

June 16, 2025 Meeting Minutes

The Woodlawn Park City Council met on Monday, May 19, 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 Pro-tem Jeffrey Hollis, Chief Rich Wilson, Attorney Matt Carey, and Mr. Charlie Veeneman.

Mayor Brown welcomed everyone to the meeting and introduced Jeff Hollis, who will serve as Pro-tem Clerk while Ms. Osborne is out of town. Mayor Brown announced that the old stop signs were gathered and recycled at River City Metals.

The Council then reviewed the minutes from the May 19, 2025, city council meeting. Councilmember Stoll made a motion to approve the minutes and Councilmember Watson seconded the motion. All voted in favor and the minutes were approved.

City Pride Award: Mayor Brown chose to honor Ms. Thurwell at 6701 Green Meadow Court with the City Pride Award. Her yard looks beautiful all year long.

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: Mayor Brown recognized Chief Wilson for his one-year anniversary of service for the city. He invited everyone to stay after the meeting to celebrate with cake. Chief Wilson stated that he has enjoyed his time with Woodlawn Park and hopes to be around for a long time.

Chief Wilson stated there was one parking violation in June, ran off two solicitors in the city. Chief Wilson stated that if residents ever see solicitors in the city to text him and let him know the name of the company.

Chief Wilson has received feedback from the stop signs and speed humps that are coming, so he knows people are paying attention to the newsletter.

Financial Report: Mr. Veeneman reviewed the June 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 June Financial Report was approved.

The clerk read Ordinance No. 2 Series 2024-2025 An Ordinance Amending Ordinance No. 1 Series 2024-2025 into the record and performed a roll call vote. Councilmembers Cassaro, Claypool, Reh, Russell Bushong, Stoll, and Watson voted in favor and the ordinance passed unanimously.

The clerk read Ordinance No. 5 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 into the record and performed a roll call vote. Councilmembers Cassaro, Claypool, Reh, Russell Bushong, Stoll, and Watson voted in favor and the ordinance passed unanimously.

The clerk read Ordinance Number Stoll4, 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, 2025, through June 30, 2026, into the record and performed a roll call vote. Councilmembers Cassaro, Claypool, Reh, Russell Bushong, Stoll, and Watson voted in favor and the ordinance passed unanimously.

New Business:

Garage Ordinance

- Mayor Brown stated that he was recently approached by a resident requesting that the garage ordinance be amended to allow for up to a three-car garage.
- Councilmember Cassaro stated that if a property owner wants to take up most of his land with buildings, he isn't going to prevent them from that, but the owner will have a hard time reselling his property. He does not think the city should be a police state dictating how many garages owners can have. Mayor Brown stated that the ordinance does not allow owners to take up more than 1/3 of the yard for a garage. Mr. Carey confirmed that the amount is 30% of the property.
- Councilmember Stoll does not believe that a three-car garage fits the neighborhood even though on some lots it might look ok due to larger size.
- Councilmember Reh stated that the city should keep the current ordinance. It matches the single-family style of the city. Councilmember Cassaro agreed.
- Councilmember Claypool asked if the 30% was limited to garages or is that number for any addition. Mr. Carey stated additions are not addressed in the ordinance.
- Mayor Brown suggested thinking about the size of all the lots in the city. Some properties could add a three-car garage, and it would barely be noticed, and that could be an improvement to that property, but not for all.
- Councilmember Stoll stated that large garages make the property ugly because it becomes mostly asphalt and has no yard.
- Councilmember Watson stated he would like to allow the three-car garage but with the 30% maximum. He does not believe there will be an epidemic of three car garages in the city.
- Councilmember Cassaro stated that the ordinance does not allow for parking pads and sometimes properties have 3-4 cars in a driveway. While the city considers this, we may want to consider parking pads as well.
- Councilmember Claypool stated she would be fine with a three-car garage with the 30% requirement.

- Councilmember Russell Bushong expressed concerns about enforcing the 30% and how that measurement is determined. Mayor Brown replied that Louisville Metro is responsible for permits and those measurements.
- Councilmember Watson stated that Metro used to always reach out about standards and ordinances and suggested researching those procedures.
- Mayor Brown will reach out to Metro about the permitting process and will add this topic to a future agenda if necessary.

