

April 21, 2025 Meeting Minutes

The Woodlawn Park City Council met on Monday, April 21, 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, Kevin Reh, Suzanna Stoll, and Doug Watson; City Clerk Jennifer Osborne, Chief Rich Wilson, Attorney Matt Carey, and Mr. Charlie Veeneman. **Absent:** Councilmember Nancy Claypool

Mayor Brown welcomed everyone to the meeting. He thanked the multiple volunteers, along with Councilmembers Claypool and Reh, who helped with the recent Brightside Clean-up of Westport Road. Seven bags of trash plus large debris were collected, most of which was located in the area near the Watterson Expressway.

The Council reviewed the minutes from the March 26, 2025, special meeting to replace the council seat recently vacated by George Langford. Councilmember Watson made a motion to approve the minutes and Councilmember Stoll seconded the motion. All voted in favor and the minutes were approved.

The Council then reviewed the minutes from the March 21, 2025. Councilmember Stoll stated that the comments regarding Perryman Road were from the previous meeting. Councilmember Stoll made a motion to approve the minutes with that amendment and Councilmember Cassaro seconded the motion. All voted in favor and the minutes were approved as amended.

James Russell Bushong was then administered the Oath of Office by Attorney Matt Carey. Mayor Brown extended his congratulations on being elected as the newest Woodlawn Park City Councilmember.

City Pride Award: Mayor Brown chose to honor 4405 Kinloch Road with the City Pride Award. The home was recommended by a Woodlawn Park resident. Mayor Brown stated that councilmembers are welcome to recommend residents who should receive the award.

Introduce Residents/Guests: Mayor Brown opened the floor to comments from residents or guests. None were present.

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

Police Report: Chief Wilson reported the following:

- Radar guns have been updated so they can now be used to help ticket speeders in the city. The Chief will be certified soon to use the radar gun.
- Walser is still a terrible location for speeding.
- One outstanding parking citation has now been paid in full.
- Asked for help in spreading the word that the Code Enforcement Officer is now responsible for taking care of tall grass complaints.

Financial Report: Mr. Veeneman reviewed the March Financial Report in detail.

- The city is now 75% through the budget year.
- The largest expenditure was the \$12,000 paid for the recent audits to be conducted.

Councilmember Stoll made a motion to approve the March Financial Report. Councilmember Cassaro seconded the motion. All voted in favor and the report was approved.

Old Business: None was presented.

New Business:

- Councilmember Cassaro stated that May is Mental Health Awareness Month. A flag is being flown over the state capitol to raise awareness of Mental Health and Councilmember Cassaro asked for the City of Woodlawn Park to also fly a flag since Westport Road is a prominent road in Louisville.
 - Mayor Brown stated that he supports the idea but worries other groups will have similar requests.
 - Councilmember Watson said he agreed with Councilmember Cassaro's idea.
 - Councilmember Stoll stated she agrees with the idea, as long as we don't end up flying multiple flags on the flagpole.
- Councilmember Stoll mentioned that there are several ditches on Kinloch that have very full culverts. Mayor Brown responded that we would be addressing that issue later on in the agenda.

Mayor's Report

- 2025-2026 Budget Discussion - Mayor Brown distributed revised worksheets to begin discussions for the fiscal year 2025-2026 budget. He will be working to finalize the recommended budget, and it will be up for a first reading at the May meeting. Highlights include:
 - Police
 - Mayor Brown met recently to discuss expectations for the upcoming budget year. Moving forward, the police budget will include operating expenses to include gas, car repairs, etc.
 - The Code Enforcement Officer now covers code enforcement and checks up on permitted fences, etc. This is no longer the responsibility of the Police Chief.
 - The budget will include the purchase of a new or used police vehicle for \$30,000. Some of the cost will be covered in the budget, but Mayor Brown is hoping to utilize grant opportunities to cover some of the vehicle cost. The goal is to find a newer used car with low mileage. An additional injector went bad on the current vehicle this month, so they went ahead and replaced additional injectors that were likely to go out soon. The gas was also siphoned out and the line cleans in hopes this may resolve the problems we keep having with the injectors. Moving forward, Mayor Brown suggests looking to replace the police car every ten years. He hopes to sell the current vehicle for \$10,000. The current budget for car repairs is \$4,500 per year, so that cost might decrease after purchasing a newer vehicle.

