



Woodlawn Park City Council Meeting May 20, 2024

The Woodlawn Park City Council met on Monday, May 20, 2024. The meeting was called to order at 7:02 p.m. A roll call vote was 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. Those gathered then recited the Pledge of Allegiance.

Mayor Brown welcomed everyone to the meeting. He then thanked Councilmember Purcell for his work on the shredding and recycling event and thanked the entire council for their enthusiasm for the City of Woodlawn Park.

The Council reviewed the minutes from the April 15, 2024, meeting. Councilmember Watson made a motion to accept the minutes and Councilmember Langford seconded the motion. All voted in favor and the minutes were approved.

Mayor Brown introduced George Stewart, the city's new Code Enforcement Officer as of April 1, 2024. Each council member introduced themselves. Mr. Stewart stated that he has issued 22 notices for items such as lawn maintenance, dumping, and short-term rentals. Mr. Stewart retired from the Attorney General's office in 2015 and has been contracting with suburban cities for code enforcement since that time. Of the 22 notices, eight were for rental properties. His philosophy is giving everyone a chance and benefit of the doubt initially, with follow-up to make sure the property comes into compliance. When issuing a notice, Mr. Stewart sends the owner a photograph of the offense along with a copy of any specific ordinances and the notification of violation. He also passed around a sample violation packet. The plan is to eventually issue digital notifications. Councilmembers Claypool and Stoll both thanked Mr. Stewart for his response to their concerns.

Introduce Residents/Guests:

- Liz Thurwell, 6701 Green Meadow Court, spoke to the council regarding enforcement of the short-term rental ordinance. The owner of 6705 continues to have short-term renters. The court isn't set up to handle the amount of traffic this property is bringing to the area. The mayor stated that he will continue to monitor the property but that it is hard to prove that it is operating as a short-term rental because it isn't advertised on traditional sites. The mayor asked for residents of the court to continue monitoring activity at the property. Ms. Thurwell also stated that a large front load type item was abandoned in the court. The mayor will have Ecotec pick it up. Mr. Langford stated that there is a house being completely gutted in the area and maybe it was placed there by a contractor. Mr. Langford will follow up on that possibility.

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

Financial Report: Charlie Veeneman distributed an updated financial sheet and reviewed April activities in detail. With the budget amendments that will receive a first reading at this meeting, Mr. Veeneman believes the city will end the fiscal year in a strong financial position.

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

Old Business

• New Website

- Mayor Brown reported that the new WoodlawnPark.com is up and running. Residents can now pay for permits, business licenses, rental licenses, property taxes, etc. through the website. There is an issue of pictures displaying correctly on mobile devices, but he is working to get that corrected. Councilmember Stoll asked how she would be notified if someone applied for a permit through the website. Mayor Brown said she should receive an email when someone completes an application. Mayor Brown encouraged everyone to visit the new site and let him know if they have any suggestions.

• IT Vendor

- Mayor Brown reported that we have a new IT vendor for tech support, NIS. The city is no longer using VC3, and councilmembers should contact the new vendor for technical assistance.

• Police Department

- Mayor Brown has spoken to a number of retired officers but has still not found anyone interested in applying for the open Police Chief position. The Kentucky State Police and the Kentucky League of Cities have advertised the position. Councilmember Langford stated that Woodlawn Park should get out of the police business, but if the city continues with the search the mayor should be sure to get a complete background check on any serious candidate before making an offer.
- Mayor Brown moved the old police car to his property to allow space for the shredding event. The mayor still plans to sell the old police car as it is costing the city more in insurance each year than it is worth. Councilmember Langford stated that he might have a buyer for the car when the time comes.

New Business

• Solicitation

- Mayor Brown distributed copies of the Woodlawn Park solicitation ordinance along with copies of the "No Knock" registration paperwork. Currently, a person must have a permit to solicit within Woodlawn Park. He asked the council if the ordinance should be amended to prohibit solicitation within the city, and he asked for feedback on the subject.
 - Councilmember Stoll has encountered several solicitors lately who were extremely rude. She is concerned about elderly residents being taken advantage of by pushy salespeople. She asked how many permits have been applied for, and Mayor Brown replied that in the past 10 years he knows of three permits being awarded. Councilmember Stoll recommended that the city use ARPA funds for new city signage stating in bolder letters that solicitation is prohibited without a permit.