Business Licenses

- Mayor Brown stated that Ed Purcell attended a recent meeting to request the city to rescind the business license. Currently, \$1,100 is expected to come from business licenses in the upcoming fiscal year, which accounts for approximately 15 businesses. If this is pursued, it will not happen until the 26-27 Fiscal Year.
- Councilmember Stoll asked if the city ever expects to close these down and Mayor Brown replied no.
- Councilmember Claypool suggested that the city should rescind the business license and increase the rental license fee.
- Councilmember Watson stated that as one of the fifteen businesses he doesn't mind paying the \$75 and that the process allows the city to know what businesses are operating within the city.
- Councilmember Cassaro stated that he also has a business license in the city and is not upset about the fee and is not concerned about the monitoring.
- Councilmember Stoll stated she does not really have an opinion on the issue, and she doesn't believe \$75 is that much.
- Mayor Brown told the Council that the ordinance was enacted in 2002. Councilmember Watson stated that the fee used to be based on gross revenue and then went to the set fee.
- Councilmember Russell Bushong asked if other cities of this size have similar ordinances on the books for businesses. Mayor Brown responded yes. Councilmember Russell Bushong stated that he thought the fee was fine.
- Councilmember Reh suggested keeping the ordinance as it is currently written.
- Mayor Brown stated that the city will make no move to rescind the ordinance.

Rental License

- Mayor Brown stated that the way the rental ordinance is worded, that if the fee isn't paid, they need to be charged a penalty. There are five properties that still have not paid after multiple reminders. Mayor Brown asked if the code enforcement officer should give the property owners a notice that they will be charged \$100 per day until the fee is paid. Mr. Carey stated that the ordinance is under code enforcement authority and allows for civil fines and sets forth penalties. The penalties are oddly worded because the property owners cannot have a first offense, second offense, etc. for not paying. Mayor Brown thinks the change could reflect that if the fee is late, there is a daily penalty.
- Mayor Brown stated that for years the city charged a fee for \$250 per property, sometimes it has been one charge even if there are multiple rentals. If it is one fee per owner, the ordinance needs to be reviewed. It is not right if an owner owns ten properties, for example, and only has to pay the fee once.

- Councilmember Cassaro stated that \$2,700 a month is a reasonable rent to charge for a home in Woodlawn Park. He believes a flat rate per home is reasonable as neighbors have to deal with bad renters, so the city needs to force them to care.
- Councilmember Watson stated this ordinance was probably enacted when houses rented for \$500 month, but that number has gone up significantly.
- Councilmember Stoll believes the fee should be \$1,000 or \$1,200. That ends up being \$100 a month.
- Councilmember Claypool supports raising the fee and enforcing it per property, not owner. Mr. Russel Bushong both agreed.
- Councilmember Cassaro said it's the cost of doing business.
- The overall consensus of the city is that the rental charge should be at least \$1,000 per year and per property.
- Councilmember Watson recommended taking out any language referring to a percentage of revenue from the properties.
- Councilmember Russel Bushong asked about the option of stair-stepping the increase over a few years. Mr. Carey stated that it is an option. Mayor Brown stated that it gives owners time to sell if that's what they will choose to do.
- Mayor Brown directed Mr. Carey to clean up the language in the ordinance based on the discussion, including a gradual increase in the fee beginning with \$750 for 2026, increasing to \$1,000 in 2027 and \$1,250 in 2028. The fee will be by property and not by owner, and a possible change to the fee due date.
- Councilmember Claypool asked to be informed which homes are for rent in the city. Mayor Brown replied that that discussion was coming up later in the meeting.

Flags

- George Langford recently spoke to the Council regarding flags displayed on flag poles in the city. Mayor Brown went through all of the literature he distributed at the meeting, and he did not see anything preventing other flags from being flown. Mayor Brown stated that he was unsure whether or not the city should continue the practice; however, he could not find anything that prohibits the practice.
- Councilmember Claypool stated that it is not easy to adjust the flags on the city's flagpole due to its location and believes it should be limited to the current two flags.
- Councilmember Stoll believes the city should stick to the two flags. It prevents the council from deciding which flags should be flown and prevents any clutter on the flagpole.
- Mayor Brown received a few calls from residents asking what the flag was for, so it did encourage education; however, several veterans called in to say that the practice of flying other flags was disrespectful.
- The consensus of the council was to limit to just the two flags on the flagpole.