- Councilman Cassaro asked if the \$30,000 budgeted for the vehicle is a one-time or reoccurring expense. Mayor Brown replied that it is a one-time expense, as we will not be leasing the vehicle. Mayor Brown has looked at that option, but it doesn't make sense currently because Woodlawn Park does not have a fleet of vehicles. Councilmember Cassaro stated that it might be cheaper and recommended Alpha Leasing on Hurstbourne Parkway as an agency to go through. Mayor Brown stated that he will investigate it. Councilmember Stoll stated that she just leased a car through Alpha Leasing and was very happy with them.
- **Road Fund** - Mayor Brown distributed a worksheet detailing his recommendations:
 - Drop road repair by \$500. Councilmember Cassaro agreed stating the city does not spend much on pothole repair.
 - Increase snow removal from \$12,000 to \$15,000 as this expense seems to grow each year.
 - Removed budgeted street signs. There should not be any new signs needed but if there is a need, that cost will come out of the new Public Works category that is being created. The Road Fund will have trouble staying within budget if the expense continues to grow.
- **Green Meadow Court Beautification Project**
 - Mayor Brown has budgeted \$7,000 to remove two interior trees, add paver stones in center, add benches, and purchase a large horse from Charlotte's Web. The horse can be painted, and Mayor Brown would like for residents and their children to be a part of decorating the horse. Mayor Brown will apply for some grant funds that will hopefully cover half of the cost of the planned improvements. The grant is a competitive grant, with a large number of groups applying for funding. If grant funds cannot be found, the city might need to consider delaying this project because it is a tight budget year.
 - Councilmember Russell Bushong asked if the horse was sturdy in case kids climb on it. Mayor Brown replied that they are very heavy and very sturdy. Councilmember Stoll commented that the city would want to also anchor the horse, too.

Mr. Veeneman asked if the formulas might be off on the spreadsheet because it shows an excess of funds, and the city runs a break-even budget. Mayor Brown will review it before it's presented in May.

- **Speed Humps**
 - Mayor Brown has allocated funds for two speed humps on Kinloch and two stop signs at Alicent and Walser
 - Councilmember Reh asked if adding a four-way-stop would be more beneficial at Walser and Kinloch. Mayor Brown replied that it might allow too much time for drivers to speed before getting to that intersection.
 - Chief Wilson stated that there is considerable speeding in both directions on Kinloch. The Chief believes that the more

beneficial stop sign would be at Alicent since speeders go downhill from Westport Road.

- Councilmember Watson stated that some neighbors have concerns about the Alicent stop sign being too close to Westport Road and about rolling stops. Chief Wilson stated that the priority is to get drivers to slow down, which this would solve.
- Mayor Brown believes there will be fewer roll throughs because of the additional signs.
- Councilmember Stoll stated that she was glad to see the two humps on Kinloch instead of just one. Mayor Brown reminded the Council that these are the temporary types of humps, not permanent.
- Mayor Brown stated that he will proceed with the two speed humps and two new stop signs in the recommended budget. He believes this strategy will definitely get the attention of residents, but in the end the speeding solutions will not make everyone happy.

- **Sign Installation**

- The new signs were expected to be installed mid-March, but likely won't be until the end of March because the vendor is running behind. Councilman Cassaro will take the lead on final placement locations.

- **Jefferson County League of Cities Update – HB 555**

- HB 555 will change the requirements regarding city audits. A city with less than 3,000 residents and a budget less than \$500,000 will not have to do a yearly audit; however, the Uniform Financial Information Report (UFIR) will still be required.
 - Mayor Brown stated his support of HB 555.
 - Mr. Veeneman stated that after two years without an audit, there will be some sort of required review in the third year, but that has yet to be determined.
 - Mayor Brown stated that the Department of Local Government will no longer be able to hold state funds as long as the city was acting in good faith to do what is required.
 - Mayor Brown stated that the legislation will go into effect immediately and he feels confident he can take out the audit expenses out of the future budget. Mr. Veeneman commented that since some review will be required, the mayor might want to include some funds to help cover those costs.

