

March 17, 2025 Meeting Minutes

The Woodlawn Park City Council met on Monday, March 17, 2025. The meeting was called to order at 7:03 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, Suzanna Stoll, and Doug Watson; City Clerk Jennifer Osborne, Chief Rich Wilson, Attorney Matt Carey, and Mr. Charlie Veeneman. **Absent:** Councilmember George Langford

Mayor Brown welcomed everyone to the meeting.

The Council reviewed the minutes from the February 17, 2025, meeting. Councilmember Claypool 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 is honoring 4310 Darbrook Road with the City Pride Award this month. The owners have made recent improvements, including a new fence, and worked with city forester ist James Russell Bushong on tree selection for their yard.

Introduce Residents/Guests: Mayor Brown opened the floor to comments from residents or guests.

- Elliott Davenport and Colin Meadows, from Louisville Grows, came to discuss a tree program for Woodlawn Park. James Russell Bushong, Woodlawn Park City Forester , has served on the Board of Louisville Grows for about 10 years. Louisville Grows had a recent donation of 30 trees that are good matches for the City of Woodlawn Park. Mr. Russell Bushong will serve as the city's Tree Champion on behalf of Louisville Grows and will work directly with residents on tree options and locations. Mayor Brown asked if some of the trees could be used in the Green Meadow Circle beautification project. The Louisville Grows representatives agreed it would be a proper use. Mr. Russell Bushong stated that he would also like to see some trees used along I-264 to assist with noise abatement. Mayor Brown said that was a good idea, but that the city would need to work with the Kentucky Transportation Cabinet on any plantings in the right-of-way.

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

Police Report: Chief Wilson stated he had missed the previous few meetings due to conflicts, so he wanted to present an overall report for 2024.

- A main focus of the year was on-street parking. The number of parking citations has steadily decreased, and all citations have been paid in full.
- The city experienced one night of car break-ins, which is a crime that is increasing in surrounding cities.
- During the holidays all patrols were shifted to daytime to help prevent porch pirates. No porch pirate activities were reported during the holiday season.
- 2025

- Chief Wilson asked for any feedback on priorities for 2025.
- Car break-ins are on the rise in the area, so he reminded all residents to lock cars and not leave valuables in vehicles. Hyundais and Kias are the vehicles that are most stolen or broken into, with one Kia stolen from Woodlawn Park. These vehicle owners should take special precautions. Councilmember Cassaro suggested that these vehicle owners purchase a steering wheel lock as thieves often see a deterrent and will just move on.
- Chief Wilson stated that the next main focus is speeding. He asked the council to provide suggestions on patrol areas, and that a main focus will be speeding on Kinloch and Walser.

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

- Road funds should show as balanced once the 2023 and 2022 audits are complete and the Department of Local Government releases the funds.
- Councilmember Claypool made a motion to approve the financial report. Councilmember Watson seconded the motion. All voted in favor and the February financial report was approved.

Mr. Joe Montgomery, Auditor, made a presentation regarding his recently completed audits for 2022 and 2023.

- Mr. Montgomery reviewed the 2022 audit in detail. He has issued a “clean opinion,” with no material weaknesses or deficiencies found.
- Mr. Montgomery reviewed the 2023 audit in detail. He has issued a “clean opinion,” with no material weaknesses or deficiencies found.

Mr. Veeneman thanked Mr. Montgomery for his work and for making these audits a priority.

Mayor Brown stated that Mr. Montgomery did an excellent job of keeping him and Mr.

Veeneman updated throughout the process. Mayor Brown will post links to each audit on the city website to allow residents to review them.

Old Business:

- The clerk performed a second reading of City of Woodlawn Park, Kentucky, Ordinance No. 1, Series 2024-2025, an Ordinance Amending Ordinance No. 2-1994. A roll call vote was then taken, and the ordinance was approved.
 Councilmember Cassaro – yes
 Councilmember Claypool - yes
 Councilmember Reh – yes
 Councilmember Stoll – yes
 Councilmember Watson – yes

New Business:

- Councilmember Langford Resignation
 - Mayor Brown announced that Councilmember Langford has made the decision to resign from the Council. The clerk read his resignation letter into the record. Councilmember Watson stated he believes Councilmember Langford served the city for about 20 years. Councilmember Cassaro nominated James Russell Bushong to fill Councilmember Langford’s seat on the council. Mr. Carey stated that since the resignation is effective as of this meeting, the city needs to host a special meeting to nominate and elect the

new councilmember. Mayor Brown asked if the special meeting could be held via Zoom, and Mr. Carey stated that it was fine. Mayor Brown set the special meeting for Wednesday, March 26, at 6:00 p.m. Mayor Brown will post the agenda.