- Councilmember Cassaro shared Councilmember Stoll's concern and asked how the ordinance is enforced if solicitors circumvent the permit process. Mayor Brown responded that a fine can be issued to the company.
- Councilmember Claypool stated that solicitation should not be allowed at all in the city.
- Councilmember Cassaro suggested that if signage is updated, it be a friendly welcome to the city message along with a few statements such as no soliciting without a permit, children at play, no on-street parking, etc. He does not believe a decision on banning solicitation needs to be rushed. Mayor Brown replied that a decision will not be rushed, but that he would keep it on the agenda for a future discussion item. Mayor Brown stated that he always asks for a permit and ID from any salesperson who comes to his door, and he recommended residents display a "No Solicitors" sign at their doorway.
- Councilmember Purcell stated that any regulations need to be kept simple because of how people come and go, but residents need to be vigilant in asking for permits, etc.

• Speeding

Mayor Brown asked the council if they think speeding is an issue in the city.

- Councilmember Stoll stated there are a few repeat offenders. There is also an issue with drivers cutting through the city when Westport Road is backed up and she is concerned with so many kids playing in the street. She suggested a flashing speeding sign.
- Councilmember Watson stated that speeding and on street parking always seems to have the same offenders. Mayor Brown stated that there was a parking issue on Perryman but Mr. Stewart addressed it and it seems to be resolved.
- Councilmember Cassaro doesn't think that overall, there is a speeding issue in the city, but suggested speed bumps to slow down speeding on Kinloch. Mayor Brown stated that Mayor Lewis had researched that option, but it would be approximately \$5,000 for installation. Councilmember Cassaro stated that there is now a rubber product available that is high enough and wide enough to slow down traffic, but don't cause the same jolt to the vehicle as concrete bumps. Mayor Brown will get quotes on speed humps/bumps. The mayor will also talk to the City of Lyndon to borrow a speed monitor machine to research if it would be worth the expense.
- Councilmember Claypool asked if they could create flyers to place on cars parked on the street. Mayor Brown replied no that it is not the council's responsibility to enforce the laws but to enact them.

• ORDINANCE NUMBER 1, SERIES 2024-2025 AN ORDINANCE ESTIMATING REVENUES, RESOURCES AND APPROPRIATING FUNDS FOR OPERATION OF CITY GOVERNMENT AND ADOPTING A BUDGET FOR THE PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2025.

Councilmember Watson introduced the ordinance and the clerk read the ordinance into the record.

- Mayor Brown stated that everything that was discussed at the April 15, 2024, meeting is included except some small changes in the road fund. Additional

funds were also allocated for signage, which will not cover the changes discussed today but it can be amended once additional information is obtained.

- **ORDINANCE NO. 2, SERIES 2024-2025 AN ORDINANCE ADOPTING THE JEFFERSON COUNTY, KENTUCKY AD VALOREM TAX ASSESSMENT FOR THE CITY OF WOODLAWN PARK, KENTUCKY AND THE LEVYING OF AN AD VALOREM TAX THEREON FOR THE GENERAL OPERATING PURPOSE OF THE CITY.**

Councilmember Watson introduced the ordinance and the clerk read the ordinance into the record.

- Mayor Brown stated that this ordinance adopts the lowest rate possible without requiring a public hearing. The ordinance accepts the recent assessment by the PVA. The city could adopt a slightly higher tax rate, however with the recent change to the insurance premium tax and removing the property tax discount, the mayor believed taking this lower rate was the appropriate step.

- **ORDINANCE NO. 6, SERIES 2023-2024 AN ORDINANCE AMENDING ORDINANCE NO. 3 SERIES 2023-2024**

Councilmember Watson introduced the ordinance and the clerk read the ordinance into the record.

- Mayor Brown stated this amends the current fiscal year budget, as discussed at previous council meetings, including changes to ARPA, Public Works, and communications.

