>	<b>15,200.00</b>	<b>21.82</b>

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City of Woodlawn Park  
Income Statement - All Funds (Modified Cash Basis)  
For the Month and Three Months Ended September 30, 2025  
For the Year Ending June 30, 2026 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 12%
<b><u>Contingency</u></b>				
Contingency - Mayor	128.00	640.00	5,000.00	12.80
<b>Total Contingency Expense</b>	<b>128.00</b>	<b>640.00</b>	<b>5,000.00</b>	<b>12.80</b>
<b><u>Police Expense</u></b>				
Police Dept (Oper. Exp.)	452.17	1,246.72	5,000.00	24.93
Police Dept. - Salaries	4,483.25	11,672.25	39,920.00	29.24
Code Enforcement	700.00	1,856.98	9,600.00	19.34
Police Vehic Lease (1of3 yrs)	0.00	17,743.87	17,744.00	100.00
Police Car Maintenance	0.00	373.90	2,300.00	16.26
Other Police Expenses	635.70	1,471.90	0.00	0.00
<b>Total Police Expense</b>	<b>6,271.12</b>	<b>34,365.62</b>	<b>74,564.00</b>	<b>46.09</b>
<b><u>Community Events</u></b>				
Neighborhood Relations	0.00	0.00	1,000.00	0.00
4th of July Parade	0.00	423.97	250.00	169.59
Fall Chili Social	0.00	0.00	400.00	0.00
Shredding Event	0.00	0.00	700.00	0.00
Gift Cards	0.00	0.00	150.00	0.00
<b>Total Community Events Expense</b>	<b>0.00</b>	<b>423.97</b>	<b>2,500.00</b>	<b>16.96</b>
<b>Total Gen Fund Expense</b>	<b>23,922.24</b>	<b>100,213.15</b>	<b>336,819.00</b>	<b>29.75</b>
<b>Excess Rev (Exp) - GF</b>	<b>\$ 64,189.96</b>	<b>\$ 69,704.68</b>	<b>\$ 0.00</b>	<b>0.00</b>
<b><u>REVENUES - ROAD FUND</u></b>				
RF - Municipal Aid Rec	\$ 0.00	\$ 1,348.00	\$ 20,500.00	6.58
<b>Total Revenues - Road Fund</b>	<b>0.00</b>	<b>1,348.00</b>	<b>20,500.00</b>	<b>6.58</b>
<b><u>EXPENSES - ROAD FUND</u></b>				
RF-Road Repair	0.00	0.00	5,500.00	0.00
Snow Removal - RF	0.00	0.00	15,000.00	0.00
<b>Total Road Fund Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>20,500.00</b>	<b>0.00</b>
<b>Excess Rev (Exp) - RF</b>	<b>\$ 0.00</b>	<b>\$ 1,348.00</b>	<b>\$ 0.00</b>	<b>0.00</b>
<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 - All Funds (Modified Cash Basis)  
September 30, 2025

ASSETS

Current Assets

Cash on Hand- PNC	\$	91,519.50	
MRA Checking - Eclipse Bank		20,020.07	
Money Market - Eclipse Bank		1,219.94	
Total Cash			112,759.51

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
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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
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Total Assets	\$	261,738.98
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LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$	4,487.85
Federal Payroll Taxes Payable		1,489.31
State Payroll Taxes Payable		521.79
Local Payroll Taxes Payable		246.25
Property Taxes - Dbl Pymt		2,033.31
Property Taxes - Other Than		216.22

Total Current Liabilities	8,994.73
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Total Liabilities	8,994.73
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Fund Balance

Fund Bal - Fixed Assets	116,214.96
Special Rev Fund - Restricted	49,740.14
General Fund-Unrestricted	15,736.47
Net Income	71,052.68

Total Fund Balance	252,744.25
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Total Liabilities & Fund Balance	\$	261,738.98
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