Mayor's Report/Announcements

- JCLC Louisville Bats Game- Thursday, June 19, at 6:30 p.m. – Mayor asked that everyone attending wear their Woodlawn Park t-shirt to the game and meet at city hall at 5:45 p.m. and carpool.
- Newsletter – Mayor Brown distributed a draft of the newsletter and asked everyone to look at the content. He is still working on format but wants feedback on items that are

not included that should be included, or that's included but should be removed. Councilmembers were asked to provide feedback in the next two days so that the newsletter could be mailed to residents prior to the July 4 parade.

- **Street Signs** – Waiting for the stop sign to be installed at Westport Terrace and Westport Road. Shortly after the May meeting a resident called to say it had been knocked down. It should be replaced this week.

Council Focus:

Community Events – Councilmember Reh reported that he will display ten signs throughout the city promoting the Fourth of July Parade. The parade will start at the corner of Stivers and Darbrook. The city will provide hot dogs, candy, ice cream, and snacks. Mayor Brown encouraged the city council to help with setting up the event at city hall. Councilmember Reh stated that Councilmember Claypool requested the Fall Social be moved to October 10. Mayor Brown agreed to move the event.

Let's Get Prepared – Councilmember Russell Bushong worked with Councilmember Stoll regarding a sewer failure behind her property. The issue is now resolved. Mayor Brown stated that there had been an issue on Stivers Court and MSD has agreed to clean it out. Mr. Russell Bushong will take a walk in the area to see if it is resolved. Mayor Brown also requested that he look along the railroad tracks where there is a lot of debris and overgrowth.

Fence and Building Permits – Councilmember Stoll reported no new fence permits. Councilmember Stoll is currently working to revise the permit process and will make it more clear online as to the steps that must be taken to apply for permits. Once a permit is approved, a letter on Woodlawn Park letterhead will be sent to the applicant.

Councilmember Stoll asked who was responsible to mow the grass at the dead end of Beechwood adjacent to the tracks. Mayor Brown answered that Woodlawn Park's landscaping company mows that once a month. Councilmember Stoll stated that it is very high, and Mayor Brown commented that he will reach out about having it mowed again.

New Moves and Rentals – Councilmember Watson reported that 4241 Middlebrook Road sold on May 23 and Councilmember Claypool delivered a welcome packet. There are no active listings in the city.

Councilmember Watson stated that 812 Beechwood Road should be added to the rental database if it is not already included.

Chief Wilson stated that the owner of 6704 Green Meadow Court is in the process of renting her house, and asked if there is a process to notify owners of rental fees and what is the process of finding that out when new ones arrive?

Mayor Brown stated that he came across two properties that have been rented for two years and have never paid the fee 807 Ahland and 4308 Wingate Road. Those are two the mayor came across because he received a complaint about the trash at those

... if the packet is given directly to the properties. Mayor Brown asked if the city should do a thorough search of all properties and asked how that should be done. Some owners do not update the addresses with the PVA, so it shows the owner is still living at the property even though the owner lives somewhere else.

Mayor Brown stated that a rental database will be provided to all councilmembers at the July meeting.

Streets and Signs – Councilmember Cassaro stated that he reported four lights that need to be repaired a few weeks ago and none have been fixed. When he called to follow-up he was told it usually takes 2-3 business days for repairs unless this issue is more complicated to fix. The light at Schuway Court and Perryman Road has been fixed.

Councilmember Cassaro distributed four different costs analysis for speed bumps and speed humps. The difference is that a hump allows a slightly faster speed to pass over. The bump basically requires almost a stop before passing over.

The Bosco product is a bump with a 15-year warranty. It can handle the weight of school buses and trucks.

The Amazon product is a hump and can also handle the weight of school buses and trucks and has a 15-year warranty.

Mayor Brown asked Councilmember Cassaro what he prefers. Councilmember Cassaro stated the true difference is a complete stop or lower speed. None of the options available are 14 feet wide, they are 12 feet or 15 feet or larger. Signs will need to be added on each side of traffic to warn of the speed hump/bump.

