



## Woodlawn Park City Council Meeting April 15, 2024

The Woodlawn Park City Council met on Monday, April 15, 2024. The meeting was called to order at 7:00 p.m. The meeting began with the Pledge of Allegiance. A roll call vote was then 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.

Mayor Brown welcomed everyone and stated that the Council had a lot to get through, especially budget related items. He called attention to the budget information he placed at each seat.

The Council reviewed the minutes from the March 18, 2024, meeting Councilmember Claypool made a motion to accept the minutes and Councilmember Langford seconded the motion. All voted in favor and the minutes were approved.

### **Introduce Residents/Guests:**

- Beth Cathcart, 6707 Green Meadow Court, spoke to the Council regarding enforcement of the short-term rental ordinance. Ms. Cathcart has a next-door neighbor at 6705 who has had a lot of people in and out of the property. There is a lock box on the home which is how people are gaining access. Residents of Green Meadow Court want to make sure that the owners are aware of the ordinance and that short-term rentals are not allowed. The court already has two long-term rentals, and with Derby coming up they are worried about increased use of the property. The mayor clarified that one short term rental was grandfathered in when the ordinance was enacted, so one is allowed in the city. The mayor also stated that he has been in contact with the code enforcement officer, and they are beginning the enforcement process. Mayor Brown stated that it is difficult to prove that a short-term rental is being operated.

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

**Financial Report:** Charlie Veeneman distributed an updated financial sheet and reviewed March activities in detail. The city is in a strong financial standing at this point in the year.

Councilmember Purcell made a motion to approve the financial report. Councilmember Langford seconded the motion. All voted aye and the report was approved.

### **Committee Reports**

#### ***Community Events***

- Councilmember Purcell researched options for a shredding and electronic recycling event. Greenway offers an event for two hours for \$600, three hours for \$700, and four hours for \$800. This includes paper shredding and electronics recycling, excluding tube TVs. Greenway does not shred on-site. Shred-it offers a three-hour event for \$900 plus \$315 in fees. Shred-it does shred onsite, but Councilmember Purcell does not believe they offer electronics recycling.



Greenway also offers a lock box option that could be housed in city hall and the company picks up and disposes of the box every two months at a rate of \$80. Mayor Brown and Councilmember Purcell will meet to discuss what option to move forward.

- Councilmember Purcell will be planning the Fourth of July event.

### ***Let's Get Prepared***

- Councilmember Langford stated that it is Keep America Beautiful Month, Sexual Abuse Awareness Month, and Paralyzed Veterans Month.

### ***Fence and Building Permits***

- Councilmember Stoll received payment and photos for the request at 4310 Dartbrook Drive that was discussed at the March 18 Council meeting.
- 6880 Green Meadow Circle has plans to replace the current chain link fence with a privacy fence.
- Councilmember Stoll has received two other inquiries but no applications.
- A resident told Councilmember Stoll that they submitted their application online, but she never received it. Mayor Brown will confirm that those requests are being routed to Councilmember Stoll.
- Councilmember Stoll discussed the placement of a port-a-potty that is currently placed on a property on Green Meadow. It's in the front yard and unsightly. Mayor Brown suggested that the council consider an ordinance determining where a port-a-potty can be placed on a property.
- Councilmember Stoll mentioned trash bags that were piled up on Westport Road. Councilmember Langford suggested that it may have been part of the recent Westport Road clean up and will be picked up soon.

### ***New Moves/Rentals***

- Councilmember Watson stated that there were two current listings with one under contract. Nothing has sold since the last meeting.

### ***Streets and Signs***

- Councilmember Cassaro reported that since the last meeting, three lights were called into LG&E and all were repaired. LG&E seems to be coming out fairly fast after being contacted. Mayor Brown stated that a light is out on Darbrook.
- Councilmember Stoll mentioned that the corner of Beechwood and Orchid is overgrown and it's hard to see around the corner when driving. Mayor Brown explained that the city prunes this every year, and he will have this taken care of.
- Councilmember Purcell stated that the bushes at Westport Road and Westport Terrace need pruning due to lack of visibility.