- **Short-term Rentals**

- Mayor Brown discussed concerns over short term rentals and the difficulty in proving an owner is operating a short-term rental if it's not advertised publicly. Mr. Carey said that the city should not cite any owner without probable cause and reasonable proof that could be brought to trial. Mayor Brown expressed concern for a property owner who rents to travelling nurses, but it's not a long-term rental situation. Mr. Carey stated that the ordinance allows for rentals more than thirty days, so that might work in the favor of a travelling nurse situation depending on the length of stay. Mayor Brown and Mr. Stewart will follow up with any properties in question and review the city regulations regarding rental properties with the different owners.

MAYOR'S REPORT/ANNOUNCEMENTS

JCLC Bats Game

- The game is on June 13 and the mayor needs an account of which council members want to attend by the end of the week. At this point, Mayor Brown and Councilmembers Watson, Cassaro and Purcell plan to attend.

70-year Video Update

- Mayor Brown met recently with the production company, 46 Solutions. They will spend up to two days in the city this fall capturing videos and meeting with residents. The video will focus on the historical significance of the city and last two to four minutes.

Councilmember Stoll requested that the new banners be installed by the time production starts, or at least that the current banners be taken down because they are in disrepair.

Citywide Yard Sale

- Mayor Brown reported that 40 homes signed up to participate with another 10-12 participating on their own. He believes it's the biggest crowd that has come into the city for the yard sale.

Miscellaneous

- Mayor Brown attended a JCLC meeting where District 7 Councilmember Paula McCraney presented on research she completed for her thesis on the Justice Department's report on the Louisville Metro Police Department. It was an interesting presentation. Police Officers were also present to speak to the report. It was an interesting session. The results of her study are posted on her District 7 website.

Committee Reports

Community Events

- Councilmember Purcell reported that the shredding and electronics recycling event was a large success. Greenway was a fantastic company to work with and he believes we should offer this event in the future.
- Councilmember Purcell stated that Westport Road Church wants to participate in the Fourth of July Parade again and has asked to be more involved in the planning and providing games. He believes the simplicity of the current event is what has made it such a success and he believes that is the way to continue for the future. Mr. Carey recommended not providing items like bouncy castles unless each parent was prepared to sign a release waiver. Mayor Brown asked about the possibility of changing the route because some parts of the city never see the parade. Councilmember Purcell will investigate route options.
- A resident recently mentioned to Councilmember Purcell that the city should consider offering a Halloween parade. He will bring this up at a future council meeting, but he wanted to mention it so council members could think about the idea.

Let's Get Prepared

- Councilmember Langford stated that it is ALS month and Keep America Beautiful month. Councilmember Purcell is celebrating Go Gray in May for Brain Cancer Awareness in honor of his nephew.

Fence and Building Permits

- Councilmember Stoll received six permit applications, and all were approved. The permits were for replacing or moving portions of current fence lines. She also addressed the 20-foot posts, and a permit was granted.

New Moves/Rentals

- Councilmember Watson reported that 6706 Green Meadow Circle and 4632 Westport Terrace have both closed. There are two current listings, both of which are listed as sold.

Streets and Signs

- Councilmember Cassaro reported that LG&E is responding quickly to any light issues. There is one light on Kinloch that stays on all day and night, and he is addressing that with LG&E. Councilmember Cassaro asked if the mayor had decided to move forward with replacing lights with all LED. The mayor responded that he is considering moving forward with changing out only the lights along Westport Road. Councilmember Cassaro reported that there are two light posts that have already been replaced by LG&E with LED lights and they are on Orchid Place and Darbook if anyone wants to drive by to see what they look like.

Welcome Committee/City Hall/Little Library

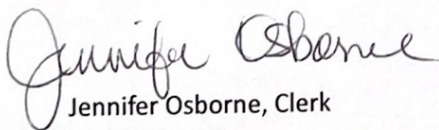
- Councilmember Claypool delivered new neighbor packets to the two new residents Councilmember Watson mentioned.
- Councilmember Claypool stated concern that a few houses still do not have house numbers posted. Mayor Brown responded that he would have Mr. Stewart follow up with those owners.
- Councilmember Claypool lowered the flag once since the last meeting.