- **Middle Housing Update**

- The City of Louisville is currently drafting a Middle Housing Proposal. While he has not seen the draft, it is Mayor Brown's understating is that it does not include any of the suggestions made by suburban city mayors.
 - Mayor Brown stated there are currently 12 republicans and 13 democrats on the Louisville Metro Council. He stated that the vote on Middle

Housing is expected to go directly down party lines. Metro Councilmember Paula McCraney represents Woodlawn Park. Paula McCraney is registered as an independent and is expected to vote with the democrats. He encouraged all councilmembers to voice their opinion by emailing paula.mccraney@louisvilleky.gov.

- Mayor Brown stated that this does not impact larger suburban cities as much because they have zoning authority, whereas small cities like Woodlawn Park do not. Mayor Brown stated that we must protect single family residential housing.
- Councilmember Watson asked if Councilmember McCraney still does her muffins meetings. Mayor Brown replied that he has not seen those advertised lately.

- **4251 Westport Road Update**

- The City of St. Matthews did vote in favor of the surgery center. At this time there are no plans to add the Perryman extension or a traffic light at Perryman, however these may be longer term plans.

- **MSD Report**

- Mayor Brown and Councilmember Russell Bushong met with representatives of MSD.
 - The city has outdated drainage maps, and MSD will provide new ones to Mayor Brown.
 - MSD reminds all residents to call 540-6000 regarding any drainage issue.
 - The MSD representatives explained that they are a reactive agency rather than a proactive agency.
 - Green Meadow Circle has a main culvert that runs under the railroad track. MSD had cleaned out the culvert one week before the recent flooding occurred, which is likely why it drained so well during that rain event.
 - Woodlawn Park must continue to remind residents to clean out drainage under driveways. MSD can perform flush outs when required, but residents must help with regular maintenance. The City Council cannot be responsible for cleaning out the culverts for residents. Councilmember Stoll asked if the code enforcement officer could enforce keeping yards clean of yard debris to help with keeping culverts clear. Mayor Brown replied that there was no current ordinance that Mr. Stewart could use to enforce picking up leaves.
 - Councilmember Stoll asked how many fire hydrants there are in the city and if they are ever serviced. Mayor Brown stated that he is not sure of the number of hydrants, but that St. Matthews services the hydrants twice a year.

- **Rental Properties**

- Mayor Brown stated that the rental ordinance had been clarified, and the rental fee is assessed by property owner and not by the number of properties they rent, up to a certain revenue amount. Councilmember Cassaro stated that this needs to be reviewed to help control the number of rental properties. Mayor Brown replied that he would add that topic to a future agenda.

Council Focus:

Community Events – Councilmember Reh reminded residents that the yard sale is May 10. Mayor Brown stated that 12 residents were signed up, but that number always increases as we get closer to the event.

Councilmember Reh also reminded residents of the May 17 junk pick-up day and shredding event. The shredding event will take place from 9:00 a.m. –12:00 p.m.

Mayor Brown stated that Chief Wilson is looking into signage for city events, including the 4th of July Parade, Junk Pick-up, Fall Social, and Recycling Event.

Let's Get Prepared – Councilmember Russell Bushong stated that he has found home for 20 of the 30 free trees. He believes residents are excited about the opportunity to plant free trees.

Councilmember Russell Bushong reported that Councilmember Langford had attended a pipeline meeting before he resigned and booklets had been left in the city hall kitchen. The emphasis on the meeting was to call before you dig.

Councilmember Russel Bushong also stated that TARC is cutting the bus line on Westport Road. He is aware of two residents who use this line. The closest TARC access is now on Shelbyville Road. He asked that everyone help spread the word in case any other residents use TARC.

Fence and Building Permits – Councilmember Stoll reported one new fence permit application. The fence was put on backwards at 6916 Ambridge Circle and Mr. Stewart cited the owners. The residents have the option to pay the fine and fix it or appeal to the Code Enforcement Board. Mayor Brown stated that the fence that was there previously was old and also built incorrectly and now they have done it again. They were specifically told how the fence must be placed when it was re-built.