### ***Welcome Committee/City Hall/Little Library***

- Councilmember Claypool took a call from an older resident who had an officer come to his door and leave a notice. The resident had surgery recently and was staying with relatives. The resident was unsure of what had happened. Councilmember Langford reached out to the resident, and they were able to determine that it was a Louisville Metro Code Enforcement Officer who visited

the property to inspect for branches in the backyard. The resident has 60 days to comply.

- Councilmember Claypool reported that city hall was cleaned recently, and she thanked Councilmember Langford for being present while they cleaned. She also reported that the Little Library continues to be used.
- Councilmember Claypool noticed a pointer sign on one of the corners. She reached out to the realtor and the agent apologized and stated that she forgot to pick it up.

### **Old Business**

- Mayor Brown reported that the new website will be live any day. He is working on taking more pictures of the city to display on the website before it goes live.

### **New Business**

Mayor Brown began discussions on the 2024-2025 Fiscal Year budget. The first reading of the budget ordinance will take place in May with the second reading and approval in June. Mayor Brown referenced the documents he distributed to the Council prior to the meeting.

### **Revenue**

- The new property tax assessments will be announced the morning of April 26. Right now, the Maor has budgeted revenues of the same amount as the current fiscal year, and that will be updated once the new assessments are released. The insurance premium tax increase should add an additional \$30,000 to the budget. These are the largest portions of revenue for the city.
- Rental license fees-  $33 \times \$250 = \$8,250$ , business license fees-  $15 \times \$75 = \$1,125$

### **Expenses**

#### *Operations:*

- Bonds & Insurance- remains the same.
- Clerk/Treasurer- remains the same.
- Payroll taxes-decreasing to \$4,500 (-\$1,200 difference)
- City Hall- decreasing to \$7,000, a \$1,000 increase, to help cover the cost of repairing the wall by the fireplace.
- Legal- remains the same.
- Accounting- increasing to \$12,000 (+1,500 difference)
- Audit- remains the same.

#### **Mayor and Council**

- The Mayor recommended an increase of \$1,500 to cover the cost of City of Woodlawn Park polos for the Mayor and Councilmembers and a jacket for the Mayor. This would be to help promote the city in the community. There were mixed opinions about this purchase with Councilmembers Purcell and Stoll stating that they would not wear polo shirts. Councilmember Claypool stated that she thought it was a good idea to wear to events like the Fall Social. Councilmember Stoll suggested wearing a name tag. Mayor Brown believes the polos are a good way to market the



city in the community, similar to the banners. Mayor Brown will distribute a mockup, but it will likely be simple with the logo and City of Woodlawn Park.

- Administration Expenses- remains the same. Some of the items were going to be purchased in the current fiscal year and were not, so he will budget for next year. (Copier (\$500), Mayor printer (\$400), Clerk Scanner (\$200), Spectrum (\$960), Mayor cell phone (\$540), Office supplies (\$2,500), KLC Mayor conference (\$800)
- Codification- Increase by \$500 to cover the cost of updating the online Code of Ordinances. The grant covered updating all of the ordinances initially, but there are fees for updating the code whenever new legislation is passed.
- Tax Collection- remains the same. Mayor Brown suggested this may decrease in the future as residents pay online and we move away from paper bills. Mr. Veeneman commented that this is not in regard to how the city collects the taxes, it's the expense charged by the PVA, and it may actually increase because the fee is based on the assessed value. Mayor Brown stated that once the new assessments are released, he may increase the tax collection amount.

