



Woodlawn Park City Council Meeting June 17, 2024

The Woodlawn Park City Council met on Monday, June 17, 2024. The meeting was called to order at 7:00 p.m. A roll call vote was 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. Those gathered then recited the Pledge of Allegiance

Mayor Brown welcomed everyone to the meeting. He thanked Councilmember Langford for taking care of the bucket and that it turned out it wasn't the contractor's property, but they took care of removing it for the city. He also thanked Councilmember Cassaro for fixing the pothole on Wingate, and Councilmembers Cassaro, Purcell, and Watson for attending JCLC night at the Louisville Bats game.

Mayor Brown introduced the new members of the Ethics Committee, Chairperson Pam Rudd, Mr. Phil Lawver, and Ms. Donna Toney. Mayor Brown stated that the Ethics Committee will only meet if someone files an ethics complaint. Mr. Carey performed the Oath of Office for all three Ethics Commission members.

The Council reviewed the minutes from the May 20, 2024, meeting Councilmember Watson 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: Mayor Brown opened the floor to comments from residents. None were present.

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

Financial Report: Mr. Veeneman distributed an updated financial sheet and reviewed May activities in detail. Councilmember Purcell made a motion to approve the financial report. Councilmember Langford seconded the motion. All voted aye and the report was approved.

Old Business

- ORDINANCE NUMBER 1, SERIES 2024-2025 AN ORDINANCE ESTIMATING REVENUES, RESOURCES AND APPROPRIATING FUNDS FOR OPERATION OF CITY GOVERNMENT AND ADOPTING A BUDGET FOR THE PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2025.
 - The Clerk read the ordinance into the record and then performed a roll call vote. Councilmembers Cassaro, Claypool, Lanford, Purcell, Stoll, and Watson all voted in favor and the ordinance passed.

- ORDINANCE NO. 2, SERIES 2024-2025 AN ORDINANCE ADOPTING THE JEFFERSON COUNTY, KENTUCKY AD VALOREM TAX ASSESSMENT FOR THE CITY OF WOODLAWN PARK, KENTUCKY AND THE LEVYING OF AN AD VALOREM TAX THEREON FOR THE GENERAL OPERATING PURPOSE OF THE CITY.

- The Clerk read the ordinance into the record and then performed a roll call vote. Councilmembers Cassaro, Claypool, Lanford, Purcell, Stoll, and Watson all voted in favor and the ordinance passed.
- ORDINANCE NO. 6, SERIES 2023-2024 AN ORDINANCE AMENDING ORDINANCE NO. 3 SERIES 2023-2024.
 - The Clerk read the ordinance into the record and then performed a roll call vote. Councilmembers Cassaro, Claypool, Lanford, Purcell, Stoll, and Watson all voted in favor and the ordinance passed.

MAYOR'S REPORT/ANNOUNCEMENTS

- 2024 Kentucky League of Cities Legislative Update
 - Mayor Brown has a copy of the legislative update in City Hall if anyone wants to review.
- Change in Zoning Request for 4251 Westport Road
 - Mayor Brown passed out a letter announcing a public meeting regarding this request to take place on Tuesday, June 25, 2024, at the St. Matthews Eline Library located at 3940 Grandview Avenue. The request is to change the zoning from R-4 to O-R to build a doctor's office.
 - This is the house next to the nursing home on Westport Road. Mayor Brown believes the city should fight this zoning change because of concerns that commercial development will continue to be added down Westport Road.
- 2005 Crown Victoria
 - Mayor Brown thanked Councilmember Langford for helping to secure a buyer of the 2005 Crown Victorie. The vehicle will be sold for \$1,222. The official papers have not been signed, but the mayor is confident the sale will move forward. The city needs to remove the shield, siren, and radio Staten before the sale can be finalized.
- Orchid Hill Light
 - Councilmember Cassaro reported that the light is not on, but all work has been completed in order for LG&E to repair the light. Mayor Brown stated that there was a second break in the line that the city was not aware of, but now that has been fixed and the light should be turned on soon.
- Small Banner Removal
 - Mayor Brown might try to attempt to move the small banners himself because they are in such poor condition. Councilmember Cassaro stated that it will likely require a bucket truck because of safety concerns.
- Illegal Fireworks
 - Mayor Brown reminded residents not to set off illegal fireworks in the city. He recommended that residents attend one of the numerous professional shows that take place throughout Louisville.
- Eline Realty Parking Lot
 - Ecotec did some small damage to the Eline Realty parking lot during junk pick up. Eline had a large amount of junk set out and Eco-tech had to return with a claw, which appears to have done the damage. Eco-tech is taking a look to see what repairs are needed.
- Jefferson County League of Cities Training