New Moves and Rentals – Councilmember Watson reported no closed sales, but two listed properties are both under contract. He believes that 4305 Kinloch is now rented. With Derby approaching, Councilmember Watson also searched short term rental sites to see if any residents were trying to rent their homes, but he did not find any online for Woodlawn Park.

Streets and Signs – Councilmember Cassaro reported that the streetlight on Kinloch has been replaced twice and that there seems to be a wiring issue. It has been repaired again and hopefully the corrections will solve the issue. If the light goes out again it will be replaced with an LED fixture.

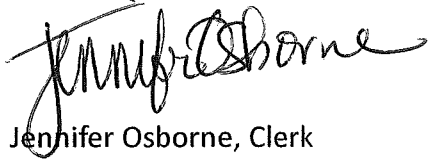
Councilmember Cassaro drives the city regularly and has not seen many potholes. There is one that he is watching and will repair after the rainy season.

Councilmember Cassaro stated that he will not be accessible by phone during the day for about two weeks because of current project work he is doing.

Welcoming Committee/City Hall/Little Library – Councilmember Claypool was not present, so Mayor Brown presented on his behalf. Mayor Browns stated that The Little Library was filled recently but she is in need of more books. She went on NextDoor and asked for book donations and she has several area residents bring books to her.

Councilmember Stoll made a motion to adjourn. Councilmember Watson seconded the motion. All voted in favor and the meeting adjourned at 8:39 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jennifer Osborne". The signature is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent script than the last name "Osborne".

Jennifer Osborne, Clerk

A handwritten signature in black ink, appearing to read "Mike Brown". The signature is fluid and cursive, with the first name "Mike" written in a larger, more prominent script than the last name "Brown".

Mike Brown, Mayor

City of Woodlawn Park
Income Statement - All Funds (Modified Cash Basis)
For the Month and Nine Months Ended March 31, 2025
For the Year Ending June 30, 2025 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 75%
<u>Revenues - General Fund</u>				
Business License Receipts	\$ 75.00	\$ 975.00	\$ 1,125.00	86.67
Prior Earnings	0.00	0.00	23,282.00	0.00
Franchise Fees	542.06	4,878.02	6,500.00	75.05
Interest Income	0.31	2.74	0.00	0.00
Insurance Tax	0.00	98,691.73	110,000.00	89.72
Misc. Income	43.33	1,507.17	2,500.00	60.29
Property Taxes	273.29	148,877.45	148,000.00	100.59
Rental License Fees	3,000.00	4,100.00	8,250.00	49.70
Citations	20.00	145.00	200.00	72.50
HB413	0.00	2,656.88	2,800.00	94.89
Litter Abatement	0.00	0.00	600.00	0.00
Grant for Codeafication	0.00	1,500.00	0.00	0.00
Total Revenues - General Fund	3,953.99	263,333.99	303,257.00	86.84
<u>Expenses - General Fund</u>				
<u>Operations</u>				
Bonds & Insurance	1,180.68	8,979.82	13,000.00	69.08
Clerk/Treasurer	300.00	2,700.00	3,600.00	75.00
Federal Payroll Taxes	390.68	3,470.76	4,500.00	77.13
City Hall - Wingate Rd.	248.06	9,000.80	7,000.00	128.58
Legal	548.69	3,839.38	12,000.00	31.99
Accounting	1,000.00	8,619.00	12,000.00	71.83
Audit	12,000.00	12,000.00	5,000.00	240.00
Mayor & Council	1,200.00	10,800.00	14,400.00	75.00
Administration Expenses	690.95	7,893.28	11,000.00	71.76
Codification Expense	0.00	785.63	500.00	157.13
Tax Collection	0.00	6,570.52	6,500.00	101.08
Bank Service Charge	65.00	523.53	0.00	0.00
Total Operations Expense	17,624.06	75,182.72	89,500.00	84.00
<u>Beautification</u>				
Beautification - Litter Abatem	136.00	1,162.00	2,000.00	58.10
Grounds Maintenance	0.00	13,371.59	16,000.00	83.57
Flags and Banners	0.00	1,635.00	1,500.00	109.00
264/Westport Road	0.00	2,500.00	2,500.00	100.00
Light Repairs	0.00	600.00	2,000.00	30.00
Total Beautification Expense	136.00	19,268.59	24,000.00	80.29
<u>Public Services</u>				
Neighborhood Relations	0.00	706.86	1,500.00	47.12
4th of July Parade	0.00	215.87	150.00	143.91
Fall Chili Social	0.00	328.60	400.00	82.15
Street Lights	1,722.56	14,858.89	19,197.00	77.40
Shredding Event	0.00	0.00	1,000.00	0.00
Gift Cards	0.00	0.00	150.00	0.00
Trash Collection	7,499.40	67,494.60	90,000.00	74.99
Total Public Services Expense	9,221.96	83,604.82	112,397.00	74.38

