



July 21, 2025 Meeting Minutes

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

Mayor Brown welcomed everyone to the meeting and thanked everyone who was present for the Fourth of July Parade. More than 110 residents attended, and it was a tremendous success.

Clerk Report

- Home Rental Report – the clerk distributed a list of rentals within the city and the status of their rental application. The council reviewed the list and discussed the process for contacting delinquent property owners. Mayor Brown recommended sending a third notice stating that a \$50 penalty had been assessed for non-payment, and that the property owner would be fined an additional \$50 each month that payment is late. Councilmember Claypool stated that the council needs to place pressure on the owners to pay the fee.

Councilmember Watson asked if the 812 Perryman Road property should be listed as 912 Perryman Road since 912 Perryman Road is a rental. Mayor Brown stated that 912 Perryman Road is a new rental and needs to receive an initial rental application, and 812 Perryman Road is also a rental. Councilmember Claypool stated that 6942 Ambridge Circle should also be added as a rental. The clerk will update the list with the new rental properties and distribute it via email.

- General Correspondence – the clerk read a note from Vangie Smith who does not live in the city but attended the Fourth of July parade with her granddaughter. She wanted to tell the city that it was a perfect small-town celebration, and she appreciated that it was inclusive for people of all abilities.
- Nametags – the clerk asked the council who needed a new nametag and Councilmembers Cassaro, Russell Bushong, and Stoll responded that they did not have nametags. The clerk will place an order.

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. Mr. Mark Webb of 4302 Kinloch Road was present to discuss a fence application. Mr. Webb recently welcomed a new dog and wants to complete the shadow-box style fence around the back of his property. Councilmember Stoll stated that it is not clear in the ordinance whether or not a shadow box

fence is permissible. Councilmember Watson stated he believed that the shadow-box style does conform with the ordinance and that the council has made that concession in the past. Mayor Brown stated that even if the council allowed it in the past, that doesn't mean that it complies with the ordinance. Councilmember Stoll agreed that the ordinance needs to be clarified. Mayor Brown doesn't believe the ordinance allows this fence design, but the council can vote to approve the variance and then look at amending the ordinance at a later time. Councilmember Watson asked Mr. Webb if the shadow box was the only request in the variance and Mr. Webb replied yes. Councilmember Watson moved approval of the variance and Councilmember Claypool seconded the motion. All voted in favor and the variance was approved. Councilmember Stoll then stated that there are several different clarifications that need to be made to the ordinance to accommodate some of the newer fence styles.

Police Report: Chief Wilson stated that there were very few issues in the month of June. He is still working to address speeding.

Councilmember Cassaro stated that someone tried to break into his house through the double doors on the back of his house a few months ago. He could tell when he got home, and his key wouldn't work in the door. Someone had clearly tried to break the lock open. Chief Wilson asked if any pictures were available to see how they damaged the lock, and Councilmember Cassaro stated that it was in the internal workings of the lock. Councilmember Cassaro stated that he believes people are coming into the city through the detention basin because the gate lock was busted by the landscaping company as its workers tried to gain access to mow. Mayor Brown asked Councilmember Cassaro to take pictures of the gate and Mayor Brown will follow up with MSD.

Chief Wilson stated that there were teenagers placing door hangars for Jets Pizza recently. The Chief asked them to leave the city, and they left, but he was unsure if door hangars were allowed if no one knocked on the door. Councilmember Watson stated in the past the council has considered that to be solicitation. Mayor Brown stated that he believes the ordinance doesn't allow knocking but that a door drop is fine.

Financial Report: Mr. Veeneman reviewed the 2024-2025 Year-end Financial Report in detail. Councilmember Claypool made a motion to approve the report and Councilmember Cassaro seconded the motion. All voted in favor and the 2024-2025 year-end Financial Report was approved.

New Business

Councilmember Russell Bushong introduced Ordinance Number 1, series 2025-2026 an Ordinance Amending Ordinance No. 2, Series 1990-1991. The clerk read the full ordinance into the record.

Councilmember Stoll introduced A Resolution Approving a Lease for the Financing of a Project; Providing for the Payment and Security of the Lease; Authorizing the Execution of Various Documents Related to Such Lease; and Making Certain Designations Regarding Such Lease. A roll call vote was taken with the following members voting yes: Councilmember Cassaro, Councilmember Claypool, Councilmember Russell Bushong, Councilmember Stoll, and Councilmember Watson. Councilmember Reh was absent for the vote.