- KIPDA will present on grants and other opportunities at the JCLC meeting this Thursday, June 20, 2024, at Lyndon City Hall.
- Permits
 - Mayor Brown asked for the council's thoughts on posting approved permits to the website. All were in favor of this suggestion.
- Parking Violations
 - Mayor Brown asked for thoughts on posting parking offenders in the mayor's monthly news since more complaints are starting to be submitted through that option on the new website. Mayor Brown received eight complaints about parking last week. Mr. Carey cautioned against taking this action.
- City Forester
 - Mayor Brown introduced James Russell Bushong as the new city forester. The city has never had a forester before, and he will be working on the health of trees within the city.

New Business

- Mayor Brown introduced the new Police Chief, Rich Wilson. Chief Wilson introduced himself and stated that he had an extensive career in law enforcement and a passion for policing. He wants to be a resource for residents. He has relationships with the St. Matthews Police Department and Louisville Metro Police Department, specifically the 5th Division. Councilmember Langford stated that the feedback he has received has all been positive. Mayor Brown stated that Chief Wilson understands the expectation that he will not be sitting in his office but will be out in the community. Chief Wilson looks forward to stopping and meeting and visiting with residents. Following Chief Wilson's remarks, Mr. Carey swore him into office.

Committee Reports

Community Events

- Councilmember Purcell reported that the Fourth of July parade will be changed slightly to allow the route to go through more of the city. Residents can meet in the Eline Realty parking lot and the parade will end at city hall with hot dogs and ice cream. Councilmember Purcell asked for volunteers to assist with the event. Mayor Brown will send a Reach Alert reminder to help spread the word.

Let's Get Prepared

- Councilmember Langford thanked and congratulated the council after the last power outage. Councilmembers and other residents all stepped up to help each other. He also announced that June is National Safety Month, LGBTQ+ month, and this week includes the longest day of the year and the start of summer.

Fence and Building Permits

- Councilmember Stoll stated that there were no permit applications to report.

New Moves/Rentals

- Councilmember Watson reported two home sales in the city since the last meeting, 908 Beechwood Road closed on May 31, 6823 Green Meadow Circle closed on June 11. There is currently one active listing in the city, which is under contract.

Streets and Signs

- Councilmember Cassaro reported that the light on the east side of Walser has been turned in for repair.
- A Westport Terrace light stays on 24 hours a day and Councilmember Cassaro is working on getting that sensor repaired.
- Councilmember Cassaro is working on identifying and repairing potholes throughout the city.
- Mayor Brown mentioned adding an option to the website for reporting potholes.

Welcome Committee/City Hall/Little Library

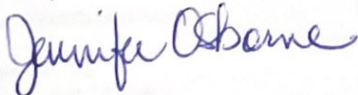
- Councilmember Claypool reported being up to date on delivering welcome packets except for the two new house sales that were announced earlier in the meeting. She also stated that city hall was cleaned late in May and will be cleaned again in early July.

Councilmember Claypool asked for an update on the Air BNB at 6705 Green Meadow Circle. Mayor Brown stated that the Code Enforcement Officer contacted the property owner. Mayor Brown has not been contacted recently by the neighbors of the property. The CEO is on vacation, and Mayor Brown will ask for an update when he returns. Councilmember Stoll stated that she made a complaint to Louisville Metro about the Air BnB.

Councilmember Claypool asked for an update on the homes that are missing house numbers. Mayor Brown is going to ask the Police Chief to follow up with residents.

Councilmember Cassaro made a motion to adjourn the meeting and Councilmember Purcell seconded the motion. All voted in favor. The meeting adjourned at 8:13 p.m.