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 Nine Months Ended March 31, 2025
For the Year Ending June 30, 2025 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 75%
<u>Communications</u>				
Website & Hosting	(693.96)	14,477.09	10,600.00	136.58
Newsletter & Directory	1,063.07	1,063.07	3,000.00	35.44
Aweber Communications	240.00	240.00	240.00	100.00
Video Production	0.00	2,300.00	2,000.00	115.00
Legal Advertising	0.00	793.30	1,000.00	79.33
Total Communications Expense	609.11	18,873.46	16,840.00	112.08
<u>Contingency</u>				
Contingency - Mayor	0.00	1,758.90	5,000.00	35.18
Total Contingency Expense	0.00	1,758.90	5,000.00	35.18
<u>Police Expense</u>				
Police Dept (Oper. Exp.)	347.68	7,318.39	6,000.00	121.97
Police Dept. - Salaries	3,406.88	30,069.38	39,920.00	75.32
Code Enforcement	1,399.68	7,164.05	9,600.00	74.63
Other Police Exp	0.00	1,130.00	0.00	0.00
Total Police Expense	5,154.24	45,681.82	55,520.00	82.28
Total Gen Fund Expense	32,745.37	244,370.31	303,257.00	80.58
Excess Rev (Exp) - GF	\$ (28,791.38)	\$ 18,963.68	\$ 0.00	0.00
<u>REVENUES - ROAD FUND</u>				
RF - Municipal Aid Rec	\$ 18,050.00	\$ 22,293.00	\$ 20,000.00	111.47
Total Revenues - Road Fund	18,050.00	22,293.00	20,000.00	111.47
<u>EXPENSES - ROAD FUND</u>				
RF-Road Repair	0.00	515.50	6,000.00	8.59
Street Signs	0.00	0.00	2,000.00	0.00
Snow Removal - RF	0.00	31,220.00	12,000.00	260.17
Street Paving	0.00	3,600.00	0.00	0.00
Total Road Fund Expense	0.00	35,335.50	20,000.00	176.68
Excess Rev (Exp) - RF	\$ 18,050.00	\$ (13,042.50)	\$ 0.00	0.00
<u>AMERICAN RESCUE PLAN ACT FUNDS</u>				
ARPA Prior Year Earnings	\$ 0.00	\$ 13,105.05	\$ 0.00	0.00
Amer Rescue Plan Expenses	0.00	(13,105.05)	0.00	0.00
Net Receipts (Expenses)	\$ 0.00	\$ 0.00	\$ 0.00	0.00

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
Statement of Assets, Liabilities and Fund Balance - All Funds (Modified Cash Basis)
March 31, 2025

ASSETS

Current Assets

Cash on Hand- PNC	\$	49,786.09
MRA Checking - Eclipse Bank		18,712.29
Money Market - Eclipse Bank		1,212.20
PNC - ARPA FUNDS		6,494.95

Total Cash 76,205.53

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 \$ 225,185.00

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$	4,487.85
Federal Payroll Taxes Payable		906.51
State Payroll Taxes Payable		409.92
Local Payroll Taxes Payable		218.33
Property Taxes - Other Than		216.22
Deferred Revenue - Grants		6,494.95

Total Current Liabilities 12,733.78

Total Liabilities 12,733.78

Fund Balance

Fund Bal - Fixed Assets	116,214.96
Special Rev Fund - Restricted	49,740.14
General Fund-Unrestricted	40,574.94
Net Income	5,921.18

Total Fund Balance 212,451.22

Total Liabilities & Fund Balance \$ 225,185.00