

August 18, 2025 Meeting Minutes

The Woodlawn Park City Council met on Monday, August 18, 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, Suzanna 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 thanked Councilmember Claypool for remembering to place the yard sign at City Hall reminding residents of tonight's meeting.

The Council then reviewed the minutes from the July 21, 2025, city council meeting. Councilmember Claypool made a motion to approve the minutes, and Councilmember Watson seconded the motion. All voted in favor, and the minutes were approved.

Clerk Report

The Mayor and Clerk asked the Council if it was acceptable to move forward with a one-time \$50 late fee for past due rental applications, and then an additional \$50 for every month following. The council agreed to that process. Mayor Brown stated that he is working with the website vendor to send a link to property owners for them to pay online.

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

- Mrs. Kim Horn spoke regarding her concerns about the danger of the entrance to the city on Walser. It has become incredibly dangerous during rush hour, especially from 5:30-5:45 p.m. Mrs. Horn also thanks Councilmembers Russell Bushong and Stoll and Chief Wilson for their help recently regarding some concerns she had in the city. Councilmember Stoll stated that she has similar concerns. Mayor Brown said he was unable to attend the recent Muffins with McCraney event, but he did hear that she spoke about working on resolution to the congestion issue, especially during the road work taking place around the VA Hospital.

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

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

- The new police car has been outfitted and should be working within the city this week.
- Walden is hosting an event on September 20 from 4:00-8:00 p.m. where they expect approximately 400 attendees. Walden is asking participants to park at the church, but overflow is expected on city streets. The Chief asked all residents to be good neighbors

as this is a temporary inconvenience. Chief Wilson will add no parking signs in areas close to the school and he will be present that evening.

- The Kinloch speeding study has started. The Chief is monitoring different days and times. The average speed so far seems to be 18-19 mph. He has made three stops, which included two residents and one Door Dash driver. The Chief will start ticketing habitual speeders that live in the city.
- The new stop signs seem to be helping with speeding. Running the stop signs was a major issue at first, but that seems to have improved. While some people are making rolling stops, they are decreasing speed. Mayor Brown commented that a resident stated to him that they couldn't trust drivers to stop, but the mayor responded that it is an issue at any stop sign, not just here.

Financial Report: Mr. Veeneman reviewed the July 2025 Financial Report in detail. He commented that overall, it was a strong month, with revenue exceeding expenses. He also expects road funds to be deposited soon. Councilmember Watson made a motion to approve the report and Councilmember Cassaro seconded the motion. All voted in favor, and the July 2025 Financial Report was approved.

Old Business

The clerk performed a second reading of Ordinance Number 1, series 2025-2026 an Ordinance Amending Ordinance No. 2, Series 1990-1991. A roll call vote was taken with Councilmembers Cassaro, Claypool, Reh, Russell Bushong, Stoll, and Watson voting in favor. The ordinance passed unanimously.

New Business:

- Councilmember Claypool introduced 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. The clerk performed a first reading of the ordinance.
 - Councilmember Cassaro stated that the Google camera was in the city recently, and the city could possibly use those images to know which parking pads would be grandfathered in and allow for the pad. Mayor Brown stated that he is aware of four parking pads in the city, but he will definitely make a list of all current parking pads before this ordinance goes into effect.
- Councilmember Cassaro introduced 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. The clerk performed a first reading of the ordinance.
 - Councilmember Stoll asked if the ordinance needed to specifically state that the garage could encompass no more than 30% of the property. Mr. Carey replied no, because the purpose of this ordinance is to amend not to reiterate current law.
- Fence Ordinance

- Mayor Brown introduced the discussion by stating that month the council discussed whether shadow boxing is allowed under the current ordinance and Mayor Brown did not believe it was allowed.
 - Councilmember Cassaro stated that more residents are using plastic materials that have different design elements and look nice.
 - Mr. Carey referenced the current ordinance that all fence posts should be on the inside and must be constructed of wood, vinyl, or metal.
 - Mayor Brown asked if anyone who added a vinyl fence would have to come for a variance. Councilmember Stoll replied yes.
 - Councilmember Stoll stated that the ordinance needs to clarify specifically that for a wood fence, the posts must be on the inside.
 - Councilmember Cassaro stated that if the resident is installing a vinyl fence and it has to have a variance then the council is approving anyway.
 - Councilmember Watson stated that some wood fences can also mimic the vinyl style design and believes the ordinance should be updated to be uniform. He asked if the ordinance could be updated to prohibit posts from being just on one side, but that posts must be between two boards? This would allow more fence designs without a variance.
 - Councilmember Cassaro suggested leaving the ordinance as written and having residents go through the variance process. Mayor Brown agreed, stating that the council can monitor the process and if there is a rush of requests the council can explore amending the ordinance in the future.
- **Recycle Coach**
 - Mayor Brown wants to roll out this program in the Fall. It is of no cost to the city. Recycle Coach has an education component teaching residents what is acceptable for recycling by having workers use a wand to scan the recycling can. Residents then get a score card hung on the can. The results will be sent to the Mayor and Council. The goal is to have more green tags than red tags.
 - Councilmember Cassaro asked when the first inspection would be completed, and Mayor Browne replied that it was at the city's discretion.
 - Councilmember Russell Bushong stated that he interned at Waste Management, and he would be interested in helping with the program.
 - Councilmember Reh suggested promoting the program at the Fall Social. Mayor Brown commented that it was a good idea, and they could set up a booth at the social, too.