- 2024-20245 Budget Amendments
 - Mayor Brown stated that the budget will need to be amended to account for overages in beautification, communication, and police.
 - Mr. Veeneman stated that the philosophy is to make sure the budget is completely balanced by the end of the year. He asked if there were any upcoming expenses. Mayor Brown stated that he would meet with Mr. Veeneman and have the amendments ready for the first reading in April.

Mayor's Report

- 2025-2026 Budget
 - Mayor Brown distributed a document detailing what he expects to present for the 2025-2026 Budget. The budget's focus will be on public safety and beautification. Highlights include:
 - Increase budget number for insurance premium tax.
 - Sell the current nine-year-old police car for approximately \$10,000 and purchase a new vehicle with the sale proceeds plus the additional revenue from the insurance premium tax. He expects the new vehicle to cost approximately \$30,000. The goal is to purchase a hybrid vehicle with 4-wheel drive.
 - Allocate funds for the Green Meadow Circle Beautification Project
 - Mayor Brown distributed draft renditions of the beautification project. These renditions are more expensive than he expects to budget for the project, but with some modifications he believes the city can have a beautiful public space.
 - Mayor Brown plans to meet with MSD soon to discuss drainage and culvert clean-outs. He plans to ask if culverts can be cleaned out on a regular basis. He is considering allocating funds to have these cleaned out periodically. He will continue to ask residents to clean out their culverts, but some of them are just too large for a resident to safely maintain. Councilman Cassaro suggested having scheduled leaf collections where a large truck comes by with a vacuum hose to remove leaves at the curb. Mayor Brown believes it might be cost prohibitive, plus expressed concerns that leaves could clog basins and flooding.
 - Snow removal is typically covered through the road fund, but Mayor Brown stated that in heavier snow years the city should be prepared to cover overages from the general fund.
 - For the 2024-2025 budget we will see some overages in communications due to the new website. There were a few months when both website vendors were being used at the same time while the new website was developed and going live. The city should not see those overages in the future.
 - The budget ordinance will be introduced in May with a second reading and passage in June.

- 4301 Westport Road
 - A Conditional Use Permit has been approved for a 180-child day care to operate at 4301 Westport Road, located across from Ahland. The Board of Zoning Adjustment approved this use on the property that is currently zoned R-4. Mayor Brown shared his concerns about the traffic this development will bring to Westport Road.
- 4251 Westport Road
 - Mayor Brown attended the St. Matthews Council meeting where the surgery center development was discussed.
 - The center is expected to serve 8-10 clients per day.
 - The Kentucky Transportation Cabinet does not plan to change the speed limit or add any additional traffic lights as they do not believe there is enough traffic to warrant those changes.
 - Councilmember Stoll expressed concerns that parents will not be able to get in or out of the day care during rush hour with the traffic back up that already exists on Westport Road.
 - Mayor Brown stated that the City of St. Matthews has not voted on the zoning change, but he expects they will vote on it at the next meeting.
- Kentucky House Bill 61
 - HB 61 was a bill pertaining to swimming pools. An amendment was added regarding a city's ability to limit short term rentals. The bill was not voted on before the House adjourned. Mayor Brown encouraged the council to contact Representative Karen Berg, 564-8100, to voice opposition to the bill.
 - Mr. Carey asked if the subject would continue to be a rider on the bill or will it become a stand-alone bill? Mayor Brown stated that before calling the state representative to express an opinion on the matter, let's see if it is re-introduced.
 - If something similar passes, the state would supersede the current Woodlawn Park ordinance limiting short term rentals.
 - Councilmember Cassaro suggested making the fee to have a short-term rental so high that it becomes not worth having one within the city.
 - Mayor Brown stated that the City of Louisville has a rule in place preventing short term rentals from operating within 600 feet of each other and that the state is trying to have that rule removed.
- Brightside Clean-Up
 - Woodlawn Park will participate in the Brightside Clean-up scheduled for April 19 at 9:30 a.m. Gloves and bags will be provided.
- City-wide Yard Sale
 - The city-wide yard sale will take place on Saturday, May 10. Sign-up forms will be distributed soon.
- Junk Pick-up
 - Junk Pick-up will take place on Saturday, May 17.

Council Focus:

Community Events – Councilmember Reh reported that the city will sponsor a shredding event to coincide with the junk pick-up day on Saturday May 17, from 9:00 a.m. –12:00 p.m. The cost is \$600 for two hours or \$700 for three hours. Councilmember Stoll asked about getting signs announcing the event. Chief Wilson stated that he can get pricing on signs to match the City Pride Award signs.

Let's Get Prepared – Nothing reported.