*Beautification:*

- Litter abatement- The state awards around \$600 a year for litter abatement. Mr. Panther in the neighborhood empties the trash cans at city hall and picks up litter around the city. The city pays Mr. Panther approximately \$2,000. The amount in the budget will remain the same, and the mayor will work with Mr. Panther to make sure he stays within the budgeted amount.
- Grounds maintenance- budget will increase by \$2,000. The city will also amend the current budget at the next meeting to increase this amount for the current fiscal year.
- Flags/banners- Mayor Brown spoke to Oates Flag. The cost for the six banners along Westport Road is estimated at \$195 per banner. The banners within the city are estimated at \$95 per banner. Mayor Brown is unsure about the total number of banners so this amount might increase. The city might need to order some new Woodlawn Park flags as the last one was just raised a few weeks ago.
- 264/Westport Road island- Add \$2,500 to the budget. When the Westport Road interchange was opened, the city contracted with Brightside to maintain one corner of the landscape islands. Eventually the city stopped paying Brightside because it was not maintaining the island like it should be maintained. The state has now taken over all four islands and the mayor would like to contract with the state for the maintenance. Windy Hills, Graymoor-Devondale, and St. Matthews have all agreed to help maintain their original islands. The Council agreed that we should add this in for one year and see if the state fulfills its obligation. Mayor Brown explained that the city will pay contractors directly up to the \$2,500 amount.
- Orchid Hill light repair- decrease by \$2,000. Although the city portion of this light has been fixed and paid for, Mayor Brown would like to keep a portion of the budget allocated to any unexpected expenses related to getting this light turned back on. Mayor Brown is extremely frustrated with LG&E on this project. The city continues to have to pay for the meter even though the light hasn't worked in over a year simply because the meter is there. Councilmember Cassaro has had a lot of luck with LG&E



lately so he will make some calls to see if the people he works with can make any progress on getting this repaired.

*Public Services:*

- Neighborhood Relations- increase by \$2,250 (this is for anything that deals with relations or building community- bereavement, recognitions, plaques for past Mayors, etc.)
  - July 4 parade – Mayor Brown recommended allocating \$500 to the parade. Councilmember Purcell stated he spends maybe \$60. Mayor Brown will reduce this amount to \$100 in the budget.
  - Fall Chili Social – Mayor Brown recommended allocating \$350 to the Fall Chili Social. Councilmember Purcell recommended allocating \$400 to the social and only \$100 to the parade. The social was well attended in the fall and there was not enough food for all the residents. Mayor Brown will adjust this before the ordinance is introduced.
  - Shredding Event – Mayor Brown recommended budgeting \$1,200 for a shredding event. Councilmember Purcell said he would recommend using Greenway for this event since it's a local company, is cheaper, and has more options. Mayor Brown will change that amount to \$1,000 for the budget ordinance.
  - Councilmember Purcell stated that the budget should also include the \$150 in gift cards for the winners of the holiday decorating contests and the meal for the holiday dinner. Mayor Brown will budget for these items.
- Streetlights- Mayor Brown would like to see a street light project. One option is having LG&E convert all lights to LED. The mayor has driven through all the cities that have done the conversion, including neighboring Beechwood Village, and it looks great and isn't too intrusive. An incentive to moving with LED lights is that the lumens don't get lost in the air, the lumens are directed down. The city has a total of 71 lights. The cost of conversion is \$4.62 per light per month or \$314.16 per bulb x 68 x 5 years (three lights have already been converted) for a total of \$18,849.60.

Mayor Brown would like to use the remaining ARPA funds to pay for the conversion. Another option is allowing the lights to go out, because LG&E is replacing any extinguished lights with a new LED light and there would be no charge. Mayor Brown would like to convert to LED for resident safety issues. The conversion will also save approximately \$2,500 a year in the budget. Councilmember Stoll expressed her concerns that LED lights can be very intrusive. She has had several neighbors install LED lights on their porches and she has had take measures to mitigate the light that is coming into her home. She is concerned that the light will be blinding. Mayor Brown suggested that she drive through Beechwood Village to see the lighting. The mayor loves this new lighting. Councilmember Stoll is in favor of lighting up the city but is concerned about light pollution. Councilmember Purcell concurs with Councilmember Stoll's comments.