Mayor Brown stated that this resolution allows the city to enter into a lease agreement with the Kentucky Association of Counties for the new police vehicle. The lease agreement was distributed to every Councilmember. Mayor Brown stated that the payment schedule was spelled out in the lease agreement and closing is expected around August 20, 2025. Mr. Carey stated that a councilmember must sign the lease agreement at closing.

Old Business:

Garage Ordinance

Mayor Brown stated that at the June meeting it seemed the consensus was to allow residents to have a three-car garage as long as the structure did not take up more than 30% of the backyard. Councilmember Stoll asked if the 30% includes the concrete driveway and Mayor Brown answered that it only includes the structure. Mayor Brown then asked if the council is interested in moving forward with amending the ordinance that addresses garage size.

Councilmember Watson stated that he agrees with allowing a three-car garage as long as the 30% requirement remains.

Councilmember Claypool asked what property was asking for a three-car garage and Mayor Brown replied that the Doyle's on Green Meadow Circle approached him with the request.

Councilmember Stoll asked who is responsible for making sure the 30% requirement is adhered to and Mayor Brown replied that since the city doesn't have zoning authority Louisville Metro would be responsible for enforcing the 30% restriction. Councilmember Watson stated that Louisville Metro never seems to double-check Woodlawn Park ordinances. Mayor Brown replied that Louisville Metro recently started contacting Woodlawn Park whenever an application is made from within the city. Councilmember Watson responded that it might solve the issue, and the city could work alongside the Louisville Metro for any applications. Mayor Brown stated that he was unsure how the 30% restriction was implemented or the rationale for the number. Councilmember Stoll stated that she was fine with allowing a three-car garage if there is confidence that the restrictions will be enforced. Mayor Brown asked Mr. Carey to prepare an ordinance for the council to review and introduce.

Mayor's Report

Review of Council Roles

Mayor Brown asked for feedback on council roles. All councilmembers present stated that they were happy with their responsibilities. Councilmember Watson stated he might be interested in taking on a different role in the future but is currently happy with his assigned duties. Councilmember Claypool stated that she is happy in her role and that the bushes outside of city hall need to be trimmed and she hopes that isn't her responsibility. Mayor Brown replied that he has been waiting for the new fiscal year to begin before scheduling the work. Mayor Brown stated that he isn't sure if Councilmember Reh believes that event planning is one of his strengths. Councilmember Claypool stated that she is willing to switch with Councilmember Reh if he would prefer those responsibilities. Mayor Brown stated that the city needs a new chain for the flagpole.

Right-of-way Encroachment for Driveways

Mayor Brown distributed a draft application for right-of-way encroachments and stated that there are currently at least two parking pads in the city that run parallel to the street and encroach onto the city right-of-way. One of the parking pads is not wide enough for a car so two of the wheels end up being on the street. Mayor Brown believes residents like parking pads because they are not allowed to park on the street. Right-of-way encroachments are not allowed in the city without completing an application, but as far as Mayor Brown is aware, a form has never been available to allow residents to apply.

Councilmember Cassaro asked what if a parallel parking pad did not encroach but was deep enough into the property to be outside of the right-of-way. Mayor Brown responded that they wouldn't need to apply because it wouldn't be an encroachment. Mayor Brown prefers that a parking pad would run parallel to the driveway and off the city easement.

Mayor Brown stated that an owner could widen the driveway to allow for additional parking spaces in the driveway. Councilmember Stoll asked if widening the driveway affected the encroachment. Mayor Brown answered yes, and there are additional rules regarding the driveway apron.

Mayor Brown stated that there is a gravel parking pad in the city and that is illegal on multiple levels.

Councilmember Cassaro commented that residents shouldn't be allowed to turn front yards into parking lots.

The council agreed that Mayor Brown should post the application on the website.

New Police Car

Mayor Brown stated that the closing for the new vehicle will take place in August, but the city will take early possession to allow it to be upfitted for the police department. Once the new car is fully operational and owned by the city, Mayor Brown will take steps to sell the current vehicle.

City Pride Award

Mayor Brown will award the July City Pride Award to Robbie and Linda Steder, 605 Stivers Road. The Steders take pride in their property and in being residents of Woodlawn Park.

Speed Humps

Mayor Brown reported that the temporary speed humps arrived and thanked Councilmembers Cassaro, Stoll, Claypool, and Reh for their assistance in trying to install the speed humps. Due to a complicated installation process, it was decided that these speed humps were not a viable option for the city. The speed humps will be returned and refunded, excluding shipping costs. The city will begin looking at additional options. Two permanent speed humps will cost \$7,000, which exceeds the \$2,500 allocated in the budget for speed humps.