Respectfully submitted,



Jennifer Osborne, Clerk



Mike Brown, Mayor

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

	Current Month	Year to Date Actual	Original Budget	Amended Budget	Percent 92%
Revenues - General Fund					
Business License Receipts	\$ 150.00	\$ 900.00	\$ 800.00	800.00	112.50
Prior Earnings	0.00	0.00	52,770.00	73,070.00	0.00
Delinquent Taxes	0.00	12,277.50	0.00	0.00	0.00
Franchise Fees	541.90	5,960.90	6,500.00	6,500.00	91.71
Interest Income	0.31	3.36	300.00	300.00	1.12
Insurance Tax	17,163.31	92,706.19	80,000.00	80,000.00	115.88
Misc. Income	60.00	2,151.27	1,500.00	1,500.00	143.42
Property Taxes	709.01	151,865.59	142,000.00	142,000.00	106.95
Rental License Fees	1,000.00	7,100.00	6,500.00	6,500.00	109.23
Citations	25.00	25.00	250.00	250.00	10.00
HB413	0.00	1,351.32	4,500.00	4,500.00	30.03
Litter Abatement	0.00	0.00	600.00	600.00	0.00
Total Revenues - General Fund	19,649.53	274,341.13	295,720.00	316,020.00	92.77
Expenses - General Fund					
Operations					
Bonds & Insurance	1,112.32	12,236.64	13,000.00	13,000.00	94.13
Clerk/Treasurer	300.00	3,447.03	3,600.00	3,600.00	95.75
Federal Payroll Taxes	130.05	4,104.50	5,700.00	5,700.00	72.01
City Hall - Wingate Rd.	212.00	5,778.82	6,000.00	6,000.00	96.31
Legal	1,000.00	8,464.24	12,000.00	12,000.00	70.54
Accounting	1,033.00	9,349.00	10,500.00	10,500.00	89.04
Audit	0.00	0.00	5,000.00	5,000.00	0.00
Mayor & Council	1,200.00	14,059.53	14,400.00	14,400.00	97.64
Administration Expenses	573.31	6,434.26	9,700.00	9,700.00	66.33
Codification Expense	0.00	1,249.60	0.00	0.00	0.00
Tax Collection	0.00	6,328.30	5,100.00	5,100.00	124.08
Total Operations Expense	5,560.68	71,451.92	85,000.00	85,000.00	84.06
Beautification					
Beautification - Litter Abatem	0.00	1,382.00	2,000.00	2,000.00	69.10
Grounds Maintenance	3,022.33	15,094.52	14,000.00	14,000.00	107.82
Flags and Banners	0.00	0.00	1,500.00	1,500.00	0.00
Light Repairs	0.00	0.00	4,000.00	4,000.00	0.00
Total Beautification Expense	3,022.33	16,476.52	21,500.00	21,500.00	76.63
Public Services					
Neighborhood Relations	0.00	2,255.45	2,000.00	2,000.00	112.77
Street Lights	1,765.49	20,218.94	21,000.00	21,000.00	96.28
Trash Collection	7,499.40	82,543.40	90,000.00	90,000.00	91.71
Function budget increase	0.00	0.00	0.00	17,000.00	
Total Public Services	9,264.89	105,017.79	113,000.00	130,000.00	92.94

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 Eleven Months Ended May 31, 2024
For the Year Ending June 30, 2024 - Budget

