

September 15, 2025 Meeting Minutes

The Woodlawn Park City Council met on Monday, September 15, 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, and James Russell Bushong; City Clerk Jennifer Osborne, Chief Rich Wilson, Attorney Matt Carey, and Mr. Charlie Veeneman. Councilmembers Stoll and Watson were absent.

Mayor Brown welcomed everyone to the meeting and wished a happy birthday to Chief Wilson.

The Council then reviewed the minutes from the August 18, 2025, city council meeting. Mr. Veeneman asked for the minutes to be clarified to state that the \$50 late fee applies to rental properties. Councilmember Russell Bushong made a motion to approve the minutes as amended. Councilmember Reh seconded the motion. All voted in favor, and the minutes were approved as amended.

Clerk Report

The clerk reported that a business license application will be sent to the owner of 4242 Westport Road. Mayor Brown spoke to the new owner, and a roofing company will operate out of the house.

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

- Ms. Rita Stosberg, 4323 Kinloch Road, stated that she is a 19-year resident of Kinloch Road and is completely opposed to speed humps in the city. When city councilmembers were installing the temporary humps, she was concerned that someone would get hurt and OSHA would need to get involved. Ms. Stosberg now understands that permanent speed humps are being considered, and she believes that there are better uses for Woodlawn Park funds than speed humps. Councilmember Claypool asked Ms. Stosberg if she had polled residents of Kinloch about their stance on speed humps. Ms. Stosberg has not polled all the residents but several of her neighbors are in opposition.

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

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

- Initial complaints of drivers not coming to a complete stop at the new stop signs seemed to have slowed. The chief issued 17 warnings to motorists. It also seems to be assisting with slowing down traffic.

- The speeding study continues on Kinloch. The highest speed recorded has been 42 miles per hour. The highest speeders seem to be drivers for Uber or Door Dash, and not residents.
- All first-time speeding offenses have been issued verbal warnings rather than a ticket.

Financial Report: Mr. Veeneman reviewed the August 2025 Financial Report in detail. Mayor Brown commented that more residents paid property taxes in August of last year as compared to this year. Mayor Brown believes it is because residents understand now that the city no longer offers a discount for paying early. Councilmember Cassaro made a motion to approve the financial report. Councilmember Claypool seconded the motion. All voted in favor and the report was approved.

Old Business

The clerk performed a second reading of Ordinance No. 2, Series 2025-2026, An Ordinance Amending Ordinance No. 3-1972 and Title XV, Sections 151.02(B) and 151.08(B) of the City of Woodlawn Park Code of Ordinances. A roll call vote was taken with Councilmembers Cassaro, Claypool, Reh, and Russell Bushong voting in favor of the ordinance. Councilmembers Stoll and Watson were absent. The ordinance passed.

The clerk performed a second reading of Ordinance Number 3, Series 2025-2026 An Ordinance Amending Ordinance No. 4-1976 and Title, Section 72.15 (B) (1) (c) 1 of the city of Woodlawn Park Code of Ordinances Defining "Parking Pad," and Providing Penalties for Violation Thereof. A roll call vote was taken with Councilmembers Cassaro, Claypool, Reh, and Russell Bushong voting in favor of the ordinance. Councilmembers Stoll and Watson were absent. The ordinance passed.

New Business:

- Councilmember Claypool asked if George Stewart was still working for the city. She is not getting responses when she sends possible violations to him. Mayor Brown commented that Mr. Stewart does not always have time to respond personally to all of the requests because he works with several other cities, stating that he gave out 35 citations in Woodlawn Park last month. Councilmember Claypool also asked if there were restrictions on the length of time a sign can stay in a yard. Mayor Brown responded that as long as work is being done at the home the sign can remain, and there are no restrictions for non-profit and political signs. Mayor Brown commented that sometimes signs do help neighbors find companies. Mayor Brown suggested that the best way to submit a violation to Mr. Stewart is through the website. Requests are sent to both Mr. Stewart and Mayor Brown. Residents were asked to use that process, and it's probably the easiest way for the receiving person to remain organized and track submissions.

Mayor's Report

- The City Pride award will be given to Sean Haarsager and Karen Watson of 801 Beechwood Road. They have been residents since 2007 and always take incredible care of their property.