Mayor's Report

Driveway Encroachment Application

- Mayor Brown is working to get the application posted to the website. This form would be used for parking pads and aprons. Residents are allowed to install a parking pad that runs parallel to the driveway. Hopefully this process will help residents understand easements.

City Pride Award

- The award will be given to Fred and Suzanne Dugan, 6894 Green Meadow Circle.

Kentucky League of Cities Conference

- Mayor Brown will attend the KLC Conference September 22-26 in Owensboro, KY. He has attended the past two years and has been able to secure grant money, so he is hoping to match that same success.

Speed Humps on Kinloch

- The city does not have the money in the current budget to install permanent speed humps, though some money might be available for one, money would have to be moved round in the budget.
- Councilmember Stoll stated that one speed hump will not help, there needs to be two humps.
- Councilmember Cassaro suggested installing one hump at the end of Kinloch where most speeding takes place and then in the next budget add the second speed hump.
- Mayor Brown commented that Chief Wilson is still performing a speeding study in the area to help determine need.
- Mayor Brown stated that smaller bumps, while more affordable, are just too difficult for cars to maneuver. Councilmember Stoll agreed.
- Mayor Brown suggested tabling the discussion for one more month to allow the council to review the results from the speeding study. He believes that cost may not be warranted based on the data that was presented earlier in the meeting.
- Chief Wilson stated that he is also working to have the speed machine placed on roads again but will turn off the visual speed display to ensure a more accurate reading.

Eclipse Bank Meeting

- Mayor Brown is reviewing banking options to ensure best rates. After meeting with Eclipse recently, a bulk of money has been moved to a Money Market that accrues 3.5%, up from 3%. The city's monthly expenses are approximately \$25,000 and the goal will be to have the checking account hold around \$35,000 with the rest of the money in the Money Market.

Open Meeting Laws

- At the last meeting, Councilmember Stoll asked a question on behalf of a resident regarding the time requirements of posting agendas and approved minutes. Mr. Carey reviewed Kentucky law regarding these timeframes, and it was determined that approved minutes need to be made available in a "reasonable" amount of time following approval. There is no requirement to post agendas for regularly scheduled meetings.

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. Chief Wilson will order yard signs promoting the event and Recycle Coach will be present to promote the app and program.

Let's Get Prepared – Councilmember Russell Bushong the tree planting event will take place on September 18, at 10:00 a.m. Approximately 20 residents are taking advantage of the program. 811 will be in the neighborhood before the event to mark utilities.

Mayor Brown commented that if trees are available in the future, we might want to look at options for planting on city easements.

Fence and Building Permits – Councilmember Stoll reported no new permits and stated that Mr. Bibb has still not applied for a fence permit. Mayor Brown responded that he will have Mr. Stewart follow up with the property owner. Mayor Brown also commented to Mr. Carey that an official letter might be needed to the property owner if attempts to apply for the permit remain unanswered.

New Moves and Rentals – Councilmember Watson reported 4242 Westport Road closed on August 5. There are currently four properties listed for sale, with three under contract. There are 41 rental properties in the city.

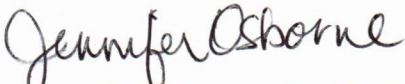
Streets and Signs – Councilmember Cassaro asked if the city had ever looked into concrete speed humps instead of asphalt. Mayor Brown replied no. Councilmember Cassaro stated he will look into a concrete option as it might be cheaper than asphalt right now.

Welcoming Committee/City Hall/Little Library – Councilmember Claypool that she put up a new flag recently and delivered a welcome packet to 6825 Green Meadow Circle. She also reported that the Little Library continues to do well.

Mayor Brown stated that there seems to be an issue with the City Hall HVAC unit, and he has contacted the company who installed the new system.