Chief Wilson commented that there are cyclists and also residents who walk the neighborhood using walkers and the city might want to consider space for those residents to go through without having to go over a hump/bump. Councilmember Cassaro replied that the height should not impact cyclists.

Councilmember Stoll prefers the speed bumps.

Councilmember Cassaro stated that scooters and the parade will struggle with bumps.

Councilmember Stoll stated that two are needed on Kinloch.

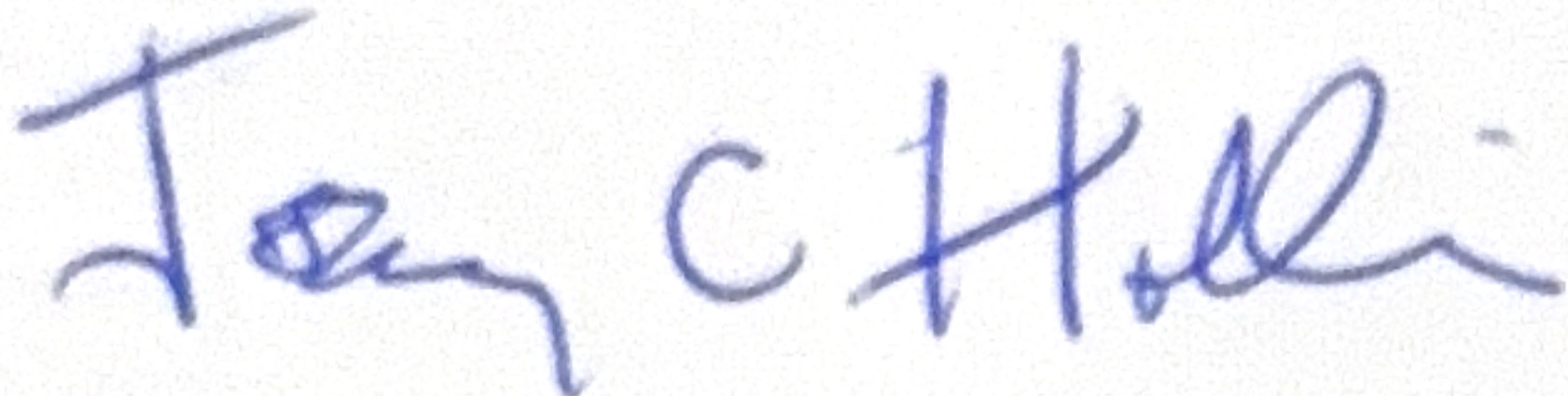
Mayor Brown stated that the consensus seemed to be two speed humps. Councilmember Cassaro will place the order. Mayor Brown requested that humps and signs be ordered once the new budget is in effect.

Welcoming Committee/City Hall/Little Library – Councilmember Claypool requested book donations for The Little Library. Mayor Brown stated that the resident at 4240 Westport Terrace did not receive a welcome packet. Councilmember Claypool gave the packet to the resident's mother. Mayor Brown asked if the packet is given directly to the resident. Councilmember Claypool stated she gives it directly to the resident but if someone is not at home it is left in the door.

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Councilmember Claypool made a motion to adjourn. Councilmember Cassaro seconded the motion. All voted in favor and the meeting adjourned at 8:50 p.m.