	Current Month	Year to Date Actual	Original Budget	Amended Budget	Percent 92%
<u>Communications</u>					
Website & Hosting	382.53	10,781.74	9,400.00	9,400.00	114.70
Newsletter & Directory	0.00	733.05	2,000.00	2,000.00	36.65
Legal Advertising	192.40	410.73	300.00	300.00	136.91
Function budget increase	0.00	0.00	0.00	3,300.00	
Total Communications Expense	574.93	11,925.52	11,700.00	15,000.00	101.93
<u>Contingency</u>					
Contingency - Operations	700.00	700.00	0.00	0.00	0.00
Contingency - Beautificat	366.00	2,590.17	5,000.00	5,000.00	51.80
Total Contingency Fund	1,066.00	3,290.17	5,000.00	5,000.00	65.80
<u>Police Expense</u>					
Police Dept (Oper. Exp.)	99.74	8,797.86	6,000.00	6,000.00	146.63
Police Dept. - Salaries	0.00	35,328.18	49,920.00	49,920.00	70.77
Code Enforcement	200.00	2,849.68	3,600.00	3,600.00	79.16
Other Police Exp	500.00	1,000.00	0.00	0.00	0.00
Total Police Expense	799.74	47,975.72	59,520.00	59,520.00	80.60
Total General Fund Expense	20,288.57	256,137.64	295,720.00	316,020.00	86.61
Net Income - General Fund	(\$ 639.04)	\$ 18,203.49	0.00	0.00	0.00
<u>REVENUES - ROAD FUND</u>					
RF - Municipal Aid Rec	\$ 0.00	\$ 19,920.00	\$ 20,000.00	\$ 20,000.00	99.60
Total Revenues - Road Fund	0.00	19,920.00	20,000.00	20,000.00	99.60
<u>EXPENSES - ROAD FUND</u>					
RF-Road Repair	0.00	0.00	9,000.00	9,000.00	0.00
Street Signs	0.00	0.00	1,000.00	1,000.00	0.00
Snow Removal - RF	0.00	8,945.00	10,000.00	10,000.00	89.45
Total Road Fund Expense	0.00	8,945.00	20,000.00	20,000.00	44.73
Net Income - Road Fund	\$ 0.00	\$ 10,975.00	0.00	0.00	0.00
<u>AMERICAN RESCUE PLAN ACT FUNDS</u>					
Prior Years' ARPA's Excess Earnings	\$ 2,069.32	\$ 2,069.32	\$ 15,400.00	\$ 21,669.00	13.44
Amer Rescue Plan Expenses	0.00	(2,069.32)	(15,400.00)	(21,669.00)	13.44
Net Receipts (Expenses)	\$ 2,069.32	\$ 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
May 31, 2024

ASSETS		
Current Assets	\$ 59,159.08	
Cash on Hand- PNC	21,482.29	
MRA Checking - Eclipse Bank	1,209.16	
Money Market - Eclipse Bank	19,600.00	
PNC - ARPA FUNDS	<u> </u>	101,450.53
Total Cash		
	250.00	
Rental Fee Rec - Audit Adj	19,641.76	
Ins Prem Tax Rec - Audit Adj	2,070.00	
RF-Mun. Aid Rec. - Audit Adj.	1,132.10	
A/R - HB413 - Audit Adj	9,670.65	
A/R - Prop Txs Aud Adj	<u> </u>	32,764.51
Total Current Assets		
Property and Equipment	22,383.73	
Automobiles	1,812.87	
Other Depreciable Property	87,030.00	
Building Improvements	78,235.20	
Infrastructure	57,000.00	
Land	(22,383.73)	
Accum. Depreciation - Automobi	(1,812.87)	
Accum. Depreciation - Other	(25,500.00)	
Accum. Depreciation - Building	(17,563.04)	
Accum. Depreciation - Bldg Imp	(62,987.20)	
Accum Depr - Infrastructure	<u> </u>	116,214.96
Total Property and Equipment		
		<u> </u>
Total Assets	\$	<u><u>250,430.00</u></u>
LIABILITIES AND CAPITAL		
Current Liabilities		
Accounts Payable - Audit adj.	\$ 4,487.85	
Federal Payroll Taxes Payable	465.25	
State Payroll Taxes Payable	180.05	
Local Payroll Taxes Payable	141.03	
Property Taxes - Other Than	124.06	
	<u> </u>	5,398.24
Total Current Liabilities		<u>5,398.24</u>
Total Liabilities		5,398.24
Capital		
Fund Bal - Fixed Assets	116,214.96	
General Fund - Unrestricted	41,678.74	
Special Rev Fund - Restricted	49,740.14	
Retained Earnings	(11,380.57)	
Retained Earnings-ARPA	19,600.00	
Net Income	29,178.49	
	<u> </u>	245,031.76
Total Capital		<u>245,031.76</u>
Total Liabilities & Capital	\$	<u><u>250,430.00</u></u>

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