Additional Comments

- Councilmember Claypool reminded the council that they have until June 4, 2024, at 4:00 p.m. to file for reelection.
- Mayor Brown reported that he can have the interior of city hall painted along with the fireplace repairs and other small repairs completed for a total of \$2,100 so he is moving forward with that quote. The repairs will be done by a handyman that lives in the city and has a business license with Woodlawn Park.

Councilmember Watson made a motion to adjourn the meeting and Councilmember Purcell seconded the motion. All voted in favor. The meeting adjourned at 8:4 p.m.

Respectfully submitted,


Jennifer Osborne, Clerk


Mike Brown, Mayor

City of Woodlawn Park
Income Statement - All Funds
For the Month and Eleven Months Ended May 31, 2024
For the Year Ending June 30, 2024 - Budget

	Current Month	Year to Date Actual	Original Budget	Amended Budget	Percent 92%
<u>Revenues - General Fund</u>					
Business License Receipts	\$ 150.00	\$ 900.00	\$ 800.00	\$ 800.00	112.50
Prior Earnings	0.00	0.00	52,770.00	73,070.00	0.00
Delinquent Taxes	0.00	12,277.50	0.00	0.00	0.00
Franchise Fees	541.90	5,960.90	6,500.00	6,500.00	91.71
Interest Income	0.31	3.36	300.00	300.00	1.12
Insurance Tax	17,163.31	92,706.19	80,000.00	80,000.00	115.88
Misc. Income	60.00	2,151.27	1,500.00	1,500.00	143.42
Property Taxes	709.01	151,865.59	142,000.00	142,000.00	106.95
Rental License Fees	1,000.00	7,100.00	6,500.00	6,500.00	109.23
Citations	25.00	25.00	250.00	250.00	10.00
HB413	0.00	1,351.32	4,500.00	4,500.00	30.03
Litter Abatement	0.00	0.00	600.00	600.00	0.00
Total Revenues - General Fund	19,649.53	274,341.13	295,720.00	316,020.00	92.77
<u>Expenses - General Fund</u>					
<u>Operations</u>					
Bonds & Insurance	1,112.32	12,236.64	13,000.00	13,000.00	94.13
Clerk/Treasurer	300.00	3,447.03	3,600.00	3,600.00	95.75
Federal Payroll Taxes	130.05	4,104.50	5,700.00	5,700.00	72.01
City Hall - Wingate Rd.	212.00	5,778.82	6,000.00	6,000.00	96.31
Legal	1,000.00	8,464.24	12,000.00	12,000.00	70.54
Accounting	1,033.00	9,349.00	10,500.00	10,500.00	89.04
Audit	0.00	0.00	5,000.00	5,000.00	0.00
Mayor & Council	1,200.00	14,059.53	14,400.00	14,400.00	97.64
Administration Expenses	573.31	6,434.26	9,700.00	9,700.00	66.33
Codification Expense	0.00	1,249.60	0.00	0.00	0.00
Tax Collection	0.00	6,328.30	5,100.00	5,100.00	124.08
Total Operations Expense	5,560.68	71,451.92	85,000.00	85,000.00	84.06
<u>Beautification</u>					
Beautification - Litter Abatem	0.00	1,382.00	2,000.00	2,000.00	69.10
Grounds Maintenance	3,022.33	15,094.52	14,000.00	14,000.00	107.82
Flags and Banners	0.00	0.00	1,500.00	1,500.00	0.00
Light Repairs	0.00	0.00	4,000.00	4,000.00	0.00
Total Beautification Expense	3,022.33	16,476.52	21,500.00	21,500.00	76.63
<u>Public Services</u>					
Neighborhood Relations	0.00	2,255.45	2,000.00	2,000.00	112.77
Street Lights	1,765.49	20,218.94	21,000.00	21,000.00	96.28
Trash Collection	7,499.40	82,543.40	90,000.00	90,000.00	91.71
Function budget increase	0.00	0.00	0.00	17,000.00	
Total Public Services	9,264.89	105,017.79	113,000.00	130,000.00	92.94

