



Woodlawn Park City Council Meeting October 16, 2023

The Woodlawn Park City Council met on Monday, October 16, 2023. The meeting was called to order at 7:00 p.m. The meeting began with the Pledge of Allegiance followed by a roll call of Councilmembers. **Present:** Mayor Mike Brown; Councilmembers Melinda Breslin, Nancye Claypool, George Langford, Tom Nunn, and Doug Watson; Charlie Veeneman, Jennifer Osborne, and Attorney Matt Carey. **Absent Excused:** Councilmember Purcell and Chief Throneberry

Mayor Mike Brown began the meeting by asking for a moment of silence for the victims in Israel and Gaza. He also expressed continued well wishes and healing for Councilmembers Langford and Nunn.

The Council reviewed the minutes for the September 18, 2023, meeting. Councilmember Claypool made a motion to accept the minutes and Councilmember Breslin seconded the motion. All voted aye and the minutes were approved.

The Council then reviewed the minutes from the August 29, 2023 special meeting regarding the Municipal Road Aid Fund. There was not a quorum of members present at the September meeting who had attended the special meeting, so approval was deferred to the October meeting. Councilmember Langford made a motion to accept the minutes and Councilmember Nunn seconded the motion. All voted aye and the minutes were approved.

Mayor Brown opened the floor to comments from residents. None were present.

Variance Requests: None

Police Report: Chief Throneberry is in Bowling Green to complete his required yearly training. He will be back patrolling the city on Thursday.

Financial Report: Charlie Veeneman distributed an updated financial sheet and reviewed September and first quarter activities in detail.

- 90% of property taxes have been paid to date.
- 22.59% of insurance premium taxes, which is slightly below the 25% budgeted.
- The first disbursement of the Municipal Aid Road Fund was received in September. Two additional disbursements will be issued in the fiscal year.

Councilmember Watson made a motion to approve the report. Councilmember Nunn seconded the motion. All voted aye and the report was approved. The Mayor, Council, and Mr. Veeneman agreed that moving forward the Income Statement and Statement of Assets, Liabilities, and Fund Balance will be included in the final minutes of each meeting.

Committee Reports

Community Events – Mayor Brown stated that Councilmember Purcell emailed details to the Council about the Fall Social this Friday. He did ask for help with some pots of chili. Councilmember Claypool will make a traditional chili and a vegetarian chili. Councilmember Breslin will make chicken chili and bring hot chocolate. Councilmember Claypool's traditional chili will include noodles. The event begins at 5:00 and Councilmember Purcell has asked for help with set up and staging starting at 3:00 p.m. Councilmember Claypool will bring some tablecloths from the Dollar Tree.

Let's Get Prepared – Councilmember Langford reported that October is Cyber Security Awareness Month, this week is recycling week and today is Bosses Day. Councilmember Langford wanted to remind all of our residents that starting in October leaves begin to fall. He asked all residents to please try to clear their yards of leaves, debris, and branches and to work to keep all of the culverts clear. Most residents have lived here since the early 90s when we had a heavy rainfall that flooded Woodlawn Park. Let us all work together to make sure surface water can flow.

Fence and Building Permits – Councilmembers Breslin and Watson reported no new permit requests. Mayor Brown stated that once the home at 806 Ahland closes the new homeowners will be reaching out regarding a fence permit. Mayor Brown also noted that Mr. Panther appears to be putting up a fence without the proper permits.

Residential Sales/Rentals – Councilmember Watson reported nine houses are currently listed for sale with six of those homes under contract. He asked to confirm that no new short-term rentals are allowed within the boundaries of Woodlawn Park. He stated he will continue to monitor sites such as VRBO and Airbnb to make sure only the one allowed property is active as a short-term rental. Mayor Brown will follow up on the Ambridge property regarding the possibility that it is a rental property. It appears that the son of the owner resides in the home, but that other tenants are renting rooms.

Streets and Signs – Councilmember Nunn reported there was a light out on Green Meadow Court, but it has been repaired. There is a light out on Kinloch which he keeps making calls about, but it has not been repaired. The mayor suggested that this winter they complete a ride along to see the dark areas of the city. The city has previously tried to add lights in certain sections, but residents have been unwilling to give an easement for the streetlights. He would like to revisit this idea as resident minds might have changed their minds. Mayor Brown mentioned that one of the small city banners needs to be replaced. Councilmember Nunn stated that they are all in need of replacement. Councilmember Nunn will contact Oates Flag for a quote to replace the banners.

Welcome Committee/City Hall/Little Library – Councilwoman Claypool reported that the Little Library remains full and active. She only lowered the flag once last month and we have a good supply of flags should the current ones need replacing.

Old Business: There was no old business to discuss.

New Business:

Mayor Brown met with All American Chimney regarding repairs to the leaking chimney at City Hall. The quote included the following.

- \$3,200 to replace flashing all around the chimney.
- \$1,938 to replace the cap along the entire width of the chimney.
- \$700 to add water repellent to the chimney.
- All American Chimney would not complete the plaster repair.

Mayor Brown believes the quote is high and he will ask another company to quote the work. He wants the work completed by the end of the year because it continues to leak.