- Mayor Brown will be out of town next week for the Kentucky League of Cities conference but will be accessible on the city cell phone, if needed.
- A resident discovered a sink hole at 816 Stivers Road. Mayor Brown contacted LG&E about the sink hole because it was next to a utility pole. LG&E inspected it and backfilled the sink hole but does not believe the pole needs to be braced.
- The Dodge Charger will be placed on GovDeals.com. Mayor Brown hopes the vehicle will be sold to a small city in Kentucky that needs a new police car and stated he might try to sell it at the KLC convention next week.
- Mayor Brown stated that the entire Council are stewards of the city and would never do anything to hurt residents or their property. He personally is now hesitant to install speed humps in the city until more speeding information is available because the issue does not appear to be as bad as he originally thought. If the majority of the speeders are outside of the city, it is a shame that they are causing so many problems for our residents.

Council Focus:

Community Events – Councilmember Reh reported that the Fall Social will take place on Friday, October 10, from 6:00-8:00 p.m. Councilmember Reh is hopeful that the city can provide a minimum of 10 pots of chili, as the city ran out of chili last year. Several councilmembers offered to bring chili or reach out to residents to help. Chief Wilson informed the council that the Mounted Patrol will be present an hour before the event, Mayor Brown stated that Recycle Coach will have a table, and Councilmember Reh committed to bring cornhole boards.

Councilmember Reh asked when the beautification project will begin at Green Meadow. Mayor Brown stated that he was waiting on final decisions on the speed humps before moving forward in case he needed to make funds available.

Let's Get Prepared – Councilmember Russell Bushong stated that 811 was not able to mark all utilities before the tree planting event, so some trees will be planted on a second date. Close to 30 residents in total will receive trees as a part of this drive.

Councilmember Russel Bushong also reported that William Boland from Woodlawn Center contacted George Langford regarding drainage issues behind the center. MSD is going to work to clean out the culvert and he will work to obtain additional details.

Fence and Building Permits – Councilmember Claypool reported on behalf of Councilmember Stoll. Two permits were recently issued, 6886 Green Meadow Circle and 6867 Green Meadow Circle. Mayor Brown commented that both property owners were cited for non-conforming fences without a permit. Code enforcement became involved, and the permits were awarded on the condition that corrections will be made.

New Moves and Rentals – Councilmember Claypool reported on behalf of Councilmember Watson. Three sales have closed since the last meeting, and one house is for sale on Darbrook.

Streets and Signs – Councilmember Cassaro reported that all signs are up, and all streets are OK. He does have plans to repair two small potholes. Mayor Brown commented that there is one no parking sign at Ahland/Darbrook that was vandalized by place a sticker on the sign. Chief Wilson helped the mayor remove the sticker.

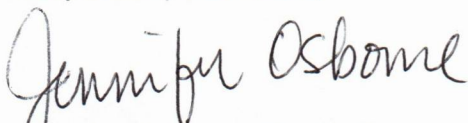
Now that the parking pad ordinance has passed, Councilmember Cassaro will take an inventory of any current parking pads in the city. Mr. Carey requested that any pictures that are taken of parking pads be date stamped.

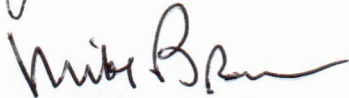
Mayor Brown commented that he is on a Jefferson County League of Cities committee that is working to survey all 83 cities on a variety of issues to help create a network of resources or interlocal agreements that could help with cost savings. He also took a moment to invite everyone on the council to attend the JCLC meeting on Thursday night at 7:00 p.m. featuring Chief Humphey as the speaker. The meeting will take place at Lyndon City Hall.

Welcoming Committee/City Hall/Little Library – Councilmember Claypool reported that the flag was lowered two times in the past month and that she will start adding additional signs around the city on meeting days. The Little Library is doing well, and a new Little Library has been spotted on Westport Road. She plans to reach out to the property owners and offer to share books from the city's library.