New Moves and Rentals – Councilmember Watson reported that 812 Beechwood Road sold and appears to now be up for rent for \$3,100 a month. He also reported one active listing that is under contract. Councilmember Claypool asked if the city could limit the number of rentals within the city. Councilmember Watson replied that he thinks that something like that would have to be done by amending deed restrictions. Mr. Carey stated that deed restrictions must be enforced by residents and people are hesitant to sue neighbors. Ordinances give the city enforcement ability. Mr. Carey does not believe a city can dictate that an owner must live in a property. Councilmember Cassaro stated he has had multiple renters as neighbors and suggests the possibility of increasing the rental fee to help deter rental properties. Mayor Brown stated that someone from the council would need to introduce an amendment to change the rental fee. Mayor Brown asked how many residents are needed to support a change in deed restrictions and Mr. Carey replied that it's a percentage of residents. Councilmember Watson believes it has to go by subdivisions within the city. Mayor Brown will add this topic as a discussion item for a future meeting.

Streets and Signs – Councilmember Cassaro has researched a variety of humps and bumps. He has found a removable option that is made from a sturdy plastic that handle the loads of a school bus and garbage truck. The cost is \$1,018 for two, plus shipping. Required signs that must be posted at each location are \$42 each. These options must be removed during winter to allow for snow removal plows. They are shipped in sections and must be installed in concrete.

Councilmember Stoll believes it makes sense to get these removable options to test the effectiveness within the city limits.

Mayor Brown asked about the option to add a stop sign at Alicent and Walser to make it a 4-way stop, as the city did this on Beechwood, and it slowed traffic tremendously. Councilmember Claypool asked if the city would then install permanent speed humps on Kinloch and Mayor Brown responded yes.

Mayor Brown stated that he is not a fan of temporary bumps as he believes the bumps cause more damage to vehicles. Councilmember Stoll suggested that two humps are needed on Kinloch and Mayor Brown disagreed, stating that he believes one would suffice.

Councilmember Claypool stated that it is always the same offenders speeding through the city. She inquired about the use of radar permanently posted on a pole, with Chief Wilson responding that they are a good tool but are not effective in the winter because of the rechargeable battery.

Councilmember Cassaro stated that whether the city moved forward with bumps/humps or stop signs, all options are costly.

Mayor Brown stated that new signage is coming in mid-April and suggested adding additional speed limit signs on Kinloch to see if that would help at all. Mayor Brown reiterated that he would rather install permanent options.

Councilmember Claypool suggested first trying the speed limit signs and the stop signs.

Councilmember Reh believes the stop sign will be more effective than the speed limit signs.

Mayor Brown stated that he will place money in the next budget to be used for either humps/bumps or stop signs and the final decision can be made after additional discussion.

Chief Wilson stated that he will keep a running log of speeding offenders. He also stated that LMPD's 5th division has also agreed to run additional radar in the city and issue tickets. Chief also stated that speed humps catch you night or day when no one is looking, and stop signs catch you when someone is looking. He stated that speed machines help, but not when they aren't there.

Councilmember Stoll stated that she doesn't believe speed limit signs will help with speeding on Kinloch.

Mayor Brown stated that he will look at adding to the 2025-2026 budget one temporary speed hump on Kinloch.

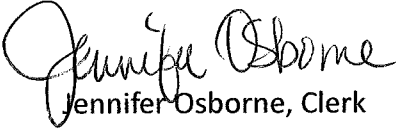
Welcoming Committee/City Hall/Little Library – Councilmember Claypool stated that the flag was returned to normal status on January 28. The Little Library is doing well, and she is up to date on all welcome packets. Mayor Brown asked Councilmember Watson if there was any way to know when new renters moved into a property. Mayor Brown suggested sending a letter to all landlords asking them to inform the city when residents change so that they can receive a welcome packet or sending the packet to the landlords asking them to convey the information to any renters.

Fence and Building Permits – Councilmember Stoll reported no new permit applications.

Councilmember Cassaro asked about the Woodlawn Park sign on the brick walk at the curve on Westport Road. He thinks it looks bad and is hard to read and suggested painting the letters in a fluorescent white. Mayor Brown responded that any adjustments that are made to the wall has to go through the Kentucky Transportation Cabinet.

Councilmember Claypool made a motion to adjourn. Councilmember Claypool seconded the motion. All voted in favor and the meeting adjourned at 9:10 p.m.