Due to the delay in speed hump installation, Mayor Brown has asked Chief Wilson to complete a targeted speed study. The chief reported that he plans to perform concentrated

radar in different areas of the city for 1-2 hours at a time. The chief will focus radar during higher traffic times and will also run radar after school begins in August. Chief Wilson stated that he will not work from averages because averages favor the speeder. Mayor Brown reported that there is one consistent speeder on Kinloch and Chief Wilson plans to address the issue directly with the driver.

Councilmember Stoll stated that she supports spending \$7,000 on permanent speed humps.

Stop Signs

The new stop signs are expected to be installed this week. Mayor Brown stated that the vendor has been backed up and hasn't been able to meet past deadlines, but he is hopeful they will actually be installed soon.

Council Focus:

Community Events – Councilmember Reh was absent, but Mayor Brown took a moment to thank everyone once again for their work on the Fourth of July Parade and asked for feedback on the new route and the 10:00 a.m. start time. The consensus of the council was positive for both the start time and the route. Councilmember Watson stated he thought that the sign placements around the city really helped with the success of the event. Councilmember Claypool approves of the 10:00 a.m. start time, stating that it is in a cooler part of the day and also allows residents to still celebrate with friends and family outside the city in the afternoon and evening.

Let's Get Prepared – Councilmember Russell Bushong reported that Mr. George Langford handed him an MSD complaint before the meeting and that he will contact the resident about the concern. Councilmember Stoll stated that a lady on Green Meadow Circle had a tree fall from the easement onto their property and wondered who was responsible. Mayor Brown stated that he also spoke to the resident and although it is a state easement, it is the property owner's responsibility to take care of the tree on her property. Mayor Brown also gave her a person at the state that the resident can contact. Mayor Brown also stated that the drainage culvert behind Kroger and along Stivers is full of growth and prevents good drainage flow.

New Moves and Rentals – Councilmember Watson reported four current listings, three of which are under contract. Mayor Brown inquired if the city could provide a title company with the welcome packet so that new homeowners receive the packet at closing. Councilmember Watson stated the city could work with the listing agent since that person would be a known entity. Councilmember Claypool believes it is better to work with the listing agent. Councilmember Watson suggested testing this process with a few title companies and seeing how it works.

Streets and Signs – Councilmember Cassaro had nothing new to report.

Welcoming Committee/City Hall/Little Library – Councilmember Claypool reported that she delivered a welcome packet to the new owners at 4308 Wingate Road. She also reported that The Little Library is fully stocked with books, and she plans to share children's books with the Doyle Family for use in their Little Library.

Fence and Building Permits – Councilmember Stoll reported that a fence permit for 4241 Middlebrook was approved, and Mr. Webb from 4302 Kinloch, who spoke earlier tonight, had his variance request approved. Councilmember Stoll also stated that she hopes the council will start working on clarifying the language regarding fences in the city.

Councilmember Stoll made a final comment regarding the posting of agenda and minutes. She recently had a resident contact her to state that these items needed to be posted according to the state statute. Mr. Carey stated that he will look into the legislation to make sure the city is abiding by all state requirements.

Councilmember Watson made a motion to adjourn. Councilmember Claypool seconded the motion. All voted in favor and the meeting adjourned at 8:44 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 Twelve Months Ended June 30, 2025
For the Year Ending June 30, 2025 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 100%	
<u>Revenues - General Fund</u>					
Business License Receipts	\$ 0.00	\$ 1,125.00	\$ 1,125.00	100.00	
Prior Earnings	0.00	11,196.21	23,282.00	0.00	55,025.00
Franchise Fees	542.06	6,504.20	6,500.00	100.06	
Interest Income	0.00	3.35	0.00	0.00	
Insurance Tax	0.00	131,035.59	110,000.00	119.12	
Misc. Income	144.90	1,652.07	2,500.00	66.08	
Property Taxes	361.93	150,145.05	148,000.00	101.45	
Rental License Fees	1,500.00	8,350.00	8,250.00	101.21	
Citations	0.00	195.00	200.00	97.50	
HB413	1,392.63	5,338.09	2,800.00	190.65	
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	3,941.52	305,848.35 317,644.62	303,257.00	100.85	335,000.00
<u>Expenses - General Fund</u>					
<u>Operations</u>					
Bonds & Insurance	0.00	11,891.15	13,000.00	91.47	
Clerk/Treasurer	300.00	3,600.00	3,600.00	100.00	
Federal Payroll Taxes	445.82	4,780.28	4,500.00	106.23	
City Hall - Wingate Rd.	177.96	9,699.43	7,000.00	138.56	
Legal	691.38	5,730.76	12,000.00	47.76	
Accounting	2,000.00	12,785.00	12,000.00	106.54	
Audit	0.00	12,000.00	5,000.00	240.00	
Mayor & Council	1,200.00	14,400.00	14,400.00	100.00	
Administration Expenses	571.22	10,747.48	11,000.00	97.70	
Codification Expense	0.00	1,285.63	500.00	257.13	
Tax Collection	0.00	6,570.52	6,500.00	101.08	
Bank Service Charge	65.00	718.53	0.00	0.00	
Total Operations Expense	5,451.38	94,208.78	89,500.00	105.26	100,000.00
<u>Beautification</u>					
Beautification - Litter Abatem	126.00	1,620.00	2,000.00	81.00	
Grounds Maintenance	1,618.80	18,277.93	16,000.00	114.24	
Flags and Banners	0.00	2,107.00	1,500.00	140.47	
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	1,744.80	25,104.93	24,000.00	104.60	28,000.00
<u>Public Services</u>					
Neighborhood Relations	0.00	722.53	1,500.00	48.17	
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	1,698.89	19,836.57	19,197.00	103.33	
Shredding Event	0.00	700.00	1,000.00	70.00	
Gift Cards	0.00	0.00	150.00	0.00	
Trash Collection	7,499.40	89,992.80	90,000.00	99.99	
Total Public Services Expense	9,198.29	111,796.37	112,397.00	99.47	115,000.00