Mayor Brown stated that residents can request blockers and/or filters to help minimize the light intrusion and that when the other cities have had any issues with



the new lights that LG&E worked to make corrections. Mayor Brown stated that his number one goal of this project is safety. The city will use ARPA funds for this project and moving forward the city will save on the cost per year for streetlights.

- Sanitation – expenses remain the same through the 2024-2025 fiscal year. The contract amount will increase beginning in the 2025-2026 budget.

#### *Communications:*

- Legal advertising- increase by \$700. The more active the city council is with creating legislation the more announcements that are required. The Kentucky League of Cities is working on a bill that would remove publication advertising requirements and allow options for email notifications, etc.
- Website and Hosting/IT- increase by \$1,200. The contract with the current vendor, VC3, for Web hosting and general technology support will end in May. NIS Network Innovation will take over IT responsibilities and website hosting will move to the Kentucky League of Cities. Mayor Brown met representatives from NIS at a KLC conference. In total the city will pay around \$100 each month for these services. The website is very easy to navigate and easier to update.
- Newsletter- increase by \$1,000 adding a second extra printed and mailed newsletter per year.
- Aweber Communications- Increase by \$240. Mayor Brown will use this service to email residents once per month, following the city council meeting, with the city update.
- Video Production- increase by \$2,000 for Woodlawn Park "Tell Our Story" Video. Mayor Brown reached out to residents requesting stories about Woodlawn Park. Six stories have been submitted and they are all excellent. The videographer will reach out directly to these residents for interviews.

Contingency- remains the same as current budget.

#### *Police Expense:*

- Operations- remains the same as the current budget Mayor Brown met with John Clark, the Kentucky State Police consultant for small cities. Mr. Clark is a retired state trooper. Most small cities have eliminated police departments because cities can simply no longer afford the expense. Mayor Brown is considering the possibility of reducing the number of hours a Police Chief is contracted to work, which will then allow the hourly rate to be increased.
- Salaries- decrease by \$10,000 (hire part-time Police Chief at 70-80 hours per month, primary responsibilities will be to patrol our city streets in our Dodge Charger, offer take home car if they like) Other options could include depending on candidate chosen or contract out 30-40 hours per month with another city or hire off duty police officers to patrol our city streets.
  - The City of Lyndon is not contracting with any new cities. Lyndon has just enough officers now to cover the current contract.
  - The mayor is considering an option of paying off-duty LMPD officers. Officers are now earning \$70-100 per hour for off-duty work, whereas Woodlawn Park was paying \$26 per hour for the police chief.



- Mayor Brown is asking for some flexibility from the Council as he explores options, the flexibility will allow him to move forward with a police chief or to contract with off-duty officers or another city.
- Very few runs are made to Woodlawn Park from LMPD for emergency situations.
- Councilmember Claypool wants to make sure that if the city hires a part-time person that they work different shifts throughout the week, not just Monday through Friday. Mayor Brown confirmed it would be staggering shifts.
- Councilmember Claypool stated that the first line of defense is always to call 911, not the police chief.
- Councilmember Stoll stated that speeding is the largest problem in the city along with solicitors, and the main priority is probably to have a presence in the city.
- Councilmember Claypool stated that parking on the street is also a problem.
- Mayor Brown stated that an option to get residents engaged could be to re-instate the Block Watch.
- Mayor Brown stated that even if the city contracts with another department like Lyndon, they still can't guarantee those exact hours because if a call comes in the main priority will always be that department's home city. Mayor Brown also contacted St. Matthews, and Mayor Tonini stated that St. Matthews has never contracted out with another city for police services. Mayor Tonini did say if Woodlawn Park ever needs assistance to reach out and St. Matthews would be happy to help.
- Mayor Brown stated that off-duty work would be expensive to contract for the city's needs, but the mayor is open to that option.
- Councilmember Claypool asked if the police car could be moved around the city. Mayor Brown stated that it is a liability issue, and since the city doesn't allow on-street parking it limits the options. The mayor prefers the car at city hall because it can be seen on the camera. Councilmember Cassaro asked would is being done with the second police car and the mayor responded that he believes the city should sell it so that the city can stop paying insurance and taxes on the vehicle.
- Councilmember Langford commented that the city should consider eliminating the police department as it may have outlived its usefulness.
- Councilmember Stoll commented that whoever is hired must account for the hours worked and consider a tracker on the car.
- Mayor Brown moved forward with contracting with George Stewart for Code Enforcement because he didn't realize that other police departments do not perform code enforcement duties, they simply police the city.
- Mayor Brown is going to open up the police chief position so asked the council to give his name and number to any retired police officers who may be looking for a part time job.
- Councilmember Purcell said he is willing to help bring back the Block Watch if the council decides to move that way.