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City of Woodlawn Park
Income Statement - All Funds
For the Month and Eleven Months Ended May 31, 2024
For the Year Ending June 30, 2024 - Budget

	Current Month	Year to Date Actual	Original Budget	Amended Budget	Percent 92%
<u>Communications</u>					
Website & Hosting	382.53	10,781.74	9,400.00	9,400.00	114.70
Newsletter & Directory	0.00	733.05	2,000.00	2,000.00	36.65
Legal Advertising	192.40	410.73	300.00	300.00	136.91
Function budget increase	0.00	0.00	0.00	3,300.00	
Total Communications Expense	574.93	11,925.52	11,700.00	15,000.00	101.93
<u>Contingency</u>					
Contingency - Operations	700.00	700.00	0.00		0.00
Contingency - Beautificat	366.00	2,590.17	5,000.00	5,000.00	51.80
Total Contingency Fund	1,066.00	3,290.17	5,000.00	5,000.00	65.80
<u>Police Expense</u>					
Police Dept (Oper. Exp.)	99.74	8,797.86	6,000.00	6,000.00	146.63
Police Dept. - Salaries	0.00	35,328.18	49,920.00	49,920.00	70.77
Code Enforcement	200.00	2,849.68	3,600.00	3,600.00	79.16
Other Police Exp	500.00	1,000.00	0.00	0.00	0.00
Total Police Expnese	799.74	47,975.72	59,520.00	59,520.00	80.60
Total General Fund Expense	20,288.57	256,137.64	295,720.00	316,020.00	86.61
Net Income - General Fund	(\$ 639.04)	\$ 18,203.49	\$ 0.00	\$ 0.00	0.00
<u>REVENUES - ROAD FUND</u>					
RF - Municipal Aid Rec	\$ 0.00	\$ 19,920.00	\$ 20,000.00	\$ 20,000.00	99.60
Total Revenues - Road Fund	0.00	19,920.00	20,000.00	20,000.00	99.60
<u>EXPENSES - ROAD FUND</u>					
RF-Road Repair	0.00	0.00	9,000.00	9,000.00	0.00
Street Signs	0.00	0.00	1,000.00	1,000.00	0.00
Snow Removal - RF	0.00	8,945.00	10,000.00	10,000.00	89.45
Total Road Fund Expense	0.00	8,945.00	20,000.00	20,000.00	44.73
Net Income - Road Fund	\$ 0.00	\$ 10,975.00	\$ 0.00	\$ 0.00	0.00
<u>AMERICAN RESCUE PLAN ACT FUNDS</u>					
Prior Years' ARPA's Excess Earnings	\$ 2,069.32	\$ 2,069.32	\$ 15,400.00	\$ 21,669.00	13.44
Amer Rescue Plan Expenses	0.00	(2,069.32)	(15,400.00)	(21,669.00)	13.44
Net Receipts (Expenses)	\$ 2,069.32	\$ 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 - Cash Basis
May 31, 2024

ASSETS

Current Assets

Cash on Hand- PNC	\$ 59,159.08	
MRA Checking - Eclipse Bank	21,482.29	
Money Market - Eclipse Bank	1,209.16	
PNC - ARPA FUNDS	19,600.00	
Total Cash		101,450.53

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	\$ 250,430.00	
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LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$ 4,487.85	
Federal Payroll Taxes Payable	465.25	
State Payroll Taxes Payable	180.05	
Local Payroll Taxes Payable	141.03	
Property Taxes - Other Than	124.06	
Total Current Liabilities		5,398.24

Total Liabilities		5,398.24
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Capital

Fund Bal - Fixed Assets	116,214.96	
General Fund - Unrestricted	41,678.74	
Special Rev Fund - Restricted	49,740.14	
Retained Earnings	(11,380.57)	
Retained Earnings-ARPA	19,600.00	
Net Income	29,178.49	

Total Capital		245,031.76
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Total Liabilities & Capital	\$ 250,430.00	
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