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

	Current Month Actual	Year to Date Actual	Budget	Percent 100%	AMENDED BUDGET
<u>Communications</u>					
Website & Hosting	369.11	15,584.42	10,600.00	147.02	
Newsletter & Directory	0.00	1,363.07	3,000.00	45.44	
Aweber Communications	0.00	240.00	240.00	100.00	
Video Production	0.00	2,300.00	2,000.00	115.00	
Legal Advertising	0.00	1,511.10	1,000.00	151.11	
Total Communications Expense	369.11	20,998.59	16,840.00	124.69	22,000.00
<u>Contingency</u>					
Contingency - Operations	1,502.88	1,502.88	0.00	0.00	
Contingency - Mayor	256.00	2,270.90	5,000.00	45.42	
Total Contingency Expense	1,758.88	3,773.78	5,000.00	75.48	5,000.00
<u>Police Expense</u>					
Police Dept (Oper. Exp.)	355.95	9,341.44	6,000.00	155.69	
Police Dept. - Salaries	4,127.75	42,087.26	39,920.00	105.43	
Code Enforcement	899.68	9,163.41	9,600.00	95.45	
Other Police Exp	0.00	1,170.06	0.00	0.00	
Total Police Expense	5,383.38	61,762.17	55,520.00	111.24	65,000.00
Total Gen Fund Expense	23,905.84	317,644.62	303,257.00	104.74	335,000.00
Excess Rev (Exp) - GF	\$ (19,964.32)	\$ (11,796.27) 0	\$ 0.00	0.00	0.00
<u>REVENUES - ROAD FUND</u>					
RF - Municipal Aid Rec	\$ 0.00	\$ 22,293.00	\$ 20,000.00	111.47	20,000.00
PRIOR YEARS' EARNINGS		13,042.50			20,000.00
Total Revenues - Road Fund	0.00	22,293.00 35,335.50	20,000.00	111.47	40,000.00
<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	40,000.00
Excess Rev (Exp) - RF	\$ 0.00	\$ (13,042.50) 0	\$ 0.00	0.00	0.00
<u>AMERICAN RESCUE PLAN ACT FUNDS</u>					
ARPA Prior Year Earnings	\$ 6,494.95	\$ 19,600.00	\$ 0.00	0.00	
Amer Rescue Plan Expenses	(6,494.95)	(19,600.00)	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)
June 30, 2025

ASSETS

Current Assets

Cash on Hand- PNC	\$ 19,304.44	
MRA Checking - Eclipse Bank	18,712.29	
Money Market - Eclipse Bank	1,212.81	

Total Cash 39,229.54

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 \$ 188,209.01

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$ 4,487.85	
Federal Payroll Taxes Payable	1,041.79	
State Payroll Taxes Payable	520.62	
Local Payroll Taxes Payable	251.26	
Property Taxes - Other Than	216.22	

Total Current Liabilities 6,517.74

Total Liabilities 6,517.74

Fund Balance

Fund Bal - Fixed Assets	116,214.96	
Special Rev Fund - Restricted	49,740.14	
General Fund-Unrestricted	40,574.94	
Net Income	(24,838.77)	

Total Fund Balance 181,691.27

Total Liabilities & Fund Balance \$ 188,209.01

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