Mayor Brown is going to pursue moving woodlawnpark.com to the Kentucky League of Cities Website Platform. This platform would allow residents to apply and pay for rental and business licenses as well as pay property taxes all online. The cost for the KLC platform is \$6,500/year, which can be paid in monthly installments. We currently pay VC3 \$760/month. However, VC3 not only manages our website, but they also host email and tech support. If we move to KLC, Mayor Brown will also explore how those services will be provided.

Mayor's Report:

Spectrum/Phone Line – Spectrum is unable to provide auto attendant technology because our current phones are analog. We will move forward with an option to upgrade all phones and use the Ring Central system. We will obtain three news phones at a cost of \$3.50/month/each, or we may choose to purchase them outright. The service is \$66/month, which is cheaper than the \$99 we are currently paying.

Orchid Hill Sign – Pinpoint Services located a break in the electric line to the light at Orchid Hill. There could be more breaks, but once one is detected it is difficult to detect others. Mayor Brown will have an electrician out next week to determine if the electric line is located inside of a pipe. If inside of a pipe, the repair will be simple. If not inside of a pipe, it is much more involved and future discussions will need to take place on how to proceed.

Brightside Clean-Up – The clean-up will take place this Saturday at 9:00 a.m. We will meet at City Hall. Mayor Brown has gloves, bags, and t-shirts. Hopefully, additional volunteers will show up, but the clean-up is not expected to take long.

KLC Conference Report – Mayor Brown had the opportunity to meet with different mayors from around the state at the recent Kentucky League of Cities conference. He enjoyed meeting Mayor Hughes from Auburn in Logan County. He is the incoming KLC president. They spoke about spreading positivity about your city and telling the city's story. Mayor Brown is interested in producing a video about the history of Woodlawn Park and its connection to the Preakness. He would like to explore by taking the concrete wall and

having a mural painted on it to show the history of the city. For now, the sign on the wall needs repair and he will make sure the letters that have fallen off are glued back on. He also attended meetings of interlocal agreements. HB 570 made these agreements easier to enter into, and he would like to explore options of patterning with other cities for street repairs, sanitation, etc. He also enjoyed participating in the hunger initiative where his team boxed 87 boxes of food in less than 20 minutes. Agriculture Commissioner Ryan Quarles sponsored the event. Mayor Brown also attended sessions on ethics. Over the next six months he plans to review our current ethics ordinance, and look at ways to improve it, including removing partisan requirements for the ethics board.

Pancreatic Cancer Awareness Month – Mayor Brown will soon put forth a proclamation proclaiming Thursday, November 16, 2023, Pancreatic Cancer Awareness Day.

Cyber Security Awareness Grant – at the KLC conference Mayor Brown was made aware of an opportunity for a Cyber Awareness Grant. He applied for the grant and was awarded \$2,000. The check has already been deposited.

JCLC Annual Dinner – Mayor Brown invited everyone to the Jefferson County League of Cities Dinner on November 16. Councilmembers Claypool, Watson, Langford and Mayor Brown will all attend. Mayor Brown will follow up with Councilmember Purcell about his attendance.

Junk Pickup is scheduled for October 21.

The Fall Newsletter was mailed last week.

Mayor Brown asked if there were any other items to address. Councilmember Claypool asked about the recent shooting in the neighborhood. Mayor Brown commented that there were no confirmed reports of a shooting. Two residents called 911 after hearing multiple gunshots. There is audio recording of the gun shots, but LMPD has not confirmed a shooting or a shooter. A resident reached out to the mayor about communicating better to the residents about issues of security and he might look into options on the website.

Councilmember Langford asked about the process of appointing Councilmember Breslin's replacement. Mr. Carey mentioned that someone must be appointed by the Council within 30 days of the vacancy or else the vacancy goes to the Governor to appoint. He suggested nominating and voting on a replacement at the November meeting to avoid having to call a special meeting. Mr. Carey can swear in the new member in at the meeting. Mayor Brown commented that it really should be the responsibility of the Council to recruit and nominate a replacement.

Councilmember Claypool made a motion to adjourn the meeting and Councilmember Nunn seconded. All voted in favor. The meeting adjourned at 8:04 p.m.