Councilmember Claypool made a motion to adjourn. Councilmember Cassaro seconded the motion. All voted in favor and the meeting adjourned at 8:13 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 Two Months Ended August 31, 2025
For the Year Ending June 30, 2026 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 8%
<u>Revenues - General Fund</u>				
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	1,084.12	6,000.00	18.07
Interest Income	3.14	3.45	0.00	0.00
Insurance Tax	17,467.19	32,823.11	125,000.00	26.26
Misc. Income	0.00	10.00	1,500.00	0.67
Property Taxes	21,837.46	47,284.95	147,000.00	32.17
Rental License Fees	250.00	500.00	8,250.00	6.06
Citations	50.00	125.00	200.00	62.50
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
Total Revenues - General Fund	40,149.85	81,830.63	336,819.00	24.30
<u>Expenses - General Fund</u>				
<u>Operations</u>				
Bonds & Insurance	1,112.60	2,226.42	13,350.00	16.68
Clerk/Treasurer	300.00	600.00	3,600.00	16.67
Federal Payroll Taxes	408.05	810.06	4,700.00	17.24
City Hall - Wingate Rd.	489.74	785.61	10,500.00	7.48
Legal	1,320.00	2,190.00	8,000.00	27.38
Accounting	1,000.00	2,166.00	12,000.00	18.05
Mayor & Council	1,200.00	2,400.00	14,900.00	16.11
Administration Expenses	599.23	1,691.71	11,000.00	15.38
Codification Expense	0.00	0.00	1,000.00	0.00
Tax Collection	6,595.38	6,595.38	6,700.00	98.44
Bank Service Charge	65.00	202.00	0.00	0.00
Total Operations Expense	13,090.00	19,667.18	85,750.00	22.94
<u>Beautification</u>				
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
Total Beautification Expense	0.00	2,212.72	31,000.00	7.14
<u>Public Works</u>				
Beautification - Litter Abatem	174.00	322.00	2,000.00	16.10
Street Lights	1,515.34	3,040.89	19,936.00	15.25
Trash Collection	7,947.75	15,895.42	95,369.00	16.67
2 Speed Humps (Kinloch)	244.68	558.72	2,500.00	22.35
2 Stop Signs (Walser/Alicent)	2,796.45	2,796.45	3,000.00	93.22
Total Public Services Expense	12,678.22	22,613.48	122,805.00	18.41
<u>Communications</u>				
Website & Hosting	0.00	865.29	10,600.00	8.16
Newsletter & Directory	0.00	735.37	2,500.00	29.41
Aweber Communications	0.00	0.00	600.00	0.00
Legal Advertising	936.00	1,153.80	1,500.00	76.92
Total Communications Expense	936.00	2,754.46	15,200.00	18.12

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 (Modified Cash Basis)
For the Month and Two Months Ended August 31, 2025
For the Year Ending June 30, 2026 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 8%
<u>Contingency</u>				
Contingency - Mayor	256.00	512.00	5,000.00	10.24
Total Contingency Expense	256.00	512.00	5,000.00	10.24
<u>Police Expense</u>				
Police Dept (Oper. Exp.)	458.93	794.55	5,000.00	15.89
Police Dept. - Salaries	3,634.00	7,189.00	39,920.00	18.01
Code Enforcement	399.68	1,156.98	9,600.00	12.05
Police Vehic Lease (1of3 yrs)	17,743.87	17,743.87	17,744.00	100.00
Police Car Maintenance	0.00	373.90	2,300.00	16.26
Other Police Expenses	836.20	836.20	0.00	0.00
Total Police Expense	23,072.68	28,094.50	74,564.00	37.68
<u>Community Events</u>				
Neighborhood Relations	0.00	0.00	1,000.00	0.00
4th of July Parade	202.00	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
Total Community Events Expense	202.00	423.97	2,500.00	16.96
Total Gen Fund Expense	50,234.90	76,278.31	336,819.00	22.65
Excess Rev (Exp) - GF	\$ (10,085.05)	\$ 5,552.32	\$ 0.00	0.00
<u>REVENUES - ROAD FUND</u>				
RF - Municipal Aid Rec	\$ 1,348.00	\$ 1,348.00	\$ 20,500.00	6.58
Total Revenues - Road Fund	1,348.00	1,348.00	20,500.00	6.58
<u>EXPENSES - ROAD FUND</u>				
RF-Road Repair	0.00	0.00	5,500.00	0.00
Snow Removal - RF	0.00	0.00	15,000.00	0.00
Total Road Fund Expense	0.00	0.00	20,500.00	0.00
Excess Rev (Exp) - RF	\$ 1,348.00	\$ 1,348.00	\$ 0.00	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 - All Funds (Modified Cash Basis)
August 31, 2025

ASSETS

Current Assets

Cash on Hand- PNC	\$	24,805.32	
MRA Checking - Eclipse Bank		20,020.07	
Money Market - Eclipse Bank		1,216.56	
Total Cash			46,041.95

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

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	\$	195,021.42
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LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$	4,487.85	
Federal Payroll Taxes Payable		1,257.46	
State Payroll Taxes Payable		324.16	
Local Payroll Taxes Payable		143.84	
Property Taxes - Other Than		216.22	
Total Current Liabilities			6,429.53
Total Liabilities			6,429.53

Fund Balance

Fund Bal - Fixed Assets	116,214.96	
Special Rev Fund - Restricted	49,740.14	
General Fund-Unrestricted	15,736.47	
Net Income	6,900.32	
Total Fund Balance		188,591.89
Total Liabilities & Fund Balance	\$	195,021.42

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