- Code Enforcement- increase by \$6,000 (George Stewart hired to enforce code by warnings or citations)

#### *Additional new business items*

- Backyard debris – a current resident has a ton of debris in the backyard including trash, appliances, etc. Items have been there for at least eight months. Code Enforcement will go to the property and ask the owner to clean it up within thirty days, but Mayor Brown requested that due to the current status of the resident that the City assist by paying for a dumpster to help remove the debris. The mayor stated that this is not something the city should do on a regular basis, but that this is a distinct situation that the city may want to assist with. The Councilmembers agreed.
- Code Enforcement Officer – George Stewart will be the new code enforcement officer. He will be contracted to work ten hours per month. Jim Reh will do the necessary follow up for any citations. Residents can simply submit a complaint on the website. Mr. Stewart will first write a letter to a resident and talk to the resident before a citation is issued.

#### **Mayor's Report**

- Resident Pam Rudd, of Perryman Road, has agreed to be appointed to the Ethics Committee. Donna Toney and Phil Lauret will also join the board. The mayor stated that the Ethics Committee should not be very busy unless there is an ethics complaint. They will be sworn in at the May meeting. Councilmembers were in general agreement on the appointees.
- Mayor Brown asked that any Councilmembers who wanted to attend the JCLC Night at the Bats game on June 13 needed to let him know by the May meeting so he can submit the RSVP.
- Mayor Brown asked the council to consider introducing an ordinance regarding the placement of port-a-pots and dumpsters. Mr. Carey stated that he believes Metro Louisville has an ordinance that dumpsters cannot be in place for more than 90 days.
- Mayor Brown and several councilmembers attended meetings recently where the PVA spoke about the upcoming assessments. Councilmember Claypool stated that at noon on April 26 the new assessments will be posted on the PVA website. Councilmember Watson stated that he learned that if you plan to appeal go ahead and file the appeal, as the supporting paperwork will not be due until the hearing date, but if you wait you might miss the appeals deadline. Mayor Brown mentioned that the homestead exemption has been increased so residents should take advantage of that exemption.
- Mayor Brown mentioned that he heard Cindy Sullivan from Trees Louisville speak. The mayor would like to eventually do an inventory of the types of trees in the city. Councilmember Stoll mentioned a possible incentive for residents to plant trees.
- Yar sale sign ups have started coming in and are due soon. Twelve residents have signed up to date.



- Councilmember Claypool asked if Mayor Brown had sent out the letter yet to residents who don't have house numbers posted. Mayor Brown stated that he is letting the new code enforcement officer handle that issue.

Councilmember Watson made a motion to adjourn the meeting and Councilmember Claypool seconded the motion. All voted in favor. The meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Jennifer Osborne, Clerk

A handwritten signature in blue ink, appearing to read "Mike Brown", written in a cursive style.

Mike Brown, Mayor