Respectfully submitted,

Jennifer Osborne

Jennifer Osborne, Clerk

Mike Brown

Mike Brown, Mayor

City of Woodlawn Park
Income Statement - All Funds
For the Month and Three Months Ended September 30, 2023
For the Year Ending June 30, 2024 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 25%
<u>Revenues - General Fund</u>				
Business License Receipts	\$ 0.00	\$ 75.00	\$ 800.00	9.38
Franchise Fees	541.90	1,625.70	6,500.00	25.01
Interest Income	0.30	0.92	300.00	0.31
Insurance Tax	0.00	18,070.39	80,000.00	22.59
Misc. Income	0.00	30.00	1,500.00	2.00
Property Taxes	77,806.05	128,259.29	142,000.00	90.32
Rental License Fees	0.00	250.00	6,500.00	3.85
Citations	0.00	0.00	250.00	0.00
HB413	0.00	0.00	4,500.00	0.00
Litter Abatement	0.00	0.00	600.00	0.00
Prior Earnings	0.00	0.00	52,770.00	0.00
Total Revenues - General F	78,348.25	148,311.30	295,720.00	50.15
<u>Expenses - General Fund</u>				
<u>Operations</u>				
Bonds & Insurance	1,112.31	3,338.15	13,000.00	25.68
Clerk/Treasurer	225.00	872.03	3,600.00	24.22
Federal Payroll Taxes	430.62	1,204.34	5,700.00	21.13
City Hall - Wingate Rd.	400.13	1,391.43	6,000.00	23.19
Legal	700.00	2,843.60	12,000.00	23.70
Accounting	875.00	2,776.00	10,500.00	26.44
Audit	0.00	0.00	5,000.00	0.00
Mayor & Council	2,059.53	4,459.53	14,400.00	30.97
Administration Expenses	342.55	1,467.47	9,700.00	15.13
Codification Expense	0.00	1,100.00	0.00	0.00
Tax Collection	264.00	5,302.30	5,100.00	103.97
Total Operations Expense	6,409.14	24,754.85	85,000.00	29.12
<u>Beautification</u>				
Beautification - Litter Abate	156.00	440.00	2,000.00	22.00
Grounds Maintenance	1,773.80	5,272.52	14,000.00	37.66
Flags and Banners	0.00	0.00	1,500.00	0.00
Light Repairs	0.00	0.00	4,000.00	0.00
Total Beautification Expen	1,929.80	5,712.52	21,500.00	26.57
<u>Public Services</u>				
Neighborhood Relations	0.00	161.29	2,000.00	8.06
Street Lights	1,545.21	4,663.79	21,000.00	22.21
Trash Collection	7,499.40	22,548.20	90,000.00	25.05
Total Public Services	9,044.61	27,373.28	113,000.00	24.22
<u>Communications</u>				
Website & Hosting	1,068.82	3,561.53	9,400.00	37.89
Newsletter & Directory	0.00	0.00	2,000.00	0.00
Legal Advertising	0.00	183.33	300.00	61.11
Total Communications Exp	1,068.82	3,744.86	11,700.00	32.01

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
Income Statement - All Funds
For the Month and Three Months Ended September 30, 2023
For the Year Ending June 30, 2024 - Budget

	Current Month Actual	Year to Date Actual	Budget	Percent 25%
<u>Contingency</u>				
Contingency - Beautificat	1,494.17	1,790.17	5,000.00	35.80
Total Contingency Fund	1,494.17	1,790.17	5,000.00	35.80
<u>Police Expense</u>				
Police Dept (Oper. Exp.)	1,117.50	5,474.36	6,000.00	91.24
Police Dept. - Salaries	3,804.00	10,868.00	49,920.00	21.77
Code Enforcement	500.00	700.00	3,600.00	19.44
Total Police Expense	5,421.50	17,042.36	59,520.00	28.63
Total General Fund Ex	25,368.04	80,418.04	295,720.00	27.19
Net Income - General F	\$ 52,980.21	\$ 67,893.26	\$ 0.00	0.00
<u>REVENUES - ROAD FUND</u>				
RF - Municipal Aid Rec	\$ 11,894.00	\$ 11,894.00	\$ 20,000.00	59.47
Total Revenues - Road Fun	11,894.00	11,894.00	20,000.00	59.47
<u>EXPENSES - ROAD FUND</u>				
RF-Road Repair	0.00	0.00	9,000.00	0.00
Street Signs	0.00	0.00	1,000.00	0.00
Snow Removal - RF	0.00	0.00	10,000.00	0.00
Total Road Fund Expe	0.00	0.00	20,000.00	0.00
Net Income - Road Fun	\$ 11,894.00	\$ 11,894.00	\$ 0.00	0.00
<u>AMERICAN RESCUE PLAN ACT FUNDS</u>				
ARPA 22-23 Surplus	\$ 0.00	\$ 0.00	\$ 15,400.00	0.00
Amer Rescue Plan Expenses	0.00	0.00	(15,400.00)	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 - Cash Basis
September 30, 2023

ASSETS

Current Assets

Cash on Hand- PNC	\$ 113,538.87	
MRA Checking - Eclipse Bank	24,480.29	
Money Market - Eclipse Bank	1,206.72	
PNC - ARPA FUNDS	<u>21,669.32</u>	
Total Cash		160,895.20

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>309,874.67</u></u>
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LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Audit adj.	\$ 4,487.85	
Federal Payroll Taxes Payable	1,780.19	
State Payroll Taxes Payable	194.99	
Local Payroll Taxes Payable	333.17	
Property Taxes - Dbl Pymt	5,365.76	
Property Taxes - Other Than	<u>2.86</u>	
Total Current Liabilities		<u>12,164.82</u>

Total Liabilities		12,164.82
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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	10,288.75	
Net Income	<u>79,787.26</u>	
Total Capital		<u>297,709.85</u>

Total Liabilities & Capital	\$	<u><u>309,874.67</u></u>
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