Respectfully submitted,



Jennifer Osborne, Clerk



Mike Brown, Mayor

City of Woodlawn Park
Income Statement - All Funds (Modified Cash Basis)
For the Month and Eight Months Ended February 28, 2025
For the Year Ending June 30, 2025 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 67%
<u>Revenues - General Fund</u>				
Business License Receipts	\$ 75.00	\$ 900.00	\$ 1,125.00	80.00
Prior Earnings	0.00	0.00	23,282.00	0.00
Franchise Fees	542.03	4,335.96	6,500.00	66.71
Interest Income	0.28	2.43	0.00	0.00
Insurance Tax	30,354.53	98,691.73	110,000.00	89.72
Misc. Income	10.00	1,463.84	2,500.00	58.55
Property Taxes	0.00	148,604.16	148,000.00	100.41
Rental License Fees	0.00	1,100.00	8,250.00	13.33
Citations	50.00	125.00	200.00	62.50
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	31,031.84	259,380.00	303,257.00	85.53
<u>Expenses - General Fund</u>				
<u>Operations</u>				
Bonds & Insurance	1,180.68	7,799.14	13,000.00	59.99
Clerk/Treasurer	300.00	2,400.00	3,600.00	66.67
Federal Payroll Taxes	359.70	3,080.08	4,500.00	68.45
City Hall - Wingate Rd.	733.60	8,752.74	7,000.00	125.04
Legal	730.00	3,290.69	12,000.00	27.42
Accounting	303.00	7,619.00	12,000.00	63.49
Audit	0.00	0.00	5,000.00	0.00
Mayor & Council	1,200.00	9,600.00	14,400.00	66.67
Administration Expenses	706.02	7,202.33	11,000.00	65.48
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	60.00	458.53	0.00	0.00
Total Operations Expense	5,573.00	57,558.66	89,500.00	64.31
<u>Beautification</u>				
Beautification - Litter Abatem	140.00	1,026.00	2,000.00	51.30
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	140.00	19,132.59	24,000.00	79.72
<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	1,516.07	13,136.33	19,197.00	68.43
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	59,995.20	90,000.00	66.66
Total Public Services Expense	9,015.47	74,382.86	112,397.00	66.18

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City of Woodlawn Park
Income Statement - All Funds (Modified Cash Basis)
For the Month and Eight Months Ended February 28, 2025
For the Year Ending June 30, 2025 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 67%
<u>Communications</u>				
Website & Hosting	725.72	15,171.05	10,600.00	143.12
Newsletter & Directory	0.00	0.00	3,000.00	0.00
Aweber Communications	0.00	0.00	240.00	0.00
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	725.72	18,264.35	16,840.00	108.46
<u>Contingency</u>				
Contingency - Mayor	38.00	1,758.90	5,000.00	35.18
Total Contingency Expense	38.00	1,758.90	5,000.00	35.18
<u>Police Expense</u>				
Police Dept (Oper. Exp.)	1,068.94	6,970.71	6,000.00	116.18
Police Dept. - Salaries	3,002.00	26,662.50	39,920.00	66.79
Code Enforcement	732.85	5,764.37	9,600.00	60.05
Other Police Exp	0.00	1,130.00	0.00	0.00
Total Police Expense	4,803.79	40,527.58	55,520.00	73.00
Total Gen Fund Expense	20,295.98	211,624.94	303,257.00	69.78
Excess Rev (Exp) - GF	\$ 10,735.86	\$ 47,755.06	\$ 0.00	0.00
<u>REVENUES - ROAD FUND</u>				
RF - Municipal Aid Rec	\$ 0.00	\$ 4,243.00	\$ 20,000.00	21.22
Total Revenues - Road Fund	0.00	4,243.00	20,000.00	21.22
<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	14,000.00	31,220.00	12,000.00	260.17
Street Paving	0.00	3,600.00	0.00	0.00
Total Road Fund Expense	14,000.00	35,335.50	20,000.00	176.68
Excess Rev (Exp) - RF	\$ (14,000.00)	\$ (31,092.50)	\$ 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)
February 28, 2025

ASSETS

Current Assets

Cash on Hand- PNC	\$	78,289.44	
MRA Checking - Eclipse Bank		662.29	
Money Market - Eclipse Bank		1,211.89	
PNC - ARPA FUNDS		<u>6,494.95</u>	
Total Cash			86,658.57

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		<u>9,670.65</u>	
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		<u>(62,987.20)</u>	
Total Property and Equipment			<u>116,214.96</u>
Total Assets	\$		<u><u>235,638.04</u></u>

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$	4,487.85	
Federal Payroll Taxes Payable		844.55	
State Payroll Taxes Payable		270.34	
Local Payroll Taxes Payable		131.53	
Property Taxes - Other Than		216.22	
Deferred Revenue - Grants		<u>6,494.95</u>	
Total Current Liabilities			<u>12,445.44</u>

Total Liabilities			12,445.44
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Fund Balance

Fund Bal - Fixed Assets		116,214.96	
Special Rev Fund - Restricted		49,740.14	
General Fund-Unrestricted		40,574.94	
Net Income		<u>16,662.56</u>	
Total Fund Balance			<u>223,192.60</u>
Total Liabilities & Fund Balance	\$		<u><u>235,638.04</u></u>

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