Respectfully submitted,



Jeffrey C. Hollis, Clerk Pro-tem



Mike Brown, Mayor

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

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	Current Month Actual	Year to Date Actual	Budget	Percent 83%
Revenues - General Fund				
Business License Receipts	\$ 0.00	\$ 1,125.00	\$ 1,125.00	100.00
Prior Earnings	0.00	0.00	23,282.00	55,025 0.00
Franchise Fees	542.06	5,962.14	6,500.00	91.73
Interest Income	0.31	3.35	0.00	0.00
Insurance Tax	30,276.76	131,035.59	110,000.00	119.12
Misc. Income	0.00	1,507.17	2,500.00	60.29
Property Taxes	606.08	149,783.12	148,000.00	101.20
Rental License Fees	750.00	6,850.00	8,250.00	83.03
Citations	50.00	195.00	200.00	97.50
HB413	0.00	3,945.46	2,800.00	140.91
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	32,225.21	301,906.83	303,257.00	335 K 99.55
Expenses - General Fund				
Operations				
Bonds & Insurance	1,180.65	11,891.15	13,000.00	91.47
Clerk/Treasurer	300.00	3,300.00	3,600.00	91.67
Federal Payroll Taxes	417.12	4,334.46	4,500.00	96.32
City Hall - Wingate Rd.	358.20	9,521.47	7,000.00	136.02
Legal	400.00	5,039.38	12,000.00	41.99
Accounting	1,166.00	10,785.00	12,000.00	89.88
Audit	0.00	12,000.00	5,000.00	240.00
Mayor & Council	1,200.00	13,200.00	14,400.00	91.67
Administration Expenses	1,119.27	10,163.66	11,000.00	92.40
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	653.53	0.00	0.00
Total Operations Expense	6,206.24	88,744.80	89,500.00	100 K 99.16
Beautification				
Beautification - Litter Abatem	212.00	1,494.00	2,000.00	74.70
Grounds Maintenance	3,073.17	16,659.13	16,000.00	104.12
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	3,285.17	23,360.13	24,000.00	28 K 97.33
Public Services				
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	1,513.67	18,137.68	19,197.00	94.48
Shredding Event	700.00	700.00	1,000.00	70.00
Gift Cards	0.00	0.00	150.00	0.00
Trash Collection	7,499.40	82,493.40	90,000.00	91.66
Total Public Services Expense	9,713.07	102,598.08	112,397.00	115 K 91.28

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

	Current Month Actual	Year to Date Actual	Budget	Percent 83%
<u>Communications</u>	369.11	15,215.31	10,600.00	143.54
Website & Hosting	0.00	1,363.07	3,000.00	45.44
Newsletter & Directory	0.00	240.00	240.00	100.00
Aweber Communications	0.00	2,300.00	2,000.00	115.00
Video Production	0.00	1,511.10	1,000.00	151.11
Legal Advertising				
Total Communications Expense	369.11	20,629.48	16,840.00	22K 122.50
<u>Contingency</u>	256.00	2,014.90	5,000.00	40.30
Contingency - Mayor				
Total Contingency Expense	256.00	2,014.90	5,000.00	5K 40.30
<u>Police Expense</u>	365.18	8,985.49	6,000.00	149.76
Police Dept (Oper. Exp.)	3,752.50	37,959.51	39,920.00	95.09
Police Dept. - Salaries	899.68	8,263.73	9,600.00	86.08
Code Enforcement	0.00	1,170.06	0.00	0.00
Other Police Exp				
Total Police Expense	5,017.36	56,378.79	55,520.00	65K 101.55
Total Gen Fund Expense	24,846.95	293,726.18	303,257.00	335K 96.86
Excess Rev (Exp) - GF	\$ 7,378.26	\$ 8,180.65	\$ 0.00	0.00
<u>REVENUES - ROAD FUND</u>				
RF - Municipal Aid Rec	\$ 0.00	\$ 22,293.00	\$ 20,000.00	111.47
Total Revenues - Road Fund	0.00	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	\$ 0.00	\$ (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

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City of Woodlawn Park
Statement of Assets, Liabilities and Fund Balance - All Funds (Modified Cash Basis)
May 31, 2025

ASSETS

Current Assets		
Cash on Hand- PNC	\$	38,943.30
MRA Checking - Eclipse Bank		18,712.29
Money Market - Eclipse Bank		1,212.81
PNC - ARPA FUNDS		6,494.95
Total Cash		65,363.35
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 Txn 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	\$	214,342.82

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Audit adj.	\$	4,487.85
Federal Payroll Taxes Payable		984.39
State Payroll Taxes Payable		337.21
Local Payroll Taxes Payable		154.01
Property Taxes - Other Than		216.22
Deferred Revenue - Grants		6,494.95
Total Current Liabilities		12,674.63
Total Liabilities		12,674.63
Fund Balance		
Fund Bal - Fixed Assets		116,214.96
Special Rev Fund - Restricted		49,740.14
General Fund-Unrestricted		40,574.94
Net Income		(4,861.85)
Total Fund Balance		201,668.19
Total Liabilities & Fund Balance	\$	214,342.82

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