Councilmember Claypool made a motion to adjourn. Councilmember Cassaro seconded the motion. All voted in favor and the meeting adjourned at 8:30 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 One Month Ended July 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	35,751.00	0.00
Franchise Fees	542.06	542.06	6,000.00	9.03
Interest Income	0.31	0.31	0.00	0.00
Insurance Tax	15,355.92	15,355.92	132,000.00	11.63
Misc. Income	10.00	10.00	1,500.00	0.67
Property Taxes	25,213.26	25,213.26	150,000.00	16.81
Rental License Fees	250.00	250.00	7,750.00	3.23
Citations	75.00	75.00	200.00	37.50
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	10,000.00	0.00
Total Revenues - General Fund	41,446.55	41,446.55	349,001.00	11.88
<u>Expenses - General Fund</u>				
<u>Operations</u>				
Bonds & Insurance	1,113.82	1,113.82	13,000.00	8.57
Clerk/Treasurer	300.00	300.00	3,600.00	8.33
Federal Payroll Taxes	402.01	402.01	4,700.00	8.55
City Hall - Wingate Rd.	295.87	295.87	10,500.00	2.82
Legal	870.00	870.00	8,000.00	10.88
Accounting	1,166.00	1,166.00	12,000.00	9.72
Mayor & Council	1,200.00	1,200.00	14,900.00	8.05
Administration Expenses	1,079.88	1,079.88	11,000.00	9.82
Codification Expense	0.00	0.00	1,000.00	0.00
Tax Collection	0.00	0.00	6,700.00	0.00
Bank Service Charge	137.00	137.00	0.00	0.00
Total Operations Expense	6,564.58	6,564.58	85,400.00	7.69
<u>Beautification</u>				
Beautification - Litter Abatem	148.00	148.00	2,000.00	7.40
Grounds Maintenance	1,601.57	1,601.57	20,000.00	8.01
Flags and Banners	611.15	611.15	1,000.00	61.12
Gr Meadow Ct Project	0.00	0.00	7,000.00	0.00
Total Beautification Expense	2,360.72	2,360.72	30,000.00	7.87
<u>Public Services</u>				
Neighborhood Relations	0.00	0.00	1,000.00	0.00
4th of July Parade	221.97	221.97	250.00	88.79
Fall Chili Social	0.00	0.00	400.00	0.00
Street Lights	1,525.55	1,525.55	19,936.00	7.65
Shredding Event	0.00	0.00	700.00	0.00
Gift Cards	0.00	0.00	150.00	0.00
Trash Collection	7,947.67	7,947.67	95,369.00	8.33
2 Speed Humps (Kinloch)	314.04	314.04	2,500.00	12.56
2 Stop Signs (Walser/Alicent)	0.00	0.00	3,000.00	0.00
Total Public Services Expense	10,009.23	10,009.23	123,305.00	8.12

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 One Month Ended July 31, 2025
For the Year Ending June 30, 2026 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 8%
<u>Communications</u>				
Website & Hosting	865.29	865.29	10,600.00	8.16
Newsletter & Directory	735.37	735.37	2,500.00	29.41
Aweber Communications	0.00	0.00	1,176.00	0.00
Legal Advertising	217.80	217.80	1,100.00	19.80
Total Communications Expense	1,818.46	1,818.46	15,376.00	11.83
<u>Contingency</u>				
Contingency - Mayor	256.00	256.00	5,000.00	5.12
Total Contingency Expense	256.00	256.00	5,000.00	5.12
<u>Police Expense</u>				
Police Dept (Oper. Exp.)	335.62	335.62	5,000.00	6.71
Police Dept. - Salaries	3,555.00	3,555.00	39,920.00	8.91
Code Enforcement	757.30	757.30	9,600.00	7.89
Police Vehicle Purchase	0.00	0.00	30,000.00	0.00
Police Car - Repairs	0.00	0.00	4,500.00	0.00
Police Training - Salaries	0.00	0.00	1,000.00	0.00
Other Police Exp	373.90	373.90	0.00	0.00
Total Police Expense	5,021.82	5,021.82	90,020.00	5.58
Total Gen Fund Expense	26,030.81	26,030.81	349,101.00	7.46
Excess Rev (Exp) - GF	\$ 15,415.74	\$ 15,415.74	\$ (100.00)	(15,415.74)
<u>REVENUES - ROAD FUND</u>				
Total Revenues - Road Fund	0.00	0.00	0.00	0.00
<u>EXPENSES - ROAD FUND</u>				
Total Road Fund Expense	0.00	0.00	0.00	0.00
Excess Rev (Exp) - RF	\$ 0.00	\$ 0.00	\$ 0.00	0.00
Net Receipts (Expenses)	\$ 0.00	\$ 0.00	\$ 0.00	0.00

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